



وزارة التعليم
Ministry of Education



جامعة المستقبل
Mustaqbal University
أول جامعة أهلية بمنطقة القصيم

College of Engineering and Computer Science

Computer Engineering Program

Rights & Duties (Staff Manual)

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MUSTAQBAL UNIVERSITY
COLLEGE OF ENGINEERING AND COMPUTER SCIENCE
COMPUTER ENGINEERING PROGRAM

Rights & Duties (Student Manual), 2022

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College Vision

A nationally distinguished college in education and community partnership in the fields of engineering and computer science.

College Mission

Providing distinguished education and enhancing the skill side in the fields of engineering and computer science, to prepare qualified graduates with skills and knowledge and to ensure their equipment to meet the changing demands of the labor market and society, through the development of technologies and innovation.

College Objectives

1. Providing distinguished education that contributes to achieving economic development and meets the requirements of the public and private sectors.
2. Preparing distinguished graduates in terms of knowledge and skill in the fields of engineering and computer science who are able to successfully engage in various fields of work.
3. Preparing graduates capable of developing their skills and pursuing higher education.
4. Preparing graduates capable of serving the community and meeting its needs.
5. Preparing graduates capable of leadership in various areas of professional life.

Department Vision

To become a national leader in providing high quality education in the area of computer engineering and computer network.

Department Mission

To excel in embracing knowledge and continuing education; to be recognized as a program that offers one of the best programs in computer engineering and computer network; to provide an environment in which students are given the essential resources to address and solve real-world problems; and to promote active learning, critical thinking, and engineering judgment. In addition, offering internship, co-op and continuing education programs that produce graduates for the highest paid jobs.

Educational Objectives

Providing distinguished education that contributes to:

1. Demonstrate success in the professional practice of computer and network engineering by interacting with members of professional teams in industry, government, and other organizations.
2. Keep students' professional knowledge updated through continuously learning new concepts and identifying the new directions in areas of computer engineering and network engineering.
3. Have good manners in their professional environment and develop skills to enhance the state of their practice in a dynamic professional environment.

1 Introduction

Rights Duties for the Department of Computer Engineering staff is an implementation of the unified university policies for Rights Duties (<https://shorturl.at/AKTVYLink>) presented in the faculty manual. The faculty manual was prepared by the Standing Committee for Quality (No. (2/8/42) and dated 10/29/1442 AH), which was reviewed and approved by the Computer Engineering Department council number 4 on 18 April 2022.

2 Rights and Duties of Teaching Staff Members

2.1 Definition of Teaching Staff Member

According to the First item of the regulating board of University affairs of the affiliated issued by the higher education Council number 4/6/1417, they are as follows:

- Professor
- Professor Associate
- Professor Assistant

The Second item of the organizing board states that lecturers, demonstrators, teachers of languages, and researchers assistants follow (i.e., come next and ranked second) the teaching staff as per the regulations in the organizing board.

3 Rights of Teaching Staff

Teaching Staff member has many rights, such as

- **Travel Ticket** University insures travel tickets for teaching staff members with his family for four persons, including his ticket, and the Tickets be of tourist class.
- **Housing** University insures housing for teaching staff, lecturers, demonstrators, and language teachers as stated in the ranking ladder of worker payment. It is to be paid two times annually.
- **Medical Care** University abides by registering teaching staff members for the general institution of social insurance and abides by paying a subscription as per its ordinances.
- **Conferences attendance** According to the recommendations of the Department Council and College Council and after being approved by the Committee of Conferences, the Rector of the University allows the teaching staff member to attend any Conference or any scientific Symposia inside or outside of the Kingdom.

- **Service Termination awarding** If the teaching staff member has taught for two years, he/she would be awarded half salary, as Service Termination awarding, for every year. Similarly, if a teaching staff member completed teaching for five years, he/she should be awarded a one-month salary, as Service Termination awarding, for every year. The maximum years of serving the University is ten years. The Service Termination awarding is usually granted at the end of the service and is calculated as per the last salary the teaching staff member received.

- **Leaves** According to the Ordinances of the University, teaching staff member is granted different types of vacations. They are as follows:

1. **Annual Leave** Teaching staff deserves annual leave every month, which is (1.75) days for those who have served less than five years. Teaching staff members who have served more than five years are granted the Annual Leave for every month, which is (2.50) days. Such leave has to be spent during the contracting period, and there is no financial compensation for the teaching staff member for not spending it. The teaching staff member has the right to get a Leave on religious and national occasions. The University, according to its Ordinances and rules, states the period of leave.

2. **Emergency Leave**

- (a) Administration of University is empowered to grant teaching staff members emergency leave once some reasons and circumstances compel him/her to be absent. Having it is bounded by the approval of the direct boss. The administration of the University grants teaching staff members Emergency Leave, but not more than five days per year. It is with full salary, but the period of the Emergency Leave is cut from the annual leave of the teaching staff member, and no ticket is issued for it.
- (b) Sick Leave
- (c) Maternal Leave
- (d) The Two-Eid leaves: These leaves are granted to the employee on Eid al-Fitr and Eid al-Adha. Eid al-Fitr holiday begins on the 29th day of Ramadan and ends at the end of the fifth day of Shawwal. Eid al-Adha holiday also starts from the beginning of the fifth of the month of Thu al-Hijjah until the end of the fifteenth of the same month.
- (e) National Day of the Kingdom If it happens to coincide with Eid's vacation, Eid, the vacation Eid starts the same day as the National Day vacation. It is on 23 September. If the National Day date coincides with Saturday (comes on Saturday), it is delayed and celebrated the following day (i.e., Sunday). Likewise, if it comes on Friday, it is celebrated on the former day (i.e., Thursday).

4 Duties of a teaching staff member towards students

The duties of a teaching staff member towards students are signified in his/her special care of preparing and presenting lessons/lectures well and in a good way of dealing with students. Moreover, he/she must be active and interested in guiding and caring for their academic levels. In addition, to be an ideal person, some other duties are as follows:

- Teaching according to the prescribed plan given
- An extra teaching is necessary if there is a need to do so.
- Preparing exams of the subjects taught.
- Abiding with traditions and values of the University and working on instilling them among students. The teaching staff member must contact directly with students and care for their academic, social, and cultural affairs (i.e., help them overcome difficulties, motivate them to create and achieve, etc.).
- Conveying the last updated information, in his/her specialization, to students, presenting recommendations about some essential amendments in the curricula to the Department Council, and suggesting new, improved modern academic alternatives that insure qualitative outcomes.
- Be responsible for students' exams according to the regulations given.
- Making the questions of exam for the subject being taught. According to the suggestions of the Head of the Department, the person selected by the College Council could make the exam questions, if necessary.
- The teaching staff member, who teaches the subject, is the one who corrects the final exam. The Head of the Department and the college council can appoint persons to help correct exams if needed.
- Teaching staff member has to state and record the marks in the marks record and sign on it. Then, the Head of the Department approves it to be saved in the academic system for the administration of registration and acceptance.
- Participating, with the department teaching staff members, in preparing scholastic plans and developing programs of the Department.
- Supervising and observing the practical aspect of the required subjects they teach if needed.
- Doing the academic guidance for students according to the instructions.

5 Duties of a teaching staff member towards University

- Teaching staff member has to avoid any academic or professional behavior which degrades the University or causes financial loss. He has to pay the suitable support for the activities conducted by the University and for the committees appointed by the University. Moreover, they do not have to exploit the name of the University to achieve their self-interest. Working out of the University without permission from the University is not allowed.
- Participating in the meetings of Department Councils and interacting with the different committees of the College and University.
- Abiding with the library hours and attending conferences.
- Submitting suggestions to the authority of concern in the University for improving the scientific and administrative work and terming the mechanism of applying them.
- Participating effectively in the community serving Department, College, and University activities. Giving necessary recommendations for the Deputy of academic development and community serving in the University.
- Contribution in suggesting Symposia and Conferences within the cultural activities. Such contribution will favor the teaching staff member during the promotion.
- Following up on what is new in the specialization of the teaching staff member, working on developing specialization and submitting the suggestions and recommendations, in this regard, to the Department and the Unit of relevance.
- Spending working hours in teaching, research, academic guiding, community-serving, and fulfilling any other activities.
- Teaching the subjects prescribed by the Head of Department, attending and teaching at the right time and place. Changing time or place of teaching, or even merging groups of study, is not allowed without coordination and prior permission from the Head of the Department and administration of acceptance and registration.
- Abiding with the academic calendar, particularly with the time of the final exams. Changing the time of the exam is not allowed without the coordination and prior permission from the Head of the Department and administration of acceptance and registration.
- Continuous communication with the Head of Department regarding the academic, administrative and financial issues since he is the responsible person who presents annual report to the Dean of College about what happens in the Department.
- Teaching staff member has to be fully freed to do lectures and practical lessons. They must present the College well by doing creative research, guiding students and supervising laboratories and libraries, and providing them with new references.

6 Duties of a teaching staff member towards professional abilities development

- Teaching Staff Member has to develop himself professionally. He/she has to follow up on all that is new in his specialization by getting acquainted directly with the references and periodicals about his/her specialization, participating in the scientific Institutions, and attending the relevant symposia and conferences. Such things are compulsory due to the advancement of sciences which result in an overflow of data and variety in techniques and approaches to learning and teaching.
- Conducting research, studies, and participating in the collective relevant research.
- Doing creative writings and critical analyses which contribute to representing knowledge and serving society.
- Teaching staff members cannot teach or guide in other Universities without a license from the University Rector based on the approval of the college council and Department Council. It is stipulated the license be limited to the studies at University.
- Teaching staff member is not allowed to teach students extra private lessons with or without fees.
- Teaching staff members cannot do any other work such as do business or manage any industrial, financial or commercial activity.

7 Duties of a teaching staff member towards society

- Academic Participation in developing a community of University through special courses for training graduates and enhancing their abilities in a way conforms with work marketing and caravans which serve society in all specializations.
- He/she must be honest with the country, its unity, and its people. He/she has to work hard so that love and respect can spread not only among people but also between people and their leaders. Such attributes are required to achieve security and stability, leading to flourishing and growth and maintaining the country's reputation among the humanitarian high-class societies and nations.
- Teaching staff member has to be dignified, respected, and trusted by society. Thus, he/she must keep that respect and trust by behaving well and doing well.
- Teaching staff members ought to be effective members of society, a member in whom people put their hope to spread the attributes for knowledge advancement, scientific improvement, intellectual creativity, and civilizational contribution.

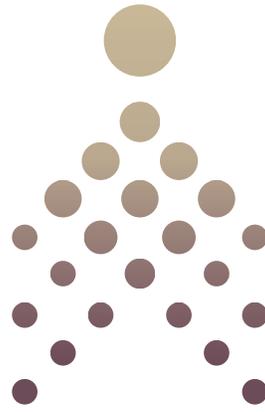
- To be the real picture of an intellectual who loves his/her country and religion, a matter which obliges him/her to expand his/her culture and variate its sources. Such thing helps him/her make the right opinion based on knowledge and experience. Consequently, students' visions and thoughts get more real, logical, and helpful in serving humanity and building civilizations.
- To strengthen relations and trust between University and Society.
- To keep the environment safe while dealing with harmful chemical and biological materials.
- To consider society's opinion, since it is beneficial, about the programs presented by College.
- To work on finding scientific and practical solutions for the problems encountered in society.
- To do his/her best serving individuals, institutions, and society properly and legally once required.
- To contribute to the development and advancement of society through urging students to participate in society serving programs.
- To connect what they present with culture and the inspiration of people of society.
- To react to societal changes and participate in public issues in favor of learning and society.
- To connect findings of research with the need of society as per the field studies and questionnaires conducted.
- Contribution in suggesting Symposia and Conferences within the cultural activities. Such contribution will favor the teaching staff member during the promotion.

8 Duties of a teaching staff member towards Scientific Research

- Abiding with the role of scientific research in improving learning in the College and the University and connecting the University with society.
- Abiding with impartialness and logicity while assessing any scientific research work for publishing.
- Resource, in his/her research work done, must be limited and clear while quoting.

- Taking care of the scientific research which could be applied, in the future, in important scientific domains.
- Abiding with not mentioning references that the researcher has not used.
- Never makes incorrect data or findings while compiling or analyzing scientific research data.
- Abiding with ordering names on researches published from Theses and Dissertations in a way the first name be of the researcher rather than the name of the oldest supervisor or guide.
- Caring for going to different Universities for research discussion and getting to know what is new in this regard.
- Abiding with the scientific approach while researching.
- Be honest while transferring data and attributes thoughts and ideas to their owners.
- Preciseness and honesty in referring to the references used.
- Accuracy in summarizing texts, by not amputating them, lest their meaning gets changed or lost.
- Necessity of clarification about the quantity of authoring with others in collective works.
- Considering updating authoresses to go abreast with time in the realm of specialization.
- Considering attributing authoresses to their owners and borrowing names of some distinguished authors for any financial gaining or fame.
- Necessity of respecting ideas and thoughts of former scientists and researchers. This thing could be done by appreciating rather than degrading them. If there is any criticism or evaluation of them, it must be based on confounding and refuting scientific approaches. Further, Cognitive abilities, the nature of sciences, and different research facilities from time to time must be taken into consideration during assessment.
- Taking into consideration consigning copies of authoresses in public libraries, so as be at the hand of beginner researchers and students, and uploading summaries of those authoresses on internet.
- As moral and professional duty and for serving society and humanity, teaching staff member has to make his/her research works at the hand of people (i.e., to be easy to get and easy to use by all people).

- He/she must be honest in doing his/her research and authoresses. In other words, he/she must not attribute ideas or works of others to himself/herself, and quotations from other works must be limited and referred to in his/her research work.
- Preciseness and logicality in presenting points of view of others is a must.
- With collective research works, roles of participants must be clarified precisely, and putting names, which are not real participants for complimenting, is not allowed.
- Preciseness, Honesty, and credibility are necessary while collecting data for field-work.
- Teaching staff member analyzes, interprets, compares, evaluates, and dedicates himself/herself while analyzing data.
- Keeping confidentiality of data, mainly if they are personal, financial, or behavioral.
- Keeping in mind, updating data in curricula so as students be familiar with current status. This mission is a moral responsibility with great significance.
- Regarding works published in a foreign language, Translator could make some amendments to the original text by referring to the place of change or deletion to save the author's reputation.



جامعة المستقبل

كلية الهندسة وعلوم الحاسب

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