



Human Resources and
Social Development

Internal Scholarship Regulations

(Issued under Civil Service Council Resolution No. (1/676)
dated 16/02/1421 AH)

(Regulations)

In the name of Allah, the Most Gracious, the Most Merciful

(Letter of the Presidency of the Council of Ministers notifying the Civil Service Council Resolution No. 1/676 on
16/02/1421 AH)

Kingdom of Saudi Arabia

No. 7/7623/R

The Presidency of the Council of Ministers

dated 20/04/1421 AH

His Eminence the Minister of Civil Service and the Chairman of the Committee for Training and Scholarships of Civil Service Employees Allah bless him

Peace and Allah's mercy and blessings be upon you.

We send you herewith a copy of the letter from the General Secretariat of the Civil Service Council No. (421/315/MKH) dated 02/04/1421 AH indicating that the Civil Service Council reviewed during its meeting held on 16/02/1421 AH the draft of (Internal Scholarship Regulations for Study at Home) attached to your letter No. 38040 dated 24/0/1419 AH.

It also reviewed the minutes of the recommendation of the Preparatory Committee of the Council No. 1184 dated 23/10/1419 AH and No. 1323 dated 27/01/1421 AH on the subject, and the Council approved Resolution No. (1/676) dated 16/02/1421 AH including the following:

First: Approve the (Internal Scholarship Regulations) in the form attached to the resolution.

Second: These Regulations shall be applied as of the date of their notification.

Third: The Committee for Training and Scholarships of Civil Service Employees shall prepare a comprehensive report, after the lapse of three years from the date of entry into force of these regulations, to be submitted to the Civil Service Council, including an assessment thereof, identifying the disadvantages that practical applications may show, and proposing what the Committee deems appropriate to be recommendations thereon.

Whereas the conclusions of the Civil Service Council in this regard were generously approved.

We hope to complete the necessary hereby.

Best Regards,

Abdulaziz bin Fahd bin Abdulaziz

The President of the Council of Ministers

(Internal Scholarship Regulations)

Article (1):

With respect to these Regulations, the Committee for Training and Scholarships of Civil Service Employees, hereinafter referred to as "the Committee," shall have the following competencies:

- a. Formulate the general policy for the deployment of the employees inside the kingdom and coordinate with government agencies in line with the needs of these agencies, Examination and determination of applications,
- b. Determining the duration of the deployment,
- c. Adopt methods and set controls that regulate the process of selecting candidates for scholarships to study inside the kingdom to make the selection take place according to objective bases.

Article (2):

The employees are granted scholarships to study inside the Kingdom to get a Diploma after a University degree, Master's degree, Doctorate, or its equivalents, under the following conditions¹:

1. The scholarship inside the kingdom shall be limited to scientific fields and specializations that the Committee deems necessary for work in government agencies.
2. The scholarship inside the kingdom shall be in response to a genuine need by the government agency to raise the level of qualification of some of its employees if it is a basic requirement for the efficient performance of work or to qualify them for new work that falls within the activity of the agency. This shall be done through the development by each government agency of a plan for the scholarship approved by the Committee.
3. The specialization and scientific degree required for granting the scholarship inside the Kingdom must be compatible with the nature of the candidate's work or the work for which he is prepared for granting the scholarship.
4. The candidate must have spent at least two years in government service in an official capacity, except for physicians.
5. The employee shall be accepted by one of the universities, colleges, or institutes in the Kingdom.
6. The estimate in the candidate's job performance assessment shall not be less than (Very Good).

Article (3)

The scholar must be of good character and conduct, continue studying timely, and complete his study at the specified period. The government agency may extend the period of scholarship under a decision specifying the additional period to get the grade for which the scholarship was granted, in accordance with the following conditions:

- c. The scholar shall not have changed his specialization or the educational entity without the approval of the Committee and the employer he works for.
- d. The scholar shall not breach the Committee's study plan.

The Committee may withdraw any of these requirements if it is established that there are academic, health, or family circumstances that prevented the employee from completing his study during the specified period.

Article (4)

The scholar may not change the specialization to which he is granted the scholarship except with the approval of the Committee, in accordance with the following procedures and controls:

- a. If the employer report to the Committee on the case requiring a change of specialization in sufficient time that allows the consideration of the issue, taking the appropriate decision and informing the agency.
- b. The availability of justifications for changing the specialization is supported by the opinion of the educational entity to which he is granted the scholarship and the employer for which the scholar works.
- c. Obtaining approval of the new specialization that the scholar wishes to study, and it shall be one of the specializations mentioned in the employer's plan, or that the employer shall request the specialization to be included in the plan if it does not exist.
- d. There is no negligence or default on the part of the scholar.

Article (5)

The scholar shall not transfer from one educational entity to another, unless by the approval of the Committee based on the approval of his employer, in accordance with the following controls:

- a. The transfer shall be made for necessary requirements required by the work need or the scholar's academic, health, and familial conditions.
- b. The transfer shall not lead to extending the period of scholarship beyond the period mentioned in the decision approving the scholarship inside the Kingdom.

In any case, the scholar shall not transfer to more than one educational entity during the period of the scholarship.

Article (6)

The Committee may allow the scholar to continue studying in the scholarship inside the Kingdom to get a higher qualification in accordance with the following controls:

- a. The employer's need for that academic degree shall be within the plan of the employer for which the scholar works or shall be added to the plan with the approval of the Committee.
- b. The new academic degree obtained by the scholar shall be approved.

- b. The appearance of signs indicating the scholar's lack of seriousness in the study, through the reports received about him from the scholarship agency.
- c. If the scholar changes the educational agency for which he is granted the scholarship without prior approval of the Committee.
- d. If the scholar changes the specialization without obtaining the approval of the employer and the Committee, the lapse of a long period makes it impossible for the scholar to return to his original specialization and complete his requirements during the original period of the scholarship.
- e. If the scholar breaches his duties as a scholar.

The Committee may decide to recover some or all amounts spent on the scholar during the period of scholarship, including the salary and monthly transportation allowance.

Article (8)

After the end of the specified period of study, the scholar shall work for the kingdom for a period equivalent to the period of the scholarship. If the scholar refrained from doing so, he must pay half of the amounts of salary and all the allowances paid to him according to the period equivalent to the period of scholarship or the remaining thereof.

Article (9)

The scholarship period, under these provisions, shall be calculated within the service period.

Article (10)

- a. The promotion of the employee shall not be considered during his scholarship. The period spent to complete the statutory period of promotion may be calculated according to the following conditions:²
 - 1- He shall have completed the academic and methodological study with only the thesis left.
 - 2- He shall have started work before obtaining the academic qualification.

(If the purpose of the scholarship is not achieved after the promotion of the employee who is granted a scholarship to study in the kingdom, the entire period of the scholarship shall be added to the period specified for promotion to the next rank).

- b. The employee who is granted a scholarship to study inside the Kingdom shall not be entitled to ordinary leave for the duration of his scholarship.

Article (11)

- a. The employee who is granted a scholarship to study inside the Kingdom shall be paid a monthly salary and transportation allowance, assignment allowance for doctors and pharmacists, working hour difference allowance for the specialists, who are not doctors, technicians, and health care assistants in accordance with the conditions

No.(27/5) of the Implementing Regulations of the Civil Service Law, for one time, in return for deportation fees of the employee and his family and luggage.⁴

Article (12)

The government agency to which the scholar is affiliated shall bear the tuition fees, if any.⁵

Article (13)

The provisions of these Regulations shall be applied to all civil employees granted a scholarship to study inside the kingdom by ministries, government departments, and public institutions, except for employees of public institutions whose employment status is regulated by their regulations or who are covered by the scholarship and training regulations for university employees. These regulations eliminate everything contrary to it.

Excluding demonstrators and teaching assistants of colleges in the universities that are not covered by Scholarship and Training Regulations from the two-year requirement for delegation or granting a scholarship:

Civil Service Council Resolution No. 1/1028 dated 24/01/1426 AH., was issued approving that demonstrators and teaching assistants of colleges in (universities that are not covered by the Scholarship and Training Regulations for university employees) to study inside the kingdom and to be granted a scholarship to study abroad after one year in government service instead of two years.

The requirement not to exceed the age of (40) for employees who are granted scholarships to study inside the Kingdom

The Royal Decree No. 7/B/60704 dated 21/12/1424 AH., addressed His Excellency the Minister of Civil Service and the Chairman of the Committee for Training and Scholarships of Civil Service Employees... It approved what was considered by the Committee formed by (the Ministry of Civil Service, Ministry of Education, Ministry of Economy and Planning, Ministry of Labor, and Ministry of Health) regarding the requirement not to exceed the age of (40) for employees who are granted scholarships except for Rare health and medical specializations and important specializations covered by non-Saudi contractors... and submitting the Committee's suggestions thereon.

The Committee recommended maintaining the specified age requirement (40) years as a maximum for those employees who can be granted a scholarship to study inside the kingdom from among the employees covered by Internal Scholarship Regulations approved by Civil Service Council Resolution No. (1/676) dated 16/02/1421 AH. Only the cases stated in paragraph (Fourth) of the minutes of the committee are excluded from it, any new cases that the Committee for Training and Scholarships of Civil Service Employees deems necessary to exclude or what necessitates a reconsideration of the cases excluded from this paragraph. In addition to what His Excellency the Minister of Civil Service referred to in terms of supporting the recommendations of the Committee for Training and Scholarships of Civil Service Employees. This is because the age requirement set by the Committee is based on the provision of the Internal Scholarship Regulations in terms of objectives that focus primarily on meeting the actual need for high academic degrees in health and scientific fields. These fields are currently suffering from a great shortage of Saudi competencies, and other activities related to studies and research in some government

agencies, supervision, and development in public education. The Royal Decree approved these recommendations referred to above.

Exceptions for the age of (40) in accordance with paragraph (Fourth) of the minutes of the Committee referred to in the Royal Decree mentioned above.

The Committee for Training and Scholarships of Civil Service Employees has previously approved exceptional cases of the age requirement, either based on a specific academic degree or the field of work, which are:

- 1- Health specializations, because the employee who is granted a scholarship continues to perform his work as one of the requirements for obtaining the degree. Consequently, he practices his work, whether in health services, if he is prepared for that, or in hospitals accredited by the Saudi Commission for Health Specialties. Furthermore, obtaining a scientific degree for doctors is imperative for specializing in any medical field, and the kingdom is still in dire need of large numbers of doctors to meet the need for Saudization and increasing growth.
- 2- The (General Diploma in Education) and (Higher Diploma in Readings) programs. This is because they are limited to one year of study and cannot be extended, in addition to the fact that obtaining either of these two diplomas is a prerequisite for continuing the teaching profession for specific groups.
- 3- Rare specializations are based on the extent of the actual need for them. They differ from one field to another and from one agency to another in accordance with the need determined by each agency in a plan submitted to the Committee through which it learns about the real need, the most prominent of which is the replacement of non-Saudi citizens in the place of contractors.

Therefore, the exception is assessed case by case, and the decision differs according to the actual needs of the agencies and the importance of specialization, such as the fact that it constitutes a minimum level for incumbency.

- The Civil Service Council Resolution No. (1/1820) dated 20/03/1435 AH was issued, including:

First: Raising the maximum age limit for granting scholarships to study abroad and in the kingdom to (45) years for diploma, master, and doctorate degrees after having the bachelor's degree.

Second: Determining the age of (45) years as the maximum age for granting scholarships to study inside the kingdom for the holders of a secondary certificate who are candidates for a bachelor's degree.

Third: Maintaining the age of (40) as a maximum age limit for scholarships to study abroad for the holders of post-secondary diplomas who are candidates to study for a bachelor's degree.

Fourth: Maintaining the age of (40) as a maximum age limit for scholarships to study abroad and inside the kingdom for the holders of a secondary certificate who are candidates to study for a bachelor's degree.

Fifth: The exceptions from the age of "forty" contained in the minutes of the previous Committee formed to study the subject by Royal Decree No. (22363) dated 13/05/1424 AH approved by Royal Decree No. (7/B/60704) dated 21/12/1424 AH and what was approved by the Committee as follows: engineering specializations, educational

- The Civil Service Council Resolution No. 1/1443 dated 08/09/1430 AH., was issued in the letter of the Royal Court No. 42762 dated 29/09/1432 AH, which stipulated in paragraph (first) the application of the Internal Scholarships Regulations to those who are granted scholarships inside the kingdom for obtaining a bachelor's degree or a post-secondary diploma in disciplines that meet the needs of government agencies. This includes candidates who hold some health diplomas that help them to complete their university studies (bridging). The Committee for Training and Scholarships of Civil Service Employees sets the necessary controls for this and amends them in the future according to the requirements of circumstances.
- This decision shall enter into force from the date of its notification.

Controls for considering academic qualifications for occupational purposes obtained by employees covered by the Civil Service Law without the approval of The Committee for Training and Scholarships of Civil Service Employees issued by Civil Service Council Resolution No. (1/1821) dated 20/03/1435 AH.

S. No.	Status at the time of study	Controls	Required Documents	The authority concerned with the application of controls
1	During a study leave	<p>The approval of the authorized person in the agency</p> <p>Application of the controls for granting study leave contained in Article (17) of the Leave Regulations which stipulates "The employee may take a study leave without pay, if he has an academic qualification not less than the General Certificate of Secondary Education or its equivalent, in accordance with the following terms:</p> <p>The leave shall have served for three (3) years and his performance evaluation shall be at least good.</p> <p>The Subject of his study shall be relevant to work in the government agency he works for.</p> <p>The leave shall be registered in the Registration Department at the Ministry of Civil Service and shall cover the period of systematic study. If the study period exceeds the leave, the extra period shall be covered by another statutory leave.</p>	<p>A copy of the exceptional leave decision</p> <p>copy of the certificate attested by the educational authority and the government agency authorized by law to supervise it if the study is at a private university inside the Kingdom, and an equivalent if the study is outside the Kingdom.</p> <p>The study leaves covered only part of the systematic study, copies of leave decisions issued by the employer that complete the systematic study period must be submitted.</p>	<p>General Administration of Auditing</p> <p>Ensuring the availability of the aforementioned controls and registering the qualification.</p>
2	During (scholar)accompaniment leave	<p>The approval of the authorized person in the agency</p> <p>The leave shall be registered in the Registration Department at the Ministry of Civil Service and shall cover the period of systematic study. If the study period exceeds the leave, the extra period shall be covered by another statutory leave.</p> <p>Taking into consideration the legal controls in granting the leave.</p>	<p>A copy of the accompaniment decision</p> <p>copy of the certificate attested by the educational authority and the government agency authorized by law to supervise it if the study is at a private university inside the Kingdom, and an equivalent if the study is outside the Kingdom.</p>	<p>General Administration of Auditing</p> <p>Ensuring the availability of the aforementioned controls and registering the qualification.</p>
3	During an exceptional leave	<p>1. The approval of the authorized person in the agency</p> <p>2. The leave shall be registered in the Registration Department at the Ministry of Civil Service and shall cover the period of systematic study. If the study period exceeds the leave, the extra period shall be covered by another statutory leave.</p> <p>3. Taking into consideration the legal controls in granting the leave stipulated in Article (20) of the Leave Regulations</p>	<p>1. A copy of the exceptional leave decision</p> <p>2. A copy of the certificate attested by the educational authority and the government agency authorized by law to supervise it if the study is at a private university inside the Kingdom, and an equivalent if the study is outside the Kingdom.</p>	<p>- General Administration of Auditing</p> <p>- Ensuring the availability of the aforementioned controls and registering the qualification.</p>
	During weekends in the	<p>1. The study shall be during the weekend in the Kingdom and start from the end of working hours on Thursday.</p>	<p>1. Approval letter from the educational authority</p> <p>2. Study schedules or a statement from the study authority of the dates and periods of study.</p> <p>3. A copy of the certificate attested by</p>	<p>- General Administration of Auditing</p>

S. No.	Status at the time of study	Controls	Required Documents	The authority concerned with the application of controls
		<p>2. The distance between the employee's place of work and his study agency shall not exceed five times that of the assignment (375 kilometers).</p> <p>3. This case does not include the study of medical, paramedical, and dental programs in addition to all programs that require a practical and clinical application.</p>	<p>government agency authorized by law to supervise it if the study is at a private university inside the Kingdom, and an equivalent if the study is outside the Kingdom.</p> <p>3. A statement from the employer that the study time did not interfere with the official working time.</p>	
6	During the period of assignment in the Kingdom representations abroad.	<p>The Council of Ministers Resolution No. (7/B/14475) dated 25/03/1424 AH., shall be applied to employees who work in attachés and wish to complete their studies based on the following rules:</p> <p>1. The study shall be under the supervision and knowledge of the cultural attachés.</p> <p>2. The university or college must be recognized.</p> <p>3. The study shall be outside the official working hours and not at the the original working hours.</p> <p>4. The duration of the study shall not be less than one academic year ending with a scientific certificate.</p> <p>5. The specializations shall be in accordance with the determinations of the Committee for Training and Scholarships of Civil Service Employees in its decision No. (486) dated 10/11/1425 AH, which includes theoretical and computer specializations.</p>	<p>1. A statement from the cultural attaché supervising the employee during his studies</p> <p>2. A statement from the cultural attaché supervising the employee during his studies</p> <p>3. Study schedules or a statement from the study authority of the dates and periods of study.</p> <p>4. A copy of the certificate certified by the educational authority equivalent from the Ministry of Higher Education.</p>	<p>- General Administration of Auditing</p> <p>- Ensuring the availability of the aforementioned controls and registering the qualification.</p>
7	During the period of assignment to perform another job	The qualification is not considered if the study takes place during official working hours during the assignment period. If the study takes place outside the official working hours, then each shall be dealt with according to its controls.		General Administration of Auditing Ensuring the availability of the aforementioned controls and registering the qualification.
8	During the secondment period in which the state bears the financial allocations for the seconded	The qualification is not considered if the study takes place during official working hours during the assignment period. If the study takes place outside the official working hours, then each shall be dealt with according to its controls.		<p>- General Administration of Auditing</p> <p>- Ensuring the availability of the aforementioned controls and registering the qualification.</p>
		1. The approval of the secondment	<p>A copy of the secondment decision</p> <p>A copy of the educational certificate attested by the governmental agency authorized by law to supervise it if the</p>	General Administration of

S. No.	Status at the time of study	Controls	Required Documents	The authority concerned with the application of controls
	still working without the approval of the Committee.	The program must be recognized by the Saudi Commission for Health Specialties. The place of holding the program shall be the same as the place of practicing the occupation.	A copy of his acceptance into the program A copy of the professional classification of the qualification from the Saudi Commission for Health Specialties and the professional registration card.	mentioned controls and registering the qualification.
11	During the official working hours before the scholarship list that was reported to government agencies on 02/09/1421 AH.	These qualifications shall not be considered unless approved by the Civil Service Council.		General Administration of Auditing Ensuring the availability of the aforementioned controls and registering the qualification.
12	During official working hours after the issuance of the Internal Scholarships Regulations to study (diploma after bachelor's degree, Master's degree, Doctorate, or equivalent)	The approval of the secondment authority of the study. The secondment shall be carried out in accordance with the Legal Secondment Regulations.	A copy of the agency's approval for completing the study and it shall be issued before his enrollment. Study schedules or a statement from the study authority of the dates and periods of study. A copy of the educational certificate and the government agency authorized by law to supervise it if the study is at a private university inside the Kingdom,	General Secretariat of Training and scholarship Committee Ensure the availability of the aforementioned controls and then present the case to the Committee General Administration of Auditing Dealing with the qualification according to the General Secretariat of Training and scholarship Committee
13	Before being appointed to a government position	The approval of the authorized person in the agency in which the health practitioner works. The program must be recognized by the Saudi Commission for Health Specialties. The place of holding the program shall be the same as the place of practicing the occupation.	A copy of the agency's approval for completing the study and it shall be issued before his enrollment. A copy of the appointment decision Study schedules or a statement from the study authority of the dates and periods of study. A copy of the educational certificate and the government agency authorized by law to supervise it if the study is at a private university inside the Kingdom, A copy of the leave decision covering the period from the date of appointment until the end of the academic year if the study is during official working hours.	General Administration of Auditing Ensuring the availability of the aforementioned controls and registering the qualification.
14	By affiliation inside the kingdom	To be recorded in the certificate (Graduation certificate) that it is by affiliation. The educational entity must be one of the approved and recommended bodies by the internal supervising authority. This case does not include the study of medical, paramedical, and dental programs in addition to all programs that require a practical and clinical application.	A copy of the qualification.	General Administration of Auditing Registration of the qualification if approved by the Civil Service Council.
		These qualifications shall not be considered until after the		General Administration of Auditing

S. No.	Status at the time of study	Controls	Required Documents	The authority concerned with the application of controls
	bachelor's degree, Master's degree, Doctorate.)	studies began on a sabbatical basis before 13/01/1426 AH., shall be applied to the Committee for Training and Scholarships of Civil Service Employees to approve the procedure, after the availability of the conditions and controls of scholarships to the case. As for those whose studies were after 13/01/1426 AH, they cannot be registered or considered for occupational purposes except with the approval of the Civil Service Council.		then present the case to the Committee General Administration of Auditing Dealing with the qualification according to the General Secretariat of Training and scholarship Committee As for the qualification obtained after 13/01/1426 AH, it will be registered after the approval of the Civil Service Council.
18	Studying a bachelor's degree or post-secondary diploma before the Civil Service Council Resolution No. (1/1443) on 08/09/1430 AH.	These qualifications shall not be considered unless approved by the Civil Service Council.		General Administration of Auditing Registration of the qualification if approved by the Civil Service Council.
19	Studying a bachelor's degree or post-secondary diploma after the Civil Service Council Resolution No. (1/1443) on 08/09/1430 AH.	Each case shall be treated in accordance with the cases mentioned in these controls.		General Administration of Auditing Registration of the qualification if approved by the Civil Service Council.
20	By affiliation abroad	The qualification obtained during the sick leave shall not be considered, as it is granted for health conditions in which study and treatment cannot be combined.		General Administration of Auditing Ensuring the availability of the aforementioned controls and registering the qualification.
21	Partial sabbatical before Scholarship Regulations reported to the governmental agency on 02/09/1421 AH., for all scientific degrees.	The ordinary leave can be used to start or complete the study for a period not exceeding (120) days per year. It is impossible to obtain a qualification through an ordinary leave because the highest period that can be obtained is (120) days per year and this does not cover the duration of any of the different stages of study.☐		General Administration of Auditing Ensuring the availability of the aforementioned controls and registering the qualification.
22	During Maternity leave	The possibility of accrediting the qualification that was obtained prior to the decision of the Committee for Training and Scholarships of Civil Service Employees No. (497/2303) dated 14/09/1431 AH., after submitting the case to the committee to ensure that the rest of the scholarship conditions are applied to the study, and not to consider maternity leave or part of it as a legal document for the academic study on the cases of those who started studying after the date of the Committee's decision "referred to" on 14/09/1431 AH, according to the		General Secretariat of Training and scholarship Committee Ensure the availability of the aforementioned controls and then present the case to the Committee General Administration of Auditing Dealing with the qualification according to the General Secretariat of Training and scholarship Committee

S. No.	Status at the time of study	Controls	Required Documents	The authority concerned with the application of controls
		<p>be after the issuance of these regulations and after the approval of the distance education program considered by the Higher Education Council or the Ministry of Higher Education.☐</p>		
24	<p>Health practitioners obtain a qualification by taking exams only without a sabbatical.</p>	<p>Allowing them to obtain the qualification if the scholar does not stop working without a legal document.</p>	<p>A copy of the qualification professionally classified by the Saudi Commission for Health Specialties or from the supervising authority for other programs. A certificate from the authority indicating that obtaining the qualification did not conflict with his working time.</p>	<p>General Administration of Auditing Ensuring the availability of the aforementioned controls and registering the qualification.</p>

