Human Resources Development Committee Regulations
Human Resources Development Committee Regulations
Issued vide CMA Board Resolution No. (2-21-2006) dated 13/10/1427 H., corresponding to 4/11/2006; which included the approval of the Scholarship and Training Regulations for CMA Staff;

pursuant to the Capital Market Law, issued by Royal Decree No. (M/30) dated 2/6/1424 H.;

amended by CMA Board Resolution No. (1-7-2011) dated 24/3/1432 H. corresponding to 27/2/2011; which included the amendment of the Scholarship and Training Regulations for CMA Staff to be Called "Scholarship, Domestic-Scholarship and Training Regulations";

amended by CMA Board Resolution No. (1-68-2014) dated 30/2/1436 H. corresponding to 22/12/2014;

amended by CMA Board Resolution No. (1-52-2015) dated 16/8/1436 H. corresponding to 3/6/2015; which included the amendment of the Human Resources Development Regulations;

amended by CMA Board Resolution No. (2-69-2016) dated 03/09/1437 H. corresponding to 08/06/2016
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Chapter (I): Preliminary Provisions

Article (I): Definitions

a) In this document, the following definitions of words and phrases apply unless the context clearly requires otherwise:

- “CMA” refers to the Capital Market Authority.
- “Board” refers to the Board of Commissioners of the CMA.
- “Regulations” refers to the Human Resource Development Committee Regulations.
- “Committee” refers to the Human Resource Development Committee.
- “Chairman of the Board” refers to the Chairman of the CMA Board, CEO.
- “Chairman” refers to the Chairman of the Human Resource Development Committee.
- “Vice-chairman” refers to the Vice-chairman of the Human Resource Development Committee.
- “Member” refers to the Member of the Human Resource Development Committee, which all together shall be referred to as “Members”.
- “Secretariat” refers to the General Secretariat of the CMA Board.
- “Secretary” refers to the Secretary of the Human Resource Development Committee.
- “Senior Management” includes Deputy CEOs, Director-level and direct reports to the CEO.
- “Employee” refers to the CMA Employee appointed through an employment contract and nominated or enrolled in an educational or training program.
“Authority Matrix” refers to the document determining the powers of the Board and its Chairman, and specifying the distribution of those authorities to supervisory positions, deputies and different divisions across the CMA.

“Authorized Official” refers to a person or committee as an occupational/professional position having the statutory authority to carry out certain work and make decisions associated with it according to the Authority Matrix.

“Conflict of Interests” the occurrence or existence of interest, directly or indirectly, real or perceived, for any Member in a subject listed in the Committee’s agenda and such interest would influence the contribution of that concerned Member through his presented opinion that reflects his professional point of view.

“Educational Degree” refers to an educational certificate earned by the Employee from a formal educational institution approved by the competent official authorities in the Kingdom; including high school, diploma, bachelor, postgraduate diploma, professional certificate, masters or doctorate.

“Training” refers to any educational or training process in order to gain new skills, concepts and rules to increase and improve Employee performance.

“Scholarship” refers to any educational program, duration of which is more than one year, joined by the Employee outside the Kingdom and ends with the Employee obtaining an educational degree.

“Domestic-Scholarship” refers to any educational program, duration of which is more than one year, joined by the Employee inside the Kingdom and ends with the Employee obtaining an educational degree.

“English Language Program” refers to any educational program dedicated to the study of the English language.

“Professional Qualification” refers to an education or training program enrolled by the Employee during his work, and ends with the Employee obtaining a professional certificate.
“Ministry of Education List” is a list of recommended universities by the Saudi cultural missions or the Ministry of Education.

“Institute of Study/Training” is the body presenting the educational or training program; such as a university, institute, college, training center, or organization.

“Country of Study/Training” is the state in which the educational or training program is carried out.

“Place of Study/Training” is the city where the university, institute, college, training center, or organization is located in which the Employee is studying/training.

“Human Resources Policies” refers to the Human Resource Policies approved by the Board.

“Education Programs” include Scholarships, Domestic-Scholarships and Part-Time Enrolment.

“Part-Time Enrolment” refers to any educational program, duration of which is more than one year, joined by the Employee inside the Kingdom, and ends with the Employee obtaining an educational degree by attending classes outside the official working hours.

“E-learning” refers to any programs provided through an e-learning platform.

“Stakeholders” refer to individuals or groups who are affected by or influence the decisions taken by the Committee or by the CMA.

“Code of Conduct” refers to the rules of professional conduct approved by the Board.

“Human Resources Development Plan” refers to the development plan for the human resources approved by the Chairman of the Board.

b) Without prejudice to the provisions of paragraph (a) of this article, the words and phrases contained in the Regulations have the meanings set forth in the CML and the Glossary of Defined Terms Used in the Regulations and Rules of the Capital Market Authority.
Article (2): Purpose

The Regulations aims to determine the standards and procedures of the Committee's works. The purpose is also to specify its scope of work and responsibilities, as well as indicating its mechanism of making decisions. The Regulations also aims to set the roles and responsibilities of the Chairman, Vice-chairman, Members and the Secretary.

Article (3): Objectives of Educational and Training Programs

The CMA aims to develop the capabilities of its Employees and their skills and knowledge, as well as to raise their competence scientifically, technically and administratively, so that they can meet the requirements of the CMA business and perform their tasks and job duties efficiently and professionally.

Article (4): Educational and Training Programs

Educational and training programs available to the CMA staff provide a variety of educational and training programs within the Kingdom and abroad. They include the following:

- Educational Programs.
- Professional Qualifications.
- Internal Training.
- External Training.
- English Language Programs.
- Seminars and Conferences.
- Attachment with Foreign Organizations.
- E-learning.
Chapter (II): The Committee

Article (5): Committee Duties and Responsibilities

The Committee shall supervise the development of the human resources programs, and shall exercise its powers according to the Authority Matrix. The Committee tasks include the following:

a) Draw the general policies of the human resource development, including building cooperation relations with educational and training institutions.

b) Verify the plan and budget of the human resources development, and then submit it to the Authorized Official for approval.

c) Set the rules regulating all human resource development programs; including the rules of the educational programs and targeted majors, the standards of differentiation and prioritization between candidates and recommended universities; the rules regulating Part-Time Enrolment Programs in educational institutions and Foreign Organizations attachment Program, the standards of the Specialized Programs and Internal training Programs; as well as the rules regulating Professional Certificates, academic exams and the English Language Programs; along with the Promising Employee Programs for Leadership Positions.

d) Study the nominees for educational programs in terms of the need and the requirements met by the nominee, and the appropriateness of the educational degree to be achieved, and verify such applications to be approved by the Authorized Official.

e) Examine applications for the Foreign Organizations Attachment Program, and verify them, to be submitted afterwards to the Authorized Official for approval.

f) Examine the special cases of Employees enrolled in educational and training programs that are submitted from the Human Resource Department; including the requests of extension or termination of study or training, or temporary suspension of study, and scientific trips; and to prepare a report for such requests.
g) Review reports on educational and training programs, and provide recommendations in such regard.

h) Verify programs dedicated for fresh graduates and work to approve such programs by the Authorized Official.

Article (6): Composition of Committee

a) The Committee shall consist of five Members as follows:

1) A Member of the Board, appointed by the Board every two years, who shall be the Chairman of the Committee.

2) The CMA Deputy of Strategy and International Affairs (Committee’s Vice-chairman).

3) The Human Resources Manager.

4) Two Members of the CMA staff; to be both appointed by the Board.

b) Any change in the membership of the Committee requires the approval of the Board.

c) The duration of the membership is for two years.

Article (7): Chairman Duties and Responsibilities

The basic responsibilities of the Chairman are to:

a) Supervise the works of the Committee and ensure that such works comply with the Regulations.

b) Administer the business of the Committee and follow-up its works with the assistance of the Secretary.
c) Ensure the soundness of the decisions taken by the Committee, and that they are built on well-informed foundations and focus on the interest of achieving the objectives of the CMA and its strategic plans.

d) Ensure the application of the Committee's decisions and recommendations in coordination with the Secretary.

**Article (8): Vice-chairman Duties and Responsibilities**

The Vice-chairman shall perform the functions and tasks of the Chairman in his absence.

**Article (9): Members Duties and Responsibilities**

When performing their tasks in the Committee, Members shall be committed to the following:

a) Cooperate to achieve the objectives of the Committee.

b) Keen to be present to actively participate in the Committee's meetings; each Member must attend at least two thirds of the meetings held in one year.

c) Contribute with opinions and express their point of view responsibly and neutrally; taking into account the public interest of the CMA.

**Article (10): Secretary Duties and Responsibilities**

The Chairman, with the assistance of the General Secretary, shall appoint a Secretary to the Committee from among the staff of the Secretariat. He shall not be entitled to vote. His responsibilities are as follows:
a) Prepare and coordinate meetings; including the preparation of the agenda in coordination with the Chairman.

b) Follow-up compliance with the Regulations, and ascertain the extent of the need to update it.

c) Attend the Committee's meetings, and collect and document the minutes of meeting. In addition to that, he counts the votes, state the results of the vote, and record the supporters and opponents of the decisions or recommendations made.

d) Provide the Members of the Committee and related parties with copies of the meeting minutes.

e) Collect signatures for the Committee's meeting minutes.

f) Save the Committee documents; including the agendas, meeting minutes and records of monitoring the implementation of its decisions.

g) Follow-up on the implementation of decisions and recommendations that have been agreed upon at the meetings of the Committee.

**Article (11): Human Resources Duties and Responsibilities Relating to Educational and Training Programs**

The Human Resources Department shall be responsible for the following tasks:

a) Prepare and follow-up on the budget for the human resource development programs.

b) Recommend regulations for the educational and training programs, including the list of accredited universities, targeted disciplines, and the requirements for candidates of various offered programs.

c) Follow-up on the conditions of the Employees on Scholarships and delegates and check their level of education, as well as academically supervise them.
d) Study and review independently each case of withdrawal or suspension of any Employee on any training program, to determine the reasons that caused the Employee to withdraw or led to his/her suspension; and then make appropriate recommendation regarding such event and submit it to the Committee.

e) Coordinate with the relevant parties within the CMA and outside.

f) Develop and implement fresh graduates programs.

g) Implement the Annual Human Resources Plan.

Article (12): Employee's Department Duties and Responsibilities

The department of the Employee, with respect to training the Employee or sending him on a Scholarship abroad or on a Domestic-Scholarship, shall perform the following tasks:

a) Determine the developmental needs of the Employee, and approve his/her personal development plan in the light of the approved conditions.

b) Nominate the Employee for educational and training programs.

c) Follow-up on the Employee's performance after completing the program he/she was nominated to, in order to measure the educational or training return.

Article (13): Administrating Meetings and Attendees

a) The Chairman shall be responsible for managing the Committee's meetings; including the approval of the agenda, supervising the decision-making process and voting on it, and announcing the results with the assistance of the Secretary.

b) The Committee may invite whom it deems appropriate to attend its meetings, provided that it must be recorded in the minutes of meeting. Such a person shall not have the right to vote on the Committee's decisions.
c) Board members, other than the Members, may attend the meetings of the Committee, without having the right to vote.

Article (14): Scheduling Meetings

a) The Committee shall hold its meetings at least six times per year. The Chairman may call the Committee for a meeting whenever needed.

b) The Chairman may cancel the meetings with a prior notice to the Members.

Article (15): Agenda and Distribution of Documents

a) The meetings of the Committee must comply with the pre-agreed agenda (except for any emergent issues approved by the Chairman).

b) Members may send to the Secretary the proposed subjects to be put up for discussion and decisions needed to be taken by the Committee during the next meeting. Such proposals must be sent at least ten business days before the date of the meeting.

c) The Chairman sets the agenda for each meeting with the assistance of the Secretary, taking into account the subjects sent by the Members, as well as any other matters the Chairman deems appropriate to include.

d) The time of the meeting shall be specified in the agenda, as well as the time allocated for each subject included in the agenda.

e) The Secretary sends the agenda and documents related to the meeting to the Members and to those invited to attend the meeting (if any) at least five business days prior to the meeting date.

f) Except in emergent cases, any Member of the Committee has the right to abstain from voting if the documents were not sent to him on time. This must be recorded in the meeting minutes.
Article (16): Conflict of Interests

a) If any Member has a conflict of interests in a subject listed on the Committee’s agenda, he must disclose that before beginning the discussion of the subject. This must be recorded in the meeting minutes. In this case, he should not attend the discussion of that subject, participate in its discussion, nor vote on it.

b) If the Member doubts as to whether he faces a conflict of interests, he may request the opinion and guidance from the Chairman.

c) If the Chairman or the Vice-chairman discloses the existence of a conflict of interest - according to the provisions of paragraph (a) of this article - and the other was not present at the relevant meeting, discussing that subject shall be adjourned to another meeting where one of them does not have a conflict of interest and is present.

Article (17): Minutes of Meeting

The Secretary carefully and accurately prepares the minutes of meeting as follows:

a) Minutes of meeting must be prepared for each meeting the Committee holds. It shall include the following:

- Meeting date and number.
- Venue.
- Attendees names.
- Statement indicating the reasons why absentees were unable to attend.
- Issues presented, discussions and deliberations.
- All decisions and recommendations taken and their rationale, as well as the attachments.
- Document proof of the results of voting.
- Reservations expressed by present Members of the Committee on any of the decisions or recommendations made by the Committee.
b) The Secretary sends the minutes of meeting to the Members for review within two business days after the date of the meeting.

c) Each Member may propose changes to the drafting of the minutes of meeting or its content within two business days of receipt. The minutes of meeting becomes final if no changes or amendments were proposed during this period, and if the Chairman has no objections to the content.

d) If changes or modifications were proposed to the minutes of meeting, or the Chairman objected to the content, modification or change shall be made after the approval of the Chairman. In all cases, changes cannot be made to the minutes of meeting if such changes would alter the operative part or tenor of the decision which was voted by the Members.

e) The minutes of meeting shall be signed by the Chairman of the meeting and present Members. The Secretary shall provide members of the CMA Board and the Members with a copy of the minutes of meeting within three business days after the date of approval.

f) All related documents to the meeting shall be enclosed to the minutes of meeting.

Article (18): Quorum

a) The Committee's meetings shall not take place unless with the presence of the Chairman or Vice-chairman, and at least half of the other Members.

b) The Member may participate in the meeting via modern communication technologies. This would complete the legal quorum for the meeting.

Article (19): Making Decision and Recommendations, and Requesting Documents

a) The Committee's decisions and recommendations are taken by the majority of votes participating in the meeting.
b) In case of a tie, the position with which the Chairman of the meeting has voted shall prevail.

c) The Committee may ask the relevant departments to attend meetings or to provide additional information and documentation, in order for the process of making decisions and recommendations be built on well-informed bases.

d) The Committee, whenever necessary, may assign one of its Members or one of the CMA other staff to study one of the subjects presented to the Committee and submit the results of the study to the Committee, provided that this be recorded in the minutes of meeting.

**Article (20): Announcing Decisions and Recommendations**

The Chairman shall handle the announcement of the decisions and recommendations taken by the Committee and notifying stakeholders in coordination with the Secretary.

**Article (21): Following-up Execution of Decisions and Recommendations**

a) The Secretary shall be responsible for following-up on the implementation of the Committee's decisions and recommendations.

b) The Secretary distributes at the end of each quarter of the year to the Members the updated list of the follow-up record of implementing the Committee's decisions and recommendations, along with the minutes of meeting, to ensure that the Members are informed on the situation and developments of the implementation of the Committee's decisions and recommendations.
c) The Secretary shall submit to the Chairman any obstacles facing the work process of the Committee, including any delay in implementing its decisions and recommendations.

**Article (22): Reports**

The Committee, with the assistance of the Secretary, shall prepare a quarterly report to be submitted to the Board. It should include information on the number of meetings held by the Committee, and the number of attendees. In addition to that, the report should also include the works of the Committee, its decisions and recommendations taken during the reporting period, and what did the related parties do regarding the implementation of those decisions and recommendations.
Chapter (III): Scholarship Rules

Article (23): Degrees for Scholarship
The purpose of abroad Scholarship is to obtain any of the following two degrees:

a) Master’s Degree.
b) PhD. Degree.

Article (24): Scholarship Plan
The Scholarship plan is placed within the Human Resources Development Plan, to include the following:

a) The majors required should be suitable with the approved work-power plan and future needs.

b) The Scholarship opportunities should be distributed to the CMA’s departments in line with the current and future needs of the CMA.

c) The required academic degrees should be determined.

Article (25): Scholarship Conditions
The Employee nominated for Scholarship is required to meet the following conditions:

a) He must be of Saudi nationality.

b) He must have spent in the CMA at least two years.
c) He must obtain the recommendation of his direct manager, as well as that of his department manager, division head and the Deputy to which the Employee reports.

d) The major of study and educational degree required for Scholarship must be compatible with the Scholarship plan.

e) His appraisal for the previous year of Scholarship must not be less than "Achieved Expectation".

f) His age must not be over forty (40) years as a maximum.

g) The GPA of his last educational degree must not be less than "Good" for the master's degree, and not less than "Very-good" for the doctoral degree.

h) The Scholarship for a PhD. degree requires that he had obtain the master's degree, and that the doctorate degree is a requirement for the position according to the approved job description, in addition to what has been approved by the Human Resources Development Plan.

i) The educational institution must be approved by the competent official authorities.

j) He must pass the language-learning test prior to sending him on the Scholarship, or to pass a certain level within the English Language Learning Program that is approved by the Committees.

k) He and his close-relatives must have been in compliance with the CMA's Rules of Conduct during the last twelve (12) months prior to the request of Scholarship, according to the response to the Human Resources Department from the Internal Compliance Officer. For the purposes of this paragraph, the definition of close-relatives is the one set in the Rules of Conduct document.

Article (26): Period of Scholarship
a) The period of abroad Scholarship is determined according to the educational degree, as follows:

1. Maximum of one year for language learning purposes.
2. Maximum of two years for the master's degree.
3. Maximum of three years for the PhD. degree.

The period of Scholarship may be extend based on the recommendation of the Human Resources Department in accordance with the Authority Matrix after submitting the reasons and justifications for such extension. Such extension should not exceed one semester.

b) The Employee on Scholarship may not join a higher educational degree before he ends his Scholarship, reports to work and spends a period of time equivalent to the duration of his Scholarship.

**Article (27): Obligations of Employee on Scholarship**

The Employee on Scholarship must commit to the following:

a) Provide the Human Resources Department with a copy of the academic plan approved by the academic supervisor at the university, before the start of the semester. It is not permissible to cancel any of the registered courses without having a justification acceptable by the Human Resources Department.

b) The least number of hours registered per semester must not be under the minimum allowed by the law of the educational institute and the Saudi Cultural Mission in the country of study.

c) He must provide the Human Resources Department with his/her Official transcript each semester.

d) He must provide the Human Resources Department, after arriving to the place of study, with his/her address and phone numbers and mailing address. Such information should be updated whenever a change occurs.
e) His study performance must not be less than "Very-good" throughout the Scholarship period.

f) He must not change his major of study to which he was sent on Scholarship, nor transfer from one university to another or from one country to another, unless after obtaining the prior written approval from the Authorized Official.

g) He must give authorization to the CMA to directly contact the university to obtain information about his academic status.

h) He must not practice any additional work during the period of his Scholarship; unless such work is related to his course of study, provided that such activity does not affect his study, and after having a prior written approval from the Human Resources Department.

i) He must be in contact with the Human Resources Department on an ongoing basis and respond to the official e-mails sent to him by the CMA.

j) In the event of non-compliance with any of the obligations specified above, the Committee shall recommend the appropriate action to be taken.

**Article (28): Financial Allocations and Benefits for Abroad Scholarship**

The Employee sent on abroad Scholarship shall receive the financial benefits and compensations, as well as the medical insurance approved by the Ministry of Education, according to its laws, regulations and the laws and regulations of the Saudi cultural mission in the Country of Study.

Additionally, the CMA grants the Employee on Scholarships the following:

a) Half of his basic salary, starting from the beginning of his Scholarship.

b) Preparation allowance valuing thirty days delegation, granted only once at the beginning of the Scholarship.

c) One way air-tickets for him and his family members (maximum of spouse or Mahram and four children) to the Place of Study, for one time only, according to the provisions of the Human Resources Policies.
d) Computer and educational instruments allowance, valuing (SR. 3,000) three thousand Saudi Riyals, only once at the beginning of his Scholarship.

e) Compensation for the fees of issuing visas for the Employee and his companions (maximum of spouse or Mahram and four children) during his Scholarship period.

f) Compensation for fees of tests required for admission, as well as correspondence and registration fees made before and during the Scholarship period.

g) The medical care for the Employee and his family members shall continue during the Scholarship period inside the Kingdom in addition to the medical insurance offered to him through the Saudi Cultural Mission in the country of study.

h) Compensation for the fees of tuitions for their children, in consistent with the regulations of the Ministry of Education and its related regulations.

Article (29): Conditions for Fees Compensation of Applying to Universities

The Employee shall be compensated for university fees he paid to obtain admission, as well as the fees of acceptance tests, according to the following conditions:

a) The educational institute (university, college or institute) must be approved by the concerned official authorities.

b) He must have obtained his Scholarship approval from the Committee.

c) The total amount of compensation must not exceed the maximum of (SR. 5,000) five thousand Saudi Riyals.

d) He must submit his request for compensation enclosing the original copies of all documents and receipts of the amounts paid.

The compensation for all admission fees paid before the start of the Scholarship shall all be paid one time at the beginning of the Scholarship period.
Article (30): Including Spouse to Scholarship

The spouse of the CMA Employee shall be included to the Scholarship of her husband/his wife, and whatever consequent costs, through the Scholarship program of the Ministry of Education, without having the CMA bear any expenses. The wife/husband of the CMA Employee shall not be included within the CMA Scholarship program.

Article (31): Promotion, Raise and Performance Bonus during Scholarship

The Employee sent on Scholarship shall be treated in terms of promotions and raises as from the date of beginning the Scholarship until the date of graduation according to the following:

a) The Employee on Scholarship shall not be promoted during his Scholarship period according to the Human Resources Policies.

b) If the Employee on Scholarship does not achieve the purpose for which he was sent, the Scholarship period shall not be included for the purposes of promotion.

Article (32): Leaves

The Employee on Scholarship shall be entitled to the following leaves:

a) Annual study leave, according to the annual academic calendar of the Institute of Study.

b) Any formal holidays, according to the school calendar of the Institute of Study.

c) The Employee on Scholarship may be granted, after graduating and obtaining his degree, a leave without pay for a maximum period of six months, in
accordance with the provisions of Chapter Five of the Human Resources Policies.

d) The balance of the leaves for the Employee on Scholarship shall be suspended from allocation starting from the date of the beginning of his Scholarship till the date of graduation.

Article (33): Scientific Trips

The Employee on Scholarship may be granted a scientific trip for the purpose of gathering information to obtain a Ph.D degree if his research requires such trip according to the following conditions:

a) Obtain the approval of the Committee for the justifications of the scientific trip.

b) Submit the request through the Saudi Cultural Mission in the country of study.

c) Obtain a recommendation for the trip and its purpose from the academic supervisor at the university at which he studies.

d) Compensation for such trips shall be through the Saudi Cultural Mission at the country of study according to its the regulations.

Article (34): Academic Supervision

The Employee on Scholarship shall be academically associated with the Saudi Cultural Mission at the country of study and with the Human Resources Department at the CMA. He must provide the CMA with official periodical reports from the Institute of Study regarding the progress of his study.

Article (35): Reporting to Work After Scholarship
a) After graduating and obtaining his degree certificate, the Employee must return to report to work at the CMA within thirty (30) days from the date of graduation.

b) The Employee on Scholarship shall be treated in terms of financial and functional benefits as an Employee on the job starting from the date of graduation.

**Article (36): Suspension and Termination of Scholarship by Call from CMA**

By a decision from the Authorized Official, if the work required so and is for the interest of work, the Employee on Scholarship may be called to return to report to work at the CMA. In such case, the Employee on Scholarship shall be treated according to the following controls:

a) The Saudi Cultural Mission in the country of study shall be notified to temporarily suspend payment to the Employee until the end of the call period.

b) The Employee on Scholarship shall be given by the Saudi Cultural Mission air-tickets for him and his eligible family members.

c) The Employee on Scholarship shall be compensated for all expenses (pre-approved and reasonable expenses) incurred as a result of the call.

d) The call period shall not be accounted in the Scholarship period.

e) The call period shall be accounted for the purposes of promotion and pay.

**Article (37): Suspension of Scholarship Due to Circumstances Facing Employee on Scholarship**

By a decision from the Authorized Official, payment to the Employee on Scholarship may be temporarily suspended without closing his file in the Saudi Cultural Mission in the country of study if he faces compelling family or medical conditions. In this case,
the Employee on Scholarship shall be treated in accordance with the following controls:

a) The Saudi cultural mission in the Country of Study shall be notified to temporarily suspend payment to the Employee on Scholarship until such family or medical compelling conditions are resolved.

b) The Employee on Scholarship shall be given by the Saudi Cultural Mission air-tickets for him and his eligible family members.

c) The suspension period shall not be accounted in the Scholarship period.

d) In case he report to work at the CMA, his working period shall be accounted for the purposes of promotion and pay.

Article (38): Termination of Scholarship

By a decision from the Authorized Official, the Scholarship may be terminated in the following cases:

a) If the Employee on Scholarship commits an act violating honor or honesty, or offensive to the reputation of the CMA or the Kingdom of Saudi Arabia.

b) If his academic reports are low and it was predicted that he will not be capable to finish the program, or fail to achieve the goal to which he was sent on Scholarship.

c) If he changes his place of study, major, institute of study, or college without a written consent from the Human Resources Department.

d) If he violates or fails to comply with the regulations and instructions of the CMA.

e) If he fails to obtain the required certificate within the specified period.
f) If he fails to obtain the admission requirements or required tests (such as; TOEFL, GMAT, GRE) or the required GPAs at the scheduled times.

**Article (39): Withdrawal from Scholarship**

a) The Employee may not withdraw from the Scholarship without the approval of the Committee.

b) In the event the Employee withdraw from Scholarship without the consent of the Committee, he shall be denied the opportunity for abroad Scholarship and Domestic-Scholarship in the future. He shall be required to pay all expenses paid to him and his family members throughout the Scholarship period.

c) The Authorized Official may exempt the Employee from payment of his and his family members expenses during all or part of the Scholarship period. This exemption shall not include any contractual obligations with the Employee, such as loans and insurance premiums, or any other obligations related to his contractual relation with the CMA.

**Article (40): Employee Resignation After Scholarship**

In the event of the resignation of the Employee during the Scholarship period or after his completion of Scholarship and he refuses to return to work at the CMA for a period of time equivalent to the Scholarship period, he shall be obligated to pay all of expenses paid out for him during the Scholarship period. The Authorized Official may exempt the Employee from payment of his and his family members expenses during all or part of the Scholarship period.
Chapter (III): Provisions of Domestic-Scholarship

Article (41): Degrees of Domestic-Scholarship

The Domestic-Scholarship shall be applied within the Kingdom in order to obtain any of the following qualifications:

a) Diploma above high school.

b) Diploma after bachelor.

Article (42): Domestic-Scholarship Plan

Domestic-Scholarship plan shall be within the abroad Scholarship plan contained in Article (24) of Chapter (II) "Scholarship Rules" of the Regulations.

Article (43): Conditions for Domestic-Scholarship

The Employee nominated for Domestic-Scholarship is required to meet the following conditions:

a) He must be of Saudi nationality.

b) He must have spent in the CMA at least two years.

c) He must obtain the recommendation from his direct manager, as well as that his department manager, division head and the Deputy to which the Employee reports.

d) The major of study and educational degree required for Domestic-Scholarship must be compatible with the Human Resources Development Plan.

e) His appraisal for the previous year of Domestic-Scholarship must not be less than "Achieved Expectation".
f) His age must not be over (30) years as a maximum for the diploma above high school, and (40) years as a maximum for the diploma after bachelor.

g) The GPA of his last educational degree must not be less than "Good".

h) He and his close-relatives must have been in compliance with the CMA's Rules of Conduct during the last twelve (12) months prior to the request of the Domestic-Scholarship, according to the response to the Human Resources Department from the Internal Compliance Officer. For the purposes of this paragraph, the definition of close-relatives is the one set in the Rules of Conduct.

**Article (44): Duration of Domestic-Scholarship**

c) The period of Domestic-Scholarship is determined according to the educational degree or the professional certificate set for the Employee on Domestic-Scholarship, as follows:

4. Maximum of one year for preliminary year/language learning stage.

5. Maximum of two years for the degree above high school and after the bachelor.

The period of Domestic-Scholarship may be extend based on the recommendation of the Human Resources Department and the approval of the Authorized Official after submitting the reasons and justifications for such extension. Such extension should not exceed one semester to finish the language learning stage or the degree to which he was sent to obtain.

d) The Employee on Domestic-Scholarship may not join a higher educational degree before he ends his Domestic-Scholarship, reports to work and spends a period of time equivalent to the duration of his Domestic-Scholarship.

**Article (45): Duties of Employee on Domestic-Scholarship**
The Employee must comply with obligations stipulated in Article (27) of the Regulations.

**Article (46): Financial Allocations and Benefits for Employee on Domestic-Scholarship**

The Employee sent on Domestic-Scholarship shall receive the financial benefits and compensations as follows:

a) Preparation allowance valuing thirty days delegation, granted only once at the beginning of the Domestic-Scholarship if the institute of study if outside the limits of the city of place of work.

b) Round trip air-tickets for him and his family members (maximum of spouse or Mahram and four children) to the Place of Study, for one time only, according to the provisions of the Human Resources Policies.

c) Computer and educational instruments allowance, valuing (SR. 3,000) three thousand Saudi Riyals, only once at the beginning of his Domestic-Scholarship.

d) Medical insurance entitled to him and his family members according the Human Resources Policies.

e) Compensation for study fees and correspondences after obtaining the prior approval from the Human Resources Department.

f) Last salary with all other financial benefits granted to the Employee on the job, except competency bonus and allowances related to the nature of work.

**Article (47): Conditions for Fees Compensation of Applying to Universities**

The Employee shall be compensated for university fees he paid to obtain admission for the purposes of Domestic-Scholarship, as well as the fees of acceptance tests,
one time at the beginning of the Domestic-Scholarship period, according to the following conditions:

e) The educational institute (university, college or institute) must be approved by the concerned official authorities.

f) He must have obtained his Domestic-Scholarship approval from the Committee.

g) The total amount of compensation must not exceed the maximum of (SR. 5,000) five thousand Saudi Riyals.

h) He must submit his request for compensation enclosing the original copies of all documents and receipts of the amounts paid.

Article (48): Promotion, Raise and Performance Bonus during Domestic-Scholarship

The Employee sent on Domestic-Scholarship shall be treated in terms of promotions, raises and performance bonuses according to the rules set in the provisions of Article (31) of the Regulations.

Article (49): Leaves for Employee on Domestic-Scholarship

The Employee sent on Domestic-Scholarship shall be treated in terms of leaves according to the rules set in the provisions of Article (32) of the Regulations.

Article (50): Academic Supervision

The Employee academically on Domestic-Scholarship shall be associated with the educational institution to which he is sent, as well as with the Human Resources Department of the CMA. He should provide the CMA with information on his place of residence and ways to contact him, along with official quarterly reports from the educational institution regarding the progress of his studies.
Article (51): Reporting to Work After Domestic-Scholarship

a) After graduating and obtaining his degree, the Employee must return to report to work at the CMA within seven (7) days from the date of graduation if the Place of Study is within the limits of the city of work, and within fourteen (14) days from the date of graduation if the Place of Study is outside the limits of the city of work.

b) The Employee on Domestic-Scholarship shall be treated in terms of financial and functional benefits as an Employee on the job starting from the date of reporting to work.

Article (52): Suspension and Termination of Domestic-Scholarship

The Employee sent on Domestic-Scholarship shall be treated as an Employee on abroad-Scholarship in terms of suspending and terminating his Domestic-Scholarship according to the rules set in the provisions of Article (36), Article (37) and Article (38) of the Regulations.

Article (53): Withdrawal from Study

The Employee sent on Domestic-Scholarship shall be treated as an Employee on abroad Scholarship in terms of withdrawing from study according to the rules set in the provisions of Article (39) of the Regulations. In the case the Employee withdrew from the Domestic-Scholarship program without the consent of the Authorized Official, he shall be deprived from the opportunities of Domestic-Scholarship and abroad Scholarship in the future, and shall be required to pay all expenses paid out for him and his family members for the duration of the Domestic-Scholarship period.
**Article (54): Resignation of Employee After Domestic-Scholarship**

The Employee sent on Domestic-Scholarship shall be treated as an Employee on abroad Scholarship in terms of his resignation after Domestic-Scholarship according to the rules set in the provisions of Article (40) of the Regulations.
Chapter (IV): Training Rules

Article (55): Training Conditions

The Employee nominee for training must meet the following requirements:

a) He must be of a Saudi nationality.

b) He must pass the probation period.

c) The program must have direct relation to the work which the Employee currently exercises or in the future.

d) The program must be included in the personal development plan for the Employee approved by the Human Resources Department.

e) He must meet the requirements of the training program for which he is nominated.

f) He must be fluent in the language which will be used in the program to an extent that would enable him to benefit from it. Hence, he must pass a language test at a certain level determined by the Human Resources Department if necessary.

g) The training institution must be professionally recognized and approved within the list of recommended institutions in the CMA.

h) A period of two months must elapse from the last abroad training program in which he participated.

i) The training program must be within the limits of the approved budget.

j) He and his close-relatives must have been in compliance with the CMA's Rules of Conduct during the last twelve (12) months prior to the request of the training program, according to the response to the Human Resources Department from the Internal Compliance Officer. For the purposes of this
paragraph, the definition of close-relatives is the one set in the Rules of Conduct.

**Article (56): Duties of Trainee**

The trainee must commit to the following:

a) Be of good behavior, maintaining the reputation of the CMA and the Kingdom of Saudi Arabia.

b) Regularly attend the training program and work hard to benefit from it and achieve its objectives.

c) He must not change the Institute of Training nor the set program unless with the prior approval of the Human Resources Department.

d) Report to work at the CMA after the end of the approved travel days in the Human Resources Policies.

e) Provide to his direct manager and to the Human Resources Department proof of his attendance to the program or course to which he was nominated.

f) Evaluate the program and provide the Human Resource Department with such evaluation through the use of forms adopted for such purpose.

g) Report and provide a summary of the program along with its obtained benefits to his organizational unit after the end of the training period. He should apply the new skills and knowledge gained from it to his work in coordination with his direct manager.

h) Comply with the training rules and regulations adopted by the Training Institute.

**Article (57): International Organizations Attachment Program**
The CMA may send a number of its staff to work for a specific external organizations for a specific time period, to give them the opportunity to familiarize themselves with procedural techniques and methods and modern applications in such organizations, and for the Employee to stays continuously informed on all that is new in the field of his work.

**Article (58): Controls of Enrolment in International Organizations Attachment Program**

a) The enrolment of the CMA staff in the international organization attachment program is subject to the conditions and controls set out in the Human Resources Development Plan.

b) The trainee enrolled in the attachment program shall be treated in terms of financial benefits and travel and vacation days according to the Human Resources Policies relating to the financial compensation during training.

**Article (59): Extension of Training**

Extension of training period abroad may not be allowed more than the specified period unless with the recommendation of the Employee’s department and the Human Resource Department along with the approval of the Authorized Official.

**Article (60): Terminating Training and Call of Employee**

The CMA may terminate the training of the Employee, either being within the Kingdom of Saudi Arabia or abroad, if the work conditions so require, taking into account the provisions stated in the Human Resources Policies in this regard.

**Article (61): Failure to Meet Training Program Requirements**
If the Employee sent for training violates the training program requirements in any way, or is absent from the entire training program or part of it, or withdraw from it without an excuse acceptable to the Human Resources Department, the Committee has the right to apply one or both of the following penalties:

a) He shall be deprived for a period of time not exceeding two years from attending any training programs starting from the date he reports to work after training.

b) All or part of the training expenses paid by the CMA shall be restored from him.

Article (62): Trainee Obligations After Returning from Training

The Employee sent for training must work in the CMA for a period of time equivalent to the period of his training. In case of his refusal or reluctance, he must restore to the CMA all amounts paid out for him and his eligible family members; either be salaries, training fees, bonuses, allowances, tickets, and any other expenses. The Authorized Official may exempt the trainee from the payment of all or part of the amounts paid out for him.

Article (63): Joining Spouse in Training

The CMA shall not bear any expenses related to the spouse of the Employee joining training programs.

Article (64): Degrees of Part-Time Education Program

The program shall be for the purpose of obtaining any of the following degrees:

a) General education.
b) Diploma.
c) Bachelor.
d) Higher diploma.
e) Masters.

Article (65): Part-Time Education Program Plan

The program plan shall be set so as to include the following:

a) To appropriate the required majors and academic qualifications for the approved work-power plan and its future needs.

b) To distribute the education seats according to the annually available budget.

Article (66): Approved Educational Institutions

The authority of approving the study in educational institutions shall be in accordance with the following academic degrees:

a) Educational institutions for the general education and diploma after high school degrees shall be limited to those approved by the relevant government institutions and with the consent of the Employee's department and the Human Resources Department.

b) Educational institutions for the bachelor, higher diploma and master's degrees shall be limited to those approved by the Human Resources Development Committee.

Article (67): Duration of Program

The duration of the program shall be determined according to the system used at the educational institution. The duration of the study may be extend based on the
recommendation of the Human Resources Department and the approval of the Authorized Official after submitting the reasons and justifications for such extension.

**Article (68): Suspension and Termination of Study at CMA Request**

By a decision from the Authorized Official, when necessary conditions and the interest of the work requires so, the program may be suspended or terminated.

**Article (69): Suspending Study Due to Conditions Experienced by Employee**

The Employee may not discontinue his study unless by a decision of the Authorized Official to temporarily suspend the study if the Employee's excuse is accepted the Committee.

**Article (70): Withdrawal from Study**

a) The Employee may not withdraw from study unless after the approval of the Committee.

b) In the event the Employee withdrew from study without the consent of the Committee, he shall be denied the opportunity to study in the future, and shall be required to pay all the expenses paid out for him throughout the duration of study.

c) The Authorized Official may, upon the recommendation of the Committee, exempt the Employee from payment of all or part of the expenses paid out for him throughout the duration of the study.
Chapter (V): General Provisions

Article (71): Supplementary Laws and Regulations

The Human Resources Policies shall complement any matters not stated in the Regulations.

Article (72): Review of Regulations

This Regulations is subject to annual review as part of the Board Governance Effectiveness Review described in the CMA Board Regulations. It shall not be changed nor altered except by a decision of the Board.

Article (73): Enforcement

The Regulations shall be in force as of the date of approval by the Board.