Guide is Prepared by
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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, 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
1- 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.
2- ABOUT 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
- College of Arabic and Social Sciences
- College of Economics
- College of medicine
- College of Engineering
- College of Dentistry
- Community colleges
- Girls Education Colleges
- College of Computer
- College of Engineering
- College of Dentistry
- Community colleges
- Girls Education Colleges

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
3- 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, Pakistan, Philippines, Sudan, Syria, Türkiye, Tunisia and more) English is the commonly used conversation and meetings language.

**The College Mission**

College of Engineering at Qassim University seeks to offer a developed and accredited engineering education to satisfy the needs of the job market, and to offer society and research services which support the sustainable development in the Kingdom and contribute in the knowledge economy.

**The College Vision**

A locally and regionally distinguished college in the engineering education and scientific research which supports the sustainable development in Qassim region and Kingdom.
The College Objectives

I-College Educational Objectives

- Preparation of the graduates to have a successful career as engineers in the governmental and private sectors.
- Preparation of the graduates to pursue their professional development through self learning and advanced degrees.
- Preparation of the graduates to advance to positions of leadership in their profession.
- Preparation of the graduates to effectively participate in the sustainable development of the Saudi Society.

II-Research Objectives:

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

- To contribute and support the different university committees such as committee of missions and training, demonstrators committee and the scientific council, etc.
- 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.
- To conduct engineering studies and field surveys, and to present technical consultations for solving the society problems.
- To conduct standard tests on constructions, engineering systems, equipment, machines, devices and materials.
4- 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.
5- THE COLLEGE DEPARTMENTS AND PROGRAMS

College of Engineering

Department/Program
- 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. Abdullah S. Alsuwaiyan
  Tel: +966(6) 3802992
  Fax: (+966) 6 –3802992
  Ext: (+966) 6 - 3800050-5100
  Email: edu_vdean@qec.edu.sa
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 current curriculums contain five credit hours for engineering design courses, five credit hours for free courses and nine credit hours for coop training program.

College courses’ description
The requirements for the degree of Bachelor of Science in Engineering for the 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).

FOR MORE DETAILS; REFER TO THE COOP GUIDELINES BOOKLET THROUGH THE COLLEGE WEBSITE
6- EMPLOYMENT REGULATIONS

1- The staff holding PhD who is transferred to be a faculty member, lecturer or teaching assistant is appointed in the position of assistant professor in his PhD major and receives the salary of the first year of the position. If his/her current salary is similar to the salary of the academic rank to which he is transferred, he gets the salary of the next year in the academic rank of assistant professor. If the salary he already receives is higher than the salary of the highest year in the rank of assistant professor, he keeps the difference as an allowance until the salary increases by promotion or allowance to be similar to his/her recent salary.

2- If a previous faculty member is to be reappointed, he is classified according to the academic position he has occupied. He is then dealt with according to the previous item.

3- If the transferred staff to the position of a faculty member has experience after getting the required degree, and his/her due salary according to item 1 of this Article is less than what he deserves (when the experience is considered), years of experience are considered if they are in the major.

Items 1, 2 and 3 are applicable to BA and MA holders who will be appointed as teaching assistants or lecturers.

1- He should have an MA or an equivalent degree from a Saudi university or an acknowledged university.

2- He should have at least worked for three years as a lecturer in the university.

3- He should have published three research papers (equal three units according to the instructions of promotion) after getting MA. At least one of them should be single-authored. The publication should be consistent with Article 29 of these regulations.
7- PROMOTION REGULATIONS

The faculty member who applied for promotion is evaluated out of 100 grades divided as follows:
- 60 grades for research works.
- 25 grades for teaching.
- 15 grades for university and community service.

The university council may determine some parameters for evaluating the applicant with regard to teaching, and university and community service based on a recommendation by the scientific council.

8- FACULTY DUTIES

The faculty member is responsible for keeping order in the teaching classrooms and laboratories. He should submit a report about any misconduct conflicting with public order.

The faculty member and similar staff should work 35 hours weekly spent in teaching, research, office hours, academic committees, academic counseling, and other required administrative and research works. Based on a decision by the university council, they can be raised to 40 hours.

Teaching loads of faculties in charge of administrative works such as the university vice-rectors, deans and vice-deans, directors of centers, and heads of academic departments are reduced to a minimum provided that their teaching loads should not be less than three educational units.
The upper limit of the teaching load of the faculty member and similar staff is as follows:

- The professor: 10 educational units (credit hours).
- The associate professor: 12 educational units.
- The assistant professor: 14 educational units.
- The lecturer: 16 educational units, it may be less than that during his study
- The teaching assistant: 18 educational units.

9- VACATIONS

The annual holiday for the faculty members, lecturers, teaching assistants, and language teachers is the summer holiday. The holiday does not start unless the final examinations end and the results are announced. The university council determines the appointments of the end of the holiday.

Upon a decision by the university rector, the faculty member, lecturer, and language teacher, the teaching assistant can teach during the summer holiday. He should receive a payment of extra two month basic salary for the work which should not exceed sixty days in the academic year.
This club is a complementary part of college's mission. The club is a center for student activities. It was officially inaugurated on 13th February, 2012. Prior to this date the dean of college nominated Prof. Dr. Gamal Atta to be the supervisor of the club.

Activities of the club include discussions, workshops, competitions, culture, training, sports, social and various student related activities. Students from various departments are enrolled as club members. Members usually contribute with their creative ideas, and discuss events for the future planned activities, during meetings held by the club. College professors and staff who likes to participate student activities are more than welcomed to participate in the club various activities.
### IMPORTANT PLACES AND LINKS

#### General

<table>
<thead>
<tr>
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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>
</tr>
<tr>
<td>Fire fighting</td>
<td>998</td>
</tr>
<tr>
<td>Fixed phones malfunctions</td>
<td>907</td>
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<tr>
<td>General Police</td>
<td>989</td>
</tr>
<tr>
<td>Human rights national community</td>
<td>920008989</td>
</tr>
<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>
</tr>
<tr>
<td>Natural Disaster</td>
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</tr>
<tr>
<td>Phone information</td>
<td>905</td>
</tr>
<tr>
<td>Roads security</td>
<td>996</td>
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<td>Securities on Duties</td>
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</tr>
<tr>
<td>Talking Clock</td>
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<td>Traffic Accidents</td>
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<td>Water emergencies</td>
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### Related to the university and the college

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<tr>
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<th>Phone</th>
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<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 (20 minutes driving from the university)</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>
</tr>
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### The University Deanships

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<tr>
<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>
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<tr>
<td>Deanship of Community Service &amp; Community Education</td>
<td>4068</td>
</tr>
<tr>
<td>Deanship of Graduate Studies</td>
<td>1860</td>
</tr>
</tbody>
</table>
12- Important Links

Al-Rajhy Bank (login page) : http://www.almubasher.com.sa/retail/LogonRetail.jsp
Civil Engineering department : www.qec.edu.sa/eng/department/ce
Electrical Engineering department : www.qec.edu.sa/eng/department/ee
Mechanical Engineering department : www.qec.edu.sa/eng/department/me
Recording the Student Attendance site : Stdatt.qec.edu.sa
Saudi Airlines home page : Saudiairlines.com
Saudi Telecom communication : Stc.com.sa
The main college home page : www.qec.edu.sa
The main University home page : www.qu.edu.sa
The main University home page : www.qu.edu.sa
The Qassim University journal : www.quj.org.sa
Ministry of Education web site : www.moe.gov.sa

List of the electronic sites of other Saudi universities

13- 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
14- **REGULAR LIFE ACTIVITIES**

1. **Pre-college education:**
   Review the Ministry of Education website [www.moe.gov.sa](http://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 work form at the college.

4. **Dine out, Shopping and 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.

Entertainment
- Buraidah's Museum
- Market trades & handicrafts.
- The water tower.
- Gulf Park entertainment
CONTACT US

The College of Engineering – Qassim University
Tel:  (+966)(6)3803373 – 5000
Fax:  (+966)(6)3801152
www.qec.edu.sa
P.O.B 6677 - Buraydah 51452 - Saudi Arabia

More 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.

For comments and/or suggestion, please, email to meupdates@qec.edu.sa