

Executive Rules Regulating Foreign Universities' Branches

Issued by the Minister of Education/ Chairman of the Council of Universities'
Affairs Decision No. (4500458230), dated 11/4/1445 H.

Article ١:

The following terms and expressions-whenever mentioned in these regulations- shall have the meanings assigned thereto unless the context requires otherwise

System: Universities' System issued by Royal Decree No. (M/ ٢٧), dated ٢/٣/١٤٤١ H.

Statute: The Statute Regulating Foreign Universities' Branches issued by the Council of Universities' Affairs No. (٤/ ١٦/ ١٤٤٥), dated ١٤/٢/١٤٤٥ H.

General Secretariat: The General Secretariat of the Council of Universities' Affairs

Article ٢:

In accordance with Paragraph (١٢) of Article (٧) of the System, and Article (٤) of the Statute, a request for establishing a university branch shall be submitted using the designated form, which has been prepared and approved by the General Secretariat. The request must include all the necessary documentation to demonstrate the eligibility for establishing a university branch, such as the commercial register, legal entity establishment documentation, license for a non-profit organization, or approval from the Ministry of Investment for foreign investors. Additionally, it should provide evidence of financial solvency and the ability to establish and operate the university branch.

Article ٣:

A license request to establish a foreign university branch shall be submitted using the designated form, which has been prepared and approved by the General Secretariat. The request must be accompanied by a certificate from an engineering agency accepted by the General Secretariat, verifying that the facilities, equipment, and standards meet those approved by the specialized bodies within the Kingdom of Saudi Arabia.

Article ٤:

١. The license for the foreign university branch shall be issued by the General Secretariat for five years and can be renewed in accordance with the designated form prepared and approved by the General Secretariat.

٢. The request for license renewal shall be submitted at least (٩٠) days before to its expiration. The renewal will be granted if it meets the renewal requirements, and it will take effect the day after its expiry, regardless of the date of the request submission.

Article ٥:

The university branch must fulfil all the requirements for establishing the foreign university branch within a maximum period of three years from the date of notification about the establishment decision. An extension of one year may be granted by the permanent committee responsible for reviewing requests to establish foreign university branches. Should the requirements remain unfulfilled without a submission for an extension, the General Secretariat retains the authority to revoke the approval for the branch establishment.

Article ٦:

In accordance with Paragraph (٧) of Article (٨) of the Statute, the following considerations must be taken into account when submitting a request to establish, merge, cancel, or modify the name of a college in the foreign university branch:

١. Completing the designated form, which has been prepared and approved by the General Secretariat.

٢. Providing evidence and justification for the feasibility of the request.

٣. Including a certificate from an engineering agency accepted by the General Secretariat- in the case of the establishment or merger, demonstrating compliance with the requirements and standards approved by specialized entities in the Kingdom of Saudi Arabia regarding the facilities and equipment of the foreign university branch.

٤. Submitting a detailed plan to meet the needs of enrolled students, guaranteeing that neither the cancellation nor the merger of the college adversely affects the students.

Article ٧:

٧. Obtaining approval for study programs necessitates completing the specified form as well as the study plans approval form.

٨. Upon justification and approval of the request, the General Secretariat will take on the duty of incorporating the program into the university branch's program registry.٩. Following the program's approval by the General Secretariat, the branch of the foreign university is required to confirm the presence of necessary operational requirements, such as teaching personnel, educational resources, and more. A detailed report on these aspects must be compiled and submitted to the General Secretariat.

Article ١٠:

١. A submission for the suspension or cancellation of a study program must include the following:

- a. Filling out a specific form.
- b.

Including a detailed plan aimed at fulfilling the requirements of enrolled students, ensuring their academic progress remains unaffected.٢. The General Secretariat shall update the program status in the university branch's program record from "Active" to "Suspended" if it is suspended, and to "Cancelled" if it is cancelled.

Article ١١:

The university branch is obligated to inform the General Secretariat without delay of any alterations to the premises that might contravene the engineering certificate or any of its stipulations, within a maximum period of ٣٠ days. The General Secretariat should be also provided with a copy of the reissued engineering certificate within a maximum period of (٥) days.

Article ١٠:

A branch of a foreign university intending to organize scientific events is required to fill out a designated form and adhere to the necessary administrative processes according to the applicable guidelines, following the obtaining approval from the General Secretariat.

Article ١١:

Under Article (١٣) of the Statute, the branch of a foreign university is obligated to furnish guarantees to cover all financial commitments necessary for its efficient functioning. These assurances can take the form of a bank guarantee, insurance document, or any other form of guarantee issued by an institution licensed in the Kingdom, on the condition that they are endorsed by the permanent committee tasked with evaluating applications for establishing branches of foreign universities.

Article ١٢:

Upon request, the foreign university branch is obligated to provide the General Secretariat with the following data, documents, and information:

١. Student data, documents, and information, including admission records, academic transcripts, issued certificates and documents, conduct records, and examination papers and grades.
٢. Records and files of the staff affiliated with the university branch, such as employment contracts and qualifications.
٣. Administrative files and records of the foreign university branch.
٤. Any other data and documents required by the General Secretariat.

Article ١٣:

Should the branch of a foreign university suspend or cease its operations, the General Secretariat reserves the right to transfer all documents and information from the branch to the General Secretariat or to another entity appointed by the General Secretariat. The foreign university branch will bear any costs associated with this transfer.

Article ١٤:

١. The following committees shall be formed by the decision of the Secretary General of the Council of Universities' Affairs:
 - a. The committee for reviewing violations of the Statute and its executive rules.
 - b. The committee for reviewing appeals against decisions made by the committee for reviewing violations of the Statute and its executive rules.
٢. Each committee shall be formed for a term of three years, with the possibility of renewal.
٣. The responsibilities, Chairperson, and members of each committee shall be specified in the decision that establishes the committee.
٤. Each committee shall consist of a Chairperson and two qualified and experienced members.
٥. The committee may seek assistance from selected specialists and experts, who are denied voting rights.
٦. The decisions of the committees shall be approved by the Secretary General of the Council of Universities' Affairs.
٧. Within (٣٠) days of its formation, each committee shall establish its operating mechanisms and procedures, which must be approved by the Secretary General of the Council of Universities' Affairs.

Article ١٥:

١. Violations and their corresponding penalties are determined according to the attached table of violations and penalties.
٢. The General Secretariat reviews and updates the classification table of violations and penalties as necessary.
٣. The violator is required to rectify all the consequences of the violation according to the conditions and standards specified in the penalty decision.
٤. The penalty decision may include the publication of a summary of the violation at the expense of the violator, considering the type, severity, and consequences of

the violation. The publication shall occur after the statutory objection period has elapsed.

Violation and Penalty Classification Table

S.	Violation	Violation Severity	Penalty
ϑ	Carrying out activities before the issuance of the license	Severe	<p>Suspending admission in all programs and recommending the cancellation of the establishment approval</p> <p>For the initial violation, any penalty specified in the Statute, with the exception of a written warning, may be applied. If the violation is repeated or remains uncorrected within the deadline set by the specialized committee, the penalty will be increased based on the severity and impact of the violation.</p>
ϒ	Not providing the General Secretariat with data, documents, and certificates	Severe	
ϓ	Starting admitting students in a program without obtaining the approval of the General Secretariat	Severe	
ϔ	Discrepancy between the content of the documents issued by the university branch and the content of the licensed documents issued by the General Secretariat	Severe	
ϕ	Not renewing the license	Severe	
ϗ	Violating quality standards	Severe	
Ϙ	Not complying with the conditions, rules, and regulations for opening academic programs	Severe	
ϙ	Having multiple cases of financial and administrative requests	Severe	
ϑ.	Misleading, fraud, or exploitation	Severe	
ϑ.	Not conforming with the academic and educational goals	Severe	

١١	Organizing scientific events without obtaining approval	Severe	
١٢	suspending operations, modifying the basic system, or transferring its ownership without prior approval of the Council of Universities' Affairs	Severe	
١٣	Not complying with academic procedures	Not severe	For the first violation, a written warning penalty is applied. If the violation is repeated or not corrected within the deadline set by the specialized committee, the penalty is compounded with any of the penalties mentioned in the statute, taking into consideration the severity and impact of the violation.
١٤	Exceeding the actual capacity of student admission	Not severe	
١٥	Not abiding by the deadlines and executive rules mentioned in the Statute	Not severe	
١٦	Administrative violations	Not severe	
١٧	Refraining or delay in implementing decisions and instructions	Not severe	