Staff Guide
College of Engineering

Issue-2  2011
CONTENTS

About Qassim.........................................................................................................................4
About the Qassim University.................................................................................................5
The Engineering College (qec): an overview .................................................................6
  the college mission............................................................................................................7
  the college vision ..............................................................................................................7
  the college objectives .......................................................................................................8
  the college building ..........................................................................................................9
  publications and conference attendance .........................................................................10
  the college departments and programs ...........................................................................11
  the curriculums ................................................................................................................12
  college courses’ description ............................................................................................12
  the student admission conditions .....................................................................................12
  about the coop training .....................................................................................................12
Important Places And Links ...............................................................................................15
  general ..............................................................................................................................15
  related to the university and the college .........................................................................16
The Deanships ......................................................................................................................16
  important links ................................................................................................................17
  List of the sites of some Kingdom universities ..............................................................17
The Way From A New Comer To A Regular Citizen: ......................................................18
  Regular Life Activities ....................................................................................................20
Dear new comer faculty:
The College of Engineering, at Qassim University, welcomes you as a college new staff. For smooth regular life start in Qassim; the college provides this second issue of the staff guide. The guide helps a new comer from the time he decided to join QEC till he becomes a regular citizen.

In this guide one may find brief and quick information about the followings:
Something about Qassim, the Qassim University and the Engineering College (QEC). The college is introduced to you through information about: the college mission, the college educational objectives, the college departments and programs, the old and new curriculums and the student admission conditions. Information about the regulation of publishing research and the COOP-training are given as well.
In addition this guide features the most important places, phones and links (that someone may need) in and out the college. Regular life activities have a specific section that you may refer to upon your need. A list –in Arabic- of the Saudi Colleges' links is given by the end of guide as well as a list of the main administrative offices and deanships in Qassim University

We -at the college of engineering- strongly recommend that you familiarize yourself by this guide because we are confident that you may relay on it not only at your first days in Qassim but also after that.

Dr. Abdulrahman F. Almarshoud
Dean, College of Engineering
About Qassim

Al Qassim Province (also spelled Al Qaseem, Al Qasim, or Qassim) is one of the thirteen administrative provinces of Saudi Arabia. It is located at the heart of the country, its population is more than million and its area is about 65,000 km². It has more than 400 cities, towns, villages, and Bedouin settlements, ten of which are recognized as governorates.

Its capital city is Buraydah, which is inhabited by approximately 49% of the region's total population. Buraydah has a typical desert climate, with hot summers, cold winters and low humidity.

Qassim can be reached by driving or by air. The principal means of road transport is private cars. However, some taxis are available in all major towns in addition to Rent-a-car. Saudi Arabian Public Transport Company (SAPTCO) plies some buses between major towns. Additionally, some private operators arrange coach tours for Haj and Umra for interested persons. Qassim can be reached also by air from all major airports of Saudi Arabia, like Riyadh and Jeddah. Qassim airport is about 25 Kms from the Capital city Buraydah and 40 kms from the city of Unaizah.
ABOUT THE QASSIM UNIVERSITY

Qassim University was established in 2004 as a joint of two branches; King Saud University Qassim Branch and Imam University Qassim Branch. Later on Education Colleges became a part of Qassim University. The main campus is located in the center of Qassim Province and covering 7.8 Km$^2$. Other campuses are available in different cities in Qassim. Currently, many colleges are available in Qassim University including:

- Shareaah College
- College of Agricultural and Veterinary
- College of Science
- College of Computer
- College of Applied Medical Sciences
- College of Pharmacy
- Arch., design and Planning College

During the year of 2008; student enrollment in Qassim University reached 40000 students and faculty and staff reached 3500 member.

**In visiting the university main building; one has to pay attention to the following:**

- The building has six stories.
- The main lobby is covered by huge truss structure covered by a great dome.
- Several main and supplement entrances furnished with fast lifts.
- Several parking areas around the building.
- One should keep track where he parked his car and what is the closest entrance.

The University Director
Prof. Khaled A. Al-Hamody
THE ENGINEERING COLLEGE (QEC): AN OVERVIEW

On 17/1/1423H (31/3/2002), the council of King Saud University (KSU) recommended the transformation of the Department of Agriculture Engineering, College of Agriculture and Veterinary at its Qassim campus (branch) to an Engineering College with three departments; mechanical, civil, and electrical engineering to award Bachelor degrees.

The recommendation was then discussed in the meeting of the Saudi Council for Higher Education dated on 2/11/1423 H (5/1/2003) and headed by his Majesty King Fahad (God bless him) as the Prime-Minister and the head of Council for Higher Education. The council approved the recommendation on 23/11/1423H (26/1/2003). Accordingly, a committee formed of specialists at KSU started to establish the academic programs for the three departments. The committee approved the general layout of the B.Sc. engineering degree including university, college, and department requirements. In 2004, Qassim University was announced as an independent university and the College Of Engineering continued to be one of the colleges of the new Qassim University. During the academic year, 2010-2011, all the college programs have been fully accredited by the ABET. The accreditation decision has been issued at the ABET-annual meeting which was held at the 15th of July 2010. The college has received this decision as of the twenty second of August 2010. It is a
great accomplishment and historical restart for a newly born college. Rarely, a college can achieve accreditation of all its programs during this very short period of time.

The electrical Engineering program has been accredited locally as well. Recently, the mechanical engineering department has been awarded the prize of the distinguished department at the level of the university for the year 1430H/2009G. In addition; the Engineering College is going to offer M.Sc. programs in different fields.

English is the official teaching language. Because the college holds staff from different nationalities (Algeria, Egypt, India, Kenya, KSA, Morocco, Pakistan, Philippines, Sudan, Syria, Türkiye, and more) English is the commonly used conversation and meetings language.

**The College Mission**
The Qassim College of Engineering seeks to meet the needs of the Saudi society and the region with outstanding engineering programs in education, research and community service.

**The College Vision**
The Qassim College of Engineering aims to be recognized locally, regionally, and internationally as a leading institution providing high quality programs and services.
The College Objectives

I- Educational Objectives: The educational objectives of Qassim Engineering College (QEC) are stated such that the graduate will:

1. Possess the skills and knowledge necessary for work environment including design, installation, operation, maintenance and inspection of engineering systems.
2. Utilize information technology; data analysis; and mathematical, computational, and modern-experimental techniques in solving practical problems.
3. Fit in various working environments through effective communication skills and the ability to work in multidisciplinary teams.
4. Continue life-long learning and gain skills to promote professional development, and career planning based on social and professional ethics.

II- Research Objectives:

1. To establish research links with the industry, energy and construction organizations to help develop and promote these organizations.
2. To establish research centres which participate in developing the scientific research and supporting the academians and post-graduate students from inside and outside the university.
3. To offer post-graduate programs which focus on research subjects that serve the Saudi society.
III-Community–Service Objectives

1. To contribute and support the different university committees such as committee of missions and training, demonstrators committee and the scientific council, etc.

2. To participate, in cooperation with the university community service deanship, in the promotion of the engineering profession through offering training courses and workshops for engineers and technicians in different engineering fields.

3. To conduct engineering studies and field surveys, and to present technical consultations for solving the society problems.

4. To conduct standard tests on equipment, devices and samples, and to inspect the constructions to check their compatibility with the standard specifications and suitability to their intended functions.

The College Building

Modern, flexible space for research and education is essential to keep the College of Engineering in a leadership position in the coming decades. Currently the college occupies temporary buildings. However, in the fall of 2008-2009, the contract of the new engineering building was signed. All the current classrooms and meeting rooms are equipped with overhead projectors and smart-boards. The college departments are featured with top of the line educational laboratories.
The new building will be integrated to the university main building. The entire piece is strategic to its vision for the future. The new engineering Building is the next step toward this vision. The college plans to create a 21st century building. The new building will rise in its place, with several stories of modern education and research facilities.

Information about the college may be obtained through the college website http://www.qec.edu.sa. A historical film about the college may be reviewed through the college website.

**Publications and conference attendance**

The Qassim University and the engineering college encourage the staff to publish their researches through reputable and highly ranked journals and conferences. The university will pay for conference registration and for the accommodations during the conference period. A faculty member needs to arrange for traveling and/or air tickets which will not be refunded by the university.
The College Departments and Programs

College of Engineering

- **ELECTRICAL ENGINEERING**
  - Chairman: Dr. Abdulrahman F. Almarshoud
  - Tel: (+966) 6-3803373
  - Fax: (+966) 6-3801152
  - Ext: (+966) 6-3800050-5000
  - Email: dr_almarshoud@qec.edu.sa

- **MECHANICAL ENGINEERING**
  - Chairman: Dr. Fahd Al-Mufadi
  - Tel: (+966) 6-3803373
  - Fax: (+966) 6-3801152
  - Ext: (+966) 6-3800050-5001
  - Email: almufadi@qec.edu.sa

- **CIVIL ENGINEERING**
  - Chairman: Dr. Abdulllah S. Alsuwaiyan
  - Tel: (+966) 6-3802992
  - Fax: (+966) 6-3802992
  - Ext: (+966) 6-3800050-5100
  - Email: edu_vdean@qec.edu.sa

**ABET**

11-Staff Guide – QEC 2011
The Curriculums
Since the academic year 2005/2006, Qassim University has adopted the Preparatory Year Program (PYP) for all scientific colleges. The College of Engineering took the opportunity to enhance and to improve the academic programs in order to be in agreement with the new system, ABET’s standards and job market needs. Since 2005 the curriculums have subjected to gradual improvements taking into considerations feedback from the available program constituencies and related experts and organizations. This process of change has ended with the current curriculums. The curriculum, of any of the three offered programs, comprises a total of 139 credit hours, after completing 34-credit hours in the PYP. The 139 credit hours are distributed in 8 full-time semesters. The new curriculums contain five credit hours for engineering design courses and nine credit hours for coop training program.

College courses’ description
The requirements for the degree of Bachelor of Science in Engineering for different programs offered by QEC may be reviewed through the college bulletin or across the college/department web-site.

The Student Admission conditions
Students completed the preparatory year program (PYP) with GPA not less than 3.5 out of 5.0 points may be accepted for admission to the engineering college.

About the Coop Training
Cooperative training is a joint effort between the college and the public and the private sectors in the area of specialization to allow students to practice the skills and knowledge they have learned.
Coop students are required to spend seven months of practical training in a relevant field in industry. In general, coop students are divided into two groups. The first group starts their coop program at the end of the first academic semester (Fall semester) while the second group starts at the end of the second academic semester (Spring semester). This means that the two groups will normally overlap during the summer.

(a) Requirements and Eligibility
Students start the Coop Training after the completion of the sixth semester and continue through the seventh semester plus one summer semester. The following criteria should be met before a student is considered eligible for the admission of the Coop Training program:

1. The coop program must be completed before the last semester precedes the student's graduation.
2. Student has to complete a minimum of 100 credit hours prior to admit for the coop program.
3. Student has to satisfy the department special requirements, if any.
4. Student is not permitted to register for any other courses during the coop program.
(b) The main responsibilities of a Coop Academic Advisor

The Coop academic advisor is a faculty member with expertise in the subject of the coop assignment. He is assigned by the department to guide the coop students through the entire training. The main tasks of the academic advisor are:

1. To guide the students and follow their progress through all stages of the training.
2. To arrange and perform frequent meetings with his advisees during training.
3. To help students to write and compile their coop portfolio and reports in professional format.
4. To ensure that the students present and submit their portfolios and final reports by the end of the training period.
5. To arrange the celebration of the Coop training for his advisees.

(C) The main responsibilities of a Coop Examination Committee

The Coop Examination Committee consists of three faculty members including the coop academic advisor. The committee evaluates the students’ coop portfolios, reports and presentations individually using the specific evaluation form (COOP-06) which is given in the attached Appendix. The average value of their three evaluations for each item is calculated and recorded in the overall evaluation form (COOP-07) given in the Appendix.

FOR MORE DETAILS; REFERE TO THE COOP GUIDELINES BOOKLET THROUGH THE COLLEGE WEBSITE
## IMPORTANT PLACES AND LINKS

### General

<table>
<thead>
<tr>
<th>Place</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Al-Ras General Hospital (Al-Rass)</td>
<td>063330284</td>
</tr>
<tr>
<td>Buraidah Central Hospital (Buraidah)</td>
<td>063250487</td>
</tr>
<tr>
<td>Electricity emergencies</td>
<td>933</td>
</tr>
<tr>
<td>Fatwa main home (MEKKAH)</td>
<td>025589825</td>
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<tr>
<td>Fire fighting</td>
<td>998</td>
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<td>Fixed phones malfunctions</td>
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<td>General Police</td>
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<td>Human rights national community</td>
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<tr>
<td>Immigration</td>
<td>992</td>
</tr>
<tr>
<td>King Fahd Hospital (Buraidah)</td>
<td>063252000</td>
</tr>
<tr>
<td>King Saud Hospital (Unaizah)</td>
<td>063644655</td>
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<tr>
<td>Natural Disaster</td>
<td>966</td>
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<tr>
<td>Phone information</td>
<td>905</td>
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<tr>
<td>Roads security</td>
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<td>Securities on Duties</td>
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<td>Talking Clock</td>
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<td>Traffic Accidents</td>
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<tr>
<td>Water emergencies</td>
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### Related to the university and the college

<table>
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<tr>
<th>Place</th>
<th>Location</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Al-Rajhy Bank (University Branch)</td>
<td>The main lobby at the fourth floor QU-building</td>
<td>1212 3800543</td>
</tr>
<tr>
<td>Salary Unit</td>
<td>At the sixth floor QU-building (QUB)</td>
<td>1155,7,8</td>
</tr>
<tr>
<td>Saudi Airlines office</td>
<td>The main lobby at the fourth floor QUB</td>
<td>1062 0920022222</td>
</tr>
<tr>
<td>The Human resources affair</td>
<td>At the sixth floor QUB</td>
<td>1183,4,5</td>
</tr>
<tr>
<td>The immigration office</td>
<td>At the sixth floor QUB</td>
<td>1164</td>
</tr>
<tr>
<td>The main college store (A. Al-houmaid)</td>
<td>Room 2188 – at the second floor QUB</td>
<td>5015</td>
</tr>
<tr>
<td>The university post office</td>
<td>The main lobby at the fourth floor QUB</td>
<td>1218</td>
</tr>
<tr>
<td>The university staff-clinic</td>
<td>Omar Ben Alkhtab Road in Buraidah</td>
<td>063822657</td>
</tr>
<tr>
<td>Central University Library</td>
<td>The main lobby at the 2nd floor QUB</td>
<td>1470,27,58</td>
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### The Deanships

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<td>Deanship of Student Affair</td>
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<tr>
<td>Deanship of Libraries Affair</td>
<td>1823</td>
</tr>
<tr>
<td>Deanship of Scientific Research</td>
<td>1356</td>
</tr>
<tr>
<td>Deanship of Academic development</td>
<td>1842</td>
</tr>
<tr>
<td>Deanship of Admission and registration</td>
<td>1231-1837</td>
</tr>
<tr>
<td>Deanship of Community Service &amp; Community Education</td>
<td>4068</td>
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<tr>
<td>Deanship of Graduate Studies</td>
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## Important Links

<table>
<thead>
<tr>
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</tr>
<tr>
<td>Civil Engineering department</td>
<td><a href="http://www.qec.edu.sa/eng/department/ce">www.qec.edu.sa/eng/department/ce</a></td>
</tr>
<tr>
<td>Electrical Engineering department</td>
<td><a href="http://www.qec.edu.sa/eng/department/ee">www.qec.edu.sa/eng/department/ee</a></td>
</tr>
<tr>
<td>Mechanical Engineering department</td>
<td><a href="http://www.qec.edu.sa/eng/department/me">www.qec.edu.sa/eng/department/me</a></td>
</tr>
<tr>
<td>Recording the Student Attendance site</td>
<td><a href="http://www.qec.edu.sa/eng/department/me">Stdatt.qec.edu.sa</a></td>
</tr>
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<td>Saudi Airlines home page</td>
<td><a href="http://www.qec.edu.sa/eng/department/me">Saudiairlines.com</a></td>
</tr>
<tr>
<td>Saudi Telecom communication</td>
<td><a href="http://www.qec.edu.sa/eng/department/me">Stc.com.sa</a></td>
</tr>
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<td>The main college home page</td>
<td><a href="http://www.qec.edu.sa/eng/department/me">www.qec.edu.sa</a></td>
</tr>
<tr>
<td>The main University home page</td>
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<tr>
<td>The main University home page</td>
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<td>The Qassim University journal</td>
<td><a href="http://www.quj.org.sa">www.quj.org.sa</a></td>
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## List of the sites of some Saudi universities

<table>
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<td>KAUST</td>
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<tr>
<td>JUU</td>
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THE WAY FROM A NEW COMER TO A REGULAR RESIDENCE:

- You need to inform the College by your arriving date and time; so that; someone will be set to meet you as you arrive Al-Qassim airport.

- Upon arrival in Saudi Arabia, every new comer has to seek temporary accommodation in a hotel or with some acquaintance. The university afford two nights (three days) lodging for you and the family.

- Long stay accommodation is available for singles as well as families until a permanent accommodation can be found.

- The University does not presently have its own residential facility.

- Ask the dean office to issue temporary identification letters (5 copies are reasonable) for you called (Tareef).

- After renting an apartment or home you must work for furnishing it. Some big-name-stores supply you by your needs without down-payment and postpone your payment till you receive your first money batch from the university.

- It is very important to work for getting your own Foreigner Identification card called (IQAMA) and a private Driver License. Both are issued by the Ministry of Interior. Qassim University has Liaison Office which facilitates the procedure of issuing the ID after procuring necessary papers like medical examination report etc.
Upon working for your driver license and to save you some money and time; submit your home country driver license (if you have one).

You need to open a bank account and sign up your university contract. Tell the human resource office about your bank account number. Get your university employment number. Afterwards, you can get a university ID.

Renting a car: Renting a car is easy in Al-Qassim; just visit any of the car-rental offices. Prices vary according to the car type and the renting period. Renting a small size car for a month starts from 45 SR/day. Always check if the rented car is covered by insurance or you need to buy one. In addition; ask for permission to visit big cities.

Health Care and Health insurance:
The university provides health insurance for all its faculties and their families. The main university clinic is located in the Omar Ben Alkhtab Road in Buraidah (20 minutes driving from the university – phone 063822657). A clinic number is issued for each patient in conjunction with a medical file. One may need to set an appointment before visiting the main clinic. If it was required, doctors are allowed to transfer patients to more specialized hospitals. In emergency cases, one can directly visit any of the emergency rooms in hospitals in contract with the university. There are many other private hospitals and clinics that provide health care where one can visit and find paid medical services.
A newcomer’s important checklist

REMEMBER THAT YOU NEED TO DO THE FOLLOWING

1. Get a copy of the staff guide (available through the college web site)
2. Perform the physical exam
3. Sign the contract
4. Issuing the appropriate IDs for you and your family (Iqamas + University ID)
5. Open a bank account
6. Accommodate your kids in the appropriate school
7. Have an office (room) furnished and the key
8. Get office supplies
9. Get a LAPTOP
10. Get a printer
11. Knowing your office phone number
12. Establish an account on the College website (Eng. Ibrahim 5303)
13. Establish an account on the University website

REGULAR LIFE ACTIVITIES

1. Pre-college education:
   Review the Ministry of Education website www.moe.gov.sa

2. Performing Haj and Umra
   Performing Haj and Umra are great opportunities for muslims working in KSA. One can perform Umra whenever his time allows to. Haj, however, must
be permitted from the associated identities. Buraidah is away from mekkah by about ten driving hours. Arranging Umra is the business of some companies in Qassim (in Buraidah companies are located in Al-khoubib district). The companies usually arrange Umra trip to start after the working hours on Wednesdays. Usually they get people back late on Fridays. Most probably the Umra trip includes visiting the prophet-Mosque in Medina. The trip usually includes traveling back and forth and accommodation. Some other private parties arrange similar trips allover the year.

3. **Traveling back and forth …. plan ahead**

When planning to travel outside the kingdom for a period of time; one should take care of the following:

- Plan ahead (two months early – or more).
- Check with the university and/or the college if he was allowed to leave. If it was required he may apply for temporary leave.
- Make a flight reservation and buy the air tickets
- Apply for exit/entry visa through the immigration (Liaison) office (200 SR/visa)
- Make sure that the college sends leave permission to the immigration office.
- Get one of the colleagues sign for that he is responsible for your duties till you get back (Guarantor pledge form).
Receive his passport and submit (his (IQAMA) + Guarantor pledge) twenty four hours before the traveling.

Upon his return, he needs to submit his passport and get back his (IQAMA).

If this return was after the summer vacation, one needs to sign up back to return form at the college.

4. Dine out, Shopping and Entertainment

So many malls and shopping areas in Buraidah (Al-nakheel plaza, Al-otheam mall…), Unaizah (City plaza Panda, ..) and Al-Ras.

- **Entertainment**
  - Buraidah’s Museum
  - Market trades & handicrafts.
  - The water tower.
  - Gulf Park entertainment
Dine out

Several restaurants are available all around the city. Some are nation wide chain. Some feature tradition foods and some others feature other culture tradition foods. No place for women in many restaurants.

Shopping

So many malls and shopping areas in Buraidah (Al-nakheel plaza, Al-otheam mall…), Unaizah (City plaza Panda, ..) and Al-Ras.