

# Executive Rules Regulating Private Colleges and Universities

Issued by the Council of Universities' Affairs Decision No. (4500458185),  
dated 11/ 4/ 1445 H.

## **Article ١:**

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

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

**Statute:** The Statute Regulating Private Colleges and Universities issued upon the Council of Universities' Affairs No. (٣/ ١٦/ ١٤٤٥), dated ١٤/ ٢/ ١٤٤٥ H.

**General Secretariat:** The General Secretariat for the Council of Universities' Affairs.

**Merging:** Merging the higher education institution with another institution.

**Transitioning:** Transition of independent private colleges into university status.

## **Article ٢:**

The higher education institution offers post-secondary academic programs in accordance with the Unified Saudi Classification of Levels and Educational Specializations. This classification is issued by the Council of Ministers through Resolution No. (٧٥), dated ١٧/١/١٤٤٢ H. Additionally, the institution aligns its programs with the National Qualifications Framework established by the Education & Training Evaluation Commission (ETEC). Any amendments to these frameworks will also be considered. The institution may also offer training programs that do not grant qualifications.

## **Article ٣:**

In accordance with the provisions outlined in Paragraph (١٢) of Article (٧) and the provisions stipulated in Article (٤) of the Statute, a request for establishing a higher education institution must be submitted using the designated form, which has been prepared and approved by the General Secretariat. The request must include all necessary documents, such as the commercial register, legal entity establishment documentation, license for non-profit organizations, or approval from the Ministry of Investment for foreign investors. In addition, the financial solvency and capabilities of the institution to establish and operate must be demonstrated, along with evidence of program alignment with labour market needs and development requirements.

#### **Article ٤:**

Submitting a request for the licensing for a higher education institution should be made using the designated form prepared and approved by the General Secretariat. The request must be accompanied by a certificate from an engineering agency, accepted by the General Secretariat. This certificate should demonstrate that the institution meets the requirements and standards approved by relevant authorities in the Kingdom of Saudi Arabia regarding facilities, equipment, and entities of the higher education institution.

#### **Article ٥:**

١. The General Secretariat issues a license for the higher education institution, valid for five years. The license may be renewed based on the designated form prepared and approved by the General Secretariat.

٢. To renew the license, a request must be submitted at least (٩٠) days before its expiration date. The license will be renewed if it meets the required criteria. The renewal takes effect the day after the expiration date, regardless of the date of the renewal request submission.

#### **Article ٦:**

The owner of the higher education institution must fulfil the requirements for establishing the institution and obtain the license within three years from the date of notification about the establishment decision. An extension of one year may be granted by the permanent committee for reviewing requests to establish private colleges and universities. If the requirements are not completed within the given period timeframe and no extension request is submitted, the General Secretariat reserves the right to revoke the establishment approval.

#### **Article ٧:**

In accordance with provisions outlined in Paragraph (١٢) of Article (٧) of the System and the provisions stipulated in Article (٤) of the Statute, a transitioning request is submitted using the designated form prepared and approved by the General Secretariat. The request must meet the following conditions:

٧. The institution must have three or more colleges/institutes under one legal entity.

٨. A certificate from an engineering agency, accepted by the General Secretariat, must be attached. This certificate should demonstrate compliance with the standards and conditions approved by relevant authorities in the Kingdom of Saudi Arabia regarding facilities, equipment, and entities of the higher education institution during the transitioning process.

٩. The approval of the owner and the Board of Trustees for the transitioning must be obtained, in accordance with the established procedures.

#### **Article ١٠:**

The owner must provide the General Secretariat with details regarding the formation of the Board of Trustees within a period of no longer than (١١٠) days from the date of receiving the notification about the approval of the transitioning request.

#### **Article ١١:**

١. In accordance with provisions outlined in Paragraph (١٢) of Article (٧) and the provisions stipulated in Article (٤) of the Statute, in the case of a merger, the designated form prepared and approved by the General Secretariat must be filled out, along with the following attached requirements:

a. The merger approval of the owners of the higher education institution. If there is only one owner, his approval, including all administrative, financial, and legal arrangements conforming to the relevant regulations, must be attached.

b. The current commercial registers, the merged higher education institution's establishment documentation, a non-profit license, and the approval of the Ministry of Investment for a foreign investor.

c. The Board of Trustees merger decision.

d. A feasibility study from a licensed consultancy office in the Kingdom, accepted by the General Secretariat, including evidence that the expected outcomes align with labour market needs and development requirements.

e. The Board of Trustees' decision approving a comprehensive plan to address registered students to ensure they are not adversely affected.

f. A certificate from an engineering agency accepted by the General Secretariat, demonstrating compliance with the requirements, conditions, and criteria

approved by specialized agencies in establishing and equipping higher education institutions in the Kingdom of Saudi Arabia.

٢. The owner must provide the General Secretariat with the commercial register, establishment document, or non-profit organization license, or the approval of the Ministry of Investment for a foreign investor within (١٨٠) days from the date of receiving the merger approval.

٣. The General Secretariat issues the license after the merging is completed; the license is valid for five years and is renewed using the designated form prepared and approved by the General Secretariat.

#### **Article ١٠:**

In accordance with Paragraph (١٥) of the Article (١٠) of the Statute, a private university must complete the designated form for establishing, merging, or cancelling a college or institute. The form is prepared and approved by the General Secretariat, and the following requirements must be attached:

١. A feasibility study from a licensed consultancy office in the Kingdom, accepted by the General Secretariat, including evidence that the expected outcomes align with labour market needs and development requirements.

٢. A certificate from an engineering agency accepted by the General Secretariat, demonstrating compliance with the requirements, conditions, and criteria approved by specialized authorities in establishing and equipping higher education institutions in the Kingdom of Saudi Arabia.

٣. The Board of Trustees' decision approving a comprehensive plan to address registered students to ensure they are not adversely affected as a result of merging or cancellation.

#### **Article ١١:**

During the merging or transitioning process and until the issuance of the license, the higher education institution shall continue its operations with its leaders and councils.

#### **Article ١٢:**

١. To request approval for study programs, the designated form must be filled out, and it should include the approval of study plans and the Board of Trustees' decision regarding the study program.

٢. Once the request justifications are completed and approved, the General Secretariat shall add the program to the record of programs related to the higher education institution.

٣. After the General Secretariat approves the program, the Board of Trustees is responsible for periodically verifying that all program requirements, such as faculty members and learning resources, are met. A report on this verification should be prepared and provided to the General Secretariat.

#### **Article ١٣:**

١. A request to suspend or cancel a study program must be accompanied by the designated form, the Board of Trustees' decision, and the decision regarding the approval of a comprehensive plan to address the needs of enrolled students ensuring their academic progress remains unaffected. ٢. The General Secretariat shall update the program status in the program record of the higher education institution as "suspended" if it is suspended and "cancelled" if it is cancelled.

#### **Article ١٤:**

The owner of the higher education institution is obligated to notify the General Secretariat within (٣٠) days of any alterations to the property that contravene the engineering certificate. The General Secretariat should be provided with a copy of the reissued engineering certificate within (٥) days.

#### **Article ١٥:**

The owner must submit the nominees' names for the Board of Trustees to the General Secretariat at least ٦٠ days before the current Board of Trustees' term expiration.

**Article ١٦:**

If the higher education institution intends to hold a conference, seminar, symposium, event, or occasion, it must complete the designated form and adhere to the administrative procedures after obtaining approval from the General Secretariat.

**Article ١٧:**

In accordance with Paragraph (٤٧) of the Statute, the higher education institution must provide guarantees that cover all financial obligations required for its proper operation. These guarantees may include a bank guarantee, insurance document, or any other guarantees issued by a licensed institution in the Kingdom and accepted by the committee responsible for reviewing requests to establish private colleges and universities.

**Article ١٨:**

Higher education institutions shall adhere to the obligation of providing the General Secretariat, upon its request, with the following data, documents, and information:

١. Data, documents, and information pertaining to students, including the following: admission records, academic transcripts, issued certificates and documents, conduct records, as well as papers and grades recorded in examinations.
٢. Records and files of the staff affiliated with the higher education institutions, including contracts and academic credentials.
٣. Administrative records and files of the higher education institution.
٤. Any additional data and documents as specified by the General Secretariat.

**Article ١٩:**

In the event of a cessation or suspension of the higher education institution's activities, the General Secretariat has the right to transfer all documents and information from the foreign university branch to itself or another authority designated by the General Secretariat. The higher education institution is responsible for any expenses associated with the transfer.

## **Article ٢٠:**

١. The Council of Universities' Affairs decides to form the following committees in the General Secretariat:

a. Committee for considering violations of the provisions of the Statute and its executive rules.

b. Committee for considering appeals against decisions made by the committee for considering violations of the provisions of the Statute and its executive rules.

٢. Each committee is formed for a renewable term of three years.

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 are approved by the Secretary General of the Council of Universities' Affairs.

٧. Within (٣٠) days of its formation, each committee must establish its operating mechanism and procedures, which must be approved by the Secretary General of the Council of Universities' Affairs.

## **Article ٢١:**

١. The violations, penalties, and the authorization for their enforcement are determined according to the table attached to these executive rules.

٢. The General Secretariat reviews and updates the classification table for violations and penalties.

٣. The violator is required to address the consequences of the violation based on 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, taking into account the type, severity, and consequences of the violation. The publication should be done after the legal objection period has expired.



## Violation and Penalty Classification Table

S.	Violation	Severity	Penalty
١	Carrying out activities before the issuance of the licensing	<b>Severe</b>	Suspending admission in all programs and recommending the cancellation of the approval of the establishment
٢	Not providing the General Secretariat with data, documents, and certificates	<b>Severe</b>	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.
٣	Starting admitting students in a program without obtaining the approval of the General Secretariat	<b>Severe</b>	
٤	The Discrepancy between the content of the documents issued by the university branch and the licensed documents by the General Secretariat	<b>Severe</b>	
٥	Not renewing the licenses	<b>Severe</b>	
٦	Violating quality standards	<b>Severe</b>	
٧	Not complying with the conditions, rules, and regulations for opening academic programs	<b>Severe</b>	
٨	Having multiple cases of financial and administrative requests	<b>Severe</b>	
٩	Misleading, fraud, or exploitation	<b>Severe</b>	
١٠	Not committing to academic and educational goals	<b>Severe</b>	
١١	Organizing scientific events without obtaining approval	<b>Severe</b>	
١٢	Suspending operations or transferring ownership without the approval of the Council of Universities' Affairs	<b>Severe</b>	
١٣	Not complying with academic procedures	<b>Not severe</b>	
١٤	Exceeding the actual capacity of student admission	<b>Not severe</b>	
١٥	Not abiding by the content and decisions of council formation	<b>Not severe</b>	
١٦	Not abiding by the deadlines and executive rules mentioned in the Statute	<b>Not severe</b>	
١٧	Administrative violations	<b>Not severe</b>	
١٨	Refraining or delay in implementing decisions and instructions	<b>Not severe</b>	
١٩	Not complying with the Council's specialities	<b>Not severe</b>	