VISION رؤية 2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA

كليات عنيزة
Onaizah Colleges

External Cooperation Management Policy

Memoranda of Understanding and Their Regulatory Procedures

Academic Year 2024/2025AD - 1446AH



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

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Introduction

Onaizah Colleges, through the External Cooperation Department, aim to build sustainable partnerships based on clear and transparent foundations, aligned with the principles of commitment and fruitful cooperation.

The department seeks to formulate partnerships that achieve academic excellence, enhance integration between institutional goals and partners at all levels, and facilitate the signing and implementation of Memoranda of Understanding (MoUs) and agreements through organized and coordinated procedures. These efforts align with the colleges' vision and strategic directions, while enhancing the academic reputation of the colleges and improving efficiency and achievement in various academic and developmental fields.

The External Cooperation Department plays a vital role in strengthening institutional relationships and supporting strategic partnerships that contribute to achieving the colleges' goals and strategic directions. It serves as a dynamic link that enhances cooperation between the colleges and their partners at both local and international levels, achieving mutual benefits and improving the quality of institutional work. Through clear and organized policies, effective coordination between the colleges and their partners can be enhanced, positively reflecting on the quality of institutional processes and achieving common interests.

Adopting a systematic and monitored approach to managing external cooperation helps build clear and sustainable relationships that contribute to academic excellence and enhance the colleges' standing both locally and internationally.

Onaizah Private Colleges are committed to ensuring that their partnerships are based on appropriate criteria and clear foundations, ensuring compliance with the regulations and policies in place within the colleges. The colleges provide the necessary support to various departments and administrations to ensure maximum benefit from these partnerships at the academic, research, or developmental levels. The colleges aim to invest in these partnerships to deliver distinct value that meets the academic and developmental needs of the colleges in a sustainable manner.

Purpose of the Document

This document aims to regulate external cooperation processes and build strategic partnerships that enhance the colleges' standing both locally and internationally. It also provides a comprehensive and clear regulatory framework for managing MoUs and agreements, ensuring the highest levels of efficiency and effectiveness in building sustainable institutional relationships.

This document serves as a precise and comprehensive regulatory reference for all procedures related to external cooperation management concerning MoUs and their associated regulations. It aims to ensure that relationships with partners are organized in a way that enhances integration and coordination, aligning with the colleges' goals. It also focuses on improving the quality of joint work, ensuring the desired positive impact that contributes to solidifying the colleges' position as a leading and distinguished educational institution.

This document serves as a fundamental reference that helps achieve coordination between the colleges and their partners, outlining the necessary policies and procedures to ensure that agreements are implemented in line with the colleges' goals and strategic directions. It also aims to support efforts to improve institutional performance efficiency and maximize the benefits of local and international partnerships.

Additionally, this document emphasizes the values of transparency and commitment in managing external cooperation, ensuring that partnerships have a positive impact on all relevant parties, contributing to academic excellence and sustainable development for the colleges.

Vision, Mission, and Objectives

Vision
Enhancing the competitiveness of Onaizah Private Colleges through leadership and excellence in concluding and managing MoUs and partnerships at all levels, achieving the colleges' vision and mission.

Mission
Building effective local and international partnerships that contribute to supporting cooperation and knowledge exchange paths in academic and research fields and related aspects, in a manner that serves the colleges' orientations and strategic goals.

Objectives
- Disseminating the concepts of cooperation and knowledge exchange among colleges' affiliates and their external environment.
- Building local and international partnerships that serve colleges' strategic orientations in academic and knowledge fields.
- Preparing and developing student exchange programs with local and international universities.
- Determining general policies for external cooperation and knowledge exchange paths, and governing them in a manner that enhances ensuring their benefit.
- Supporting the participation of faculty members and students in external cooperation and knowledge exchange activities.

Administrative Organization and Areas of Work for the External Cooperation Department

External Cooperation Department
Responsible for all departmental activities in general, reporting to the Assistant to the Chairman of the Board of Trustees for Graduate Studies and Scientific Research.

International Cooperation
Developing international relationships and partnerships with external entities and institutions, enhancing international cooperation opportunities in line with the institution's goals.

Local Cooperation
Coordinating with local partners and organizing related activities.

Governance and Reporting
Overseeing the administrative system, ensuring compliance with regulations and policies, and preparing and submitting necessary reports to evaluate performance and ensure compliance.

Documentation and Editing
Preparing materials and texts for the department, issuing and publishing relevant documents and reports.

Coordination with Relevant Entities
Coordinating with internal departments, colleges, and external entities.

Follow-up
Monitoring workflow and ensuring the effective implementation of agreements.

General Policies for Cooperation in OC

- **Achieving the Colleges' Goals and Strategic Directions**
  Supporting Onaizah Private Colleges' vision of academic excellence and building effective partnerships locally and internationally.

- **Institutionalizing Cooperation Policies and Procedures**
  Establishing clear and comprehensive policies for concluding MoUs and agreements to ensure their uniform and effective application.

- **Introducing the Colleges, Their Achievements, Facilities, and Services**
  Highlighting the achievements and services of Onaizah Colleges through partnerships, opening broader avenues to enhance their presence locally and internationally.

- **Building Quality Developmental Projects with Partners**
  Enhancing cooperation with educational and research institutions locally and internationally to create projects that contribute to achieving the colleges' developmental goals.

- **Role of the External Cooperation Department in MoUs**
  Activating programs, organizing conferences, and workshops in cooperation with partners, and offering professional certification programs that enhance the colleges' academic reputation and meet market needs.

- **Enhancing the Colleges' Competitiveness**
  Building strategic partnerships that enhance academic reputation and improve the quality of education and scientific research in the colleges.

- **Human Capacity Development**
  Providing programs and services that support the development of students, faculty, and administrative staff, enhancing the overall performance of the colleges.

- **Supporting the Needs of College Departments**
  Meeting the requirements of various departments and units, supporting their projects in the fields of education, training, scientific research, innovation, and community service.

- **Diversifying Income Sources and Developing Financial Resources**
  Participating in finding investment opportunities through strategic partnerships, increasing the colleges' financial resources, and supporting their sustainability.

- **Exchanging Mutual Interests with Partners**
  Creating mutual opportunities that benefit the colleges and their partners, enhancing continuous cooperation in various fields.

- **Maximizing the Benefits of Partnerships**
  Increasing efficiency in activating agreements to achieve the maximum possible benefit from cooperation with local and international partners.

Policy Clarification

This policy serves as a guide for the staff, departments, units, and offices of Onaizah Private Colleges in preparing, reviewing, and approving MoUs and agreements.

Background and Justifications

Onaizah Private Colleges aim to achieve the following:

- Build strategic links with the local community, companies, and relevant entities.
- Enhance marketing for local and international relationships.
- Contribute to the fields of higher education and scientific research.
- Promote the organization of conferences, seminars, and support competition in providing professional certification training.
- Strive to develop human capacities within the colleges.

Purpose of the Policy

- Define standards and procedures for submitting MoUs and agreements from the colleges, as well as various departments, offices, and units.
- Ensure unified standards when initiating approval procedures for MoUs and agreements.
- Regulate the path and procedures for approving MoUs and agreements.
- Define standards for submitting and registering MoUs and agreements.

General Objectives of Cooperation

- Achieve the colleges' goals and strategic vision.
- Define standards and procedures for drafting and implementing MoUs and agreements.
- Enhance scientific research and international cooperation through partnerships.
- Develop strategic partnerships that contribute to improving the colleges' ranking.
- Enhance the colleges' competitiveness at both local and international levels.

Definitions

Memorandum of Understanding (MoU)

An agreement between two or more parties, the terms of which are outlined in an official document. It expresses the parties' willingness and preliminary consent to enter into a contract. An MoU represents the beginning of negotiations between the parties and outlines the scope and objectives of cooperation. An MoU is not legally binding but expresses the parties' intention to eventually convert it into a binding agreement.

Characteristics of an MoU

- An MoU does not impose any financial or material obligations on any party unless explicitly agreed upon in writing by the Chairman of the Board of Trustees.
- An MoU does not create any legal obligations or responsibilities for the parties.

Minimum Contents of an MoU/Agreement

- Identification of the parties to the MoU/agreement.
- Purpose of the MoU.
- Terms and conditions.
- Date and duration of the MoU.
- Signatures of the parties or their representatives.
- Any additional clauses agreed upon by the parties.

Areas of Cooperation and Partner Selection Criteria

Areas Covered by MoUs/Agreements for Onaizah Private Colleges

The MoUs and agreements concluded by Onaizah Private Colleges include the following sectors:

- **Government Sector (Local and International):** Ministries, agencies, government institutions, and relevant entities.
- **Private Sector:** Companies, institutions, banks, hospitals, and public service providers of various types.
- **Non-Profit Sector:** Charitable organizations, endowments, and associations.
- **Businessmen and Individuals:** Influential personalities and investors who can support the colleges' goals.
- **International and External Entities:** Universities, institutes, schools, centers, and educational and training companies at both local and international levels.

These partnerships aim to enhance academic, research, and training cooperation, achieving the colleges' strategic goals and contributing to the realization of Saudi Vision 2030.

Areas of Cooperation

- Education and learning.
- Training in its various forms.
- Research and innovation.
- Technology transfer and knowledge exchange.
- Community service.
- Academic events and activities.
- Organizing scientific conferences and seminars.
- Utilizing facilities and equipment available on both sides.
- Supporting the qualification of staff with professional skills and certifications.
- Activities such as qualification, training, cooperative training, research, studies, consultations, volunteering, awareness programs, conferences, workshops, seminars, and faculty and student exchange.

Partner Selection Criteria

- Compliance with the policies and regulations in force in the Kingdom.
- Alignment with the colleges' goals and mission.
- Modern institutional reputation and commitment to transparency.
- Providing tangible returns to the colleges through the partnership.
- Enhancing mutual benefit between the cooperating parties.

Regulatory Procedures for MoU in OC

Phase One: Initial Study

1. Contact the External Cooperation Department: The partnership requester clarifies their needs and the objectives of the proposed partnership.
2. Check Existing Partnerships: The External Cooperation Department verifies if an existing partnership can be utilized.
3. Recommend New Entities: If no suitable partnership exists, the department recommends potential entities that meet the requirements.
4. Provide Necessary Support: The department provides the necessary forms and data to complete the request and offers consultations.

Phase Two: Partnership Planning

1. Search for the Appropriate Entity: Identify the entity that meets the requirements.
2. Coordinate with Partners: Discuss the main points of cooperation with the interested entity within the colleges.
3. Prepare the MoU Request Form: The concerned department or entity within the colleges prepares the MoU request form based on the partner's type and specialization, whether local or international.
4. Include All Agreed Clauses: Include all clauses agreed upon by both parties.

Phase Three: Review of the MoU Request by the External Cooperation Department

1. Review of MoU Clauses: The External Cooperation Department reviews all clauses and terms of the MoU.
2. Contact Relevant Entities: The department contacts relevant entities within the colleges (colleges, departments, or units) to ensure their official approval of the clauses related to them.
3. Detailed Review of MoU Clauses: The department ensures that the MoU clauses are appropriate for the colleges and adds supportive and positive points for the colleges and their staff.
4. Approval of the Draft MoU: After verification, the department approves the initial draft of the MoU.
5. Coordination Meeting with the Partner: Present the final draft of the MoU to the partner based on the reviewed clauses.
6. Partner Approval: Ensure the partner's approval of the reviewed draft after clarification.
7. Final Approval of MoU Clauses: Approve the final clauses of the MoU based on the previously determined points.
8. Final Approval by Councils or Committees: Ensure the final approval of the MoU by the relevant councils or committees within the colleges, following official procedures.

Phase Four: Appointment of a Partnership Coordinator and Liaison Officer

- **Partnership Coordinator and Their Responsibilities:**
  The partnership coordinator is appointed from among the staff of Onaizah Private Colleges, holding a senior position (e.g., dean or department head). The coordinator is directly responsible for all partnerships, starting from implementation, monitoring progress, and submitting periodic reports in coordination with the liaison officer.
- **Liaison Officer and Their Responsibilities:**
  Each cooperation agreement or MoU must have a liaison officer representing each party. The liaison officer's responsibilities include:
  1. Completing required forms and procedures in coordination with the External Cooperation Department.
  2. Preparing and implementing a follow-up plan to activate the partnership in coordination with the concerned entity within the colleges.
  3. Measuring the satisfaction of the benefiting parties from the partnership and submitting periodic reports.
  4. Preparing a comprehensive report on the partnership's progress every six months from its activation date and submitting it to the concerned department for performance evaluation and monitoring developments.

Phase Five: Preparation of the MoU/Agreement

1. Drafting the MoU: The requesting entity prepares the draft MoU in coordination with the External Cooperation Department.
2. Legal Review: The draft is sent to the legal affairs department of the colleges for review and legal opinion.
3. Discussion of Legal Comments: Discuss any legal comments and finalize the MoU after legal approval.
4. Final Review: The External Cooperation Department conducts a final review of the data to ensure alignment with the colleges' goals.
5. Partner Approval: Send the final draft of the agreement to the partner for their official approval.

Phase Six: Approvals and Review

1. Final Approval: The final version of the MoU is approved by the Chairman of the Board of Trustees or their delegate.
2. Partner's Final Approval: Send the MoU to the partner for their final approval.
3. Official Signing: Obtain the partner's signature on the final version in preparation for the official signing by the Chairman of the Board of Trustees.

Phase Seven: Official Signing Ceremony

1. Set the Signing Date: Coordinate with the External Cooperation Department and relevant parties to set the signing date.
2. Prepare the Ceremony: Organize the official signing ceremony according to approved procedures.
3. Sign the MoU: The MoU is signed in the presence of the Chairman of the Board of Trustees or their delegate.
4. Distribution of Signed Copies: Distribute signed copies of the MoU to all relevant entities within the colleges and external parties.

Phase Eight: Documentation and Archiving

1. Documentation: Archive the final version of the MoU/agreement with the External Cooperation Department.
2. Distribution to Relevant Entities: Send a copy to the relevant departments and units for implementation.
3. Follow-up on Implementation: Monitor the implementation of the MoU clauses through specific timelines and submit periodic reports on progress through the liaison officer.

Phase Nine: Monitoring and Evaluation

1. Implementation Plan: The relevant entity prepares an implementation plan outlining activation steps and application mechanisms.
2. Continuous Monitoring: The External Cooperation Department continuously monitors the implementation of the MoU clauses.
3. Periodic Evaluation: Evaluate the agreement periodically (every six months or as needed) and submit reports to the External Cooperation Department.
4. Recommendations: Submit recommendations for developing or renewing the agreement based on achieved results.

Performance Indicators for the External Cooperation Department

The table below summarizes the performance indicators for the External Cooperation Department, with four indicators for both international and local cooperation, aligned with the strategic goals of the colleges.

Indicator Code	Indicator Description	Strategic Goal Related to the Indicator
AIUC-01	Number of academic programs conducted by the colleges in cooperation with international universities and colleges	Axis 1: Educational Excellence Goal 1: Improving Teaching and Learning Practices
AIUC-02	Number of partnerships concluded with international universities and colleges	Axis 4: Partnerships and Community Impact Goal 1: Enhancing Community Partnerships
AIUC-03	Percentage of the annual operational plan achieved by the department	Axis 3: Regulatory Environment Goal 1: Enhancing Governance in the Colleges
AIUC-04	Percentage of the department's performance indicators achieved during the year	Axis 3: Regulatory Environment Goal 1: Enhancing Governance in the Colleges

Indicator Code	Indicator Description	Strategic Goal Related to the Indicator
ANUC-01	Number of academic programs conducted by the colleges in cooperation with local universities and colleges	Axis 1: Educational Excellence Goal 1: Improving Teaching and Learning Practices
ANUC-02	Number of partnerships concluded with local universities and colleges	Axis 4: Partnerships and Community Impact Goal 1: Enhancing Community Partnerships
ANUC-03	Percentage of the annual operational plan achieved by the department	Axis 3: Regulatory Environment Goal 1: Enhancing Governance in the Colleges
ANUC-04	Percentage of the department's performance indicators achieved during the year	Axis 3: Regulatory Environment Goal 1: Enhancing Governance in the Colleges

Final Notes

- All MoUs must align with the strategic goals of the colleges.
- No financial or legal obligations may be entered into based on an MoU without the prior written approval of the Chairman of the Board of Trustees.
- All MoUs must be registered and updated with the External Cooperation Department to ensure ongoing monitoring and evaluation.
- Any MoU must provide: additional services that benefit the colleges; and positive support that maximizes the benefits of the colleges or their staff.



Forms

Partnership Application Form

☐ New ☐ Extension

First: Basic Data

Colleges' Party		**External Party (domestic/ international)**	
Coordinator		**Coordinator**	
Mobile Number		**Mobile Number**	
E-mail		**E-mail**	
Partnership Start Date		**Partnership Duration**	
Partnership Type	☐ Memorandum of Understanding ☐ Cooperation Agreement ☐ Researcher Recruitment ☐ Community Partnership		

Second: About the Partner

Sector Type	☐ Governmental Sector	☐ Private Sector	☐ Non-profit Sector
	☐ International & External Bodies	☐ Businessmen & Individuals	☐ Other:
Date of Establishment			
Business Activity	☐ Military	☐ Health	☐ Commercial
	☐ Educational	☐ Industrial	☐ Training
	☐ Technical	☐ Research	☐ Other:
Brief Definition of Partner			
Points Of Distinction			

Country		**City**	
Mailbox		**Zip Code**	
Phone		**License Number**	
Website		**E-Mail**	

Third: About the Partnership

To Extent to Which the Partnership is Linked to the Colleges' Strategic Objectives or Sustainable Development Goals	
Objective	**Link Face**

Partnership Areas		
☐ Teaching and Learning	☐ Training in its Various Forms	☐ Technology Transfer and Knowledge Exchange
☐ Community Responsibility	☐ Academic Events and Occasions	☐ Arranging Scientific Conferences and Seminars
☐ Take Advantage of the Facilities and Equipment Available on Both Sides	☐ Support the Qualification of Employees with Professional Skills and Certificates	☐ Other:

Partnership Objectives (Must Be Measurable)			
Objective	**Performance Indicator**	**Baseline**	**Target**

Proposed Projects of the Partnership				
Project	**Brief about the project**	**Target Audience Students/Faculty/Staff**	**Number of Actual Beneficiaries**	**Target Number of Beneficiaries**

* if there is a need study or previous study on the project topic, please attach a copy.

Projects Timeline													
Project	**The Entity Responsible for Implementation**	**Proposed Project Start Date**	**Duration in Months**										

The Extent of the Party's Readiness Within the Colleges to Implement Areas of Cooperation	
Infrastructure	
Human Cadres	
Time Available for Implementation	

The Extent of the Internal/External Party's Readiness to Implement Areas of Cooperation	
Infrastructure	
Human Cadres	
Time Available for Implementation	

Other Entities Within the Colleges Can Benefit from Partnership's Outputs and Projects	

Fourth: Partnership Evaluation

Strengths	– – –
Weaknesses	– – –
Opportunities	– – –
Risks	– – –

Dean of the College/ Director of Administration	Date	Signature

Memorandum of Understanding

Between Onaizah Private Colleges (OC) and .....

This Memorandum of Understanding (hereinafter referred to as the "Memorandum") was concluded on the ..... day of ..... in the month of ..... in the year ..... (Effective Date). By and Between:

- **Onaizah Private Colleges (referred to hereinafter as "OC"), headquartered in Qassim, Onaizah Governorate, represented by the Chairman of the Board of Trustees, Dr. Abdullah Bin Saleh Al-Shetaiwi, hereinafter referred to as the First Party.**
- **and ..... (referred to hereinafter as "....."), represented by ..... hereinafter referred to as the Second Party.**

(Both parties are referred to individually as a “Party” and collectively as the “Parties”).

Preamble

In the interest of fostering fruitful cooperation between **Onaizah Private Colleges (OC)** and ....., Whereas the First Party specializes in academic education and training as an academic institution comprising various scientific, engineering, and humanities departments. It aims to benefit from private sector support in enhancing its professional, training, and employment initiatives, while preparing its students for their respective fields and future careers, Whereas the Second Party specializes in ..... and ....., And whereas both Parties desire to collaborate to (enhance cooperation, strengthen partnership, and achieve integration in training, research, academic, and professional fields, based on principles of equality and mutual benefit, and in compliance with the applicable laws and regulations of the Kingdom of Saudi Arabia and their available resources).

Therefore, the Parties, having the full legal capacity to enter this Memorandum, agree to conclude this Memorandum in accordance with the laws, regulations, and instructions in force in the Kingdom of Saudi Arabia and in accordance with the following articles:

Article 1: Objective of the Memorandum

This Memorandum aims to establish an appropriate general framework to enhance the mutual utilization of the training, counselling, research, academic, professional, and developmental resources and expertise available to both Parties, in compliance with applicable laws and regulations, and in a manner that serves the mutual interests of both Parties.

Article 2: Areas of Cooperation

The Parties agree to cooperate in the following areas:

1. .....
2. .....
3. .....

Article 3: Formation of a Joint Working Group

The Parties agree to establish a joint working group to:

1. Monitor and implement the execution plans for the areas of cooperation outlined in **Article 2** of this Memorandum.
2. Develop terms, conditions, and financial obligations related to each Party's responsibilities toward the other, if applicable, when either Party performs services, or oversee their execution.
3. Explore new avenues of mutual collaboration aligned with the objectives and competencies of both Parties to maximize the benefits of the services offered by each Party.
4. Appoint, in writing, a liaison officer from each Party to facilitate the procedures and monitor the implementation of collaborative activities outlined in this Memorandum.

Article 4: Financial Provisions

This Memorandum does not impose any financial obligations on either Party. Its primary purpose is to establish a legal framework for collaboration between the Parties, with each Party bearing the financial costs incurred—if applicable—within its available resources when fulfilling its commitments under this Memorandum, unless otherwise agreed upon in writing.

Article 5: Independent Programs or Annexes

The Parties may enter independent programs or annexes within the framework of this Memorandum. These shall specify the agreed-upon activities, the method of participation for each Party, their scope, financial arrangements, and any other necessary provisions.

Article 6: Assignment and Delegation

Neither Party may assign or delegate any of its rights or obligations under this Memorandum without the prior written consent of the other Party.

Article 7: Intellectual Property Rights

The Parties shall take the necessary measures to protect intellectual property rights arising from any activity or project under this Memorandum. Such rights shall remain exclusively owned by the originating Party unless otherwise agreed in writing.

Article 8: Governing Law and Dispute Resolution

This Memorandum shall be governed by and construed in accordance with the laws and regulations of the Kingdom of Saudi Arabia. In the event of any dispute arising from the interpretation or execution of this Memorandum, the Parties shall endeavor to resolve it amicably within ninety (90) days. If an amicable resolution cannot be reached, the dispute shall be referred to the competent judicial authorities in Riyadh, Kingdom of Saudi Arabia.

Article 9: Confidentiality

The Parties commit to maintaining the confidentiality of all information and data exchanged under this Memorandum that pertains to the other Party, its operations, activities, or clients, and which becomes available to them because of the implementation of this Memorandum.

The Parties also agree not to disclose such information or data to any third party outside the scope of this Memorandum without the prior written consent of the other Party, regardless of whether the information is in the form of notifications, reports, results, data, or photographs, whether written or verbal. Verbal disclosures must be documented within thirty (30) days of disclosure. Disclosure to a third party is only permitted with prior written notice and the explicit

approval of the other Party, unless the information has already been made public. Disclosure is required by a competent governmental authority or judicial body within the Kingdom of Saudi Arabia. In such cases, the disclosure must be limited to the necessary extent, and the disclosing Party must promptly notify the other Party of the disclosure.

Article 10: General Provisions

1. The English language is the governing language for interpreting and implementing this Memorandum. However, the Parties may use additional languages for annexes and related correspondence.
2. All obligations of the Parties under this Memorandum shall remain valid if this Memorandum becomes part of an implementation program, cooperation program, service contract, or subsequent or complementary projects, unless explicitly stated otherwise.
3. Each Party has the right to enter into Memorandums of Understanding or similar agreements with other parties to achieve its objectives.
4. This Memorandum does not establish a partnership or joint venture between the Parties, nor does it impose any obligation beyond those explicitly stated herein.
5. If any provision of this Memorandum is found to be invalid, unlawful, or unenforceable under any circumstances, the remaining provisions shall remain unaffected. The invalid, unlawful, or unenforceable provision shall be replaced with a provision that is valid, lawful, and enforceable while achieving the same purpose as the original provision.
6. Neither Party shall publish any news, announcements, general statements, or any form of dissemination regarding any part of this Memorandum without obtaining prior written approval from the other Party.
7. Neither Party shall act as an agent, partner, or representative of the other. No Party has the authority or power to enter into agreements, impose obligations, or take actions on behalf of the other Party without prior written consent.
8. The provisions of this Memorandum shall remain effective even after its expiration or termination.

Article 11: Commencement and Termination

1. This Memorandum shall commence on the Effective Date specified at the top of this document, confirming that all necessary legal procedures for its implementation have been completed.
2. The duration of this Memorandum is one Gregorian calendar year and shall terminate upon its expiration unless one Party notifies the other Party in writing of its desire to renew it at least sixty (60) days before the expiration date.
3. This Memorandum may be amended by mutual written agreement of both Parties, in accordance with the legal procedures followed by each Party. Any amendments shall commence as outlined in paragraph (1) of this Article.
4. This Memorandum shall terminate, or its application shall cease, under any of the following conditions:
    1. By mutual written agreement between the Parties.
    2. Upon the completion of one Gregorian calendar year from the date it commences.
    3. In the event of the bankruptcy or liquidation of one of the Parties.
5. If one Party breaches any of its obligations under this Memorandum, the other Party (the non-breaching Party) may notify the breaching Party in writing and grant a thirty (30)-day period to remedy the breach. If the breaching Party fails to remedy the breach within the given period, the non-breaching Party may terminate this Memorandum immediately without any liability towards the breaching Party. The breaching Party shall be liable to compensate the non-breaching Party for any costs or claims resulting from the termination of this Memorandum due to the breach.
6. Upon the expiration or termination of this Memorandum, its provisions shall remain effective with respect to any programs or projects initiated under its framework unless otherwise agreed by both Parties.

Article 12: Notification and Communication Mechanism

All communication under this Memorandum shall be in writing, in either English or Arabic, as agreed upon by the Parties. Such communication shall be delivered via registered mail to the address, email, or fax number of the other Party.

In the event of a change in address, representative, or related information, the Party making the change must notify the other Party accordingly. Communication via the agreed-upon methods outlined herein shall be considered valid unless formally amended through official notification.

Article 13: Force Majeure

Neither Party shall be held responsible for any delay or failure to fulfill its obligations under this Memorandum due to events beyond its reasonable control ("Force Majeure"). Such events include, but are not limited to, governmental restrictions, bans, fires, floods, earthquakes, pandemics, epidemics, riots, wars, or similar occurrences. The Party affected by a Force Majeure event shall notify the other Party within fifteen (15) days of the occurrence of the event, providing supporting evidence, assessing the extent of the delay, and estimating the potential consequences. Furthermore, the affected Party shall take all reasonable steps to mitigate the impact of the Force Majeure event.

Representative of the First Party: Onaizah Private Colleges		Representative of the Second Party:	
Position	Chairman of the Board of Trustees H.E. Dr. Abdullah Saleh Al-Shetaiwi	**Position**	
Address	Qassim / Onaizah Governorate	**Address**	
Phone		**Phone**	
E-mail	oc@oc.edu.sa	**E-mail**	

This Memorandum has been prepared in two (2) original copies on the ..... day of ..... in the year ....., both in English, with all texts being equally authentic.

The First Party	The Second Party
Onaizah Private Colleges Chairman of the Board of Trustees H.E. Dr. Abdullah Saleh Al-Shetaiwi	.....


Onaizah Colleges
كليات عنيزة


رؤية VISION
2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA