

Naif Arab University for Security Sciences

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The Arab Ministers of Interior are deeply gratified seeing their collaboration in the Arab collective security yielding fruitful results year after year since the inception of their Council of Arab Ministers of Interior (CAMI). In spite of challenges that are usually associated with such sensitive endeavor, CAMI has been successful in making steady, yet carefully planned, strides towards realization of its goals and ambitions. Indeed, the credit for these achievements goes to the Arab Ministers of Interior who dedicate themselves to work for a common cause in a spirit of fraternity and solidarity.

The leaders of Arab security organizations, including police chiefs, have evinced greater enthusiasm to work together within the framework of the Arab collective security systems. This concern should be of no surprise to anyone, since security is, and has been the first priority of the Arab and Muslim societies in their long continuing history and culture. Sincere efforts are being made to make our communities secure against crime. Neither our national development nor our Islamic faith can bear to see sabotaged or destabilized.

It is my firm conviction that as long as our societies are faithfully devoted to the principles and values of Islam and the norms of Arab culture, they will continue to enjoy peace, stability and prosperity.

One outstanding result of our Arab collective security endeavor has been the establishment of the Naif Arab University For Security Sciences (NAUSS). It is a specialized institution for the academic pursuits and exploration of all the issues related to security in its broader and comprehensive sense. It contributes to the development of the law enforcement agencies of the Arab countries and seeks to improve their performance as well.



NAUSS is the most well-equipped of all the Arab security and police academic bodies in its research undertakings, and in offering the graduate studies and specialized training. It attracts first-rate intellectuals, professionals and experts from around the Arab world and beyond. In the pursuit of its mission and goals, NAUSS is guided by the Arab Ministers of Interior, and generously supported by the Arab governments.

NAUSS is already widely acclaimed by the Arab security organizations for the activities and programs it organizes in the Arab region and around the world. We anticipate now that it is prepared for a take-off ushering in a new phase of promising achievements of qualitative distinction guided by the resolutions and support of NAUSS Board of Directors.

It is my earnest hope that this prospectus will be helpful in introducing NAUSS, and briefly explaining the activities of its academic institutions which with their functions serve the various law enforcement agencies in the Arab countries. This information is expected to encourage greater involvement of the Arab security organizations in the programs of NAUSS, and thus sustain the institutional endeavors for the Arab collective security, which NAUSS stands for.

International co-operations with universities, institutes and criminal justice agencies in the area of crime prevention have been one of our important objectives.

NAIF IBN ABDULAZIZ AL-SAUD
Minister of Interior, Kingdom of Saudi Arabia
Chairman, NAUSS Board of Directors

NAUSS is fortunate to be associated with the Council of Arab Ministers of Interior. Besides this affiliation, NAUSS has a unique and special distinction not enjoyed by similar academic institutions in the Arab region, or in the world at large. Altogether, these characteristics, however, confer on NAUSS tremendous responsibilities towards the advancement of scholarship, research and training in the areas of public security and law enforcement.

With no lesser ambitions, NAUSS has continued to import specialized knowledge to Arab law enforcement personnel in the interdisciplinary areas of securities, guided in every effort by the policies and directions set by the Arab Ministers of Interior. Its respectable standing attracts distinguished scholars and experts from the Arab, Islamic and international community.

Success is the natural reward for hard work and dedication. Every success, no matter how small, leads to bigger ones, and to the promise of achieving, at the end, outstanding ambitions. This prospectus presents only NAUSS' profile, focusing on the major institutionalization that it has accomplished so far.

Everyone seems to appreciate the achievements that NAUSS is making today, especially conspicuous in its modernizing endeavors to keep pace with the rapid changes taking place in the world. It has now redeveloped its curricula, reorganized its management, and embarked on the broadening of its Arab and international relations. In this regard, NAUSS has linked its information system with universities, organizations and research centers on the world. This new forward-looking trust is thankfully owed to the wisdom, foresight and ambitions of NAUSS' Board of Directors.



Introduction



NAUSS feels greatly indebted to His Royal Highness (HRH) Prince Naif Ibn Abdulaziz Al-Saud, the Saudi Arabia Minister of Interior, the Chairman of NAUSS Board of Directors. HRH has given tirelessly his personal attention and his precious time for the growth and welfare of NAUSS, sparing not the least material and moral support to make NAUSS the pride of all academic institutions. His colleagues, the Arab Ministers of Interior, have always extended the needed support and encouragement.

They equally deserve NAUSS' thanks and appreciation for the continuous support they have given to it and to its successive Boards of Directors. I should not omit to laud many scholars and experts, whose dedication has carved out an outstanding academic and professional status for NAUSS. My colleagues, the staff and employees of NAUSS, are commended for the hard work and dedication they have harnessed for the advancement of their institution to where it stands today.

Prof. ABDULAZIZ S. AL-GHAMDI,

President

Naif Arab University For Security Sciences

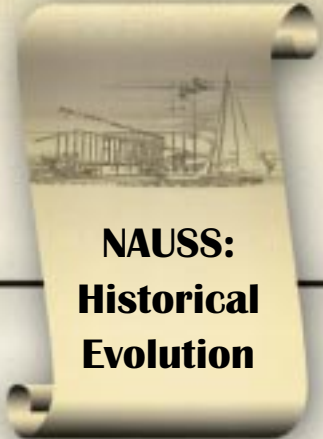
The idea of establishing Naif Arab University for Security Sciences (NAUSS) owes its origin to the need felt by certain eminent Arab officials who nurtured their dominant concern on maintaining viable peace in the Arab World. They advocated the establishment of an academic institution on security. The institution should specialize in graduate studies, training and researches. The overall intent was to enhance the educational background of the Arab security personnel.

The interest for such an institution, in fact, became apparent by the First Conference of Arab Police and Security Chiefs held in Al-Aien, U.A.E. in 1972. The Conference recommended the establishment of an Institution to serve the Arab security personnel in manifold domains — criminal justice, security studies, training, enhancing the competence of the experts and building among the

Arab security leadership the capability of security performance.

This recommendation was given momentum, however, by the Second Conference of Interior Ministers held in Baghdad in October 1978. The Conference stressed that the tangible realization of security requires totality of efforts. It needs social cooperation as well. Also, it needs a modern concept of security. As such, it advocated the inevitability of an Arab academic institution carrying a comprehensive concept on security. This institution should also provide expert advice on security policies and crime prevention program. The advice may be given to all the Arab security personnel. The Conference also resolved that this academic institution should function under the direction of the Council of Arab Ministers of Interior (CAMI).

The actual birth of the University



NAUSS: Historical Evolution





came, however, in the Emergency Conference of Arab Ministers of Interior (CAMI) held in Riyadh in the year 1982. Since then, NAUSS is functioning as a dedicated academic institution. It is making steady progress on modern security plans. By now, it has received phenomenal development. It has become a pioneer academic institution at both levels — Arab and international. It is now a member of Arab Universities Association. Also, it is part of the League of Islamic Universities. It also maintains its membership in two other associations: the Association of the World Islamic Universities and the Association of World Universities and Colleges.

The Kingdom of Saudi Arabia has played a leading role in nurturing NAUSS from the conception phase and throughout its development. NAUSS has developed to a full-fledged academic institution that

proudly represents a vehicle of the Arab collective security. NAUSS campus was built in the East of Riyadh on a site covering 220,000 square meters, which is dominated by buildings of unique architecture. The total construction cost, including those of operational services, is amounted to (\$ 250 million).

The official inauguration of the NAUSS' Premises was made by HRH Prince Naif bin Abdul Aziz, the Interior Minister of Saudi Arabia. Some other Arab Interior Ministers also attended the ceremony.

NAUSS continues to receive patronage and financial support from the host country, Saudi Arabia. Annually, the Government of the Custodian of the Two Holy Mosques provides financial assistance to bolster NAUSS' budget. The Saudi Arabia, Minister of Interior, HRH Prince Naif Ibn Abdulaziz, Chairman of NAUSS

Board of Directors, and HRH Ahmad Ibn Abdulaziz the Deputy Minister of Interior, have keen interest in the welfare and development of NAUSS.

All Arab countries are considered members of the Naif Arab University for Security Sciences (NAUSS). This is because these countries hold permanent membership in the League of Arab States (LAS) and Council of Arab Ministers of Interior (CAMI). These countries are as follows:

Hashemite Kingdom of Jordan; United Arab Emirates; Kingdom of Bahrain; Republic of Tunisia; People's Democratic Republic of Algeria; Republic of Djibouti; Kingdom of Saudi Arabia; Republic of Sudan; Syrian Arab Republic; Democratic Republic of Somalia; Republic of Iraq; Sultanate of Oman; State of Palestine; State of Qatar; United Republic of Comoro; State of Kuwait; Republic of Lebanon; Socialist People's Libyan

Arab Jamahiria; Arab Republic of Egypt; Kingdom of Morocco; Islamic Republic of Mauritania; and Republic of Yemen.

NAUSS is an academic organ of the Council of Arab Ministers of Interior (CAMI). The Chairman, Board of Directors, receives periodic reports of its relative accomplishments. These reports are later presented to the Council of Arab Ministers of Interior (CAMI).

By its own charter, NAUSS is an Arab regional organization as an entity with judicial status and diplomatic standing.

NAUSS' Board of Directors comprises:

1. The Saudi Arabia Minister of Interior, Chairman.
2. NAUSS' President, permanent member, and the Board's Secretary-General.





3. CAMI's Secretary General, permanent member.
4. Four members selected for being notably interested in the research and training in the area of crime prevention for a three-year term. They are nominated from member countries by the Chairman of NAUSS' Board of Directors upon the recommendation of NAUSS' President. The Board of Directors holds two ordinary sessions each year. Emergency sessions can be convened either by the Board or the Chairman.

Jurisdictions of the Board of Directors:

The NAUSS' Board of Directors shall specifically exercise the following jurisdictions:

1. The approval of the annual report, and NAUSS' activities' program.
2. Review and approval of the development plans which NAUSS

draws and the monitoring of their implementation.

3. Allocation of the annual budget appropriations, and the approval of final statement of account.
4. Approval of NAUSS' administrative and financial regulations.

Jurisdictions of NAUSS' President:

NAUSS is managed by a President who is charged by the Chairman of the Board to assume the following responsibilities;

1. The President is accountable for all academic, administrative and financial matters of NAUSS.
2. He submits to the Board of Directors' suggestions and recommendations that serve the best interests of NAUSS.
3. NAUSS' bylaws enumerate in detail the President's responsibilities, his jurisdictions and authority.

NAUSS' Goals:

Naif Arab University For Security Sciences (NAUSS) seeks to:

1. Enhance research, particularly applied studies on crime prevention and related issues in police sciences. NAUSS is to promote the interdependency of Arab security, and the indivisibility of the Arab nation's peace. All such endeavors must draw on the Arab heritage within limits prescribed by Islamic (*Sharia*) laws.
2. Expound the Islamic criminal law. The discourse must explain the principles of criminal justice and the mechanisms of complete systems that are effective in resolving contemporary problems.
3. Improve the standards of training for the prevention of crime across the Arab region. This may involve preparing trainers, and the introduction of new technologies

for the effective utilization by law enforcement agencies.

4. Develop and reinforce bonds with scientific and academic institutions, as well as police and law enforcement organizations across the Arab region; and particularly to promote the exchange of information and expertise among them.

NAUSS' Goals Achievement:

NAUSS achieves the previous set goals by:

1. Conducting studies on social problems and crimes prevailing in the Pan-Arab society to devise appropriate preventive measures and remedies.
2. Undertaking theoretical and applied research on ways and means of crime prevention.
3. Implementing research findings in the area of social care and rehabilitation, including the examination of





correctional and penal reports, to recommend systems and practices that prevent recidivism.

4. Assisting in the training and preparation of professional researchers to the extent they are able to carry out systematic studies on the prevention of crime. NAUSS also provides professional consultations to security agencies. This may involve conducting studies, drafting regulations, assessing programs, evaluating bids, or exchanging experts.
5. Training personnel of the Arab police in technical and management fields.
6. Preparing specialized trainers to the extent they are able to draw training plans, design training curriculums, and to develop and use training techniques and aids.
7. Organizing symposiums, conferences,

and workshops for the discussion of issues pertinent to NAUSS' roles and activities.

8. Publishing research works and studies relevant to NAUSS' fields of interest, and to promote translation and authorship work.

NAUSS' Work Program:

Naif Arab University for Security Sciences prepares an annual work program. It is effective from the beginning of each calendar year. It comprises a digest list of all academic activities which the NAUSS will implement throughout the year. Ample consideration is assigned to the diversity of activities conducted by different and distinct sections of the University. While setting out the annual work program, special attention is given to the objectives associated with the crime prevention program and its dimensions. Included in the work

program is full consideration to the future needs of the Arab security personnel as well. The work program is based on the following:

1. Recommendations made by the Council of Arab Ministers of Interior (CAMI).
2. Suggestions received from the Arab Ministries of Interior.
3. Recommendations and proposals of conferences and symposiums organized by NAUSS, or by other Arab or international events in which NAUSS participates.
4. Suggestions received from the specialized agencies of the Arab League, or its organizations.
5. Needs expressed by experts and specialists involved in security organizations and the administration

of criminal justice in the Arab countries. Such needs can be addressed by NAUSS through its wide range of activities.

6. The findings of surveys which NAUSS conducts to determine needs of Arab security organizations.
7. Issues which NAUSS determines from empirical studies, their high level of significance and result oriented potential.

NAUSS' Financial Resources:

The Arab states contribute to the NAUSS' annual budget, each at the same quota-ratio of the contribution it pays towards its membership in the League of Arab States (LAS). The contributions are made directly to the University. NAUSS' sources of revenue are: membership fees, gifts,



unconditional donations, revenues generated by its activities and other possible sources of income.

NAUSS' Colleges, Institutes & Centers:

NAUSS is composed of four Colleges and two Centers which are:

- College of Graduate Studies (CGS)**
- College of Training (CT)**
- College of Forensic Sciences (CFS)**
- College of Languages (CL)**
- Studies and Research Center (SRC)**
- Information and Computer Center (ICC)**



The College of Graduate Studies offers degrees in Doctorate (Ph.D.), Master (M.A.) and Diploma programs. The College was established to serve the needs of the Arab World for graduate studies in the interdisciplinary fields of public security. Security areas include Police Sciences, Criminal Justice, Administrative Sciences and Social Sciences. As a whole, the academic programs of the College seek to pursue the comprehensive concept of security. Included in the concept is the realization of security and stability at two levels — national and Arab.

The general instructions at the College began in the year 1983. The specialized and applied studies, however, commenced in the year 1985. This was oriented to serve the pertinent interests of the specialist security personnel.

The year 1996 was significant. In this year, both the programs and the structure of the College received phenomenal development. Special

consideration was given to provide modern orientation to its methodologies.

The most conspicuous phase in the progressive development of the College came, however, in the wake of a resolution adopted by the NAUSS Board of Directors. The Board, in its 19th Session held on 12/11/2001, authorized the College to institute Ph.D. program. The Session was presided by HRH Prince Naif Ibn Abdul Aziz, Chairman of the Board. This phase was accompanied with the preparation of new sets of prospectuses, bylaws and methodologies. In addition, the opinions of the specialist academicians comprising College teaching staff are occasionally solicited.

The new name — “**College of Graduate Studies**” — reflects a climax stage of development. It is implicit in the concurrence of the NAUSS Board of Directors. The Board, in its 30th Session held on 3/11/2002, resolved to substitute the name Institute of Graduate Studies



College of Graduate Studies (CGS)



with a new name — “**College of Graduate Studies**”. In the past, it had a much different name — “**Higher Institute for Security Sciences**”. Two-fold factors, technical and administrative, associated with the University rationalize the inevitability of the above development.

CGS’s Objectives:

The Colleges of Graduate Studies (CGS) cherishes the following objectives:

1. To offer graduate studies in the areas of specialization in public security and law enforcement.
2. To promote scholarly interests in Islamic criminal legislation, by expanding research on it, and its dissemination for the benefits of security organizations.
3. To upgrade the professional capabilities of leadership and employees of the Arab security organizations. To systematically formulate security policies, translate them into plans and

implement program.

4. To promote research in social issues relevant to security concerns.
5. To improve the performance of law enforcement agencies, through utilization of international expertise, enabling them to face new challenges.
6. To support the undertaking and dissemination of theoretical and applied research in the fields of public security which will enhance security in the Arab World.
7. To establish and develop collaboration with national, regional, international universities, academic organizations and research centers. Exchange of expertise and sharing of information between CGS and these organizations is welcomed.

CGS’s Academic Board:

CGS has an Academic Board comprising the following members:

1. NAUSS’ President;
2. CGS’s Dean;



3. Five faculty members selected from specialists — professors and experts. These are taken from both inside University and outside.

The functions of the Academic Board may be summed up as under:

1. To approve the curriculum requirements for the degrees offered by the CGS.
2. To confer Doctorate and Master degrees as well as diplomas upon the recommendations of CGS's Board.
3. To recommend to the Board of Directors the establishment or discontinuation of departments, the offering or cancelling of degrees, and the approval for conferring honorary degrees.
4. To review the assessment reports on faculty members, and approve their promotions and academic titles as well as evaluate CGS's performance on the basis of annual reports covering the instructional activities and other academic undertakings.
5. To promote academic relations with universities, research centers and academic bodies.

6. To recommend the publication of researches, books, dissertations and theses which the CGS's Board proposes.

CGS's Board:

CGS has a Governing Board which comprises:

1. CGS's Dean as Chairman;
2. Deputy Dean;
3. Heads of academic departments; and
4. Three well experienced members at the maximum.

They must be men of intensive experience.

The functions of CGS's Board may be thus summed up:

1. Adopt the academic year calendar, examination dates, admission and field visits.
2. Propose academic curriculum and their amendments in consultation with the departments.
3. Propose the offering of new academic and professional degrees.
4. Approve the plans of Doctoral dissertations and Master theses,





formation of dissertation/ thesis committees and setting up defence dates.

5. Deliberate on the annual report of instructional activities and other undertakings submitted by CGS's Dean.
6. Propose the publication of researches, books, dissertations and theses that are considered important.

CGS's Departments and the Degrees Offered:

The College offers Doctoral and Master degrees as well as Diplomas in various areas of specialization. The details are as follows:

1. Department of Police Sciences:

The Department seeks to prepare the students to play leadership roles in the various jurisdictions of law enforcement agencies, and to make them fully aware of the related responsibilities, which they should prosecute with professional efficiency. The Department also trains students for specialized professions required in

various activities of law enforcement, by imparting to them knowledge, technical knowledge and practical coaching, so that they are able to keep abreast of changing contemporary realities. Finally, the Department produces qualified researchers who can diagnose public security problems, and resolve them within the context of their environments.

The Department offers the following degrees:

First and the foremost is the Doctor of Philosophy (Ph.D.) in Security Sciences. Its general major is Police Sciences. Areas of specialization within the major are:

- a) Criminal Investigation.
- b) Civil Defence.

Second is Master in Police Sciences. The following areas of specialization are available:

- a) Criminal Investigation and Detection;
- b) Security Leadership; and
- c) Civil Defence.

Third is Diploma in one of the following areas of specializations:

- a) Narcotic Prevention;
- b) Criminal Investigation and Evidence;
- c) Traffic Management;
- d) Civil Defence and Safety Methods;
- e) Security Sciences; and
- f) Border's Protection.

Fourth and the last is Diploma in Security Sciences. This program is open to graduates of Police and Military Colleges. The courses of study programs extended to such graduates involve a period less than four years.

2. Department of Criminal Justice:

The Department aims to train researchers and professionals who are able to make contributions to the maintenance of law and order through the administration of justice. The students are taught in the law and its areas of enforcement. They are trained in investigation, prosecution, the judiciary and rendering of legal advice. Students will be qualified to

be lawyers, legal consultants and in other legal professions. In playing these roles, they are to protect basic rights and freedoms as defined by the lawgiver, while ensuring restoration of peace and order in the society protecting it from being destabilized by the commission of crimes.

The Department offers the following degrees:

First and the foremost is the Doctor of Philosophy (Ph.D.) in Security Sciences. Its general major is Criminal Justice. Within this major, the following areas of specialization are available:

- a) Islamic Criminal Legislations; and
- b) Criminal Policy.

Second is Master in Criminal Justice. The following areas of specialization are open:

- a) Islamic Criminal Legislation; and
- b) Criminal Policy.

3. Department of Administrative Sciences:

This Department prepares the



majoring students to become professional managers of law enforcement agencies. They are taught management theories, techniques and methods, as well as successful applications of the same to law enforcement functions. The emphasis is on the maximum utilization of available resources to improve productivity and to keep abreast of current and future changes. The Department also trains researchers in the use of scientific methodology for the diagnosis and resolution of administrative problems afflicting security apparatuses within the socio-cultural milieu of the Arab countries.

The Department offers the following degrees:

First and the foremost is the Doctor of Philosophy (Ph.D) in Security Sciences. Its general major is Administrative Sciences. Within this major, the following areas of specialization are available:

- a) Security Leadership
- b) Security Management.

Second is Master in Administrative Sciences.

Third and last is Diploma in one of the following areas of specialization:

- a) Security Management; and
- b) Preparation of Training Programs.

4. Department of Social Sciences:

The Department graduates high caliber professionals who are capable of serving correction and rehabilitation institutions. The students are guided to pursue knowledge of sociology to explicate those social relations that have direct bearing on law enforcement functions. The practical purpose is to upgrade the qualifications of Arab law enforcement personnel. The Department seeks to further social research particularly in the areas that have direct relevance to security and law enforcement issues.

The Department offers the following degrees:

First and the foremost is the Doctor of Philosophy (Ph.D) in Security Sciences. Its general major is Social



Sciences. Within this major, the following areas of specialization are open:

- a) Criminology; and
- b) Science of Corrections;
- c) Security and Media

System of Study

The Academic year is divided into two semesters according to the system of study in the CGS.

1. The study period for a Ph.D. program commences for a period of no less than 3 years, but it should by no means exceed 5 years. For an M.A. program, the minimum limit for the study period is three years whereas the maximum time limit is four years. The finalization of the registration for either degree denotes the date of the study commencement for M.A. and or Ph.D. It ends when the supervisor officially submits his report on the completion of the work.
2. The thesis will not be eligible for defence prior to the lapse of three years commencing as from the date of registration or post time limit as stipulated above (i.e. 5 years for Ph.D. and 4 years for M.A.)
3. On the recommendation of the supervisor and the approval of the department and College Boards, the candidate may be granted an additional period for one or two consecutive semesters to complete his dissertation.
4. As stipulated in number 3 above, candidates granted a period of extension are not permitted to discontinue their course of study or drop any of the components of that course.
5. Under no circumstances should a student be graduated unless he satisfactorily honoured the requirements of the pursuant degree (Ph.D. or M.A.) with a cumulative average of 3 or a grade of "Very Good."



6. The study duration for a diploma is one year. A cumulative average of 2 or a grade of “Good” is a prerequisite for the award of the degree.

Admission Requirements

1. Requirements for Ph.D. Program are:
 - a. An M.A. Degree from NAUSS or an accredited University, Academy or College with an overall grade very good or three out of five points—cumulative average.
 - b. The candidate for a Ph.D. is required to be a full-time student for three years.
 - c. He should support his application for admission with recommendations on his academic performance and personal conduct as well, from two authorized referees from among his professors at the M.A. level.
 - d. A student would only be enrolled for Ph.D. program if and only if he secured a written approval from the nominating authority (usually his employee).
 - e. That he successfully pass the written and verbal exams set by the board of CGS.
 - f. Unless the student gets no less than 70 marks in the exams referred to above in number 5, he would not be eligible for the interview.
 - g. The concerned Department has the right to commit a prospective applicant to sit for an exam in two syllabuses already taught in pre-doctoral levels, within a period not exceeding two semesters prior to enrollment in the Ph.D. program. His overall grade should be no less than “Very Good.”
- Marks obtained as part of the cumulative average or during the prescribed period for the completion of the Ph.D. will not be taken into consideration.
- h. The candidate should be medically fit.



2. Each Department determines the number of accepted students as per their intellectual compatibility and (CGS) regulations in such a way that the number should not be less than 5 or exceed 10 students.
3. Acceptance is based on gained marks, the distribution of which:
 - A. Written Exam.....50%
 - B. M.A. Average.....20%
 - C. Personal Interview.....20%
 - D. Practical & Academic Experience of the Candidate.....10%
4. Decision on Admission is conditioned by the satisfaction of its requirements and procedures. Students with higher grades have top priority to admission as long as the targeted number permits.

Qualifications for Admission in the Ph.D. Program.

The Candidate for the Ph.D. Program should have any of the following qualifications:

Dept. of Police Science:

- A. M.A. in Police Sciences
- B. M.A. in Criminology

Dept. of Criminal Justice:

- A. M.A. in *Sharia, Sharia & Law* or Law.
- B. M.A. in Fundamentals of Religion.
- C. M.A. in Criminal Justice.
- D. M.A. in Systems.

Dept. of Administrative Sciences:

- A. M.A. in Public Relations.
- B. M.A. in Business Administration.
- C. M.A. in Administrative Science.

Dept. of Social Sciences:

- A. M.A. in Social Service
- B. M.A. in Sociology
- C. M.A. in Criminology
- D. M.A. in Social Sciences.



Admission Requirements for the Master Program

Requirements for Master Program are:

1. Bachelor Degree Holders:

a. Bachelor Degree Holders from an accredited university, college or institute with an overall minimum of “B.” CGS’s board may, however, admit a candidate with “C” cumulative average in one degree, and has an another Bachelor’s Degree or a one year graduate diploma may be eligible for admission to a course of study related to his intended specialization.

b. The candidate selected area of specialization must be related to his undergraduate major. IGS’s bylaws list the majors that are prerequisites for pursuing his area of specialization offered by CGS.

2. Candidates who got their Bachelor degree from police or military colleges or institutes:

A. For a candidate who has graduated from a police or military academy

or institute that is offering bachelor’s degree in less than four year course of study, the admission requirements are:

-To obtain an academic diploma being offered by CGS for one year study, and with an scholastic level of at least “C” grade;

- An overall grade in bachelor’s degree from a police or military academy should be “B” as a minimum. CGS’ board may, however, admit a candidate with a “C” overall average, if he has a “B” in his major. A candidate with “C” grade in his police bachelor’s degree, and having also a university bachelor or a one year graduate diploma, may be eligible for enrollment to the master’s program.

B. A candidate who has a bachelor’s degree from a police or military College, and holds a bachelor from a university, may gain acceptance on the strength of his latter degree provided that he meets the criteria set in (1) above.



3. The acceptance of any candidate is conditioned by:

- A. The candidate for a Master's degree is generally required to be a full time student for at least three academic years.
- B. He should be medically fit and of good conduct.

Admission Requirements for the Diploma Program

- 1. The candidate should have a bachelor degree from an accredited university or college, or a bachelor degree from an accredited police military or security college or institute.
- 2. Full-time study for a minimum of one academic year.
- 3. Academic qualifications should be compatible with the diploma major the candidate intends to study as prescribed by CGS's bylaws.

Conditions for Admission to both M.A. and Post-Graduate Diploma program:

For a candidate to be admitted to the M.A. or diploma program he should have bachelor or License degree from an accredited University or Institute in one of following specializations:

- 1. M.A. or Diploma in Police Sciences.
 - a. B.A. in Police or Military Sciences.
 - b. B.A. in *Sharia, Sharia & Law*, or Law.
 - c. B.A. in Public Administration or Business Administration.
 - d. B.A. in Sociology or Social Service.
 - e. B.A. in Criminology.
- 2. M.A. in Criminal Justice or Diploma in Criminal Justice.
 - a. B.A. in *Sharia, Sharia & Law*, or Law.
 - b. B.A. in Fundamentals of Religion
 - c. B.A. in Systems.





- d.* B.A. in Police Sciences or Military Science.
 - e.* B.A. in Criminology
3. M.A. in Administrative Sciences or Diploma of Administrative Sciences.
- a.* B.A. in Public Administration
 - b.* B.A. in Business Administration
 - c.* B.A. in Economics and Political Science.
 - d.* B.A. in Police Sciences or Military Sciences.
- e.* B.A. in Criminology
4. M.A. and/or Diploma in Social Sciences:
- a.* B.A. in Social Service
 - b.* B.A. in Sociology
 - c.* B.A. in Psychology
 - d.* B.A. in Police Sciences or Military Sciences.
 - e.* B.A. in Criminology
 - f.* B.A. in Education.

The Training College (TC) is one of the most important academic organs of the Naif Arab University for Security Sciences (NAUSS). It organized its first training course in Riyadh at the close of year 1980. The course was on Investigation in Riots. It was attended by forty-three trainees from seven Arab countries. Since then, the Training College (TC) is holding multiple training courses on constant basis.

Viewed in the context of its progress, it is candid that the Training College (TC) commands a ranking position in the overall academic mission of the University. Focused on trainees and through its goal-oriented program, it strives essentially to attain different targets — improving standard of security performance; constant development; and building relative competencies.

The Training College (TC) assigns special importance to the modern training curricula. Included in these curricula are special considerations to the security needs of various security agencies. Also, it imparts standard instructions to the personnel of three categories — police, security and criminal justice. Such instructions cover multifarious areas — security, *sharia*, legal, economic, computer and laboratory.

The Training College (TC) pursues a distinct strategy. Included in the latter is the development of training techniques and the expanded use of modern technologies. This strategy seeks to enhance the general competency of the participating trainees. This competence reflects a blend of University's academic requirements, practical applications and experiences in field studies.

Part of this strategy involves



evaluation and the categorization of training priorities. The latter pertains to different methodological stages. Also, these suggest criteria conducive for each such stage. Finally, these illuminate the academic techniques commensurate to the nature and the type of training program.

Objectives of the Training College (TC):

The Training College (TC) pursues certain specific objectives. They are as follows:

1. To upgrade the skills of Arab security enforcement personnel to the level of professional competence by providing them with theoretical as well as practical training.
2. To formulate a general training policy that addresses the needs of the Arab security enforcement agencies.

3. To increase and spread security education and awareness by organizing periodic and permanent exhibitions of which the displayed exhibits can practically illustrate and enhance the training process.

The Training College (TC) prepares, designs and executes various training programs as well as determining the themes of courses that are of common interest to the Arab countries.

Training Programs at the Training College (TC)

In response to the training needs articulated by the Arab security enforcement agencies, the Training College (TC) implements Annual Action Program of the NAUSS. Also, NAUSS executes inter-national cooperation programs. This is channelised in cooperation with the Interior Ministries and security



agencies of the advanced countries such as France, Austria, Germany, Taiwan, United Kingdom, Italy, Netherlands, Czech Republic, Austria and Canada. The topics of training programs selected bear compatibility to the needs of Arab security personnel. In conducting such programs, the most modern training techniques are pursued.

The Training College (TC) also organizes special training courses upon requests from private organizations or government agencies in the Arab countries. These organizations or agencies sponsor and provide for the costs involved.

The activities associated with such special training programs are carried out by senior specialists and experts in varied areas. They are especially recruited from within and outside the Arab region. The courses are conducted in places which are designated by the

interested agencies sponsoring the programs.

In conducting scheduled training programs, including practical courses, the College recruits an elite of training staff consisting of distinguished professors, specialists and law enforcement practitioners from Arab as well as foreign countries. With the formation of training staff, they design the training program, execute it, and assess the results and benefits.

The Training College (TC) also offers international experiments to the trainees. These experiments are associated with the combat of modern crimes, terrorism, environmental crimes and computer related crimes etc.

(TC) Training Committee:

The membership of the committee comprises notable experts and specialists in the field of training, who are drawn from NAUSS' staff and from outside.





The Committee is charged with overall supervision of TC's training activities. However, it has jurisdiction:

1. To examine the draft of TC's annual program of activities, and to recommend it for adoption.
2. To review and approve the plan of training programs once it is prepared by the authorized supervisors.
3. To approve the academic staff charged to execute the training programs.
4. To provide consultation in training matters.

(TC) Departments:

The Training College comprises the following departments:

1. Training Programs Department:

This Department is responsible for the design and execution of training programs, and their curriculum as scheduled in NAUSS' work program.

Conducted in accordance with the highest professional standards, the training activities aim to teach Arab law enforcement practitioners the skills they require.

The Department comprises the following units:

1. Programs Designing Units;
2. Training programs unit; and
3. Training Seminars unit.

This Department assumes many responsibilities. The most decisive are as follows:

1. The identification of training needs of the Arab law enforcement agencies.
2. Operational definition of general and specific objectives of the training courses scheduled in the annual activities program; their classification by fields and topics; their duration and dates; and the specification of academic or professional experience

the participant should have as a prerequisite for admission to the program.

3. Setting up of standards for training materials, and giving assurance of what exactly is maintained during the execution of the training programs.
4. Preparation of training materials package for the use of the trainers.
5. Assessment and monitoring of the training results.

The Department also conducts workshops for leaders of Arab law enforcement agencies such as police chiefs, commanders of frontier corps, and heads of judicial organizations. In congenial social atmosphere, they are briefed by top experts on new developments taking place in their respective jurisdictions. The workshops are appropriate venues for leaders, who are normally busy in their jobs, and therefore have no time to familiarize themselves through

reading and research with new trends and changes in their fields. The occasion also provides them a good opportunity to interact and exchange ideas on common issues with their Arab colleagues.

2. Department of Special Training Programs:

This department designs and implements special training programs and seminars upon request from security Apparatuses. Courses are run on private basis, i.e. the financing of the course is the responsibility of the requesting body. The department comprises the following units:

1. Security Apparatuses Programs Unit.
2. Unit of the programs of Governmental and Private Institutions.
3. Follow-up and Communications Unit.



3. Department of Security Exhibitions:

Security Exhibitions are an important source of information to Arab law enforcement agencies. From these exhibitions, they can keep abreast of new inventions and recent technologies which can be utilized in the prevention and control of crimes. In organizing specialized exhibitions, the Department goals are:

1. To encourage Arab law enforcement agencies to adopt modern systems and techniques.
2. To facilitate exchange of information and the sharing of experience among Arab law enforcement officials attending the exhibitions.
3. To familiarize Arab law enforcement officials with new technologies that can be utilized in the prevention and detection of crimes.
4. To assist Arab law enforcement agencies raise their level of know-

how and performance.

There are several exhibitions at NAUSS's campus, the most important ones are:

A. The Periodic Exhibitions:

The unit organizes specialist security exhibitions on multifarious security apparatuses and systems. By now, some fifty exhibitions had already been organized. Exhibits include:

- Wire and Wireless communications systems; Case Detection Systems; Traffic Systems; Forensic Equipments; Surveillance Systems; Civil Defense Systems; Lie Detection Systems; Detectors of Radioactive Substances; Anti-Chemical War equipment etc.



B. The Permanent Exhibition:

The Permanent Exhibition consists of:

1. The Permanent Exhibition for Narcotics and Psychedelic Drugs and their Trafficking:

There are specimens of different drugs on display such as heroin, cocaine, cannabis, L.S.D. as well as Khat leaves, different tranquilizers and psychic energizers. In another special wing, there are on display drug smuggling means detected and confiscated from several seaports and airports around the world. This exhibition is organized in collaboration with some regional and international organizations.

2. The Firearms Permanent Exhibition:

There are on display all kinds of firearms including machine guns, pistols, rifles, as well as canes emitting electric sparks. There are also special weapons used for counter-terrorism, as well as

arms used for the protection of VIPs. A special wing is allocated for the display of old arms such as swords, explosives and truncheons.

3. The Exhibition of Academic Publications:

This exhibition comprises books and periodicals published by the University. These publications deal with variety of topics — social, legal, *Sharia* and security aspects. There are more than 300 let alone titles of the theses presented at the College of Graduate Studies. In addition, a ranking journal of scholarly reputation — *Al-Mojallah al-Arabiyya Li-Darasat alAmniya wal-Tadrib* (Arab Journal for Security Studies and Training) — enriches this exhibition. Another maganize of wide circulation — *Al-Amn wal-Hayat* (Security and Life) — adds dimension to this exhibition. Last but





not the least is the periodic appearance of NAUSS' bulletin in English version — NAUSS-ISPAC.

Special wards are tied for maintaining the collection of above-cited publications at different organs of the University—— College of Graduate Studies (CGS); Training College (TC); College of Forensic Sciences; College of Languages; Studies and Research Center (SRC); Information and Computer Center (ICC); Department of International Cooperation (DIC); and Department of Admission and Registration (DAR).

4. The Exhibition of Arab Police Uniform: This exhibition comprises models of Arab police uniforms. It contains 22 sections or a section for each Arab country. Included in each section is the map of each country.

Printed in these maps are the respective size of the population of each country and its area in square kilometers.

5. Crime Scene: For instructive purposes, a scene of crime is staged for students who are on the verge of completing their training. Its constituents resemble the scene of a real crime. It is operationalized in an adjacent educational simulated court hall prepared for the training of students. All procedures, from pre-judicial interrogation until the culmination of a final court verdict, unfold the process.

All the aforementioned exhibitions are visited by the students of the College of Graduate Studies (CGS) of the University as well as by the participants to the training courses and other academic activities. Likewise, visiting Arab delegates to the University and other delegates, representing regional

and international organizations, make their appearance at the above exhibitions.

C. The Firing Range:

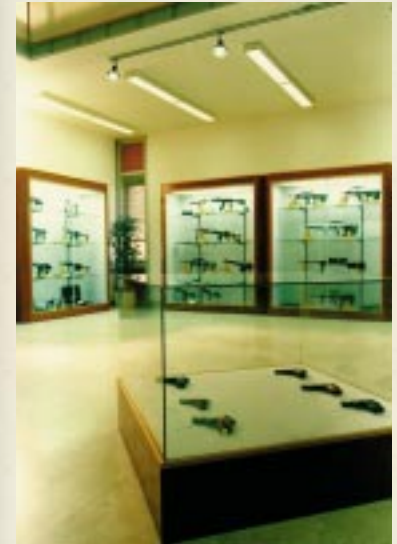
Marksmanship is one skill that trainees learn and find practically useful in their careers. The firing range comprises three indoor halls.

1. The first Hall: It is utilized for shooting practice at cardboard targets, or cardboard figures as well as shooting in the dark-night situations. The marksman is

coached in targeting a simulated “enemy” amidst “friends”. The hall allows specialists to conduct ballistic research in which the types of firearm, ammunition and gunpowder are identified.

2. The Second Hall: It is especially dedicated for shooting at moving targets carried on magic lantern.
3. The Third Hall: It consists of a water-trapping box for the firing of shots.

All halls are equipped with safety apparatuses.





College of Forensic Sciences (CFS)



Emanating from the conviction that applied education and training are vitally important, NAUSS established the College of Forensic Sciences in the year 2003. Since its inception, the college embarked on the implementation of several higher training and rehabilitation programs in the area of Forensic Sciences. To do so in the best manner the college is well equipped with the latest and state-of-the-art apparatuses on detection, examination and analysis. Thus, criminal laboratory personnel in the Arab countries were and are still in close contact with the programmes of the college to which they were introduced since 1988. At that time, but a department affiliated to the College of Training. However, NAUSS took the lead by the initiation of this college which is the first of its

kind in Arab world. The College is geared towards the actualization of the following objectives:

1. To upgrade the standards of technical and Administrative personnel in Arab criminal laboratories to the global level through imparting them on the latest state-of-the-art technological developments in this arena. To get this goal achieved, the College benefits from relevant international expertise to bolster its programmes.
2. To support and subsidize research and authoring in forensic and criminal sciences throughout the Arab world. The college caters for genuine contributions to the Arab security library.
3. To strengthen relations between personnel associated to criminal

laboratories and encourage exchange of expertise and information between Arab countries along with universities, academic bodies and specialized research centers at local, regional and global levels.

4. Promote the practical and technical performance in Arab forensic laboratories. Parameters for the realization of this ambitious goal include: quality control; testing of the efficiency of the experts; and building up confidence in the reports of Arab forensic laboratories on criminal investigation so they may gain credibility and accreditation.

Departments of the College:

1. Department of Forensic Chemistry
2. Department of Forensic Biology

3. Department of Crime Scene
4. Department of Physical Evidence.

Educational Programmes:

The College Presents:

- I. Applied Programmes
- II. Diploma Programmes

I. Applied Programmes:

Each of the College's four departments introduce one programme or more as follows:

A. Department of Forensic Chemistry:

1. Drugs and Psychedelic Substances
2. Toxicants and Clinical Toxicants
3. Fires and Fuels
4. Explosives and Bullet Residues.
5. Soils and Glass
6. Paints, Inks and Dyes.





B. Department of Criminal Biology:

1. Blood, Vaccines and Blood Groups
2. Muscles, Hair & Fibres (Natural and Artificial)
3. D.N.A. Techniques

C. Department of Crime Scene:

1. Crime Scene Documentation
2. Criminal Photography

D. Department of Physical Evidence

1. Study of Prints
2. Applied Computer on Prints
3. Examination of Documents and Scriptures
4. Identification of Persons through Facial Characteristics and Eye
5. Examination of Currency and

Magnetic Plastic Credit Cards

6. Comparing Handwriting and Signatures
7. Examination of Arms and Tool Marks
8. Lifting of the Traces of Tires and Feet.

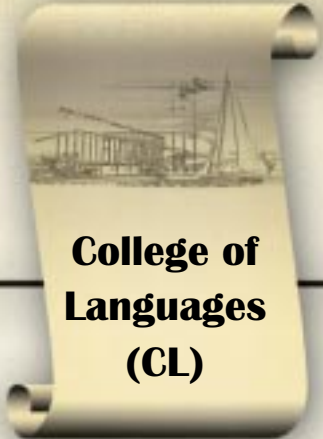
Since its inception, NAUSS recognized the importance of learning foreign languages for the realization of its objectives. It is undoubtedly that security personnel who are well versed in foreign languages could have access to vital sources of security knowledge and information. In pursuance of such an invaluable destiny, NAUSS established the College of Languages in the year 2003. The College aims at the achievement of the followings:

1. To teach Language to security personnel especially leaders and top cadres in the aim of bolstering their communication skills in conferences, symposiums and seminars. The learning process is purposely oriented in orchestration with the nature of security fields. As such, they will be capable of preparing their reports and have access to security literature in foreign languages.

2. Provide specialized security daabases in the area of teaching foreign languages.
3. Impart graduate students in a foreign language that guarantees their positive participation in academic dialogues; accession to information sources and networks.

Not only this, but the mastering of a foreign language encourage constructive interaction between students and staff members on the one hand and boost the abilities of the students on the appropriate way of data collection, categorization and analysis on the other hand.

4. Development of links between NAUSS and other centers and institutes which share with the college the same interest for the benefit of Arab security personnel and apparatuses. Language sharing presumably spurs sharing of expertise and programmes.



College of Languages (CL)



5. Activation of research in this important area, i.e. foreign language learning.
6. Bolster the skills of students in written and verbal translation.

College of Languages Programmes:

There are three programmes as follows:

1. Diploma in Language:

Objectives of the programme are:

-Promotion of student's skills in listening, dialogue, reading, writing, vocabulary and structure building. The certificate (Diploma in Languages) is awarded after a study of two academic years.

2. Diploma on Translation:

-It aims at the enhancement of the students in written, verbal and direct translation.

3. Special Programmes:

The programme develops the skills of the participants in the "Linguistic Area" as per request of the body which nominated the participants. The duration of study in these programmes is determined by the nominating body referred to above provided that the content and framework of the programme are in conformity with the conditions set by the college.

It is noteworthy that the above programmes are executed through the departments of the college. These are:

Department of English Language

Department of French Language

Department of Hebrew Language

Department of Persian Language

Department of Turkish Language.





Studies and Research Center (SRC)

The Studies and Research Center (SRC) is concerned with undertaking of systematic and advanced scrutiny of problems challenging the public security. Its pioneering research roles are goal-oriented, designed to protect the Arab society from crime and violation of law. The deep socio-economic transformations which Arab countries are undergoing have led to new types of crimes such as violence, terrorism, computer fraud, and crimes against the environment. The phenomenon has accentuated the need for an Arab collective security endeavor and an awareness which priority should be given to research on the findings of which an Arab security planning can be essentially drawn and executed.

SRC's research policy also calls for the promotion of research that primarily addresses current problems facing the law enforcement, and pose serious threats to the internal security

of the Arab countries. SRC is required to disseminate research findings and the pertinent literature. This function is fulfilled by organizing conferences and symposiums that Arab law enforcement agencies are invited to. SRC encourages collective research projects by groups of scholars to ensure comprehensive and interdisciplinary investigation of issues. The criminal phenomenon no longer reflects a single factor but complex social, economic psychological, and political causes. Thus, the control of crime demands an integrated approach.

SRC's Goals:

The SRC goals are:

1. To monitor important security problems, a phenomenon common to all Arab countries, or of a common concern to one of them as well as the international community. SRC's investigation of such an issue





enables law enforcement agencies to adopt criminal and social policies concerning crimes in terms of punishment and prevention.

2. To contribute to the improvement of research methods and techniques in the fields of security.
3. To prepare and train Arab law enforcement and criminal justice personnel in conducting empirical research in their areas of interest.
4. To promote dialogue and meetings among Arab security professionals and scholars for discussing and exchanging views on current problems and future trends.
5. To create a central database for the benefit of Arab researchers, especially those concerned with security and law enforcement areas.

SRC's Responsibilities:

For the achievement of its goals, SRC is committed :

- 1.To lay down distinctive standards for scientific research in the fields of internal security.
- 2.To propose guidelines defining the systematic stages for the completion and evaluation of the scientific research.
- 3.To formulate ethical codes and general principles for carrying out research in the fields of internal security.
- 4.To remove obstacles hampering the security research, and to set procedures for handling security research in the Arab world.
- 5.To utilize foreign sources of information and scholarship in the areas of security for the advancement of security knowledge in the Arab countries, by participation in international events devoted to the study of crime and criminal justice.

6. To develop various research techniques that can generate basic data on the security problems in Arab states, especially those extending beyond their boundaries to foreign lands.

7. To encourage cooperation and coordination mechanisms with the security studies' centers in the Arab countries, so as to keep SRC abreast of research activities in the Arab region.

8. To promote Arab research in security areas from the state of cumbersome uniformity and stagnation to more academic production that potentially addresses the law enforcement's concerns. This involves precautionary studies, and problem solving research which can be turned into action.

9. To link security research with NAUSS' activities. Research

findings can be used as the topic of discussions in the symposiums and conferences that bring executives and scholars together.

10. To conduct research in security and law enforcement problems in the framework of area studies programs, that is, investigative research is undertaken on common issues shared by a group of countries with similar features.

11. To continually develop the data bank and the computer systems to improve their efficiency and response to meet the needs of researchers.

12. To organize annual international conferences to examine research issues and findings, discuss security problems, and provide professionals and executives from the region and around the world with the opportunities to share their experiences and perspectives.



13. To translate scholarly works which are compatible to the objectives and the mission of the University. Also, these works record international experiences on crime prevention.

SRC's Research Committee:

The SRC's scientific committee consists of scholars and experts chosen from NAUSS and external organizations to oversee the research activities of the Center.

Its aims involve monitoring and assessment of the scholarly functions of SRC and the adoption of plans, systems and control measures that guarantee quality standards and excellence of SRC's performance. It is empowered:

1. To review and approve topics of research and studies scheduled in SRC's annual activities program.
2. To review and approve the plans for studies and research scheduled in SRC's programs before they are executed.

3. To consider the formation of the special referral committees, which assess SRC's activities, and to adopt their conclusions.
4. To consider the studies and research works submitted for SRC's evaluation, and to recommend their publishing; and
5. To provide advice on all issues related to studies and research.

SRC's Departments:

SRC consists of the following Departments:

1. Department of Studies and Research:

This Department is responsible for drawing up and implementing plans for applied research, and pure research.

It nominates research supervisors, and monitor the progress and research activities according to time-schedules of its action program. In its designing of research projects, the Department



relies on scientific methodology that gives investigative depth in the analysis and interpretation of the phenomenon under study. A research must assist in the understanding of problems, and in finding appropriate solutions. The prospective of such research extends beyond the local context, to the regional and international arenas where diverse knowledge and expertise can be utilized. Because crime is caused by multifarious factors, its research dictates a holistic and cross-disciplinary approach, as well as a three dimensional time-span: past, present and future. Only the implications of such research can contribute to drawing up of plans, designing of projects, and providing of consultancy. All study and research projects are subjected to academic assessment by special referral committees established by SRC's scientific committee.

Objectives of the Department:

The Department of Studies and Research pursues the following objectives.

1. It conducts research studies of scholastic standing related to the Arab society. These studies yield inferences that facilitate the twin tasks of policy-making and decision making in two distinct areas — criminal justice and prevention of crime and deviance.
2. It provides directive guidelines, through in-depth studies, to the solution of multiple problems related to security issues.
3. It offers plausible explanations on the findings emanating from research studies. The latter shed light on interactions between socio-economic factors and criminal phenomena.

2. Department for Symposia and Academic Conventions:

This Department provides a



communication channel and forums for scholarly exchange and sharing of experiences for the advancement of knowledge and research. These are achieved by organizing conferences, forums and lectures, with emphasis on Arab security and law enforcement problems. The Department aims to:

1. Hold conferences and forums devoted to security problems and crime-related issues of common concern to Arab law enforcement agencies.
2. Provide Arab law enforcement agencies with research findings and recommendations given by academic forums, that may be utilized in the development and formulation of policies for the prevention and control of crimes.
3. Provide for experts, researchers and Arab law enforcement executives the conducive atmosphere for exchanges from which consensus can be reached regarding prevention and control of social deviation and crimes.

3. Publishing Department:

The publishing department plays a major role in the two of NAUSS' activities: the scientific study and information. It publishes NAUSS' scholarly works, thereby equipping the Arab security library as well as exposing law enforcement agencies to latest research published in books, periodicals or bulletins. Through it, the security agencies can reap the benefits of NAUSS' scholarly works and continuing research.

NAUSS' publications are invariably well received and lauded by researchers and practitioners as well as by Arab law enforcement agencies and academic institutions. The publishing department seeks:

1. To disseminate studies and research works, and all the scholarly output of NAUSS.
2. To print and distribute distinguished security related scholarly works done



outside, which the SRC's scientific committee has evaluated and approved for publishing.

3. To print periodicals, bulletins and information materials for circulation.

The Department publishes and distributes the following publications:

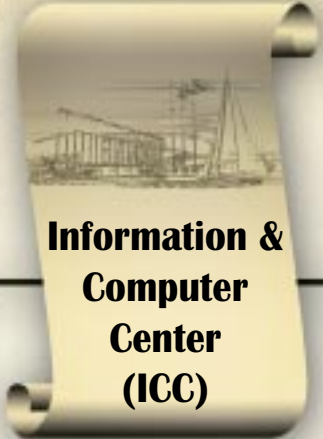
1. The Arab Journal for Security Studies and Training (*Al-Mojallah Al-Arabiyya Li-Dirasat Al-Amniya wal-Tadhrif*): It is an assessed and referred academic journal which publishes research manuscripts, essays, and reports dealing with security sciences and training. Its wide coverage of interests includes providing practitioners in the fields of security with information on new technologies and their uses. So far 38 issues of the journal have been published.
2. Security and Life Magazine (*Mojallat Al-Amn wal-Hayat*): It is an Arabic monthly publication dealing with social, criminal and legal issues in the

Arab countries. It also covers news of Arab law enforcement agencies, and acts as an information channel of NAUSS. Some 260 issues of the magazines have been printed to date.

3. NAUSS-ISPAC is an English language news bulletin edited by the NAUSS' International Cooperation Department with assistance from U.N. - World Scientific & Professional Consultative Council. Some 49 issues have been published and distributed to international and Arab organizations.

The publishing Department has printed 330 books dealing with Islamic criminal law, social sciences, criminology, police and administrative sciences. They are given to agencies concerned, Arab and international research centers, as well as being made available at bookstores and Arab publishing houses for those interested to buy them. It is also important to note that the Department has published some books in the English version as well.





Information & Computer Center (ICC)



This Department has been set up to build a security database to serve the Arab law enforcement agencies. It is fed with data and information which can be used by researchers of the Arab law enforcement agencies. The Department aims:

1. To satisfy the university's strategic policy towards the establishment of a full-fledged, integrated and viable information system.
2. To build up and develop data bases which can be utilized by law enforcement agencies of the Arab countries, as well as researchers involved in the investigation of security related issues.
3. To establish a central electronic communication network linking the Arab region, and connecting with the world at large, which can be put in the service of Arab security organizations and researchers of different interests.
4. To contribute to the improvement of forecasting capability of law enforcement agencies of new trends, so that they can with data in their hands intervene to change the courses of undesirable trends.
5. To provide computer services for the benefit of research and studies undertaken by NAUSS, and for use in its other activities.
6. To assist Arab states and security personnel with the use of terminal links on the local databases available with the Information and Computer Center (ICC). The Center is keen to extend its services to the different Arab countries. Also, it is willing to exchange pertinent information and data related to various systems and areas — academic, security and administrative.

Departments of the (ICC) are:

1. Department of Information:

Objectives of the Department are:

1. To achieve the University's strategic objectives through the building up of objectives through the building up of integrated and viable information systems.
2. Upgrade the academic and skillfulness of the participants in the university programs through the provisions of necessary data.
3. Develop new automated systems for the benefit of the different university units.

The undertakings of the department includes:

Collection, storage, communication and exchange of data along with treating it statistically. In addition to this, the department is

charged with the preparation of academic reports, presenting them to the concerned respective departments in the university, documentation of the university's activities and issuance of the annual guide on them. The departments comprises of three units: the Internet; Database Unit and the Unit of Statistics.

2. Website and Technical Support Department:

Objectives of the department are as follows:

1. To create a university environment conducive for the use of Information technology.
2. Speeding the data communication process and avail it for concerned apparatuses in Arab countries on request.
3. Management of the systems of major computers





4. Management of the computer network as regards extensions, maintenance and upgrading.
5. Determine the specification of computers and related accessories prior to purchases
6. Periodic maintenance of the computer network and its accessories.

The department comprises two units:

- 1) Website Unit
- 2) Technical Support Unit

3. Department of Automated Systems:

Objectives of the Department are as follows:

- To formulate a systems for the proceedings and stages associated with the establishment and development of systems and databases.

- Mechanization of all manual operations in the university.
- Proper use of the methods programming and upgrading of computer systems.
- Promotion of the standard of personnel through training on various applications.
- Enhance the level of technical applications by integrating it with the services of Intranet and Internet.

Three units make-up the department, these are:

- Program Design Unit
- Program Level Unit
- Program Maintenance Unit

The Educational Affairs is recently established in the year 1999. Its emergence is the outcome of the administrative development of the Naif Arab University for Security Sciences. The program of the University and its diversified activities — admission to the graduate studies; training courses; and the preparation of the students, trainees and participants — necessitated the growth of Educational Affairs.

In organizing it, careful consideration is given to integrate it with all such divisions or sections which tend to offer administrative or academic assistance. The latter is extendable to participants of their multi-dimensional programs — educational, training and research. Also included in this context are the programs offered both by the permanent academic staff as

well as by the visiting professors. It is only through this integration, the prospectus of University's Action Program may be prepared and later be sent to different pertinent sections. Review is made for the acceptance of candidates to the University. Their academic records are maintained. They are then distributed, according to their records and interests, to respective academic institutes. The Educational Affairs also offers technical education necessary to implement programs of multi-faceted perspectives — educational, training, research, conferences, seminars, meetings, intellectual deliberations etc.

It also fulfils the needs of other academic sections of the University. In the large part, these needs pertain to the printing of books, magazines, guides and documents, etc. In addition, it maintains the record of the



Educational Affairs



University's activities and transfers it to digital data, which is in turn used for study and analysis.

Objectives of the Educational Affairs:

The Educational Affairs pursues the following objectives:

1. To supervise the Department of Admission and Registration (DAR) and maintain the follow-up on the affairs of the students joining various programs of the University.
2. To extend necessary educational assistance related to different spheres — education, training and research.
3. To maintain statistical data and classification of the different activities conducted by the University.
4. To prepare a conducive intellectual climate for students and researchers by making available to them

educational sources and modern resources.

5. To meet the academic and administrative needs of different sections of the University pertaining to the area of printing and binding.

Tasks of the Educational Affairs:

The Educational Affairs is committed to accomplish the following tasks:

1. To provide the general supervision over the preparation of various plans of different sections and coordinate them in such a way as to assure harmony between their objectives and the performance of their tasks.
2. To maintain follow-up on the implementation of by-laws and other special directives related to the organization of various activities of University's sections.



3. To provide full auxiliary and academic supports to the personnel of the University.
4. To prepare the projects on budget of various departments of the University.
5. To present periodic reports on the activities of the academic personnel of the University.
6. To prepare data on the needs of various sections and divisions of the University which pertain to equipments and other devices, and to maintain follow-up on their relative implementations.

Sections of the Educational Affairs:

The following divisions and sections comprise the Educational Affairs:

1. Department of Admission and Registration (DAR);

2. Department of Educational Technologies;
3. Statistical Department;
4. Security Library; and
5. Printing Press.

1. Department of Admission & Registration (DAR):

This Department organizes the affairs of prospective students and participant trainees to the various programs and activities of the University. On this point, it follows the general pattern observed in other universities. DAR also adopts a standard criterion to determine the assessment of students and trainees. Also, it renders necessary assistance to students interested in the College of Graduate Studies (CGS), Training College (TC) and Studies and Research Center (SRC).





DAR strives to pursue the following objectives:

1. To coordinate with other academic organs of the University on responding to the needs of the security personnel in the Arab countries.
2. To provide opportunity for the security officials, criminal justice personnel and other Arab experts to gain advantage from the various programs offered by the University.
3. To surmount the difficulties that students might encounter during the period of their studies.
4. To identify the needs of the Arab security personnel relating to different pertinent spheres — training, education and research. This is achieved through by conducting survey studies under the overall direction of DAR.

Tasks of the Department:

The Department of Admission and Registration (DAR) is entrusted to carry out the following tasks:

1. To receive the applications of the students for processing in different programs of the University.
2. To accept candidates students for purposes of study or training in different academic activities of the University.
3. To prepare study schedules for different academic departments related to the College of Graduate Studies.
4. To prepare the time schedules for the Annual Action Program of the University in consonance to the relative needs of the Arab security personnel.
5. To disseminate the Annual Action Program of the University to the security personnel and other

pertinent agencies in the Arab countries.

6. To prepare the list of the members of the teaching staff and record the results of the students enrolled at the College of Graduate Studies (CGS).
7. To notify official institutions sending their candidates to study at their expenses on the commencement of study schedules.
8. To issue identity cards of the students enrolled at the College of Graduate Studies (CGS) and trainee participants at University's activities after the completion of required documents.
9. To furnish to the institutions sending their candidates — students or trainees — reports on their progress.
10. To prepare list of graduating students and issue their relative testimonials.

11. To participate in the preparation and the organization of annual graduation ceremony which the University arranges for its outgoing graduates and trainees.

12. To prepare statistical data on the students and participant trainees enrolled at the College of Graduate Studies as well as in other academic programs of the University.

2. Department of Educational Technologies:

The Department of Educational Technologies supports the academic progress of the University. It has audio-visual equipments. Also, it produces training aids. Moreover, it maintains a collection of tapes on peace and security. These tapes reinforce the training programs and provide momentum to public awareness. In response to the needs of any department of the University, necessary equipments and audio-visual devices





are made available. In the area of training courses, a lecturer is assisted with technology and other necessary resources. These facilitate his task of communication with the audience. As such, various kinds of devices — television, videos, film presentation equipments etc.— are offered for use. Also, the halls allocated for lectures, seminars and academic conventions are equipped with television sets, films, projectors, slides and loudspeakers, etc. Besides, a special system for simultaneous translation is operative in a closed-circuit television.

In essence, this Department provides total studio services for technical production related to educational technology, informative tapes on academic progress of the University and security recordings designed for awareness among individuals, society and Arab families. All such data are distributed to the

security and media personnel of the Arab countries.

The Department also comprises the following units:

1. Implementation;
2. Montage;
3. Training Aids; and
4. Audio-Visual Resources.

Objectives of the Department of Educational Technologies:

The Department of Educational Technologies cherishes some important objectives. It seeks to exploit the phenomenal gains yielded by the communication sciences and the advanced technology to assist the students and the teachers in the area of applied training. Also, it prepares special media programs on public awareness against crime and its control. These programs are prepared with scientific recording data system.

Tasks of the Department:

The Department of Educational Technology carries out the following important tasks:

1. It produces audio-visual material for the training purposes.
2. It provides training aids to programs including a closed-circuit television.
3. It transmits activities conducted by the University to specialized scientific visual data. In so doing, it seeks to serve the interests of the Arab security personnel.
4. It provides trainers and trainees with products of educational technology according to a code of systematic rules.
5. It produces specialized scientific data on various areas of security. These may be exploited in training programs as well as in awareness campaigns against crime and deviance.

6. It enables the various departments of the University to utilise the audio-visual data services.

3. Security Library:

The Security Library is a specialized library. It focuses on security area in its comprehensive concept. It provides information services to researchers, students and other intellectuals in various domains — Islamic criminal legislations; social, police and administrative sciences; education; jurisprudence; and comparative penal law.

The library collection now exceeds 31,000 volumes, 142 Arabic periodicals, 160 magazines, 90 foreign periodicals, and 737 theses and dissertations. The library also maintains documents of CAMI, and of international organizations and conferences, as well as some compact disks. Also, it maintains Internet network on library services.



Lately, a large room is devoted for books on heritage and general cultures. Almost 15,000 titles are available. These cover books falling within the areas of science, humanities, and arts.

The library is charged with the realization of the following aims:

1. To acquire and maintain selected sources of knowledge that are related to NAUSS' Arab regional and international interests.
2. To use information technology for the upkeep and systematization of a collection that allows easy accessibility and utilization of materials.
3. To provide all information services in every form.
4. To create and buildup a security database for the use and benefit of Arab law enforcement agencies.
5. To develop collaboration with

similar libraries and information centers in the Arab and non-Arab countries.

Library Tasks:

In order to render its services as best as possible to the students and the researchers, the security library carries out some important tasks which may be summed as under:

1. It presents a model portrait of a specialized security library in the twin areas of research and study within the broad complex of the University. It is hoped that it should serve the interest of researchers, visitors, guests and the Arab security personnel.
2. It makes available books and other pertinent sources. These are oriented to serve the academic interests of researchers and Arab specialists within the broad spectrum of security domain.



3. It strives to collect documents and other publications as well as pertinent data related to the Arab World. This makes distinct the status of this library as an organ of the University.
4. It offers its cooperation to other organizations and service centers on bibliography and security libraries in the Arab World. It entertains, however, its utmost aspiration to rank first and the foremost in extending its academic services to the security personnel in the Arab World.
5. It strives to be compatible with the latest scientific and technological developments on library services.

Library Units:

The Security Library comprises the following main units:

1. Cataloguing and classification;
2. Supply;

3. Books borrowing and xeroxing;
4. Reference services;
5. Electronic library and information network (Internet); and
6. Documents and periodicals.

4. Printing Press:

The printing press supports the academic work of the Naif Arab University for Security Sciences (NAUSS). Essentially, it responds to the needs of all its various departments. This finds its manifestation in the publication of their respective brochures and information material. In fact, its scope is wider. It covers manifold categories of publications — field studies; library studies; seminar researches; conference papers; presentations at the training courses; contributions of the academic conventions; books and the periodicals issued by the NAUSS. To be explicit,





these periodicals are — *Al-Mojallah al-Arabiyya Li-Darasat al-Amniya wal-Tathrib* (Journal of Arabic Studies on Security and Training); *Mojallat al-Amn wal-Hayat* (Security and Life Magazine); *Al-Akhbar al-Camiah* (News Bulletin of the University); and NAUSS' ISPAC. The latter is a periodic summary of University's coverage directed by its Department of International Cooperation (DIC). It is published in English version.

The printing press also prints administrative - oriented data — record books, official books, notebooks, reports and testimonials (degrees and diplomas). In addition, the printing press extends other kind of services — binding of books and theses; and the upkeep adjustments of the library collection.

Finally, the printing press renders

its invaluable contribution by participating in manifold campaigns — drugs control, traffic, civil defence and crime prevention. This participation is represented through printing public posters designed to generate awareness among Arab public on issues related to security concerns.

Objectives of the Printing Press:

The printing press pursues the following objectives:

1. It contributes to the access of added literature related to Arab security library.
2. It prints academic products which represent the outputs of the various programs conducted by the University.
3. It ensures self-sufficiency by fulfilling the needs of all the sections of the University on printing their respective publications.

4. It demonstrates the special and distinctive technical traits reflective in the publications of the University.
5. It renders its modest contribution by creating security awareness among Arab nationals.

Units of the Printing Press:

The printing press comprises the following technical units:

1. Photocomposition;
2. Plotter (HP “Designjet 500”)
3. Montage;
4. Photography;
5. Offset Printing;
6. Binding; and
7. Silk Screen Printing.

The details are as follows:

1. Photocomposition Unit:

This unit manages the output of photocomposition works. In addition, it produces designs, different shades of colouring, pictures, photographs and the development of films according to the most modern systems and programs.

2. Plotter (HP “Designjet 500”)

The printing press is provided lately with a modern printer — Plotter (HP “Designjet 500”). This printer prints posters — informative, advertisement and drawings — of different sizes. This has facilitated the task of the University and saved most of its expenditures.

3. Montage Unit:

This unit undertakes printing,



adjusts pages, sets pictures and makes corrections on the films.

4. Photography Unit:

This unit handles films and the film plates. In addition, it produces pictures, develops films and makes negative-positive films. All this is done by using the most modern technology.

5. Offset Printing Unit:

This unit comprises of four printing machines of different sizes. In the area of printing, however, these machines match to the most modern world standards. These machines operate for both kinds of printing — one-colour printing and multiple-coloured printing.

6. Binding Unit:

This unit maintains an automatic collating machine and some other modern devices. It works essentially on binding. It produces technical binding, manual binding and printing changes.

7. Silk Screen Printing Unit:

This unit works on printing book covers, plastics, glasses, marbles and woods.



In recognition to the prime importance that international cooperation envisages towards assuring security and stability as well as crime prevention at both Arab and global level, the Department of International Cooperation (DIC) came to establish. Its avowed objectives is to strengthen and develop interactions with academic institutions, both Arab and worldwide. By fostering such relations with such institutions, DIC seeks to carry out the mission that NAUSS has assumed and which fall within three-fold spectrum — academic, training and research.

Objectives of DIC:

The Department of International Cooperation (DIC) strives to pursue the following objectives:

1. To strengthen and consolidate interactions with organizations,

institutions and academic bodies operative at both levels — regional and international — which have interest in the academic programs of the NAUSS.

2. To prepare a conducive climate for Arab-international technical cooperation as well as to continue the existing contacts which may eventually end with agreement on mutual cooperation.
3. To make available instructions, experiences and expertises — regional and global — in the area of criminal justice.

Pursuant to the above objectives, the Department of International Cooperation (DIC) has embarked on crucial mission of promoting interactions between University and other specialized agencies — Arab and non-Arab. The underlying intent



Dept. of International Cooperation (DIC)





is to advance the academic objectives of the University. Also, it prepares projects on “Memoranda of Understanding” between the University and other world Universities or institutes. Further, it conducts studies on the reports of international groups to serve NAUSS’ objectives. In addition, it evaluates NAUSS’ participations in academic symposia and conferences. Last but not the least, it maintains follow-up on the implementation of recommendations that emerge at the end of such conferences.

The Department of International Cooperation (DIC) comprises the following units:

1. Arab-Cooperation Unit:

This unit maintains follow-up on the implementation of the resolutions issued by the Council of Arab Ministers of Interior (CAMI) that

relate to NAUSS. Also, it follows the implementation of Arab plans and strategies. Further, it disseminates the findings of research studies to pertinent personnel in the Arab countries. Moreover, it organizes the visits of officials, experts and Arab diplomatic corps to the University. In addition, it organizes the participation of University in world symposia and Arab conventions that have direct bearing with University’s activities. Last but not the least, it concludes mutual cooperation agreements with Arab universities and other academic institutions.

International Relations Unit:

This unit establishes coordination with UN regional institutes. Also, it implements the pertinent recommendations of the international conferences. Further, it organizes the

visits of international officials and experts in the hope that they might make tangible contributions towards the pursuit of University's activities. Further, this unit undertakes measures to secure the membership of NAUSS at international level. In addition, it concludes "Memoranda of Understanding" agreements between University on the one hand and world universities or international academic centers on the other hand. Furthermore, it issues a periodic news bulletin in English version under the caption — NAUSS/ISPAC. Upon its printing, it distributes it to various UN organizations and research centers engaged in the area of crime prevention. Last but not the least is the translation of works that reinforce the objectives of the NAUSS. This unit handles this assignment as well.

The Department of International Cooperation (DIC) has made decisive accomplishments at both levels — Arab and international. Some of its accomplishments are summed up as under:

1. Representing NAUSS, DIC has participated in Arab-international conventions since 1987. By 2001, it has made representation in 461 such conventions. Among the latter, 308 were Arab conventions. The rest 153 conventions were non-Arab and worldwide.
2. DIC has coordinated in organizing academic programs within the context of international cooperation with many countries — France, Germany, Holland, Canada, Italy, Britain, Austria, U.S.A. and Taiwan. The number of such programs





conducted by the University in these countries have reached to 53.

3. DIC has issued, as of yet, 38 issues of its news bulletin — NAUSS, ISPAC.
4. DIC has made decisive contributions in the realm of translation. It has managed the translation of NAUSS' prospectus, Annual Action Program, the achievements of the University in various domains.

Membership of NAUSS in Universities Associations & Unions.

NAUSS is full member in several universities associations and unions at both Arab and global levels. The university responds positively to invitations extended from these associations and unions. Its participation comprise attendance of meetings, conferences, forums, symposia etc... Experts and researchers

from the university are constantly contributing to the multifarious activities organized by these institutions.

The university is currently member in the following unions and associations:

1. **Association of Arab Universities:** The headquarters of which is in Oman, capital of Jordan. The union is an affiliate of the Arab League.
2. **Association of Islamic Universities:** The membership of which comprises almost 180 universities. Cairo, capital of Egypt hosts the administration of this institution. It operates under the auspices of the Muslim World League.
3. **The Federation of the Universities of the Islamic World:** Premises of the union is in Rabat, Morocco and it is an affiliate of the Islamic

Organization for Education, Science and Culture. Members are 180 in number.

4. **International Union of Universities & Colleges:** Hosted in Virginia, USA, the main union comprises hundreds of universities and colleges.

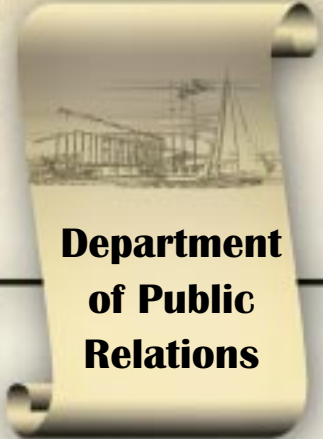
5. **The International Union of Universities' Vice-Chancellors:** Hundreds of Vice-Chancellors are members of this union, the headquarters of which is in Brussels, Belgium.

6. **Euro-Arab Union of Universities:** Under the membership of which are 45 universities. Premises is located in Amsterdam, the Netherlands.

7. **The Arab Organization for Heads of Admission and Registration Departments in Arab Universities:** It is part of the system of the Union of Arab Universities.

It is worth mentioning that the University jointly organized several academic programmes, with these unions and associations.





Department of Public Relations

The Department of Public Relations is an important department in the University. Its essential role is auxiliary and supportive. It plays an effective part in the promotion and the development of human relations. It serves as a linking factor between University and other institutions. Also, It renders constructive assistance to participant trainees of University's programs.

Objectives of the Department:

This Department seeks to pursue the following objectives:

1. To demonstrate the academic contributions of the University at bi-dimensional level — Arab and inter-national.
2. To introduce the activities of the University and its related sections.
3. To consolidate relations between University and other pertinent Arab agencies.

4. To instil a spirit of affection, fraternity and mutual cooperation among participant trainees to the University's programs on the one hand and the working personnel of the University on the other hand.

Tasks of the Department:

The Department of Public Relations is committed to carry out the following tasks:

1. To contribute in the preparation of academic activities and programs conducted by different organs of the University.
2. To celebrate national events of the Arab countries and prepare advance programs of such ceremonies.
3. To organize tours both inside the complex of the University and outside.
4. To organize activities on awareness both inside the Kingdom and outside.



5. To prepare social programs for the visitors and the guests of the University.
6. To design and prepare gifts and presentations carrying University's logos.
7. To receive and see off the guests of the University — officials, faculty and participants to University's programs.
8. To organize graduation ceremony for the outgoing graduates enrolled at the College of Graduate Studies as well as the participating trainees to studying at the Training College.
9. To prepare a monthly social news bulletin "*Nashrat Akhbar Al-Gamah*" and work on its distribution.

The Department of Public Relations comprises five units. All these units are integrated together. As a whole, these units work together to accomplish the objectives of this Department. These are as follows:

1. Teachers - Trainees Interactions Unit:

This unit extends its services to the teaching staff and the trainees enrolled in University's programs. Its dominant concern is to facilitate their tasks.

2. Internal Relations Unit:

This unit escorts visitors and guests during their tours and visits. It provides them orientation on the multifarious activities of the University. Also, it maintains coordinating link with hotels, hospitals, rent-car companies and other



sections of the University. Finally, it answer the querries, receives requests and welcomes in-coming suggestions.

3. Protocol Unit:

This unit receives guests, visitors, teachers, students and trainees. Also, it bids them farewell. Further, it maintains coordination with academic committees and pertinent embassies.

4. Cultural Activities Unit:

This unit prepares social and cultural program within the broad spectrum of the academic program directed by the University. It issues University news bulletin. Also it

organizes awareness programs commensurate to the Arab ceremonial occasions. Arab Police Day, International Drugs Day and the Arab Traffic Week are some examples.

5. Religious Awareness Unit:

This unit extends celebrated reception to the religious occasions like *Ramdhan* and *Id al-Adha*. Also, it issues bulletins associated with such occasions. Moreover, it organizes *Hajj* and *Umra* caravans for the personnel, trainees and the visiting delegates of the University.





Department of Media Affairs

The Department of Media Affairs was established in the year 1997. Its avowed purpose is to keep pace with the progressive development — administrative and academic — of the University. Cognizant of the importance that media carries, this Department plays an important role in the University. Essentially, it is committed to serve the mission and the objectives cherished by the University. It is even more crucial and inevitable in the present age which is characterized as the “Age of Information-Communication”.

The Department of Mass Media seeks to pursue the following objectives:

1. To shed light on the activities of the University through Arab and non-Arab media including the audio-visual resources.
2. To foster solid relations with

institutions operating media services in the Arab world in a way that serve the objectives of the University.

3. To contribute to the realization of the concept on security media in a way that serve the interests of the security personnel.
4. To provide general cognizance on security and its dimensions through mass media in a way that serve the Arab societies.

The Department of Mass Media comprises four units. These are:

1. Journalism Unit:

This unit seeks to pursue the objectives associated with the Department of Mass Media through the manipulation of reading resources — newspapers, magazines and informative prints. Also, it prepares news coverage, dialogues and press reports on the multiple programs of the



University. These are later disseminated to media channels — local, Arab and non-Arab. Finally, it maintains files on the activities of the University which are given to the local and Arab press. The latter provides print coverage in their newspapers. Since its inception, this unit has issued to the press ten such files, containing 5500 information material related to the University.

2. Boardcasting and Televised Unit:

This unit specializes in the preparation of broadcast and televised seminars. The focus of attention is, however, on the activities of the University conducted inside University or outside. Also, it maintains coordinating links with other media personnel — Arab and non-Arab. Further, it nominates specialists as participants to the broadcasting and televised programs in the media agencies. These participants present

Arab security view within the broader context of University's objectives. It also prepares media and the culture programs and disseminates them to the related personnel.

By now, this unit has presented 24 televised broadcast programs. It worked in cooperation with the Riyadh Broadcast Services. The theme of such broadcast presentations was: *Security and Life*. In addition, this unit has provided identical programs to other broadcast services. These programs contained discussions on security problems in the Arab World.

Last but certainly not the least is the documentary film prepared by this unit. The film provides illuminations on the overall organization and functions of the University. This is usually shown in exhibitions and at ceremonial occasions.

3. Gifts and Publications Unit:

This unit prepares the bulletins,



posters, brochures and informative guides on the various departments and activities of the University. It also distributes such prints to the personnel associated with security, social and criminal justice.

In cooperation with other sections of the University, this unit has issued various prospectuses. For instance, there are the Prospectus on University; Prospectus on the College of Graduate Studies; Prospectus on Studies & Research Center; and Prospectus on International Cooperation Department. Also, it has produced various other publications, which highlighted the achievements of the University in various realms. Some of such publications are produced in English and French versions, as well.

Further, this unit distributes the publications of the University to

security and cultural associations as well as to interested students and researchers. By now, this unit has distributed over fifty thousands academic publications, hundered thousand informative printed matter and over one million awareness posters.

4. Mass Media Secretarial Unit:

This unit conforms media program. Also, it prepares letters and supervises the needs of the Mass Media Department. In this context, it is noteworthy that this unit maintains an archieve on administrative documents In addition, it has another archive which preserves photograph and media data to support its other units. The overall idea is to accomplish the objectives cherished by the Media Affairs Department.





Gen. Dept. on Administrative & Financial Affairs



This Department seeks to reinforce the auxiliary services of the University. Its establishment is the result of a composite blend of administrative and academic development of the University. It is oriented essentially to provide administrative and financial services to the various personnel of the University.

The General Department on Administrative and Financial Affairs carries out the following tasks:

1. It provides administrative and financial supervision to all kinds of administrative affairs under its direction. Also, it maintains inter-coordination between various divisions to ensure best performance.
2. It maintains follow-up on various ongoing issues in such divisions. Also, it assures their implementation in accordance with the pertinent regulations.
3. It supervises the process of financial procedures in consonance to the financial regulations operative in the University.
4. It supervises the collection of in-coming revenues. Also, it maintains a record of University's expenditures and the development of its sources.
5. It participates in the preparation of the project on the annual budget of the University.
6. It facilitates the purchases of all sections related to the University.
7. It provides model warehouses to store the assets of the University.
8. It prepares periodic reports on the progress of work in different sections operating under its direction. Also, it offers suggestions on the development of their works.

The General Department on Administrative and Financial Affairs comprises six sections. These are as under:

1. Personnel Affairs;
2. Financial Department;
3. Purchasing Department;
4. Department of Incoming Revenues;
5. Department of Administrative Communication;
6. Department of Warehouses; and
7. Department of Housing.

NAUSS is keen to create a conducive climate — intellectual, social, cultural, healthy and recreational. Also, it is eager to provide all the needed services to its participating trainees in their academic programs. For this purpose, it has established many administrative divisions within the University.

1. Department of Public Services:

This Department extends all possible services to facilitate the activities of the University— maintenance, security, safety , and transportation. It is obligated to render the following tasks:

1. To operate and maintain the equipments related to the air-conditioning, electricity and telephone on periodic basis.
2. To extend services on security and safety of equipments used in the University.

3. To organize and maintain the means of transportation.
4. To assure the cleanliness jobs and the intact integrity of University's assets — equipments, devices and furnitures etc.

This Department comprises the following sections:

1. Section on Security and safety;
2. Section on operation and maintenance; and
3. Section on Transportation.

2. The Sports Club:

The sports club is completely equipped with diverse facilities for many sports and athletic activities. It is usually open in the evening, attracting many of NAUSS' employees and visitors to enjoy games, and recreational facilities.



Support Services & Facilities



The club consists of the following indoor facilities:

1. A gymnasium;
2. A swimming pool (with controlled environment - Summer/Winter);
3. Volleyball and basketball court;
4. A badminton court;
5. A bowling alley; and
6. A billiards parlor.

The outdoor facilities include:

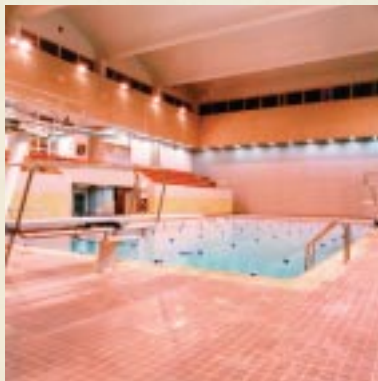
1. A football field with a natural turf. Its stadium can hold 300 spectators. Soccer matches are held here between NAUSS' teams and teams of local clubs, agencies and organizations.
2. A tennis court.
3. Special courts for volleyball, basketball and handball.

3. Medical Services:

The clinic is run by a resident physician who attends to emergency health problems reported by teaching staff members, students, guests and any one of NAUSS' community. The clinic also administers various kinds of vaccinations at periodic basis. It is supported by a pharmacy and an ambulance. It also transfers its patients to private and government hospitals according to the pertinent operative regulations.

4. The Social Club:

The social club offers services of a cafeteria, a restaurant, a shop, a bank and a barber shop. The cafeteria provides snacks, hot and cold drinks, and cater to tea parties. The restaurant, with well equipped kitchen facilities, offers a wide-range of eastern and



western dishes, buffet as well as menu services. It also caters to NAUSS' official banquets, or private feasts ordered by members of the campus community. Next to the restaurant, a traditional Arab tent stands with all of its artifacts and furnishings. The shop sells everyday basic needs, gifts, souvenirs, newspapers, magazines, stamps and electronic telephone cards.

5. Auditoriums:

There is one expansive auditorium which holds 608 seats, and is used mainly for ceremonial occasions. It is equipped with complete audio-visual systems, with 6 channel facility for simultaneous translation. A smaller auditorium is used for various

symposium type activities. It accommodates 90 seats. There is a large lecture hall with 100 seat capacity. Also, there are twelve classrooms each holding 30 seats and equipped with audio-visual systems for training and instructions.

6. Guest House:

This is a superbly furnished hostel of 200 single rooms, and four deluxe suites. The facility is professionally managed as a first-class hostel offering round-the-clock services such as international dialing, mail service, and travel reservations.

The hostel stands in the midst of beautifully landscaped gardens radiating serenity and comfort.



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