

## Policy cards for the University of Hail prepared by the Deanship of Quality and Development

Policy Name	Policy Statement	Policy Area	Target Group	Version number
Environment Policy	Commitment to achieving an effective environmental management system appropriate to the nature and size of environmental influences arising from all activities and services of the university, according to methodologies and practical foundations based on the development of announced and specific procedures represented in the establishment and application of the environmental management system based on the requirements of the international standard ISO 14001:2015	Administrative	University employees - community members	1
Quality Policy	Commitment to promoting a culture of leadership and excellence in the educational, research and community service process to contribute to building a knowledge society and economy through the establishment and application of a quality management system for the administrative system based on the requirements of the international standard ISO9001:2015, and also through the establishment and application of a quality management system for the academic system based on the standards of the National Center for Academic Accreditation and Assessment.	Administrative	University employees - community members	1
Occupational Safety and Health Policy	Commitment to providing a safe environment according to an integrated harmonious system that leads to working with sound scientific foundations within the framework of international standards that contribute to protecting university employees from dangers, and working to reduce occupational injuries and diseases	Administrative	University employees - community members	1
Policy of avoiding conflict of interest in contracts and procurement at the University of Hail	The University of Hail is committed to achieving and applying supportive transparency and independence to avoid conflict of interest in practices related to all university competitions, contracts and procurement, and not to exploit the trust granted to its employees and faculty members in obtaining a	Finance	University employees - community members	1

Policy Name	Policy Statement	Policy Area	Target Group	Version number
	personal material or moral benefit of interest to them personally or one of their relatives			
Risk and crisis management policy at the University of Hail	The university is committed to achieving effective management of university risks and crises according to methodologies and practical foundations based on the development of announced and specific procedures represented in spreading the culture of risk management among all university employees, identifying risks and their severity, analyzing, evaluating, addressing them, and developing alternative scenarios to deal with them.	Administrative	Academic Leaders	1
Policy of selecting and attracting academic leaders at the University of Hail	The University of Hail is committed to selecting and attracting distinguished members to lead the process of change and development within the university's academic and administrative colleges and units. The University of Hail is also keen to develop academic and administrative leaders in light of the standards and foundations of effective leadership that ensure the provision of professional, purposeful leadership that leads the development processes of the university according to a specific vision and goals.	The Academy	University Staff	1
Student evaluation verification policy for courses at the University of Hail	This policy is related to how to develop a system for continuous evaluation of courses by students and benefit from the evaluation results in the development of the various courses of the program and then the development of the academic program, all of which is one of the most important continuous improvement processes for the program, which ensures the evaluation and development of courses according to studied scientific steps.	The Academy	Students	1
Hail University Dealing Policy with Potential Risks	The policy of dealing with potential risks at the University of Hail is based on four basic elements: enhancing the university's chances of achieving its strategic goals, preventing risks of all kinds and working to prevent their occurrence by following the best means, establishing an effective internal	Administrative	University Staff	1

Policy Name	Policy Statement	Policy Area	Target Group	Version number
	control system to predict risks, and early warning when hazard incidents occur.			
Feedback Policy for Academic Programs at the University of Hail	The feedback policy is one of the basic parts of the effective learning process for students, enhancing their correct performance and modifying or changing their wrong performance, in addition to controlling behavior and increasing the level of achievement, and taking into account individual differences among students, and it is possible that the feedback policy contributes to increasing students' confidence, self-awareness and enthusiasm for learning.	The Academy	Faculty Members - Students	1
Research Integrity Policy and Prevention of Plagiarism at the University of Hail	Violating research integrity, plagiarizing is unethical, and attacking the ideas and rights of others is just like attacking their rights and property. In addition, the use of the ideas and actions of others without mentioning their original sources is not only evidence of the weakness of the researcher, but also evidence of the incompleteness of the objectives of the educational process and the violation of its rules and foundations. Hence, it must be taken into account that originality and scientific honesty is the cornerstone on which the academic community and the scientific materials and scientific and research literature it produces must be built.	Research	Faculty Members	1
Faculty Evaluation Policy at the University of Hail	The university's policy is to evaluate the performance of faculty members, whether men or women, through an electronic system based on various evaluation models (self-evaluation, evaluation of the head of the department) and provide feedback to achieve evaluation justice, through: Providing the necessary support for faculty members to carry out self-evaluation and continuous development of their knowledge and abilities, and to transform electronically in evaluating the performance of faculty members, as well as providing feedback to them about their level of performance to benefit from the evaluation results in improving their performance.	The Academy	Faculty Members	1

Policy Name	Policy Statement	Policy Area	Target Group	Version number
Policy of attending conferences, scientific seminars and workshops	The University of Hail, represented by the Vice Presidency for Graduate Studies and Scientific Research, is committed to developing the level of research activities carried out by faculty members at the university in order to live up to the ranks of prestigious international universities, by supporting the participation of faculty members in conferences, scientific seminars and seminars, which leads to increasing the production of qualitative research, innovative ideas and scientific programs at the university, as well as the exchange of ideas through global debates with world-famous scientists and researchers, enabling research cooperation. The future among them	Research	Faculty Members	1
Faculty capacity development policy at the University of Hail	The University of Hail is committed to developing the capabilities of faculty members through advanced training programs that cover the needs of university employees, and by employing contemporary information technology in the training process, to ensure the effective development of leadership and administrative skills of university leaders, as well as for the continuous development of teaching, research, administrative, personal and technical skills of faculty members.	The Academy	Students - Alumni	1
Alumni Characteristics Policy at the University of Hail	The University of Hail is committed to identifying characteristics that students acquire during their studies, and its graduates are distinguished by them locally, regionally and globally, and they also reflect the vision, mission and goals of the university, and these characteristics represent the set of abilities, qualities, skills and educational experiences that graduates must acquire during their time at the university, through which they can be qualified for the future, taking into account that the importance of these characteristics has been agreed upon by the university community, employers and society.	Academy	Students	2
Student Admission and Registration Policy at the University of Hail	The University of Hail is committed to adopting clear and specific criteria and procedures for the admission and registration of undergraduate, diploma and postgraduate students, including submitting applications, transferring to the university and re-enrollment, in a manner that aims to ensure a unified mechanism for admission in accordance with the principles, standards and	Academy	Faculty Members - Students	1

Policy Name	Policy Statement	Policy Area	Target Group	Version number
	expectations of the university, and in line with the nature of the specializations of academic programs as well as in line with the mission and objectives of the university			
Academic Programs Review Policy at the University of Hail	The University of Hail is committed to reviewing the performance of academic programs in light of the requirements of the quarterly quality work prepared by the Deanship of Quality and Development, and also by conducting a comprehensive evaluation of the program at least once every five years, in addition to the annual evaluation processes, taking into account that the necessary procedures to carry out re-evaluation processes are consistent with the policies and procedures in force at the University of Hail, and finally through the review procedures associated with the development of academic programs at the University of Hail	Academy	Faculty Members - Students - Alumni	1
Policy of reviewing the examination paper for academic programs at the University of Hail	Exams are a means of measuring the targeted educational outcomes of academic programs, and evaluation is one of the main elements and pillars in this system, and therefore it was necessary to pay attention to reviewing the examination papers from those in charge of the educational process in light of the quality standards required in order to achieve the principle of justice and equal opportunities among students, which ensures a distinguished graduate who has the ability to acquire the skills and requirements of the local and international labor market.	Academy	Students - Faculty Members	1
Policy of equal opportunities and non-discrimination between the sexes at the University of Hail	The University of Hail has been keen to develop its policy aimed at non-discrimination between working women, whether academic or administrative, which it is working to implement and apply in all its academic and administrative sectors, and the University of Hail has adopted a policy of equal opportunities in accepting students, appointment, and promotion;	Administrative	University Staff	2

Policy Name	Policy Statement	Policy Area	Target Group	Version number
<p>Anti-academic, administrative and financial corruption policy at the University of Hail</p>	<p>The University of Hail, represented by the university administration, is committed to achieving transparency and academic integrity in all practices, and encouraging university employees to commit not to deviate from the regulations and violate the regulations, decisions and circulars approved and announced by the university related to the academic, administrative and financial aspects or abuse of authority in order to achieve personal interests, and in a way that reflects negatively on the university's outputs, which required the university's keenness to address any activity or practice that contradicts this commitment, and accordingly the university legislated the necessary controls to combat academic corruption The university is also committed to protecting its reputation and status from corruption and applying the highest standards of the values of justice, transparency, efficiency, responsibility, commitment, excellence and competitiveness.</p>	<p>Administrative</p>	<p>University employees - community members</p>	<p>1</p>
<p>Complaints and Grievances Policy at the University of Hail</p>	<p>The University of Hail is committed to providing the opportunity for all its employees to file a complaint or grievance as a result of violating one of their job rights, or being subjected to any pressure, coercion or illegal request from any employee, whether a superior, colleague or subordinate, to act illegally, all with the aim of achieving justice and job satisfaction, and enabling all university employees to express their views and opinions on any procedure or decision that may affect the work environment.</p>	<p>Administrative</p>	<p>University Staff</p>	<p>1</p>