



الهيئة السعودية للتخصصات الصحية
Saudi Commission for Health Specialties



Matching

Saudi Commission for Health Specialties Matching System Principles and Guidelines

سِرِّهِمْ وَمِنْ حَيْثُ

Introduction

The Saudi Commission for Health Specialties Matching System (SCFHS-MS) is a national project that provides an equitable and objective matching system for postgraduate training programs at the Saudi Commission for Health Specialties. The Matching System is considered to be the main system for applying for Saudi Residency and Postgraduate Diploma.

The Application for Saudi Residency and Postgraduate Diploma on the SCFHS-MS website goes through four stages:

Application Submission

- User account creation.
- Personal information check.
- Portfolio revision.
- Choosing preferences.

Nomination for Personal Interviews

- Based on aggregate score and competitiveness of applicants.

Matching and Admission

- Interviews.
- Ranking center priorities.
- Matching.
- Final admission results.

Registration

- Registration fee payment.
- Professional Classification of the trainee.
- Training sponsorship letter.
- Internship training program completion certificate.

To check the application steps:

1. Application

Applications are submitted through the Saudi Commission for Health Specialties Matching System (SCFHS-MS) found on the SCFHS official website by creating an account on the portal that contains the applicant's personal information, communication methods, and university education details and documents, in addition to details and grade of the Professional Licensure Exams.

A. Choice of Specialty and City Stage

During this stage, applicants must choose from a list of training programs according to their preference, and arrange them in order of priority and in specific cities. Preferences and cities can be changed at any time until after the announcement of grades and before the announcement of nominations, provided that the applicant has not received marks for choosing the first preference, as it will be explained later under the item "Strong Preference" under Portfolio.

B. Portfolio Building Stage

The applicant answers the portfolio questions and uploads the documents according to the specified conditions as detailed in the portfolio appendix in the Matching Manual.

C. Final Application Submission Stage

At this stage, the applicant will submit their application through the system after reviewing it, bearing in mind that upon final submission of the application, the applicant will not be allowed to make any changes. A specialized committee will then review and evaluate the application. You will be notified of your total score on the date specified for announcing results shown in the timetable. The applicant is allowed to request a one-time re-evaluation during the appeal period, **with the chance to amend non-conforming documents in the portfolio, provided that the date of the documents is before the date of closing the system.** The applicant will be required to pay a fee of 300 Saudi riyals as an administrative re-evaluation fee in case they wish to request re-evaluation.

D. Application Withdrawal:

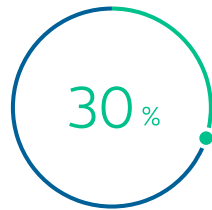
You can withdraw your application from the application portal (SCFHS-MS) at any time before the Rank Order List (ROL) submission deadline mentioned in the timetable. If the applicant withdraws during this period, their application for this year will be canceled and they can apply in the next year.

E. Application Fee:

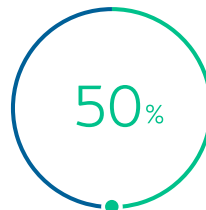
There are no fees imposed for applying to the Saudi Residency and Diploma programs, however, an administrative fee of 300 Saudi riyals will be charged if a one-time portfolio re-evaluation is requested. Fees shall be paid through the available payment methods.

F. Verification and revision Stage:

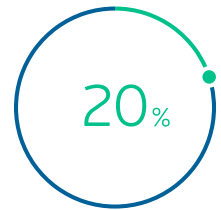
The specialists will review, evaluate the applications. Upon completion of the evaluation, each applicant will be awarded a score known as "Aggregate Score". The Aggregate Score is awarded out of a total of (100%), divided into three components:



Bachelor's Degree
GPA



Saudi Professional
Licensure Exam



Portfolio

The applicant does not need to submit any Professional Licensure Exam documents, as the applicant's Saudi Professional Licensure Exam score will be automatically linked.

2- Nomination Stage:

During this stage, candidates who have been nominated for personal interviews at the training centers will be announced, by selecting the preference for which they have been nominated (specialty and region/city) among their preferences entered in their application. This is done by an electronic screening process, which is carried out according to the competitiveness of applicants based on their preparation, scores, and program desires.

3 - Matching & Acceptance Stage:

After nomination, the acceptance stage starts and passes through four stages as follows:

A. Interviews

Announcing the nomination results represents informing the applicants with a preference (specialization and city-region) for which they have been nominated, on their list of preferences in one of the cities/regions, which will include specifying the training centers available for this specialty. The nominated applicants should attend the interviews at the training centers where they have been nominated, the centers will determine the interview's date according to the available timetable (to receive the personal interview details, the applicant is responsible for contacting the training centers where he has been nominated). The centers are entitled to refuse interviewing some applicants after reviewing the list of nominees according to a percentage to be determined later. In case the nominee does not attend the interview, they will be marked absent. The program director and their administrative team at the training center shall be responsible for directly organizing and conducting interviews with applicants. If you were invited to an interview, you will receive an invitation directly from the training center and not from SCFHS.

B. Establishing a Rank Order List (ROL):

After completing all the personal interviews at the training centers, candidates will be allowed to access the Saudi Commission for Health Specialties Matching System (SCFHS-MS) to establish a Rank Order List (ROL) for the training centers in which they attended interviews, and the applicant must ensure the following:

That the order of the ROL actually reflects the personal preferences of the applicant. The applicant must determine their choices according to their preference and not according to their belief of whether they will be accepted by the center or not. The deadline date and time for ROLs according to the timetable is a final deadline that cannot be extended for any reason.

C. Matching Results

On the matching day, the specialization and training center will be announced to the accepted applicants. The results will be made available through the Matching System. In the event that the applicant has been successfully matched with the program, the applicant must begin completing the registration process (more details about the registration stage in the next paragraph):

However, if the applicant did not match, this means that they have not acquired a training seat and must re-apply in the next year's competition in an attempt to obtain admission in one of the health postgraduate programs.

To increase the future chance of acquiring a training seat for the Saudi Residency or Diploma program, the applicant is advised to work on improving their score in the Professional Licensure Exam, and enhancing their portfolio components, such as earning experience in the desired specialty, getting a professional healthcare job, obtaining a higher academic degree, participating in more research or volunteering activities, publishing articles in health journals, or others. The lists of candidates who have not been accepted will be used as waiting lists for programs that might have vacant seats before the start of the training year.

4-Registration Stage:

After you have been accepted into any of the programs of the Saudi Commission for Health Specialties, you must complete your registration process by completing the following procedures within the time period specified in the timetable:

Pay the annual training fees through the available payment methods

Upload the professional classification certificate with a rank of (trainee doctor, trainee pharmacist, trainee nurse, trainee specialist)

Upload the completion certificate of the internship year

Upload the sponsorship letter issued by the sponsor to the sponsored trainee.

الجدول الزمني للتقديم والقبول والتحويل من تخصص لآخر لبرامج شهادة الاختصاص السعودية والدبلومات لعام 2022 م

Timetable for Application, Acceptance and Transference from one specialty to another for Residency and Diploma Postgraduate Programs for 2022



Policies and Procedures



Policies

Matching System Breach Policy:

(Policies and procedures for reporting and investigating the violations of laws and guidelines of matching and admission at SCFHS).

Matching Violations Policy:

SCFHS seeks to protect the integrity of the matching process by requiring all participants to behave ethically and responsibly during the matching process.

Public Policies:

According to SCFHS policy, applicants and training centers shall comply with the rules of the matching and admission for SCFHS postgraduate health programs. All centers offering training programs shall abide by these rules and laws, and SCFHS will investigate any violation of these laws, for example:

- Attempts to violate eligibility requirements
- The matching process itself
- Failure to protect the privacy of the applicants or their application files
- Failure to abide by the SCFHS timetable
- Failure to comply to the matching results
- Any other irregular behavior or activity related to submitting or modifying the Rank Orders List (ROLs)
- Or non-adherence of the training program to the matching results

The Commission will take the necessary legal action to address these violations. This policy shall apply to all participants in the SCFHS matching process, any violation of the rules and guidelines of the matching and admission for institutions shall be considered a breach of the Matching System.

Falsifying Documents Policy

General Provisions:

SCFHS requires applicants to provide legitimate and accurate information to SCFHS and the programs.

- One of SCFHS policies is to review and screen online applications or other application requirements received from the applicant or another person on their behalf, in addition to detecting any attempts to violate the matching process and any irregular actions related to application.
- All applications will be reviewed by SCFHS Executive Director of Training according to the SCFHS review process, findings will be subjected to the process set out in SCFHS Falsifying Document Policy, and all perpetrators will be subjected to the penalties stated in SCFHS matching and admission laws and guidelines.
- Any objections to either the final report or the imposed penalties shall be submitted to the SCFHS Grievance Committee, and their decision shall be definitive.
- If a violation is confirmed, the perpetrator's details will be listed in the SCFHS Database of Violators.
- SCFHS will exert its utmost effort to investigate the allegations and deliver the final report accurately and in a timely manner. Pending investigations may interrupt the validation process of the application documents.

Procedures

1.0 Reporting Procedures:

- Parties required to submit an official report of any suspected violations include, but are not limited to applicants, program directors, and Designated Institutional Officials (DIOs).
- Suspected violations shall be submitted to SCFHS Department of Admission and Registration through the following email address: Admission@scfhs.org.
- Suspected violations shall be immediately submitted, or within no more than 14 business days from the date of knowing about the incident. Investigations will not commence until SCFHS receives a written report documented with the author's identity. Anonymous requests will not be addressed.
- SCFHS will confirm receipt of all written reports in order to start verifying their authenticity within 7 days of receiving the report.

2.0 Review Process

SCFHS report review steps are as follows:

Step One:

A written complaint regarding the violation shall be sent to SCFHS Admission and Registration Department through the following email address: Admission@scfhs.org.

The complainant will be notified of receipt by email, within 7 business days.

Step Two:

A representative of SCFHS Executive Director of Training will contact one of the parties mentioned in the report, including, but not limited to: applicant, program director, or DIO to inform them about the nature of the alleged violation, and that it is being investigated by SCFHS which will require all parties identified in the report to provide the Executive Director of Training with written statements of their responses regarding the allegations. The concerned person/institution will be given an explicit opportunity to respond and answer before drafting the preliminary report.

Step Three:

SCFHS Executive Director of Training will draft a preliminary report as soon as possible, to document the nature of the allegation and the investigation results. The concerned person/institution will be given 7 business days to respond to the allegations and initial findings.

Step Four:

A final report of the findings will be submitted to the Chief Academic Officer.

Step Five:

If the concerned person/institution was found guilty, they will be listed in the SCFHS Database of Violators. If the violator is an applicant, the reports will be distributed to all training centers to which they have applied in the current match, as well as in future matches.

Notes:

If the violation was not confirmed by the investigations, a recommendation will be made to close the case and notify all parties identified in the original report accordingly.

If the violation was confirmed by the investigations, the Executive Director of Training will coordinate with the concerned parties to impose the penalties of the confirmed violation.

If any party refuses to close the case peacefully, the case shall be referred to the Training Violations Committee for final ruling.

3.1 Reporting Confirmed Violations

This policy shall be used by the Executive Director of Training as a set of guidelines for penalizing violators.

1. If the violator is an applicant, the final report shall be delivered to the applicant, and a copy shall be sent to each of:

- A. The party who originally reported the violation.
- B. The applicant's program director
- C. Any party deemed by SCFHS to be related to the investigation and findings.

In addition, the applicant may be penalized by, but not limited to, the following:

- A remedial warning.
- Disqualification from the current match.
- Disqualification from subsequent SCFHS matches for up to three years.
- Any other action deemed appropriate to the circumstances by the Training Violations Committee, including disqualification from SCFHS future matches.

The decision conveyed in the final report will be added permanently to the SCFHS Database of Violators, and the violation will be included to determine the duration for which the decision is effective.

2. If the violator is a training program/institution:

A. The participating program or institution may be penalized by following the relevant regulatory procedures through coordinating with SCFHS Program Accreditation Administration.

B. Disciplinary actions may include, but are not limited to:

- A remedial warning.
- Program withdrawal from the match, if the violation has been detected before the matching day.
- Not allowing the applicant who is involved in the violation to be matched with the same training center.
- Marking the program as a violator of the match on SCFHS website and its database.
- Suspending the center's account in the Matching System on SCFHS website.
- Any other remedial steps.

C. The decision conveyed in the final report will be added permanently to the SCFHS Database of Violators, and the violation will be included to determine the duration for which the decision is effective.

Interview Complaints:

Applicants have the right to submit complaints on matters they face during personal interviews. Applicants should submit a written complaint to the Executive Director of Training, documenting their identities in the complaint, if they wish to have SCFHS follow up with the training centers on the submitted complaints. The training center will be contacted by SCFHS on behalf of the applicant (applicant name will not be mentioned).

Falsified Documents:

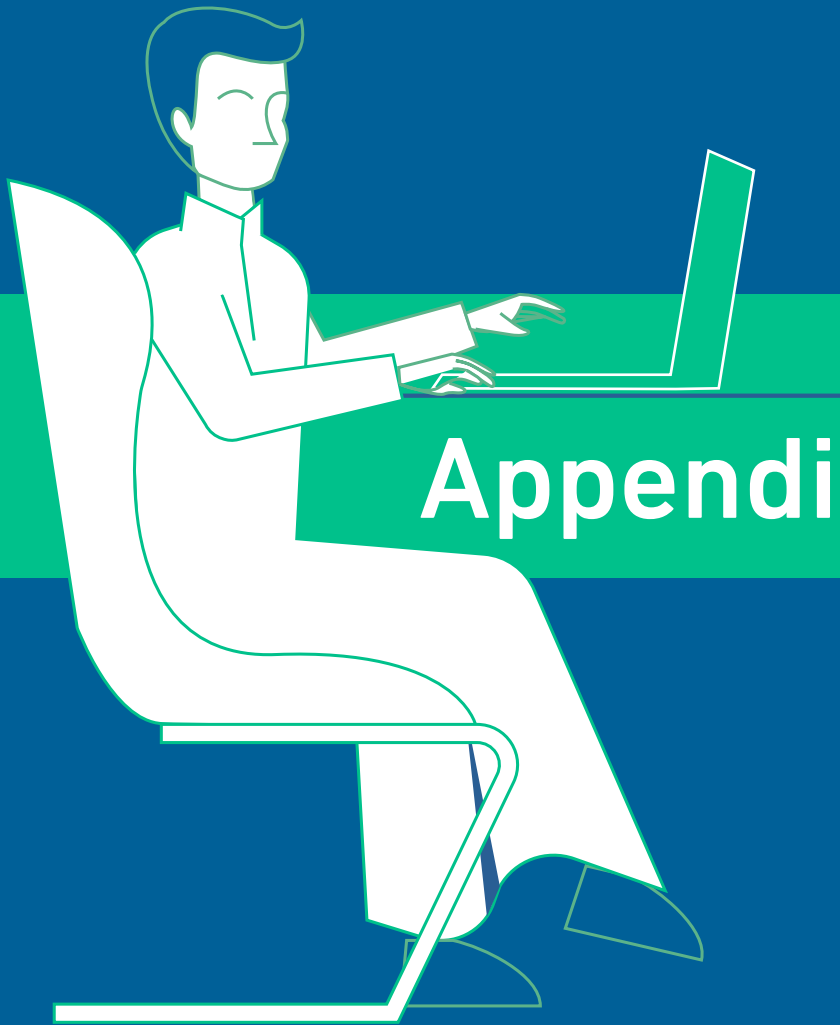
Falsified documents include, but are not limited to, any documents that have been altered or modified from their original or after being issued by the official entity.

Document Retention:

Application documents will be retained by SCFHS for 3 months from the matching date.

Refunds:

All fees paid for registration, application, and appeal purposes, including those received from applicants who later withdrew or have not been matched, are non-refundable.



Appendices

Appendix 1: Portfolio Assessment System

1. The portfolio is assigned 20 points of the total application points of 100 points. The 20 points will be distributed and detailed later in these rules.
2. All applicants shall use SCFHS-MS to submit their academic certificates, required details, and any documents with proofs, and authenticated evidences as required by the system, knowing that all submitted documents will be verified for authenticity and conformity with the requirements, then points will be awarded as per the conditions.
3. Any submission lacking proof of authenticity will be awarded zero points for the same question.
4. If a document is rejected by the referees Committee, the reason for rejection will be shown to the applicants on their page. **The applicant is allowed to submit additional documents during the appeal period, which will be revised by referees committee , and no other chance will be given for making any amendments if these documents were rejected in the re-evaluation, provided that the date of the documents is before the date of closing the portal.** Appeal shall also be made through the system during the appeal period, and the response will also be shown to the applicant.
5. Application through SCFHS-MS is free of charge. However, if the applicant submits an appeal and requests a review, a non-refundable fee of 300 Saudi riyals will be charged, to be paid online via banking systems. The applicant's documents will then be reviewed by the referees Committee, points shall be awarded to the applicant if their appeal was accepted, and the applicant's score will be amended. In case the appeal was rejected, the reason for rejection will be shown to the applicant, and the decision shall be final and not subject to appeal, as explained in the previous paragraph.
6. SCFHS-MS will be available on the SCFHS website all through the admission period and shall be the only means to be used for submitting and filling documents electronically, hardcopies and other means of submission will not be accepted.

7. An opening and closing date for the Matching System will be specified according to the timetable, and no applications will be accepted after the closing date.

8. Research questions will require providing a direct link to the published research on the journal's official website. Indirect links, publication approval letters, or journals with no websites will not be accepted.

9. All documents must be submitted in Arabic or English only, documents in other languages should be submitted along with an official certified translation into one of the approved languages. If these documents were submitted without a certified translation, or if their translations were submitted later, these documents will not be reviewed, and no points will be awarded for it.

10. Submitting any forged or falsified documents is strictly prohibited, and is subject to strict action that may lead to a ban from participating in matches for up to 2 years, according to SCFHS policy, and legal prosecution according to Saudi Arabia's Anti-Forgery Laws.

11. All application documents will be saved on SCFHS-MS for a period of 3 months from announcing the matching results, and will be deleted afterwards. SCFHS shall not be legally responsible for any documents or certificates after then.

12. Documents that have been accepted in previous years shall not be necessarily accepted this year, whereby rules and regulations undergo revision every year, and the applicant should review the rules and regulations published on SCFHS website.

13. In case that the bachelor's degree does not contain a GPA, SCFHS committee will estimate the GPA or the applicant has to submit an official paper from the university or the equations committee of the higher education before the end of the application period. Please note that GPA calculating mechanism might be changed from one year to another.

Appendix No. 2: Distribution and Conditions of Portfolio Evaluation Question Points

Each applicant portfolio will be reviewed and evaluated by the referees and scored according to the following standards and details:

Question 1: Has the applicant participated in a healthcare/medical research activity such as writing a research proposal, collecting or analyzing research data, or writing a research summary, whether published or unpublished?

Question points: 2 points

- For the applicant to receive this question's 2 points, they have to upload the following:
 1. Research proposal
 2. Approval of the Ethical Review Panel (ERP) authenticated with an electronic authentication code, or stamped with the Panel's stamp.
 3. Official stamped and signed letter from the research team leader (research supervisor) showing the name and role of the applicant in the research, provided that the letter is specific to the applicant himself (one applicant name only in the letter), letters for more than one applicant will not be accepted, in addition, the date of the letter and communication details of the supervisor should be included in the letter.
- **Failure to submit one or all of the previous documents will result in a score of zero for this question, Take in consideration the following conditions:**
 - The letter issued by the lead researcher (research supervisor) must be official, and the lead researcher must be a consultant or professor in their field, if not, they could be a specialist, a lower position will not be accepted.
 - Case Reports are not accepted for this question.
 - The name must be exactly as on the official graduation certificate. In case of a difference between the name of the applicant and the name on the certificate, SCFHS has the right to reject the document.
 - In case of absence of SCFHS classification number for the research supervisor, an official job introduction letter issued by the supervisor's employer must be attached including the I.D number of the supervisor.

Question 2: Did the applicant publish a scientific research article in a peer-reviewed journal that meets the criteria?

Question points: 4 points

If yes, only one direct link for the research must be included on the journal's website and not on the search engine.

Question Terms and Conditions

- The applicant may use the same research activity submitted for the previous question, if it has been published in a journal that meets the requirements.
- The name of the applicant must be included in the list of authors under the research title.
- The link to the research must be a direct link to the research on the journal's official website. Any indirect or non-working links will not be accepted as an answer to this question.
- The research must be published upon application.
- The publishing journal must meet any of the following criteria:

A. Indexed and recognized by PubMed website for scientific research.

B. Or indexed and recognized by Web of Science for scientific research.

C. Or a Saudi scientific health journal issued by an official and recognized entity (Saudi universities or healthcare associations).

Any other journal that does not meet any of the 3 above-mentioned criteria will not be accepted for this question, and the applicant will not be awarded any points for this question.

- The research must have been conducted locally, under the supervision of a healthcare professor, consultant, or specialist classified by SCFHS.
- The research must not be copied or have been previously published in another journal.
- The number of researchers must not exceed 15 researchers per research.(including the supervisor)
- Published Case Reports are accepted under this question, provided that the previous conditions for published researches apply, with no exception.
- If the research supervisor is not classified by SCFHS, or if the research has not been conducted locally, an official introduction letter must be issued by the hospital or university for the research supervisor proving their academic position and methods of communication. The referees Committee has the right to reject the question if the supervisor's position has not been verified, or if the supervisor was unreachable and hence their participation in the research could not be confirmed.

Question 3: Did the applicant get any postgraduate academic or medical degree (For example: diploma, master or PhD)?

Question points: 2 points

If yes, the applicant must upload a scan of the original certificates subject to the following conditions:

Question Terms and Conditions

- The certificate must be verified and accredited (official stamp) by SCFHS, the Saudi Ministry of Education, or the Saudi Cultural bureau in the country where the certificate was obtained, along with equivalence documents of the certificate.
- The degree must have been earned within the last five years and the study duration for each certificate must be no less than one academic year.
- Online courses or degrees obtained by distance learning are not accepted, the course must have been taken with regular attendance.
- Exam entrance and exam preparation course certificates are not accepted under this question.
- If the certificate has been issued in a language other than Arabic or English, a certified translation must also be attached.

Questions 4 and 5: Has the applicant actively participated in any public or community volunteering campaign during the last five years?

Question points: 2.5 points per campaign (5 points)

If yes, certificates of participation that are officially verified (barcode or stamp) by the organizing body must be uploaded.

Questions' Terms and Conditions

- The applicant should have actively participated in these activities (as an organizer or speaker) and not just as an attendee, and the activity should be clearly described.
- The activity must be under the supervision of a Saudi university, a registered Saudi healthcare institution, or a governmental health organization (if outside Saudi Arabia). This should be clearly stated in the certificate of participation that is officially attested by the organizing body (barcode or stamp).
- The activity must be targeting the public community and not healthcare workers.
- Any volunteering activity for the Volunteering Platform which is under the supervision of the Ministry of Health, or the Ministry of Social Development will be accepted, after

verifying the source and authenticity of the certificate.

- Healthcare organization memberships are accepted if the applicant's volunteering activities, their dates, and participation types are included.
- Health awareness that is part of the applicant's official job and not voluntary (such as paid participation in Hajj for governmental employees, or national participations with an official delegation from the employer) will not be accepted for this question.
- If more than one activity was uploaded for each question, only the first one will be accepted without considering the rest.
- The activity should be during the last five years, and the date should be shown on the certificate.
- Medical volunteering at the Two Holy Mosques under the supervision of an accredited medical institution will be accepted for this question.

Question 6: Does the applicant have clinical experience in the specialty of their first preference?

Question points: 2 points

In this question, the applicant is required to fill the official professional experience form provided on the website and have it stamped and signed from the training provider, and the administration of the training facility, then upload it to the system.

Question Terms and Conditions :

- The professional experience must be for at least 6 months at the date of uploading the form, provided that it is in one continuous period, or two continuous or separate periods, with each lasting at least 3 months (3 months + 3 months).
- The experience must be in the specialty the applicant has chosen as their first preference.
- The experience must have been earned after the internship period. Any experience during or before the internship will not be considered.
- The experience should be under the supervision of SCFHS registered and classified consultant (for medicine, surgery, and dentistry) or specialist (for pharmacy, nursing, and applied medical sciences), subject to the conditions in the executive rules.
- If the clinical experience was from outside Saudi Arabia, the classification number of the supervisor in the country where the experience has been earned must be included, and the referees Committee has the right to reject the experience if they are unable to confirm its authenticity.
- No form will be accepted other than the one approved on the website.
- Incomplete forms will not be considered.
- SCFHS official form must be completed by the applicant electronically, hand-filled applications will not be accepted.
- If the applicant is still completing their professional experience period during the application period, it will be accepted, provided that the applicant completes the experience period before the

closing date of applications on the portal.

Question 7: Do the applicant's choices indicate a strong interest in their preferred specialty?

Question points: 3 points

- The points of this question will be awarded if the applicant chooses their preferred specialty in the first 5 preferences (with different cities). However, if the preferred specialty is available in less than 5 training cities, where the applicant cannot select the preference 5 times, they must choose all the available training cities for the preferred specialty on the system.
- For example: If the preferred specialty is Specialty A, and this specialty is available in more than 5 training cities, the first five choices must be Specialty A in different cities. However, if the applicant's preferred specialty is Specialty B, which is available in only 3 training cities, the applicant must select Specialty B for the first 3 preferences in order to receive the points for this question, and if the specialty is available in 4 training cities, then the first 4 preferences must be the same specialty for the applicant to receive the points of this question.
- Applicants are not required to submit any answers or upload any documents for this question. Points of this question will be automatically calculated by the system.
- Points will not be awarded for this question if the applicant's preferences do not match the above.

Question 8: Is the applicant employed at a healthcare institution?

Question points: 2 points

Question Terms and Conditions :

- The applicant must be currently working full-time and not part-time in a healthcare institution as a health practitioner in the field in which they hold a certificate (doctor – nurse – pharmacist – dentist – applied medical sciences).
- The registration number in the General Organization for Social Insurance must be included.
- Note: For applicants from the military sector, a job introduction letter that attested by the awarding body is sufficient.
- The proof of employment (identification letter) from the official entity is the sole responsibility of the awarding body, and SCFHS shall bear no legal responsibility of this proof.

Appendix 3

Clinical or Practical Experience Form for the Matching System 2022

Applicant's full name		الاسم الرباعي للمتقدم
City/Country of experience		مدينة / دولة الممارسة للخبرة
Institution name		اسم المنشأة
Specialty of experience		اسم تخصص الخبرة
Starting Date of training		تاريخ بدء الخبرة
End date of training		تاريخ نهاية الخبرة
Duration	<ul style="list-style-type: none"> 6 continuous months 3 months 	المدة
Supervising Consultant Full Name		الاسم الرباعي للاستشاري المشرف
Job title		المسمى الوظيفي للمشرف
specialty		تخصص المشرف
SCFSH license number / Professional Registration Number in the country of practice for supervisor		رقم التسجيل في الهيئة السعودية للتخصصات الصحية / رقم التصريح في المنشأة المعتمدة في الخارج للمشرف
Supervisor's e-mail address		البريد الإلكتروني للمشرف
Supervisor's Mobile number		رقم هاتف المشرف

Supervisor's Approval مصادقة المقيم (المشرف)

I confirm the validity of the above-mentioned information regarding the clinical experience, duration and the place of experience

signature :

Date:

أصادق على صحة البيانات المذكورة أعلاه فيما يتعلق بالتدريب ومدته ومكانه
التوقيع:
التاريخ :

Institutional Approval مصادقة المنشأة

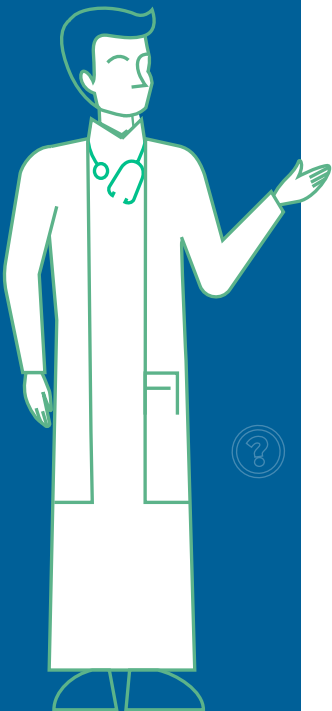
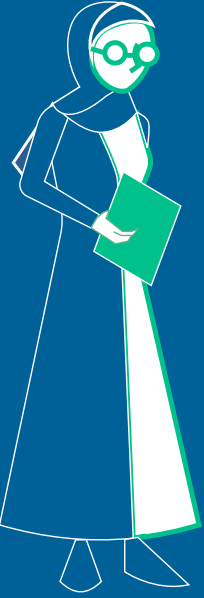
شؤون الموظفين / الشؤون الأكاديمية Employees Affair / Academic Affair

الختم

Seal / Stamp

Notice:

- This is the only accepted form by SCFHS.
- This form should be filled electronically.
- To be accepted, all sections need to be completed and the form must be authenticated.
- Applicants can fill the details either in English or Arabic.
- Training during the internship year will not be accepted.
- Training should be for a period of at least 6 months and in the specialty of the first preference (additional form for the other 3 months).



Appendix 4: Contracts

1. Applicant Contract:

A. Preface: :

The Saudi Commission for Health Specialties Matching System (SCFHS-MS) provides a fair and transparent opportunity to submit the application to enroll in postgraduate training programs at accredited training centers. This contract describes the rights and obligations of SCFHS as well as the rights and obligations of applicants.

In consideration of the undertaking and conditions contained in this contract, the applicant and SCFHS agreed on the following:

B. Rights and Obligations of the Applicants:

1. Applicant Eligibility::

An applicant is eligible to participate in the matching program if they have successfully passed the Saudi Licensure Exam (SLE) or its equivalent. Moreover, the trainee must be enrolled in, or a graduate of a university that is accredited by the Saudi Ministry of Education. Fulfilling the eligibility requirements qualifies the applicant to participate in the matching. However, this does not guarantee their eligibility for all available seats for SCFHS postgraduate programs on the system.

2. Fees:

Application will be free of charge for all eligible candidates. In case an applicant would like to request a one-time re-evaluation of a portfolio, an administrative fee of (300 Saudi riyals) will be charged. Candidates who have been accepted into SCFHS postgraduate programs for the academic year 2022 - 2023 will be required to pay the training fees before the deadline. Failure to do so will result in cancellation of the acceptance and the training seat will be offered to another applicant on the waiting list. Fees are to be paid through SADAD on SCFHS-MS payment page. Please note that all fees paid through the system are non-refundable.

3. Application:

Applicants will receive their nominations after phase one, and they must accept the nomination before the interviews period published in the timetable for level-one training applicants. Otherwise, they may decline the nomination and withdraw, thus losing participation in SCFHS-MS and their name will not show at training centers. Once an application is submitted online, no changes to any documents or information can be made, and upon closing applications, applicants will not be able to access ROLs on the system for any reason.

4. Schedules and Deadlines:

Applicant must submit all required information to SCFHS-MS in accordance with the timetable issued by SCFHS.

The applicant shall be responsible to ensure completion of the application in due time to submit it through SCFHS-MS. SCFHS will not accept any additional applications after the application deadline.

5. Completeness and Accuracy of Information:

The applicant shall be responsible for the completeness of the information submitted through SCFHS-MS. SCFHS shall not be responsible for ensuring the accuracy of the information that is directly exchanged between applicants and training programs.

6. Consent:

The applicant consents to the collection, use and disclosure of their personal information by SCFHS for the purpose of operating the matching system, including verification of certificates. The applicant also consents that their personal information may be disclosed to the postgraduate offices of the training programs to which the applicant is nominated.

7. Withdrawal Deadline:

Applicants who wish to withdraw must submit a withdrawal application before the withdrawal deadline mentioned in SCFHS-MS published timetable.

8. Rank Order Lists (ROLs):

To participate in the matching program, an applicant must accept the nomination, attend interviews at nomination centers, and submit an ROL electronically through SCFHS-MS. If no ROL has been submitted by level-one trainees before the announced deadline in SCFHS-MS timetable, the applicant may face elimination from the matching and will not receive a match result.

ROLs may only be submitted through the system. For greater certainty, ROLs may be entered more than once, and can be modified multiple times before the ROL submission deadline. Applicants are encouraged to finish this process as early as possible before the ROL submission deadline and before the peak utilization period when access to SCFHS-MS may be more difficult. SCFHS will not modify a submitted ROL, and if the applicant missed the deadline, SCFHS will not submit an ROL on their behalf.

9. Finalizing Enrollment:

A matched applicant must meet all criteria to join the training program, and must pay the training fees before the deadline mentioned in the published timetable. Failure to meet the criteria set by the training center will result in the automatic elimination from the program and cancellation of the match contract.

10. Matching Commitment:

A matched applicant must be available to begin training in the program to which they are matched into by the 1st of October, 2022. (Commencement of training).

11. Persuasion Restrictions:

An applicant and a training program may express a high degree of interest in each other but may not make statements implying a commitment.

The following activities shall be considered a breach to this contract and shall be subject to penalties:

- A. If an applicant makes any verbal or written contract for appointment to receive a training seat prior to the completion of the matching program
- B. If an applicant requests the ranking preference of a training program.
- C. If a training center contacts some or all of the applicants to confirm their commitment to the program.

C. Rights and Obligations of SCFHS:

1. Verification of Credentials/Documents:

SCFHS reserves the right to verify the credentials and documents of all applicants. It is acknowledged and agreed on by applicants that SCFHS is authorized to communicate with health universities and other institutions and organizations related to the verification process. SCFHS must notify all applicants whose credentials and documents cannot be verified, or if there are reasonable and probable grounds to believe that the documents submitted by the applicant are not authentic or have been forged, applicants will be given the opportunity to substantiate the authenticity of their credentials. The applicant will be immediately eliminated from the matching program to complete the investigation procedures, and the final decision shall be made by the General Director of the Department of Admission and Registration regarding the verification of the submitted credentials. If their credentials could not be verified, applicants will not be permitted to proceed with the match or enter future matches. The Executive Director of Training shall proceed in the same manner as set out in the Match Breaches Policy and False Documents Policy. Applicants may appeal the final decision of the General Director of the Department of Admission and Registration to SCFHS Higher Matching Committee, and the decision of SCFHS Matching Committee shall be final.

2. Rank Order Lists (ROLs):

SCFHS shall consider ROLs confidential information. Under no circumstances will SCFHS release or disclose such information in any manner to any training program or applicant individually or exceptionally.

3. Timetable:

SCFHS shall publish the annual timetable for applicants referred to in this contract, and it is the applicant's responsibility to meet the deadlines in the timetable to guarantee their application. SCFHS shall not be responsible for any negative consequences of late applications.

4. Availability of the Matching Portal:

SCFHS does not guarantee the availability of SCFHS-MS online at all times.

5. Application Documents:

SCFHS does not accept any application documents in hard copies or via mail. All documents must be submitted electronically as per the instructions on SCFHS-MS. SCFHS will not consider documents or additional information added to the application after the online submission has been finalized.

6. Match Results:

SCFHS shall make applicant match results and contact information available at the time specified in the timetable.

Applicant match results will be sent to:

- A. The accepted applicant.
- B. The program director of SCFHS postgraduate program to which the applicant has been matched.
- C. SCFHS has the right to share and analyze match results as it deems appropriate.

7. Elimination from the Matching Program:

SCFHS may eliminate from the Matching System any applicant who falls into one or more of the following categories:

- A. The applicant's credentials or supporting documents cannot be verified by SCFHS, and there are reasonable and probable grounds to believe that such credentials or supporting documents are not authentic or that the candidate has submitted forged documents.
- B. SCFHS has reasonable grounds to believe that the applicant has breached the terms of this contract.

8. Breaches of the Match Contract:

SCFHS maintains the highest professional standards in the conduct of the matching program and in its interactions with all the participants, applicants, program directors and institutional officials. SCFHS expects all participants in the matching program to conduct their affairs in an ethical and professionally responsible manner. All participants in the system must respect the right of applicants to freely investigate program options before the deadline for submitting the ROL.

SCFHS shall maintain and provide applicants and residency programs with policies and procedures for reporting and investigating breaches of SCFHS-MS contracts (Match Breaches Policy and False Document Policy).

The Match Breaches Policy and False Document Policy shall govern SCFHS handling of match breaches referred to, and shall be an integral part of this contract.

In case SCFHS has reasonable grounds to believe that an applicant or training program has breached the terms of this contract, SCFHS is entitled to take the appropriate action, including, but not limited to, the elimination of the applicant or training program from the Matching Program and reporting the breach by the applicant or training program as per the procedures outlined in the Match Breaches Policy and False Document Policy.

SCFHS must investigate alleged breaches of this contract, including, but not limited to:

- A. Discrepancies in credentials or other supporting documents.
- B. Attempts to subvert the matching process itself.
- C. Failure to implement or provide any requirements for the Matching System results.
- D. Any other illegal behaviors or activities related to registration, submission or modification of an ROL that requires the training program or applicant to accept the match result.

2 - Programs Contract:

(This contract outlines the rights and obligations of SCFHS and the participating training programs with respect to the matching process.)

A. General Rules:

- Training positions shall be offered only to the applicants who have registered through SCFHS-MS.
- SCFHS-MS is an application that allows applicants to confidentially rank one or more of their preferred SCFHS postgraduate training programs.

B. Rights and Obligations of Institutions with Respect to Training Programs:

1. Application Procedures:

All SCFHS training programs shall collect and accept all applications and nominations exclusively through SCFHS-MS electronic application process.

2. Timetables and Deadlines:

Training programs must follow all requirements, provide all required information, and schedule interviews according to SCFHS timetable.

3. Rank Order Lists:

- Training programs must restrict their Rank Order Lists (ROLs) only to applicants who are registered and have been nominated through SCFHS-MS.
- DIOs in training centers must verify their list of training programs before the deadline set by SCFHS.

4. Rank Order List Submission:

- Program directors must register on SCFHS-MS to participate in the matching process after accepting the access procedures established by SCFHS regarding the system.
- The submission of ROLs can be done only through SCFHS-MS and shall be subject to the approval of the DIO. ROLs may be entered in more than one session and may be modified before the deadline. However, training program directors are encouraged to submit ROLs before the submission deadline, and prior to the peak utilization period to avoid any delays or difficulty accessing the website.

5. Appointments:

Training programs shall not be entitled to offer any appointments, commitments or contracts to applicants outside of the matching process, prior to the matching date set by SCFHS, or before the completion of the full matching cycle.

6. Withdrawals:

Participating training program must communicate with SCFHS Program Accreditation Department and notify the Department of Admission and Registration before the start of the application period, if there are reasons that require cancelation or reduction of the number of training seats in a program. Failure to adhere to these requirements shall be considered a breach of this contract and shall be subject to penalties.

7. Multiple Matchings:

Any participating training program that intentionally offers a training seat to an applicant who has been matched to another participating training program in the same year shall be in breach of this contract, and subject to penalties

8. Persuasion Restrictions:

Participating residency programs shall not exert pressure on the selection decisions of applicants. Both, an applicant and a training program may express a high degree of interest in each other but may not make statements implying a commitment. Participating programs and applicants should understand that the applicants' seats on the system shall be according to the preferences of both the participating programs and applicants as stated in their ROLs on the Matching System.

The following activities shall be considered as breaches of the contract by the institution, and may result in penalties:

A. An applicant or participating program making any verbal or written contract for a position prior to the completion of the matching program.

B. The intervention of an applicant or a training program in the ranking of preferences.

Effective communication between applicants and centers is essential to a successful matching process. To promote the highest ethical standards during the interview, ranking of preferences, and matching processes, program directors must abide by the following:

- Respecting an applicant's right to privacy and confidentiality:

Program directors and other interviewers may freely express their interest in the candidate, but they shall not intervene in an applicant's list of preferences, or other programs they have applied for.

- Taking responsibility for the actions of interview team members:

1. Program directors should instruct all interviewers to comply with matching policies and ensure that all applicant interviews are conducted in an atmosphere that is safe, respectful, and not biased.

2. Program directors shall be responsible for the actions of the whole interview team.

- Refraining from asking illegal or coercive questions:

Program directors must ensure that communication with applicants remains focused on the applicant's points of strength which make them a good fit for the training program.

- Limiting requesting additional visits:

Program directors should respect the logistical and financial burden many applicants face during their communication with the programs, and shall not require them or imply that second visits affect the applicant's placement on a Rank Order List (ROL).

- Avoiding unnecessary post-interview communication:

Program directors shall not accept post-interview communication with applicants, nor shall program directors engage in post-interview communications for the purpose of influencing the applicants' ranking of preferences.

9. Confidentiality:

- Applicant details are handled with full confidentiality, and are not disclosed to the public or any individual or organization at all times, unless the law stipulates otherwise, or upon approval of the applicant. For further clarification, confidential details in this context are the names of the applicants and their application details.
- Breach of confidentiality, including unauthorized use or disclosure of details shall be subject to penalties.

10. Use of Applicants' Personal Information:

- Participating programs shall only use personal information of applicants disclosed to them by SCFHS-MS for the purpose of selecting candidates.

11. Data Retention:

Participating programs shall only retain personal information disclosed to them by SCFHS-MS for as long as it is required for the reasons the information was collected. Participating programs must have effective procedures to destroy personal information when no longer required for the program's purposes.

12. Information Security:

Participating programs should have appropriate security measures to protect any information provided to them by SCFHS-MS. Appropriate security measures refer to technical, physical and procedural controls to protect information against destruction, loss, alteration, unauthorized disclosure to third parties or unauthorized access by employees or contractors at the institution, whether by accident or otherwise. Participating programs must protect the confidentiality of all passwords and immediately notify SCFHS in case of:

- A. Any reasons to believe that any password has been found by a third party.
- B. Any unauthorized use of a password or any other security breach.
- C. Unauthorized use, access or disclosure of any applicant's personal information retained by the program.

C. Rights and Obligations of SCFHS:

1. Elimination from the matching program:

SCFHS may eliminate a participating program director or a training program from the Matching System and applicants will not be allowed to select a training center if SCFHS holds credible evidence that it has violated the terms of this contract or does not have the required accreditation.

2 - Rank Order List (ROL):

SCFHS considers ROLs confidential and will not release or disclose such information in any manner that permits individual identification of either a participating program or an applicant.

3 - Access to the Matching System (SCFHS-MS admission System):

SCFHS shall restrict access to the Matching System only to participating programs, applicants and other authorized users.

4 - Annual Timetable:

SCFHS shall publish the timetable referred to in this contract annually.

5 - Available Times for Application on the Matching System:

The Matching System portal shall be open according to the timetable, that is, during specific periods and not throughout the entire year.

6 - Match Violations:

SCFHS maintains the highest professional standards in the conduct of the matching program and in its interactions with all the participants, applicants, program directors and institutional officials. SCFHS expects all participants in the matching program to conduct their affairs in an ethical and professionally responsible manner. All participants in the system must respect the right of applicants to freely investigate program options before the deadline for submitting the ROL.

SCFHS shall investigate alleged breaches of this contract, including, but not limited to:

- A. Discrepancies in credentials or other supporting documents.
 - B. Attempts to subvert the matching process itself.
 - C. Failure to submit or accept an appointment as required by the matching results.
 - D. Any other irregular behavior or activity related to registration, submission or modification of an ROL, or failure of the training program to honor the matching results.
- SCFHS shall maintain and provide applicants and residency programs with policies and procedures for reporting and investigating breaches of SCFHS-MS contracts (Match Breaches Policy and False Document Policy) referred to in this contract, and SCFHS shall address match breaches in accordance with these policies only.

3 - Institutions Contract:

(This contract outlines the rights and obligations of SCFHS and the institutions with respect to the matching process.)

A. General Rules:

- Training positions shall be offered only to the applicants who have registered through SCFHS-MS.
- SCFHS-MS is an application that allows applicants to confidentially rank one or more of their preferred SCFHS postgraduate training programs.

B. Rights and Obligations of Institutions with Respect to Training Programs:

1. Designated Institutional Officials (DIOs):

DIOs shall be responsible for supervising the matching process, and working as linking joint with SCFHS for all subject matters regarding its participating programs.

2. Program Eligibility:

Institutions must receive accreditation for the participating programs from SCFHS Accreditation Department before the application submission start date to be qualified to provide training seats through the Matching System.

3. Timetables and Deadlines:

Institutions must ensure that their programs follow the scheduling requirements and must schedule interviews in accordance with the timetable set by SCFHS.

4. Rank Order Lists (ROLs):

Institutions must guarantee that their programs abide by the ROLs according to the list of applicants registered through SCFHS-MS. The DIO office must also review matching lists for all of their participating programs before the deadline specified in the SCFHS timetable.

5. Rank Order List Submission:

- Program directors must register on SCFHS-MS to participate in the matching process after accepting the access procedures established by SCFHS regarding the system.
- The submission of ROLs can be done only through SCFHS-MS and shall be subject to the approval of the DIO. ROLs may be entered in more than one session and may be modified before the deadline. However, training program directors are encouraged to submit ROLs before the submission deadline, and prior to the peak utilization period to avoid any delays or difficulty accessing the website.

6. Appointments:

Training programs shall not be entitled to offer any appointments, commitments or contracts to applicants outside of the matching process, prior to the matching date set by SCFHS, or before the completion of the full matching cycle. Therefore, institutions must ensure that their training programs follow the rules.

7. Match Iteration:

Training programs that still have vacant seats after the first matching process is complete shall participate in the second matching process, such that the matching process is completed upon filling the full number of seats allowed yearly by the Matching System.

8. Withdrawals:

DIO office is responsible for communicating with the SCFHS Program

Accreditation Department and notifying the Department of Admission and Registration before the start of the application period, if there are reasons that require cancelation of acceptance, or reduction of the number of training seats in a program. Failure to adhere to these requirements shall be a breach of this contract and shall be subject to penalties

9. Persuasion Restrictions:

The institution must ensure that its participating training programs comply with the following persuasion restrictions:

- Participating residency programs shall not exert pressure on the selection decisions of applicants. Both, an applicant and a training program may express a high degree of interest in each other but may not make statements implying a commitment.
- Participating programs and applicants should understand that the applicants' seats on the system shall be according to the preferences of both the participating programs and applicants as stated in their ROLs on the Matching System.

The following activities shall be considered as breaches of the institutional contract, and may result in penalties:

- A. An applicant or participating program making any verbal or written contract for a position prior to the completion of the matching program.
- B. Intervention in ordering preferences through joint communication between the applicant or the training supervising committee.

Participating programs and applicants should understand that the applicants' seats on the system shall be according to the preferences of both the participating programs and applicants as stated in their ROLs on the Matching System.

10. Confidentiality:

- Applicant details are handled with full confidentiality, and are not disclosed to the public or any individual or organization at all times, unless the law stipulates otherwise, or upon approval of the applicant. For further clarification, confidential details in this context are the names of the applicants and their application details.
- Breach of confidentiality, including unauthorized use or disclosure of details shall be subject to penalties.

11. Use of Applicants' Personal Information:

Participating programs shall only use personal information of applicants disclosed to them by SCFHS-MS for the purpose of selecting candidates for their postgraduate programs.

12. Data Retention:

Participating programs shall only retain personal information disclosed to them by SCFHS-MS for as long as it is required for the reasons the information was collected. Participating programs shall have effective procedures to destroy personal information when no longer required for the program's purposes.

13. Information Security:

The institution should have appropriate security measures to protect any information provided to them by SCFHS-MS. Appropriate security measures refer to technical, physical and procedural controls to protect information against destruction, loss, alteration, unauthorized disclosure to third parties or unauthorized access by employees or contractors at the institution, whether by accident or otherwise. The institution must protect the confidentiality of all passwords and immediately notify SCFHS in case of:

- A. Any reasons to believe that any password has been found by a third party.
- B. Any unauthorized use of a password or any other security breach.
- C. Unauthorized use, access or disclosure of any applicant's personal information retained by the program.

C. Rights and Obligations of SCFHS:

1 - Elimination from the matching program:

SCFHS may eliminate a participating program director or a training program from the matching program and applicants will not be allowed to select a training center if SCFHS holds credible evidence that it has violated the terms of this contract or does not have the required accreditation.

2 - Rank Order List (ROL):

SCFHS considers ROLs confidential and will not release or disclose such information

in any manner that permits individual identification of either a participating program or an applicant.

3 - Access to the Matching System (SCFHS-MS admission system):

SCFHS shall restrict access to the Matching System only to participating programs, applicants and other authorized users.

4 - Available Times for Application on the Matching System:

The Matching System portal shall be open according to the timetable, that is, during specific periods and not throughout the entire year.

5 - Match Violations:

SCFHS maintains the highest professional standards in the conduct of the matching program and in its interactions with all the participants, applicants, program directors and institutional officials. SCFHS expects all participants in the matching program to conduct their affairs in an ethical and professionally responsible manner. All participants in the system must respect the right of applicants to freely investigate program options before the deadline for submitting the ROL.

SCFHS shall investigate alleged breaches of this contract, including, but not limited to:

- A. Discrepancies in credentials or other supporting documents.
- B. Attempts to subvert the matching process itself.
- C. Failure to provide or accept an appointment as required by the matching results.
- D. Any other irregular behavior or activity related to registration, submission or modification of an ROL, or failure of the training program to honor the matching results.

SCFHS shall maintain and provide applicants and residency programs with policies and procedures for reporting and investigating breaches of SCFHS-MS contracts (Match Breaches Policy and False Document Policy) referred to in this contract, and SCFHS shall address match breaches in accordance with these policies only.



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