



جامعة فهد بن سلطان  
FAHAD BIN SULTAN UNIVERSITY

Fahad Bin Sultan University

Bylaws

College Advisory Boards

&

Academic Program Advisory Committee

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## **Introduction**

The list of advisory councils and committees for colleges and academic programs at Fahd Bin Sultan University represents a qualitative leap in the field of quality, accreditation, and institutional, academic, and academic development, as it will contribute to the development of a unified and approved framework, to which the university, its colleges, and academic programs are committed to forming its advisory councils and committees.

To support the university's vision and mission, and in line with the objectives of the Kingdom's Vision 2030, the Human Capacity Development Program, and the strategic goals of the university - particularly those aimed at improving the quality and outcomes of education and enhancing administrative efficiency, there is a strong focus on ensuring the quality of graduates. This includes enhancing their employability and increasing their job and training opportunities in the labor market. Establishing an advisory committee is a fundamental requirement for accreditation, as it helps meet the qualification standards necessary for program accreditation.

Institutional and programmatic, and activating community engagement standards and indicators is one of the requirements for institutional accreditation, by providing appropriate opportunities for employers in various sectors and professional bodies to actively participate in planning and developing institutional and programmatic performance and supporting their activities.

## Chapter One: Definitions and objectives

### Article One: Definitions:

The definitions provided for the following terms and expressions shall apply throughout these regulations, unless the context indicates otherwise:

- **Kingdom:** Kingdom of Saudi Arabia.
- **University:** Fahad Bin Sultan University.
- **University College:** University colleges, according to the approved organizational structure of the university.
- **Department:** The scientific department affiliated with one of the university's colleges, which carries out one or more academic subjects.
- **Academic Program:** A group of compulsory and elective courses, the sum of their units forming the graduation requirements, which the student must pass successfully to obtain the academic degree in the bachelor's/postgraduate program in which the student is enrolled.
- **Regulations:** Articles regulating the advisory councils and committees of the colleges and academic programs at Fahad Bin Sultan University.
- **College Advisory Board:** A voluntary advisory body made up of experts—including academics, professionals, alumni, and business leaders—from the public, private, and non-profit sectors, as well as professional organizations. This group brings specialized knowledge and expertise relevant to the college's academic, professional, and practical domains. Their purpose is to provide insights, recommendations for development, and constructive feedback aimed at enhancing the college's performance, improving its quality, increasing its efficiency, and sustaining its reputation. This will be done in alignment with labor market needs and developmental requirements, and in accordance with the university's existing laws and regulations.
- **Academic Program Advisory Committee:** A voluntary advisory committee composed of experts from academia, industry professionals, alumni, and business leaders (when applicable) across the public, private, and non-profit sectors, who possess relevant specializations and expertise related to the academic program. The purpose of this committee is to offer opinions, provide guidance, propose developments, and give constructive feedback aimed at enhancing the program's performance, improving its quality, increasing its efficiency, and boosting its reputation. This is done in alignment with the needs of the labor market, development requirements, and the university's applicable laws and regulations.
- **Chairman of the College Advisory Council:** The Dean of the College or his representative is an employee of the College.

- **Head of the Program Advisory Committee:** The head of the relevant scientific department or his representative.
- **Vice Chairman of the College Advisory Council:** A member of the College Advisory Council designated by the Dean of the College.
- **Vice-Chairman of the Program Advisory Committee:** A member of the Advisory Committee designated by the head of the relevant department.
- **Secretary of the College Advisory Council:** A member of the College Advisory Council designated by the Dean of the College.
- **Secretary of the Program Advisory Committee:** A member of the Advisory Committee designated by the head of the relevant department.
- **Member of the College Advisory Board:** A person whose nomination is formally approved from academics, professionals, distinguished graduates, business leaders in the public sector, the private sector, the non-profit sector, or professional bodies related to the nature, mission, and goals of the college.
- **Member of the Program Advisory Committee:** Whoever has been officially approved for nomination from academics, professionals, distinguished graduates, business leaders in the public sector, private sector, non-profit sector, or professional bodies related to the nature, mission, and goals of the academic program.
- **Academic member:** An individual holding at least a doctorate degree in their specialty, who is not affiliated with Fahd Bin Sultan University, currently works at one of the Saudi universities or research centers and is recognized for his/her competence, experience, and excellence in their field of specialization.
- **Professional Member:** A member who is engaged in a profession related to their field of specialization, possesses a strong academic foundation along with substantial practical and professional experience in that area, and is recognized for their dedication to the principles and ethics of the profession in both practice and development.
- **Graduate Member:** A graduate from Fahad Bin Sultan University who has demonstrated exceptional competence and excellence during their studies in their field and has secured a job relevant to their specialty.
- **Business Leader:** An individual in a leadership or pioneering position within a business or profession, whether in the public or private sector, is characterized by significant experience in their area of expertise and is renowned for their outstanding leadership traits.
- **Public sector:** the services sector, government businesses, public institutions and facilities, owned and managed by the state.
- **The private sector:** the service sector, businesses, institutions and private bodies, which are owned and managed by private individuals or institutions.

- **Non-profit sector:** Non-governmental organizations that operate as non-profit entities with the goal of promoting social development or other public or private interests, while also supporting the Kingdom's Vision 2030, are supervised and governed by the National Center for Non-Profit Sector Development.
- **Professional bodies:** A national governmental or independent professional organization dedicated to enhancing the quality of its members' scientific, technical, and professional practices. This body works to develop and elevate the standards of the profession and its practitioners, aiming to safeguard and promote community welfare while supporting the interests that contribute to overall well-being.

## **Article Two: Objectives:**

This regulation is designed to outline the mechanisms and procedures for the formation of advisory councils and committees for the faculties and academic programs at Fahd Bin Sultan University. Its goal is to enhance the efficiency and effectiveness of the educational process, ensure its quality, and foster continuous improvement.

The objective of the College's Advisory Council Policy is to create a comprehensive document that:

- **Defines** the purpose and scope of the Advisory Council.
- **Outlines** the council's structure, including membership criteria and selection process.
- **Establishes** the council's roles, responsibilities, and authorities.
- **Determines** the frequency and format of council meetings.
- **Specifies** the council's relationship with the college administration.
- **Provides** guidelines for the council's operations, such as decision-making processes and communication channels.

Ultimately, the policy aims to ensure the Advisory Council operates effectively in supporting the college's mission and goals.

## **Chapter Two: College Advisory Council**

### **Article Three: Target:**

The provisions of these regulations apply to university colleges.

### **Article Four: Establishment of the College Advisory Council:**

A college advisory council may be formed at the discretion of the university president, following a proposal from the college council, and it will be organizationally connected to the college dean.

### **Article Five: Objectives of the College Advisory Council:**

- Engage in the development of the college's performance and academic programs to align with the latest academic and professional standards, as well as the current and emerging labor market demands at both regional and national levels.
- Contribute to the development of the college's teaching and learning system, and advance research and innovation efforts, community service, and its development requirements.
- Raise effectiveness and efficiency in aspects of the college and its academic, research and community fields.
- Enhance the college's academic, research and community cooperation and partnerships.
- Support cooperation mechanisms and communication bridges for the college with appropriate employment agencies for graduates and community institutions.
- Coordinate with sectors and stakeholders to direct students towards specializations that facilitate nationalization, informed by reports that analyze labor market supply and demand forecasts.
- Benefit from/ Leverage national and international experiences, expertise, and benchmark comparisons to inform decisions that enhance the college's performance.
- Enhance the college's status and reputation, and achieving competitive excellence for its academic programs locally, regionally, and internationally.

### **Article Six: Duties of the College Advisory Council:**

- Propose the council's action plan, monitor its execution, and work on its development.
- Review the college's vision, mission, goals, and programs periodically to ensure its compatibility with labor market needs and development requirements.
- Review the college's strategic/operational plan, and express opinions and recommendations regarding it.

- Provide recommendations and propose strategic development initiatives for the college in its academic, research and community fields.
- Express an opinion on partnerships and agreements that enhance cooperation between the college and other institutions locally, regionally and internationally.
- Provide proposals to enhance the employability and competitiveness of college graduates.
- Develop strategies to diversify the resources for funding and supporting development projects at the college, while adhering to the regulations that govern the university financial affairs.
- Provide proposals on developing the college's facilities and equipment, and supporting extracurricular activities and its vocational guidance system.
- Express opinions and provide advice on topics, problems, issues, and development projects when requested.
- Ongoing monitoring of the Council's performance, work plans, and the preparation of regular reports detailing its accomplishments, in accordance with the Council's performance indicators and annual objectives.

### **Article Seven: Formation of the College's Advisory Council:**

#### **■ Rules for selecting representatives of the College Advisory Council:**

- The number of advisory board members should not be less than 5 and not more than 10 individuals.
- The experience of the members of the Advisory Board in the academic/professional field must not be less than three years.
- The Dean of the College chairs the College Advisory Council.
- The Chairman of the Council chooses a Secretary of the Advisory Council.
- Representation for each academic program with one member in the Advisory Council.
- Representation of both genders on the advisory council.
- Diversity is taken into account in the representation of categories (academic, professional, graduates) for each academic program with at least one member in each category, and it is preferable to have representatives of business leaders from the public sector, the private sector, and the non-profit sector.
- Candidates for council membership must have distinguished experience and competence in his field of specialization, relevant to the nature of the college, its mission, goals, and programs.
- Candidates for council membership should ideally possess professional and vocational certifications that are accredited either locally or internationally in their area of expertise, and that are relevant to the college's academic programs and fields of study.



■ **Controls for the term of membership in the College Advisory Council:**

- The term of membership in the Council shall be two academic years, renewable once.
- Those who are proven competent and effective in the Council's work are excluded from renewal for one time based on the justifications provided by the Council Chairman and the approval of the University President.

■ **Mechanism for approving the formation of the college's advisory council:**

- The Department Council will nominate 1 to 2 core members, as well as 2 reserve members, from the Advisory Committee for each academic program to serve on the College Advisory Council. The nominations must reflect diversity by including representatives from various groups such as academics, professionals, graduates, and, where possible, business leaders.
- The Department Council will submit the names of the primary and reserve candidates for membership on the Advisory Council to the Dean of the College, who will take the necessary actions to present them to the College Council.
- The proposed formation of the Advisory Council is presented to the relevant college council to discuss, express opinions and recommend its adoption.
- The College Dean submits the proposed formation of the Advisory Council to the University President.
- The University President issues a decision regarding the final formation of the College Advisory Council.
- The Dean of the College shall officially inform all members of the Advisory Council of the final formation decision of the Council, within a period not exceeding fifteen days from the date of issuance of the decision.

**Article Eight: Duties and powers of the members of the College Advisory Council:**

■ **Chairman of the College Advisory Council:**

- Preside over Council meetings, and calling for those meetings.
- Propose topics for the Council meeting agenda, and coordinating with the Council Secretary regarding the meetings.
- Distribute tasks among council members, and follow up on their implementation.
- Delegate some of his tasks to someone on his behalf (if necessary).
- Update the Council on the actions taken in response to its previous recommendations..
- Submit a comprehensive annual report on the council's performance and outputs to the university president.

**■ Secretary of the College Advisory Council:**

- Receive, organize, and follow up the Council's correspondence.
- Prepare the Council's agenda and topics based on the directives of the Council Chairman.
- Coordinate a suitable place and time for council meetings.
- Inform members of meeting time and agendas.
- Prepare minutes of meetings and formulate the recommendations issued therefrom.
- Organize and document meetings and preserve council documents and records.
- Communicate the Council recommendations to the concerned authorities.
- Follow up on the implementation of the Council's recommendations in coordination with the Council Chairman.

**■ Members of the College Advisory Board:**

- Attend all Advisory Council meetings and actively participating in them.
- Support the Council's role in achieving the goals for which it was formed.
- Implement the tasks assigned to them, in accordance with the nature of the Council and achieving its objectives.
- Present whatever initiatives, proposals or topics they deem appropriate for discussion at Council meetings.
- Providing advice and opinions on topics referred to them.

**Article Nine: College Advisory Council Meetings:**

- The Council convenes at least once a year, under the leadership of the Chairman of the Council or his designated representative, and additionally as needed, as determined by the Chairman of the Council.
- The Council may hold an urgent meeting at the request of at least two-thirds of the Council members, provided that the justifications for requesting an urgent meeting are clarified.
- In order for the Council meeting to be valid, at least two-thirds of the members must be present, including the Chairman of the Council, or a member of the Council whom he represents.
- The Chairman of the Council or one of its members - after the approval of the Chairman of the Council - proposes the topics that are presented to the Council.
- The minimum meeting agenda includes the following components: following up on the recommendations of the previous meeting (if any), presenting and discussing the topics of the current meeting, new business (if any), and determining the date and location of the next meeting.

- The Council may, at the request of the Chairman or any Council member and with the Chairman's approval, invite individuals deemed suitable to attend Council sessions. These invitees will provide information, insights, and clarifications on various issues, but they will not have voting rights.
- Council sessions may take place either within the college or outside of it, in accordance with the regulations deemed appropriate by the university.
- The university may cover the necessary expenses for council members who are not university employees and reside outside the city (where the college headquarters is located) to attend meetings. This includes costs for hosting, food, transportation, and travel tickets, in accordance with current regulations and guidelines.

#### **Article 10: Advisory Council recommendations and achievement reports:**

- The Council's decisions/recommendations shall be issued by at least a majority of the votes of the members present, and in the event of a tie, the side with which the Chairman of the meeting votes shall prevail.
- When the decisions/recommendations of the Advisory Council are approved by the College Council, they become effective, unless an objection is received from the University President within fifteen days from the date they reach him. If the University President objects to them, they are returned to the Advisory Council - along with his point of view - to study it again. If the Advisory Council decides to maintain its opinion and not agree to the University President's objection, the objectionable decisions will be referred to the University Council for decision at the first regular or extraordinary session, and the University Council may ratify, amend or cancel the decisions, and the University Council's decision in this regard will be final.
- Periodic completion reports on the Advisory Council's recommendations are submitted to the relevant college council.
- A detailed annual report should be produced that outlines the council's performance and outputs. This report should include statistics such as the number of members, meetings held, and decisions made. Additionally, it should feature graphs, recommendations for improvement, action plans for those improvements, and follow-ups on the implementation of the recommendations. The report should also present completion percentages, accompanied by supporting evidence for those figures.

#### **Article Eleven: Controls for the work of the College Advisory Council:**

- Commitment to professional etiquette and ethics in presentation and discussion.
- Commitment to transparency and honesty in reporting facts and presenting issues.
- Commitment to sound intellectual trends and established national constants in dealing with and treating issues.

- Commitment to intellectual property rights in transmission, documentation, expressing opinions, and providing solutions and innovations.
- Commitment to raising issues related to the nature of the college, and achieving its vision, mission, and goals.
- Maintain the confidentiality of the data and information accessed and discussions within the Council, even after the end of membership.
- Refrain from announcing or revealing any of this data and information in any format or manner or using it for any purpose.
- There should be no conflict of interest in the member's opinion.
- The Council should assess its performance in relation to leaders and beneficiaries, gauge their satisfaction with its activities, build upon its strengths, and focus on areas needing improvement based on the results of these evaluations.
- Council members are given a certificate of appreciation at the end of their term of membership in the Council.
- Participation in Council meetings and tasks is considered voluntary work, which does not entail financial or employment benefits for the university.
- **Membership is revoked by a decision issued by the University President, based on the Council's recommendation, in the following cases:**
  - Failure to attend council meetings twice in a row, without an excuse accepted by the council president.
  - Submit a written request to apologize or withdraw from the council.
  - Issue a disciplinary decision to revoke the membership of an individual after confirming that he/she has engaged in behavior that contravenes the Council's objectives and operational regulations or has adversely affected its reputation.

## **Chapter Three: Advisory Committee for the Academic Program**

### **Article Twelve: Target:**

The provisions of these regulations apply to the academic programs at Fahad Bin Sultan University.

### **Article Thirteen: Establishment of the Advisory Committee for the Academic Program:**

An advisory committee for the academic program may be established by a decision of the College Council, based on the proposal of the relevant department council, and is organizationally linked to the department head.

### **Article Fourteen: Objectives of the Academic Program Advisory Committee:**

The program advisory board and responsible program staff will work together to ensure that the program delivers learning that is up to date and relevant to current business, industry, labor, and professional employment practices. The board will provide support and advice to academic programs, assist in the development of new programs, and identify best-practice standards. Board members will also serve as ambassadors to the program, providing a connection to and ongoing exchange of information and ideas with members of a broader society.

In particular, the program advisory board is expected to:

- Participate in developing the academic program and its study plans; According to academic and professional standards, and in line with the needs of the current and future labor market, regionally and nationally.
- Strengthen academic, research and community partnerships for the academic program.
- Support cooperation mechanisms for the academic program with appropriate employers for graduates.
- Contribute to evaluating the academic program and improving its outcomes.

### **Article Fifteen: Duties of the Academic Program Advisory Committee:**

- Review the program's mission and objectives to ensure its compatibility with the needs of the labor market and development requirements.
- Make recommendations to help assure that the program addresses the employment and educational needs of business, industry, labor, and/or the profession.
- Propose initiatives to enhance employability and increase the competitiveness of graduates of the academic program.
- Assess the labor market demand for program graduates.

- Identify and present opportunities and/or host opportunities for student capstone projects or experiences.
- Assist with placement of program graduates.
- Assess the currency of curriculum and teaching practices.
- Serve as an advocate of the program and a communication link between the host institutions and the community.
- Provide feedback, advice, and/or assistance with a variety of program-driven tasks and/or projects.
- Assist with program marketing and promotion.
- Assist in identification and acquisition (when appropriate) of external funding and resources to support the students and program (scholarships, program materials, and other resources).
- Assist in the identification and recruitment of new board members.
- Provide recommendations on topic presenters for advisory board meetings.
- Provide recommendations and propose appropriate initiatives and improvement plans to develop the program according to periodic and comprehensive reviews of the academic program.
- Express an opinion on partnerships and agreements that enhance aspects of cooperation in the academic program locally, regionally and internationally.
- Support professional development programs for faculty in accordance with scientific, technical and professional developments in the field of specialization of the academic program.
- Provide insights and recommendations on various topics, challenges, issues, and development initiatives as required.
- Continuous follow-up of the committee's performance and work plans and preparing periodic reports on its achievements according to the committee's performance indicators and annual targets.

### **Article Sixteen: Formation of the Advisory Committee for the Academic Program:**

#### **■ Rules for selecting representatives of the Program Advisory Committee:**

- The number of advisory committee members shall not be less than 5 and not more than 10 individuals.
- The advisory committee members' experience in the academic/professional field must not be less than three years.

- The department head chairs the academic program advisory committee.
  - Representation of both genders in the academic program advisory committee.
  - Diversity is taken into account in the representation of categories (academic, professional, graduates) for each academic program, provided that the number is not less than (2) members in each category, and it is preferable to have representatives of business leaders from the public sector, the private sector, and the non-profit sector.
  - The candidate for committee membership must have distinguished experience and competence in his field of specialization, which must be related to the nature of the program, its vision, mission, and goals.
  - It is preferable for the candidate for committee membership to have professional and vocational certificates accredited locally or internationally in his field of specialization, and relevant to the nature of the academic program.
- **Controls for the term of membership of the Program Advisory Committee:**
- The term of membership in the Council shall be two academic years, renewable once.
  - Those who are proven competent and effective in the committee's work will be excluded from the maximum membership term based on the justifications provided by the committee chairman and the approval of the college dean.
- **Mechanism for approving the formation of the program advisory committee:**
- The academic program nominates (1-2) main members, and (2) reserve members, after obtaining their approval (according to the attached form). Diversity is required in nominating the representative groups (academics, professionals, graduates) and business leaders (if any) for the program.
  - The proposed composition of the program advisory committee (primary and reserve) is presented to the relevant department council to express an opinion and recommendation regarding it.
  - The Department Council submits the proposed formation of the advisory committee to the Dean of the College to take action regarding presenting it to the College Council.
  - The proposed formation of the advisory committee is presented to the College Council to discuss, express opinions and recommend its adoption.
  - The College Deanship submits the proposed formation of the advisory committee to the University President for approval.
  - The Dean of the College shall officially inform all members of the Advisory Committee of the final formation of the committee, within a period not exceeding fifteen days from the date of issuance of the formation.

## **Article Seventeen: Duties and powers of the members of the Academic Program Advisory Committee:**

### **■ Chairman of the Program Advisory Committee:**

- Represent the committee before the relevant authorities in the college and university (if necessary).
- Preside over committee meetings and calling for those meetings.
- Coordinate with the academic program and the committee to plan and implement the committee's work program.
- Propose topics for the committee meeting agenda, and coordinate with the committee secretary regarding the meetings.
- Distribute tasks among committee members, and follow up on their implementation.
- Delegate some of his/her tasks (if necessary).
- Inform the committee of what has been taken regarding the committee's previous recommendations.
- Submit a comprehensive annual report on the committee's performance and its outputs to the Dean of the College.

### **■ Secretary of the Program Advisory Committee:**

- Receive, organize, and follow up on the Committee correspondence.
- Draft the committee's agenda and discussion points in accordance with the Chairman's guidance.
- Coordinate a suitable place and time for committee meetings.
- Inform members of meeting time and agenda.
- Prepare minutes of meetings and formulate the recommendations issued therefrom.
- Organize and documenting meetings and preserve committee documents and records.
- Communicate the Committee recommendations to the concerned authorities.
- Follow up on the implementation of the Committee recommendations in coordination with the Committee Chairman.

### **■ Program Advisory Committee Members:**

- Attend all advisory committee meetings and actively participating/ Participate in them.
- Support the committee's role in achieving the goals for which it was formed.
- Implement the tasks assigned to them.



- Present whatever initiatives, proposals or topics they deem appropriate for discussion in the committee meetings.
- Provide advice and opinions on topics referred to them.

### **Article Eighteen: Meetings of the Academic Program Advisory Committee:**

- The committee convenes at least once a year, led by the committee chairman or a designated representative, and may meet more frequently as deemed necessary by the chairman.
- The committee holds an urgent meeting at the request of at least two-thirds of the committee members, provided that the justifications for requesting an urgent meeting are clarified.
- For the committee meeting to be valid, at least two-thirds of the members must be present, including the committee chairman or his representative.
- The Chairman of the Committee or one of its members - after the approval of the Committee Chairman - proposes the topics that are presented to the Committee.
- The minimum meeting agenda includes the following components: follow up on the recommendations of the previous meeting (if any), present and discuss the topics of the current meeting, new business (if any), and determine the date and location of the next meeting.
- The Committee may, at the request of the Committee Chairman or any member, and with the Chairman's approval, invite individuals they consider suitable to attend meetings. These invitees may provide valuable information, expertise, and clarifications on certain topics, but they will not have voting rights.
- Committee sessions may be held inside or outside the college, while adhering to whatever controls the college deems appropriate in this regard.
- The university may cover the necessary expenses for committee members who are not university employees and reside outside the city (college headquarters) to attend meetings. This includes costs for hosting, food, transportation, and travel tickets, in accordance with the applicable regulations and guidelines.

### **Article Nineteen: Advisory Committee Recommendations and Completion Reports:**

- The committee's recommendations will be determined by a majority of votes from the members present (i.e., more than 50%). In case of a tie, the outcome will be decided by the vote of the meeting chair.
- Once the department and college councils approve the committee's recommendations, they take effect unless the college dean raises an objection within fifteen days of receiving them. If an objection is made, the recommendations are sent back to the advisory committee along with the dean's feedback for further review. Should the advisory committee decide to uphold its original stance and disagree with the dean's objection, the contested recommendations will be

forwarded to the College Council for a decision during the next regular or extraordinary meeting. The College Council has the authority to ratify, amend, or overturn the recommendations, and its decision will be final.

- Periodic achievement reports on the advisory committee's recommendations are submitted to the relevant scientific department council.
- A detailed annual report should be prepared to assess the committee's performance and achievements. This report must include statistics such as the number of members, meetings held, decisions made, graphs, recommendations for improvement, action plans, a follow-up on the implementation of these recommendations, completion rates, and any supporting evidence to validate the percentages reported.

### **Article Twenty: Controls for the work of the Academic Program Advisory Committee:**

- Commitment to professional etiquette and ethics in presentation and discussion.
- Commitment to transparency and honesty in reporting facts and presenting issues.
- Commitment to sound intellectual trends and established national constants in dealing with and treating issues.
- Commitment to intellectual property rights in transmission, documentation, expressing opinions, and providing solutions and innovations.
- Commitment to raising issues related to the nature of the academic program, and achieving its vision, mission and goals.
- Maintain the confidentiality of data and information accessed and discussions within the committee, even after membership ends.
- Refrain from revealing or sharing any of this data and information in any manner or for any purpose.
- The member's opinion must be free from any conflicts of interest.
- The committee should assess its performance in relation to both leaders and beneficiaries, gauge their satisfaction with the committee's effectiveness, and focus on building upon its strengths while addressing areas in need of improvement based on the evaluation results.
- Committee members are given a certificate of appreciation upon the end of their term of membership in the committee.
- Participation in the committee's meetings and tasks is regarded as voluntary work, and it does not provide any financial compensation or employment benefits from the university.

- **Membership is revoked by a decision issued by the Dean of the College, based on the recommendation of the Committee, in the following cases:**
  - Failure to attend committee meetings twice in a row, without an excuse accepted by the committee chairman.
  - Submit a written request to apologize or withdraw from the committee.
  - Issuing a disciplinary decision to revoke a member's membership once it is established that he/she has engaged in behavior that violates the committee's objectives and regulations or undermines its reputation.

### **Article Twenty-One: Working on the list of advisory councils and committees for colleges and academic programs:**

- Any issues not addressed in these regulations will be governed by the existing policies of the Council of Higher Education and Universities, including its regulations, decisions, and orders applicable in the Kingdom. Moreover, they will also be subject to the decisions and regulations from the Council of University Affairs, as well as the policies, decisions, instructions, and procedures currently implemented at the university.
- The provision of these regulations apply to all university colleges and academic programs at Fahd Bin Sultan University concerning the establishment of advisory councils for colleges and advisory committees for academic programs.
- The University Council approves the necessary arrangements to implement these regulations.
- These regulations will be effective from the date of their approval by the University Council.
- This list is subject to revision and enhancement based on the most recent decisions, regulations, directives, and standards pertaining to the institutional and program accreditation of higher education institutions.
- The university president, or an appointed representative, has the authority to grant exceptions to certain controls within these regulations when deemed necessary for the sake of operational needs.



## Membership Nomination for Program Advisory Committee Form

Approval for a nomination for membership in the Advisory Committee for the Program

( ) in the College of ( ).

Name:	
National Identification Number:	
National address:	
Latest educational qualification:	
Specialization:	
Graduation College:	
Graduation Year:	
Graduation University:	
Graduation University Country:	
Current Position:	
Years of Experience:	
Current employer:	
Employment address:	
Professional and professional certificates:	
Mobile number:	
E-mail:	

I, the undersigned, acknowledge that, after reviewing the list of advisory committees for academic programs at Fahd Bin Sultan University, I have approved my nomination for membership in the Advisory Committee for the Program ( ) in the College of ( ), and that I am committed to all the responsibilities and tasks assigned to me during the period specified for membership and to maintain its work regulations.

Date:

Signature: