

ETMAM
KSAU-HS Student Clearance Project

ETMAM SYSTEM GUIDLINES

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Introduction

ETMAM is the automated version of the University's separation clearance process for graduated students.

ETMAM'S Goal

- Facilitate the clearance process for the graduated students
- Enhance students experience during clearance process
- Reflect a positive satisfaction for graduated students

ETMAM'S Booklet contains the following:

- The Role of each department involved in ETMAM process.
- The guidelines in carrying out the process when clearing KSAUHS graduated students.

College's Internship Unit

Department Role

Create Students List

Log Student Item in ETMAM

Clear Student

Option in ETMAM System

Create Students List

Student Clearance Items

Internship Unit Clearance

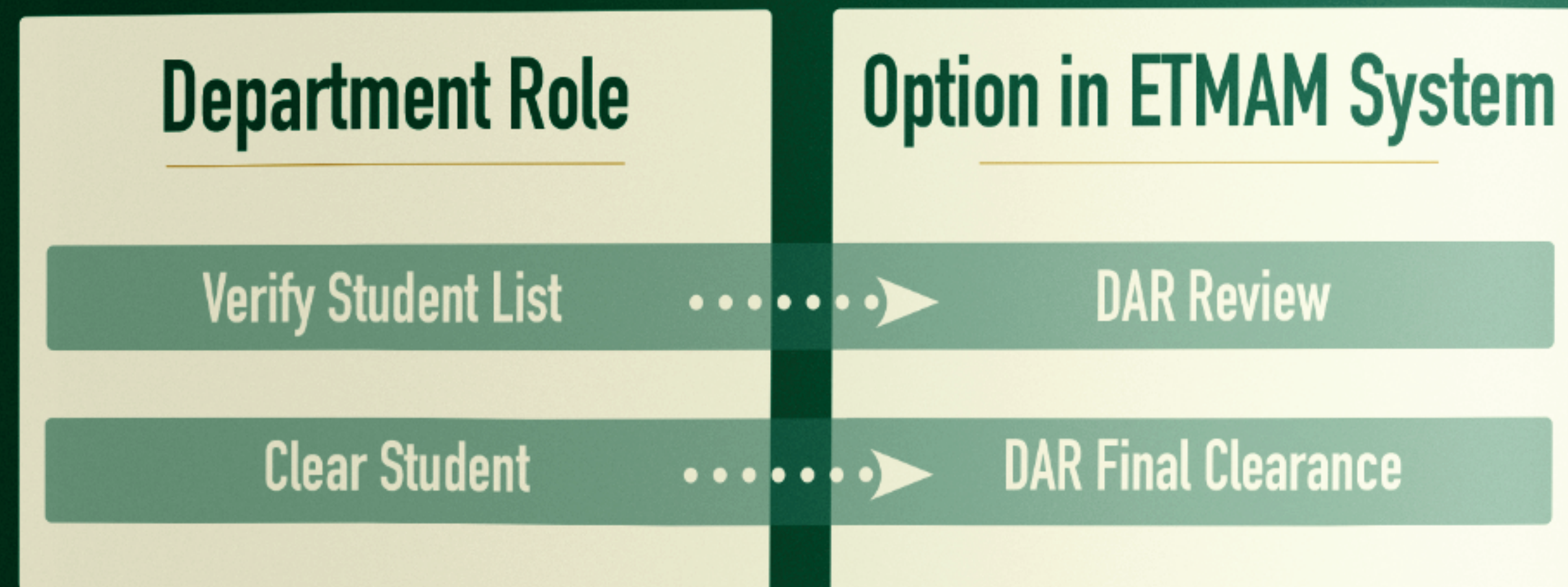
Guidelines:

- 01** During the Internship, the Unit will ensure documentation and archiving of all students' items related to hospital departments (e.g. Key Control, HS Library, Communication Department, Items related to a specific program) in the ETMAM system.
- 02** The Internship Unit should use (Property Request Form) & (Property Return Form) when a student Requests>Returns items related to various hospital departments.

Clearance Process:

1. Prepare the list of Interns students 6 weeks before the end of the internship year, then forward it to DAR.
2. The deadline to complete the clearance process is (10) working days from the verification date from DAR unless there are items still in use, only then the Internship Unit must complete the student clearance one week before the end of the internship year.
3. After DAR verification is done, check student records for any items needed to be returned.
4. If the student is cleared then, the unit will mark the student as CLEARED in ETMAM.
5. If the student record contains items, it will be shown in the Student Clearance Page in ETMAM.
6. The Student should return the items to the responsible hospital department then, go back to the Internship Unit to confirm item delivery.
7. The unit will mark the student as CLEARED in ETMAM

Deanship of Admission and Registration (DAR)



Guidelines:

- 01** DAR will verify the list of interns received from College's Internship Unit then send it to:
 - 1.1. College's Internship Unit
 - 1.2. College's Student Affairs
 - 1.3. Finance Department
 - 1.4. HR Department
- 02** If no response is received from the above mentioned departments within 10 working days, then the student will be considered cleared in the system.
- 03** Once the student is cleared from all above departments, DAR will ensure the following:
 - 3.1. Retrieving interns' badges
 - 3.2. Make sure the student filled the KSAU-HS graduate students satisfaction survey
 - 3.3. Give student clearance from DAR
- 04** DAR will ensure the availability of alumni data in the system to be sent to University Relation and Media.
- 05** DAR will ensure the availability of survey data in the system to be sent to DSA.

College's Students Affairs

Department Role

Log Student Item in ETMAM

Clear Student

Option in ETMAM System

Student Clearance Items

Student Affairs Clearance

Guidelines:

- 01** College's Student Affairs will ensure documentation and archiving of all students' items related to University departments in the ETMAM system.

Clearance Process:

1. The deadline to complete the clearance process is (10) working days from the verification date from DAR.
2. After DAR verification is done, check the student record for any items which need to be returned.
3. If the student is cleared, mark the student as CLEARED in ETMAM.
4. If the student record contains items, it will be shown in the Student Clearance Page in ETMAM.
5. The Student should return the items to the responsible University department, then go back to the College's Student Affairs to confirm item delivery.
6. The College's Student Affairs will mark the student as CLEARED in ETMAM.

Finance Department

Department Role

Log Student Item in ETMAM



Student Clearance Items

Clear Student



Finance Clearance

Option in ETMAM System

Guidelines:

- 01** The Finance Department will ensure documentation and archiving of all students' financial issues in the ETMAM system.

Clearance Process:

1. The deadline to complete the clearance process is (10) working days from the verification date from DAR.
2. After the DAR verification is done, check the student record for any items need to be returned.
3. If the student is cleared, then mark the student as CLEARED in ETMAM.
4. If the student record contains financial issues, it will be shown in the Student Clearance Page in ETMAM.
5. The Student should solve the issue with the Finance Department
6. The Finance Department will mark the student as CLEARED in ETMAM.

Human Resources (HR)

Department Role

Log Student Item in ETMAM

Clear Student

Option in ETMAM System

Student Clearance Items

HR Clearance

Guidelines:

- 01** The HR Department will ensure documentation and archiving of all students' financial issues in the ETMAM system.

Clearance Process:

1. The deadline to complete the clearance process is (10) working days from the verification date from DAR.
2. After DAR verification is done, check the student record for any items need to be returned.
3. If the student is cleared, then mark the student as CLEARED in ETMAM.
4. If the student record contains financial issues, it will be shown in Student Clearance Page in ETMAM.
5. The Student should solve the issue with the HR Department.
6. The HR Department will mark the student as CLEARED in ETMAM.
7. After DAR's Final clearance, the HR will terminate the student record.

EXAMMAN

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