The Saudi Commission for Health Specialties Matching System (SCHFS-MS) is a national requirement that offers an equitable and objective matching system for SCHFS postgraduate training programs. Additionally, it is considered the main portal for postgraduate training programs submissions. The Matching System uses a proprietary algorithm to match applicants into postgraduate training programs throughout accredited training centers. It requires two data points, number of available seats based on the accreditation data and applicant’s rank order lists of programs (ROLs). SCFHS, in coordination with accreditation data, determines which programs can participate in the match and assigns number of available seats to each participating program. Applicants and program directors submit ROLs through SCFHS-MS’s website. This mechanism is called “applicant-proposition” which means that applicants will submit their ROLs that were decided by them, not the system. After that, they will be appointed to the Saudi Board training program. Thereby, the system will provide applicants with the best possible outcome that matches their submitted ROLs. When the matching process is done, either applicants get matched with their most wanted preferences or all their entered preferences were maxed out and did not match.

The first step for applying for the Board is to create your profile, ID and demographic. The process of applying for the Board could be a stressful one. To be able to control this challenging effort, it is important for it to be an organized process.

Choose your specialty
That is one of the hardest decisions a health care student must make. This decision will determine this individual’s profession. There are many personal factors and unique experiences that could help shape the decision but there is no easy way to do it.

Here are some factors that could help with choosing a specialty:

1- Ambition
- What are your original goals when you decided to be a health care provider?
- Did your goals change during your college years? If yes, how?

2- Professional Values
- What do you appreciate in the role of doctors? Consider things such as intellectual challenges, ability to help others, respect that you get from others, lifestyle and ability to work independently
- Which aspects do you appreciate more?

3- Skills and Personality
- Did you express special interest in a specific aspect of health care during college years?
- What is the skill (personal, technical, analytical) you have that you appreciate the most about yourself, and how does it affect the way you perceive one or more of the specialties regarding the way it suits your abilities?

4- Daily Schedule
- Do you prefer focusing on examining the patients at clinics, surgery or office work, or all?
5- Sectors
- In which of the different health sectors do you wish to practice?
- Do you prefer to work at a government, military, academic or private facility?

6- Lifestyle and Income
- What rhythm do you imagine for your life (family time, time for other interests, holiday ...etc.)?
- What is your income goals?

7- Choose your specialty training center
Choosing the appropriate training center for the Saudi Board program will allow intellectual growth in both clinical knowledge and professional development. Finding a program that will motivate you to learn and provide a safe and healthy environment for development is essential. Yet, there is no perfect program that suits everyone. Each program has its unique aspects as well as its pros and cons. The best program for you depends on your strengths, weaknesses and goals. It is advised to search for different Saudi Board programs to find which one suits you best.

8- Building a Strong Portfolio
Building a strong portfolio allows the trainee a good opportunity when presented to the Board’s directors and highlights the trainee’s strengths. Be the first in your competition by building a strong portfolio (see chapter 1 for more details about portfolios).
Developing a research and professional experience for the portfolio is an important step especially during the duration of college studies.
Application process is made through SCFHS-MS, all applicants can visit the website and start applying. Applicants can start by choosing the programs they wish to apply for. Then, uploading the requested documents. (See appendix 2 instructions and requirements of submitting portfolios). Read the instructions thoroughly before submitting your ROL. Some conditions will be imposed regarding the priority of ranking your preferences.
Remember that after applying you will not be allowed to make any changes. The application will be directed to the evaluation committee to be evaluated. You will be informed of the result of your overall score as soon as the committee is done. It is allowed for your application to be reevaluated one time prior to the deadline of application submission. In case of a reevaluation you will be required to pay 300 Saudi Riyals as an administrative reevaluation fee.
The program’s office will organize personal interviews with the applicants. You will receive an invitation directly from the program if you were invited to be interviewed. SCFHS does not follow up or keep a record of the interview invitations outside of its offices in any form or shape. Usually, interview invitations are sent via E-mail.
Therefore, you should make sure that your inbox is ready to receive mails. Furthermore, post-graduate programs are not allowed to ask about your intentions regarding the rankings of your preferences, and you may refuse to answer such questions. During the interview, neither the applicants nor the interviewers are allowed to ask others about how they were evaluated. In case you did not want to attend a scheduled interview, you must contact the program in advance to cancel the appointment.

Withdrawal
You can withdraw from the match through SCFHS-MS before the ROLs submission deadline which is mentioned in the applicant schedule. There are no exceptions for this deadline. Withdrawing from the match removes your application from all training centers. In other words, you are not a participant of the match anymore.
Application fees

There is no fees for apply for the Saudi Board, applying is free. However, an administrative fee of 300SR will be charged in case of making a request for a second portfolio evaluation. Fees have to be paid using SADAD, Visa or MasterCard through the SCFHS-MS system.

B- Verification:
SCFHS has assigned a special committee just to review applicants’ applications and return the false/missing applications to the applicants in order to have a complete application.

C- Score Aggregation:
During the applications, applicants must submit a list in which they clarify the programs they wish to train in, ranked in order of preference within specified cities. After that, an arbitration committee will evaluate all qualified applicants. When evaluating is done, a grade of 100 points, which is called, «Aggregate Score» will be appointed for each candidate.

The total score is based on three components; GPA, Saudi License Examination (SLE) and portfolio. Each component has an assigned grade as follows:

<table>
<thead>
<tr>
<th>Portfolio</th>
<th>SLE</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>50%</td>
<td>30%</td>
</tr>
</tbody>
</table>

Total of these grades is called the overall result.

See appendix 2 for a detailed description of portfolio criteria.

D- Program Selection:

Making Ranking Order Lists
After submitting your documents, you must determine your preferences regarding the specialties and regions you applied for through ranking your preferences from the most to least preferred. This list is called ranking order list and it is the real determiner of the nominating result.

When making your ROL, you have to be sure of the following:
- The sequence of the ROL must reflect your real personal preferences.
- The nomination results is obligatory, which means you must accept any nominated program or city.
- Rank your main choices per preference.
- The ROLs is the decision determiner in the nomination process.
- SCFHS will not accept mobility hardship as an excuse to push the ROLs deadline. The date, time and deadline cannot be changed.
- Choose the program you want, whether you have a chance to be nominated in it or not.
- Remember that the ranking you make of the programs is important for the nomination process.
- Do not make your list too short.
- Do not list programs that you do not want.

Nominations

The Matching System uses a proprietary algorithm to nominate applicants into postgraduate training programs in an automated method. The SCFHS-MS website will shut down after the application submission deadline, and applicants will not be allowed to access their applications after that. The website will reopen in the nomination day, and the candidates will be able to access to view the program and city that they were nominated for.

Acceptance

The Process of acceptance goes through four fundamental stages as follow:

A- Interviews
The candidates must attend interviews of the training program centers that they were nominated for. Individual program interview dates will be decided based on the existing timetable. Initially, the program is entitled to refuse interviewing some of the candidates after reviewing the application according to a percentage that will be set later. A candidate will be noted as “did not attend” in case they did not show for the interview.
B- Ranking Order Lists

After conducting your interviews, you must determine your preferences regarding the training centers that you applied for through ranking your preferences from the most to least preferred. The programs also rank the applicants according to preference. These lists are called ranking order lists and it is the real determiner of the matching result.

When making your ROL, you have to be sure of the following:

• The sequence of the ROL must reflect your real personal preferences.
• The matching results is obligatory, which means you must accept any matched program or city.
• Carefully assess all the training programs and centers that you applied for and rank it according to your preference and location. Do not list programs that you do not want to attend.
• Rank your main choices per preference and not according to what center you believe will chose you.
• The ROLs is the decision determiner in the match, any conversations with program directors regarding mutual benefits is not official nor compulsory. Do not make it affect your decision.
• SCFHS will not accept mobility hardship as an excuse to push the ROLs deadline. The date, time and deadline cannot be changed.
• Programs are not allowed to ask about your intentions regarding your ROLs and you can retain from answering such questions.
• Choose the program you want, whether you have a chance to be matched to it or not.
• Remember that the ranking you make of the programs is important for the match process.
• Do not make your list too short.
• Do not list programs that you do not want.

C-Matching

Candidates who pass will conduct interviews in all training centers of the specialty and city they were nominated in. Centers will conduct formal interviews with all nominated candidates. In addition to that, candidates will rank all the centers in order of preference. Therefore, ROL will be made. Two ROLs must be submitted after interviews. The ROLs that were submitted by the centers which indicate the ranking of candidates preferences in a certain specialty and city, and the ROLs that were submitted by the candidates to the training centers.

D-Results

In the matching day, you will be informed, in case you were matched, of program and city you were accepted in. The result will be available in SCFHS-MS website. If you were successfully matched, you have to start with the completion of the registration process. If you did not get matched, you were not accepted in any of the seats, and you can re-apply next year through SCFHS-MS to compete in trying to acquire a training seat in the Saudi Board. To enhance your chance of getting accepted in a Saudi Board training seat in the future, you have to find a job in the clinical field, acquire a higher education degree, participate in research activates or publish articles in medical fields.
Registration

After successfully accepting candidates to the Saudi Board programs, they must continue with the registration. The registration is completed by:
A- Paying the fees using SADAD.
B- Submitting the required professional classification.
C- Submitting internship certificate.
D- Submitting the sponsorship letter for sponsored applicants.
POLICIES & PROCEDURES

Violation review

Policies and procedures for reporting and investigating breaches of SCFHS contracts.

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

General Policies
SCFHS policy requires each applicant to enter into a SCFHS match agreement. Centers offering training programs are also required to enter into an institution contract/agreement.

SCFHS will investigate and take steps to resolve all alleged breaches of the agreement, including but not limited to:
1- Attempts to violate eligibility requirements.
2- The matching process itself.
3- Failure to protect the privacy of the applicant or the applicant documents.
4- Failure to abide by the SCFHS timetable.
5- Failure to comply to the match result, irregular behavior, or activities regarding the registration, the submission or modification of supporting documents or a rank order list and/or the participant’s commitment to honor the match outcome.

Procedure
0.1 Reporting procedures
Parties required to submit an official report to SCFHS concerning an alleged match breach includes but is not limited to: applicants, program directors and academic affairs directors. Suspected violations must be delivered to the office of the Executive Directorate of Training and the Department of Admission & Registration in the SCFHS. Suspected violations must be submitted immediately, but in any event no later than 14 days of knowledge of the alleged incident.

No investigation will be initiated until SCFHS has received a written report concerning the possible violation, in which the author of the report is identified. Any request for anonymity will generally not be granted except in the most exceptional circumstances. SCFHS will acknowledge all such written reports in order to make an initial verification of their authenticity within seven business days of the receipt date of the report.
0.2 Review process

The SCFHS review process operates as follows:

Step one (A):
A complaint is issued in writing to the Executive Directorate of Training concerning the alleged violation.

Step one (B):
An acknowledgement from SCFHS will be sent to the complainant, within seven business days via e-mail, regarding the receipt of the complaint.

Step two:
A representative of the SCFHS Executive Directorate of Training will contact the party or parties (including, but not limited to: the applicant, program director, or academic affairs director) identified in the report and such other appropriate person(s) with knowledge of the incident. These individuals will be informed of the nature of the alleged violation, and that it is being investigated by SCFHS. All parties identified in the report as relevant to the alleged violation will be requested to provide the Executive Directorate of Training with their version of the incident in writing and, if necessary, their response to the allegation(s). All parties are given 7 business days to do so. The named person/institution will be given the explicit opportunity to make answer and provide submissions prior to the preparation of the preliminary report.

Step three:
Executive Directorate of Training will prepare a preliminary report as soon as practicable documenting the nature of the allegation and the results of the SCFHS investigation. The named 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.

Notes:

a. If the result of the investigation fails to confirm that a violation has occurred, the recommendation will be to close out the matter and notify all parties in the original report accordingly.

b. If the results of the investigation indicate that a violation has occurred, the Executive Directorate of Training may, with the concurrence of the parties and in following the SCFHS Consequences of Confirmed Violations, seek to resolve the incident to the satisfaction of the parties involved.

0.3 Reporting of confirmed violations

This will be used by the Executive Directorate of Training as a guideline for penalties for confirmed violator.

1- If an applicant violates the rules

a. The final report will be delivered to the applicant with copies to:
   1. The party who originally reported the violation.
   2. The applicant’s program director if the violation occurred in a fellowship match.
   3. The SCFHS, if the applicant is to be permanently identified as a match violator or has been permanently banned from future SCFHS matches.
   4. Any parties who SCFHS determines are relevant to its investigation and findings.

b. The applicant may be penalized by, but not limited to, the following:
   1. A remedial action.
   2. Disqualification from the current match.
   3. Disqualification from entry to subsequent SCFHS matches for up to three years.
   4. Any other action the committee/Board considers just and appropriate in the circumstances including disqualification from future matches.

c. The decision conveyed in the final report will be added permanently to the SCFHS Database of Violators; the violation will be included to identify the length of time the action is in effect.

2- If a program and/or institution violates the rules

a. The participating program and/or institution may be penalized by, but not limited to, the following:
   1. A remedial action.
   2. Withdrawal of the program from the match if the violation was determined prior to match day.
   3. Not allowing an applicant involved in the violation to be matched with the particular training center.
   4. Identifying the program being as a match violator in the SCFHS website and database.
   5. Suspension or termination of the center’s access to the password-protected match site area of the SCFHS website.
6-Any other remedies as the committee/Board considers just and appropriate in the circumstances. b. The decision conveyed in the final report will be displayed permanently in the SCFHS Database of Violators; the violation will be included to identify the length of time the action is in effect.

General Provisions

- SCFHS requires applicants to provide complete and accurate information to SCFHS and programs.
- One of the SCFHS policies is to investigate discrepancies in the SCFHS Online application, as well as other electronic SCFHS application materials submitted by the applicant or on their behalf.
- Attempts to violate the application and matching process; and any other irregularities, which may occur in connection with application activities.
- All investigations will be reviewed by the SCFHS Executive Directorate of Training and will follow the SCFHS review process.
- All findings will be subjected to the process set out in the SCFHS Falsifying Document Policy, and all applicants will be subjected to the consequences laid out in the SCFHS Confirmed Violations in the applicant contract.
- Appeals of the final report and penalty issued can be made to the SCFHS Executive Board of Education and Training and their decision will be final. If violations are confirmed, the violator’s information will be placed in the SCFHS Database of Violators.
- SCFHS will make effort to investigate allegation(s) in a timely manner while ensuring accuracy and completeness of the final report; however, a pending investigation may interrupt the processing of application materials with questionable validity.

Procedure

0.1 Reporting Procedures

Parties permitted to submit an official report to SCFHS concerning an alleged violation of falsified documents includes, but not limited to, applicants, program directors and postgraduate/academic affairs directors.

Suspected violations must be delivered to the office of Executive Directorate of Training. Suspected violations must be submitted immediately, but in any event no later than 14 days of knowledge of the alleged incident. No investigation will be initiated until SCFHS has received a written report concerning the possible violation, in which the author of the report is identified.

Any request for anonymity will generally not be granted, except in the most exceptional circumstances. SCFHS will acknowledge all such written reports in order to make an initial verification of their authenticity within seven business days of the receipt of the report.

0.2 Review Process

The SCFHS review process operates as follows:

Step one (A):
A complaint is issued in writing to the Executive Directorate of Training concerning the alleged violation.

Step one (B):
An acknowledgement from SCFHS will be sent to the complainant, within seven business days via e-mail, regarding the receipt of the complaint.

Step two:
A representative of the Executive Directorate of Training will contact the party or parties including, but not limited to, the applicant, program director, or postgraduate/academic affairs director) identified in the report and such other appropriate person(s) with knowledge of the incident. These individuals will be informed of the nature of the alleged violation, and that it is being investigated by SCFHS. All parties identified in the report as relevant to the alleged violation will be requested to provide the Executive Directorate of Training with their version of the incident in writing and, if necessary, their response to the allegation(s).

All parties are given 7 business days to do so. The named person/institution will be given the explicit opportunity to make answer and provide submissions prior to the preparation of the preliminary report.

Step three:
The Executive Directorate of Training will prepare a preliminary report as soon as practicable, documenting the nature of the allegation and the results of the SCFHS investigation. The named 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.

Notes:
a. If the result of the investigation fails to confirm that a violation has occurred, the recommendation will be to close out the matter and notify all parties in the original report accordingly.

b. If the results of the investigation indicate that a violation has occurred, the Executive Directorate of Training may, with the concurrence of the parties and in following the SCFHS Consequences of Confirmed Violations, seek to resolve the incident to the satisfaction of the parties involved.

c. Where any party is not in agreement with the recommendation to informally resolve or close the matter, the matter shall be referred to the SCFHS Executive Board of Education and Training for final ruling.

Step five:
If the named person/institution is found guilty of the violation, they will be added to the SCFHS Database of Violators, and if the violator is an applicant, the reports are distributed to each program to which they applied in the current match, as well as in the future matches.

0.3 Reporting of Confirmed Violations Process

This will be used by the Executive Directorate of Training as a guideline for penalties for confirmed violators.

Consequences if allegations of a violation are confirmed:
1. For completed reviews confirming a violation by an applicant:

   a. The final report will be delivered to the applicant with copies to:
      1. The party who originally reported the violation.
      2. The applicant’s program director if the violation occurred in a fellowship match.
      3. The SCFHS, if the applicant is to be permanently identified as a match violator or has been permanently barred from future SCFHS matches.
      4. Any parties who SCFHS determines are relevant to its investigation and findings.

   b. In addition, the applicant may be penalized by, but is not limited to the following:
      - A remedial caution.
      - Disqualification from the current match.
      - Disqualification from entry to subsequent SCFHS matches for up to three years.
      - Other action as the committee/Board considers just and appropriate in the circumstances including disqualification from future matches.

   c. The decision conveyed in the final report will be displayed permanently in the SCFHS Database of Violators; the violation will be included to identify the length of time the action is in effect.

2. For completed reviews confirming a violation by a program and/or institution:

   a. The participating program and/or institution may be penalized by, but not limited to, the following:
      - A remedial action.
      - Withdrawal of the program from the match if the violation was determined prior to match day.
      - The program being identified as a match violator in the SCFHS website and database.
      - Suspension or termination of the center’s access to the password-protected match site area of the SCFHS website.
      - Other remedies as the committee/Board considers just and appropriate in the circumstances.

   b. The decision conveyed in the final report will be displayed permanently in the SCFHS Database of Violators; the violation will be included to identify the length of time the action is in effect.
Definitions

Falsified documents
Falsified documents including, but not limited to, documents that have been altered, added to, or forged.

Please note: A document will be considered falsified if it has been altered in any way, to make it false in any respect whether or not it was false in some other respect apart from that alteration.

Scope
This policy applies to all parties and/or organizations that submit documents to SCFHS and/or participate in SCFHS matching services.

Interview complaints
SCFHS will act as an interlocutor to allow applicants to make specific complaints about problems encountered in their interviews.

All complainants must be prepared to identify themselves to SCFHS if they wish SCFHS to follow up with the complaint. SCFHS will make the complaint to the training center anonymously on behalf of the applicant.

Document retention
Application documentation will be retained by SCFHS for three months from match date.

Refunds
All fees for registration, application, and appeal including those received from applicants who later withdraw or go unmatched, are non-refundable.

Appendices
Portfolio Submission Guidelines

1-All applicants should use the Saudi Commission for Health Specialties matching system (SCFHS-MS) to submit information about their academic certificates and any required documents with authenticated evidence/proof (e.g. Certificates, Diplomas, etc.) as specified under each portfolio question. NB: All authenticated evidence/proof submitted documents will be evaluated and marked accordingly.

2-Any submission lacking evidence/proof will not be counted and will be marked as zero.

3-The terms of accepting certificates and how they are scored is under a constant review by the referee counsel, any changes to the conditions or grading process will be announced on the SCFHS official website.

4-The referee evaluation is final; each applicant will receive a confidential feedback about any declined or rejected documents, and this feedback will be available on the applicant login portal through the SCFHS-MS.

5-Initial Application through the SCFHS-MS is free of charge. If there is any appeal by the applicant about their score, they can apply for a one-time re-evaluation of their application through the same SCFHS-MS, a 300 S.R (three hundred Saudi Riyals, non-refundable) will be collected as processing and administrative fees. This re-evaluation process is performed by a new batch of referees and the score will be approved by the chairman of the referee committee. Once the re-evaluation and scoring are done, the applicant shall receive the highest score of either of the two evaluations and no further appeal will be allowed under any circumstances.

6-The SCFHS-MS will be available on the SCFHS website during the admission period and should be exclusively used to complete and submit the application with all the required attachments; no hardcopy will be accepted.

7-Once the portfolio application documents are submitted electronically by the applicant within the allocated timeframe, no further submission or modification of any document will be allowed under any circumstances.

8-The application process will commence through the SCFHS-MS within a specified time frame that will be announced on the SCFHS website, no further submission of any document will be accepted after the due date.

9-Some questions such as the research question will require providing the direct link to the original research/Journal website. Indirect links or links to search pages will not be accepted.

10-All documents should be either in Arabic or English language. Documents in other languages should be officially translated into one of these two languages. Providing a translation after submitting the documents or submitting a document in a language other than Arabic or English will not be considered for evaluation.

11-Portfolio section will carry 20 points, of a total of a 100. The 20 points will be specified down below.

12-Submitting any counterfeited or falsified certificate documents or information is totally prohibited. If such incidence occurs, it will be referred to the legal department and the applicant shall be prosecuted accordingly. The applicant will face withdrawal from the matching cycle for two years and prosecution by the government legal agencies in Saudi Arabia.

13-All application documents and information will be removed from the SCFHS-MS within three months from announcing the matching results and the SCFHS will not be held accountable about any documents after this period.
Appendix 2

Portfolio Assessment System
(Questions and Contents)

Once submitted, each applicant portfolio will be reviewed and evaluated by the referee committee and scored according to the following guidelines:

Research Activity

Q – 1: Have you participated in research activity (e.g. writing proposal, collecting data, analyzing data or writing a manuscript) whether published or not?
(2 points)

If YES,
Upload ALL of the following documents:
1- Official proposal of the research and should be stamped by the college or hospital administration or the supervisor (consultant or specialist)
2- Stamped ethical review panel (ERP) document
3- Official stamped letter from the research supervisor or senior investigator clarifying the role of applicant in the research. The letter should include only one applicant (special letter for applicant), letter for more than one applicant will not be accepted, date of the letter and communication details with the supervisor should be clear in the letter.

Failing to submit any of the three documents or providing an incomplete document will be considered incomplete submission and will be awarded “ZERO” point.

Submission Criteria:
- The research proposal must be authenticated by a research regulatory authority (e.g. Department, College, or Hospital/Research Centre.) with clear indication of applicant’s name as a contributor to the proposal
- The ethical review panel (ERP) letter should include the applicant name and research title. It should also be stamped and authenticated by the institute ERP committee.
- A dated letter from the main investigator or supervisor (professor, consultant, specialist or associated professor) who is an expert in the field of the research should be submitted. The letter must include the name of the applicant, his/her role in the research as well as the name, stamp and signature of the main investigator (supervisor). The main investigator contacts information (email, phone, etc.) should be available in this letter. The letter should be written for one applicant only.

*Case reports are NOT accepted under this question

Q – 2: Were you able to publish a research article in a peer reviewed journal as per the criteria?
(2 points)

If YES,
Paste the single direct link of the article in the journal’s online website.
Submission Criteria:
- Research activity submitted for (question one) if published in journal with requested criteria can be used for this question as well.
- The name of the applicant must be in the authorship section (author or co-author) in the published manuscript.
- The link should be a direct link to the official online website of the journal. Any indirect links will not be accepted.
- Only articles or case reports published in a journal with any one of the following criteria will be accepted.
  - Indexed in PubMed search engine OR
  - Cited in the web of science platform OR
  - Published in an official Saudi medical journal (universities or association).

Any other journal that will not fulfill any of the above-mentioned criteria will not be accepted for this question.

*Report cases are accepted in this question only if the rules apply

Q-3: DID YOU GET ANY POSTGRADUATE ACADEMIC /MEDICAL DEGREE (e.g. DIPLOMA, MASTER OR PHD)?
(2 points)

If YES,
Upload scanned stamped certificate(s) with the following criteria
Submission Criteria:
- Only Postgraduate academic degrees (diploma, Master or PhD) that is either authenticated by SCFHS, Ministry of Education, or Saudi cultural bureau can be submitted for this question.
- Postgraduate academic degree should have been taken within the last five years and the study duration of each should have not been less than one academic year.
- Online courses or degrees obtained by distance learning are not accepted.
- Entry exam certificates or exam preparation courses will not be accepted.

*If the certificate is in a language other than Arabic or English, it will not be accepted unless an official translation was provided.

Q4 & Q5. Health Promotion (Awareness) Activities: Did you actively participate in any health related voluntary social/community activities during the last five years?
(5 Points for these questions, 2.5 per volunteering activity)

If YES, upload stamped certificate with the following criteria:

Submission Criteria for both questions:
The applicant should have actively participated in these activities.
- Active participation includes, taking a role as a presenter, provider, instructor or organizer but NOT as an attendee only.
- Activity has to be organized directly by a licensed entity (university, a registered Saudi medical or health-related professional association, or governmental health institution). This should be clearly stated in the certificate of participation and stamped by the organizing body.
- Activity must be health-related, targeting the community’s needs. The target group should be the general public, and NOT healthcare providers or medical students.
- Health/Non-health related memberships are NOT considered under this category.
- Work-related activities or official appointments in voluntary entity are NOT accepted.

Q – 6: Have you had clinical experience in the specialty of your first preference?
(2 points)

If YES, the applicant is required to fill up the official SCFHS form provided in the SCFHS-MS website and have it stamped and signed from the training facility, then have it uploaded on the system.

Submission Criteria:
- The clinical experience should be at least SIX months in duration, either continuous, or in 2 consecutive periods (3 months + 3 months.)
- If more than one period is included each should not be less than 3 months in duration.
- Clinical experience of all periods should be in the specialty chosen as first preference.
- Clinical experience must be in the post internship period (any clinical experiences during the internship will not be considered).
- The clinical experience should be under the supervision of a registered consultant with a valid SCFHS record in the same field of first preference.
- The only officially approved clinical experience form will be provided through the SCFHS-MS website. The applicant is required to complete this form and submitted electronically. No other letters or forms will be accepted. Incomplete applications will not be accepted.
- The SCFHS official form should be completed by the applicant electronically, signed and dated by the evaluator and authenticated by the training institute.
- If the clinical experience from outside Saudi Arabia, licensing number from authorizing body in the same country where the experience taken is required, the referee body have the right to reject it if they cannot confirm its authenticity.

Q – 7: Does the applicant’s choices indicate a strong interest in his first preferred specialty?
(3 points)

Points of this question will be gained if the applicant chooses the preferred specialty in the first five available choices (with different cities). However, if the preferred specialty is available in less than five training cities, the applicant must choose all the available training cities for the preferred specialty to receive points for this question.

Explanation: if the preferred specialty is general surgery, and this specialty is available in more than five cities, the first five choices must be “general surgery” in order to receive points for this question, but if the applicants’ preferred specialty is for example “plastic surgery” which is available only in 3 cities, the applicant must select “plastic surgery” in the first three choices in order to receive the points for this question.
Q – 8: Is the applicant among the dean’s list?
(2 points)

Submission Criteria:
- The applicant is not required to upload any documents for this question.
- The dean’s list will be entered through a special online link provided by the SCFHS to all authorized deans and uploaded automatically into the applicant page.
- The dean’s list should have no more than 5% of the nominees, if the list includes more than 5% of the total number of graduates, only the top 5% on the list will be considered.
- The criteria for enrolment on the list are set by each university/college.
- If the applicant is included in the Dean’s list of his institute, they will be able to verify this award during the application process.
- Each list will only be considered for the application in the year it was issued for.
- The dean’s list will be accepted from the dean of colleges within Saudi Arabia only.

Q – 9: Are you currently holding an official job?
(2 points)

To be granted this question’s point one should be holding a full-time health sector job, part-time jobs will not be accepted.

Submission Criteria:
The point will be granted to a full-time health sector employee only.
- Approval of “sponsorship” is the full responsibility of your employer and the SCFHS will not be held accountable legally for such agreement.

Appendix 3
Referees Evaluation Process
1-All the information, documents and uploaded material in the portfolio will be distributed according to discipline of the applicant to a 5 different referee’s pools (medical, dentistry, pharmacy, applied medical science and nursing), each referees’ pool will be from the same discipline matching that of the applicant.

2-All the questions pertaining to the portfolio submitted through the Saudi commission for health specialties matching system (SCFHS-MS) will be reviewed by 2 referees simultaneously and independently, then if there is any difference in the scoring of any question or in the total aggregate scores between the 2 referees, the file will be escalated to higher referee revision panel to study the file and perform a quality check of the scoring of all items before the release of the aggregate score through the SCFHS-MS.

3-The final aggregate score will be available on the applicant homepage, including justification for any rejections or denial of points.

4-Any appeal from the applicant about the decision made, should be filed electronically through the SCFHS-MS. For an appeal, a one-time administrative and processing fee for 300 Saudi Riyals will be collected by “SADAD” portal. All applicants are granted a one-time re-evaluation of their aggregate score. Once the re-evaluation process is performed and the score is announced through the SCFHS-MS no further re-evaluation will be permitted.

5-The referee’s selection for each discipline will depend on multiple selection criteria including all but not limited to the following factors:
- Credentials and previous scientific and clinical work expertise in the discipline.
- Experience and knowledge from previous matching cycles.
- Experience in postgraduate health and medical education and training.
- Experience in medical research and publication.

6-All referees will be enrolled in a standard educational workshop before the matching cycle with proper assessment of each referee ability to be among this committee. A test will be prepared, if a candidate fails the test they will be excluded.
Appendix 4

Contracts

1-Contract for Applicants

A. Preface
The Saudi Commission for Health Specialties Matching System (SCFHS-MS) provides a fair and transparent chance to submit the application to enroll in the postgraduate training centers.

This contract describes the rights and obligations of the applicants and SCFHS.

In consideration of the undertaking and conditions contained in this contract, the applicant and SCFHS agree as follows:

B. Rights and obligations of applicants

1-Applicant eligibility
- An applicant is eligible to participate in the matching program if s/he has successfully passed the affiliated Saudi Licensing Exam (SLE) or its equivalent and the intern must be enrolled in or a graduate of a university accredited by the Saudi Ministry of Education.
- Fulfilling the applicant eligibility requirements allows for participation in the match, but does not guarantee eligibility to all of the Saudi Board seats that are available in the system.

2-Fees
- Application will be free for all eligible candidates. In case an applicant wanted to have a onetime re-evaluation of their portfolio, they will be required to pay additional administrative fees (300 SR).
- Accepted candidates in the SCFHS postgraduate programs for the academic year 2020--2021 will be required to pay training tuitions before the deadline. Failure to do so will result in cancellation of the acceptance and the training seat will be offered to another applicant from the waiting list.
- Fees will be paid using SADAD through the SCFHS-MS online payment.
- All fees paid to SCFHS-MS are NON-REFUNDABLE.

3-Application
- Successful applicants will receive their nominations after phase one and must ensure that they accept the nomination before the interviews period, which was published in the timetable for R1 training applicants. Otherwise, they decline the nomination result and withdraw. Therefore, forfeiting participation in the 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.
- When application period ends, no program preferences can be revisited for any reason.

4-Schedules and deadlines
- R1 applicant shall submit all required information to SCFHS-MS in accordance with R1 applicant timetable established by SCFHS.
- Applicant is responsible to ensure the timely completion of the application to SCFHS-MS.
- After application deadline, SCFHS will not accept any further applications.

5-Completeness and accuracy of information
- An applicant is responsible for the completeness and accuracy of the information submitted to SCFHS-MS.
- SCFHS shall not be responsible for ensuring the accuracy of information directly exchanged between applicants and training programs.

6-Consent
- An applicant consents to the collection, use and disclosure of his or her personal information by SCFHS for the purpose of operating the matching system, including verification of credentials.
- An applicant also consents that his or her personal information may be disclosed to the postgraduate offices of the training program to which the applicant is nominated.

7- Withdrawal deadlines
An applicant who wishes to withdraw an application must withdraw the application before withdrawal deadline provided in the SCFHS-MS R1 applicant timetable.

8-Rank order lists
To participate in the matching program, an applicant shall:
(a) Accept the nomination.
(b) Attend interviews in centers of nominations.
(c) Submit a ROL electronically through SCFHS-MS.
- If there is no submitted ROL before the announced deadline provided in the SCFHS-MS R1 applicant timetable the applicant risks removal from the match and not receiving match result.
- ROLs may only be submitted online.
- For greater certainty, ROLs may be entered in more than one session and may be modified multiple times prior to the ROL submission deadline.
- An applicant is encouraged to finish this process as early as possible before the ROL submission deadline and prior to the peak utilization period when SCFHS-MS may be less accessible.
- SCFHS will not modify a submitted ROL or, if an applicant misses the ROL deadline, SCFHS will not submit a rank order list on the applicant’s behalf.

9-Finalizing Enrollment

- A matched applicant must meet all of the criteria to join the training program and to pay the training tuitions before the deadline that is mentioned in the announced timetable.
- Failure to meet the criteria set by the training center will result in the automatic release from the program and void the match contract.

10-Match commitment

A matched applicant shall be available to begin training in the program to which they are matched into by 1 October 2020 (Commence of the training).

11-Restriction on persuasion

- 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 as breaches of this contract and subject breacher to penalties as described in sections 18 and 19:

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

b. An applicant requesting the ranking preference of a training program.

12-Verification of credentials/documents

- SCFHS reserves the right to verify the credentials/documents of all applicants. It is acknowledged and agreed by applicants that SCFHS is authorized to communicate with health schools and other institutions and organizations relevant to the verification process.

- SCFHS shall notify all applicants whose credentials/documents cannot be verified or where there are reasonable and probable grounds to believe that the credentials/documents submitted by the applicant are not authentic or have been forged.

- Applicants will be given the opportunity to substantiate their credentials.

- The applicant shall be immediately removed from the matching program, to the completion of the investigation procedures, and the final decision will be made by the Executive Directorate of Training regarding verification of submitted credentials.

- Applicants will not be permitted to proceed with the match or enter future matches if their credentials could not be verified.

- The Executive Directorate of Training shall proceed in the same manner as set out in the Match Breaches Policy and False Document Policy.

- Applicants may appeal the final decision of the Executive Directorate of Training to the SCFHS Matching committee.

- The decision of the SCFHS matching committee shall be final.

13-Rank order lists

- SCFHS will treat the ROLs as confidential information.

- SCFHS will not release or disclose such information in any manner that permits individual identification of either a training program or an applicant.

14-Schedule of dates

- An annual R1 applicant timetable is published by SCFHS and is incorporated in this contract by reference.

- It is the applicant’s responsibility to meet the deadline in the R1 applicant timetable to ensure their application.

- SCFHS will not be held liable for negative impacts as a result of delaying applications.

15-Availability of the match’s site

SCFHS does NOT guarantee the availability of SCFHS-MS online at all times.
16-Application documentation
- SCFHS does NOT accept any applicant documents as a hard copy or via mail.
- All documents must be submitted electronically as per instructions in SCFHS-MS.
- SCFHS will not consider documents or additional information that is added to the application after the electronic submission has been finalized.

17-Match results
- SCFHS shall provide applicant match results and contact information at the time specified in the R1 applicant timetable.

Individual applicant match results will be sent to:
- The individual accepted applicant.
- The director of the Saudi Board Program to which the applicant has been matched.
- SCFHS has the right of sharing and analyzing match results based on SCFHS discretion.

18-Removal from the matching program
SCFHS may remove from the matching system any applicant who falls into one or more of the following categories:
- The applicant’s credentials or supporting documents cannot be verified by SCFHS, there is reasonable and probable grounds to believe that such credentials or supporting documents are not authentic or the candidate has submitted forged documents.
- SCFHS has reasonable grounds to believe that the applicant has breached the terms of this contract.

19-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 must respect the right of applicants to freely investigate program options prior to submission of the final ROL.
- SCFHS shall maintain and provide the applicants and residency programs the 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, and are incorporated by reference in this contract, and are an integral part of it.

- In the instance SCFHS has reasonable grounds to believe that an applicant or training program has breached the terms of this contract, SCFHS is authorized to take the appropriate action, including but not limited to, withdrawal 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 have to 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 results of the matching system.
  d. Any other illegal behavior or activities that occur in connection with registration, submission or modification of a ROL that require the training program or applicant to honor the match outcome.
2-Contract for Programs

A. General rules
- Training positions may be offered only to the applicants who have registered through the Saudi Commission for Health Specialties Matching System (SCFHS-MS)
- SCFHS-MS is an application that applicants can use to confidentially rank one or more of their preferred postgraduate training programs.

B. Rights and obligations of institutions with respect to training programs
1- Application procedures
All SCFHS training programs shall solicit and accept all applications and nominations exclusively through the SCFHS-MS electronic application process.

2- Schedules and deadlines
Training programs shall follow all requirements and provide all required information and schedule interviews in accordance with the timetable established by SCFHS.

3- Rank order lists
- Training programs shall restrict their rank order lists (ROLs) to only those applicants who are registered and have been nominated through SCFHS-MS.
- The postgraduate/Academic affairs offices shall verify the ROLs of training programs prior to the deadline established by SCFHS.

4- Rank order list submission
- Program directors shall register in the SCFHS-MS online system after accepting the access procedures established by SCFHS regarding the Match.
- The submission of ROLs can be done only through the SCFHS-MS website.
- It may be entered in more than one session and may be modified prior to the deadline. Yet, training program directors are encouraged to complete this process in advance of the ROL submission deadline and prior to the peak utilization period to avoid any delay or problems regarding accessing the site.

5- Appointments
Training programs shall not make, offer, or require any appointments, commitments or contracts with applicants outside of the matching process, prior to the match date established by SCFHS or the completion of all match cycles.

6- Match iteration
Training programs that have unfilled seats after the first matching process is finished shall participate in the second matching process. Thus, the matching process will be completed by filling all the matching system’s allowed yearly number of seats.

7- Withdrawals
Participating training programs have to communicate with SCFHS (accreditation department) before the start of application period if the program has reasons to close or reduce the number of training seats. Failure to adhere to these requirements will be a breach of this contract and subject the participant to the penalties set out in section 19 of this contract.

8- Multiple matchings
Any participating training program that knowingly offers a position to an applicant who has been matched to a position in another participating training program in the same year shall be in breach of this contract, and may be subjected to the penalties described in section 19.

9- Restrictions on persuasion
- Participating residency programs shall not exert undue or unwarranted pressure on the selection decisions of applicants. Both applicants and participating programs 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 in the system is in accordance with the preferences of both the participating programs and applicants.

The following activities shall be considered breaches of the contract by the institution, and subject to the penalties as described in (section 19).

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

b. The interference of an applicant or a training program regarding 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 and matching processes, program directors participating in a match shall commit to:
- Respecting an applicant’s right to privacy and confidentiality.
Program directors and other interviewers may freely express their interest in a candidate, but they shall not interfere in an applicant’s preferences list, ranking intentions, or other programs to which they have applied.
- Accepting responsibility for the actions of interview team members.
Program directors shall instruct all interviewers about compliance with match policies and the need to ensure that all applicant interviews are conducted in a safe, respectful and impartial atmosphere. Program directors shall assume responsibility for the actions of the entire interview team.
- Refraining from asking illegal or coercive questions
Program directors shall ensure that communication with applicants remains focused on the applicant’s strength which make them a good fit for their programs.
- Limiting second visits
Program directors shall respect the logistical and financial burden many applicants face during communicating with the programs and shall not require them or imply that second visits are used in determining applicant placement on a rank order list.
- Discouraging unnecessary post interview communication
Program directors shall not solicit post-interview communication from applicants, nor shall program directors engaged in post-interview communication that is disingenuous for the purpose of influencing applicants ranking preferences.

10-Confidentiality
- Information about applicants is to be treated as confidential at all times. Participating programs shall not make publicly available or otherwise disclose to any individual or organization any information about applicants unless required by law or with the consent of the applicant. For greater certainty, confidential information in this context includes the names of applicants and application information.
- Breaches of confidentiality, including unauthorized use, access or disclosure of an applicant’s personal information, will be subjected to the penalties set out in section 19 of this contract.

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

12-Retention of information
Participating programs shall keep information provided to it by SCFHS-MS only as long as it is required for the reasons it was collected. Participating programs shall have in place procedures to dispose personal information when it is no longer required for the program’s purposes.

13-Security of information
Participating programs shall have appropriate security measures to protect any information provided to it by SCFHS-MS. “Appropriate security measures” means technical, physical and procedural controls to protect information against destruction, loss, alteration, unauthorized disclosure to third parties or unauthorized access by employees or contractors employed by the institution, whether by accident or otherwise. Participating programs shall protect the confidentiality of all passwords and promptly notify SCFHS in case of:
  a) Any reasons to believe that any password has been discovered by a third party.
  b) Any unauthorized use of a password or any other breach of security.
  c) In the event of unauthorized use, access or disclosure of any applicant’s personal information maintained by the program.
C. Rights and obligations of SCFHS

1- Removal from matching program
SCFHS may remove a participating program director or a program from the matching program and an applicant will not be allowed to be matched to a training center if SCFHS receives credible evidence that the participating program has violated the terms of this contract or does not have the required accreditation.

2- Rank order list (ROL)
SCFHS will treat the ROLs as confidential information. SCFHS 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 match site (SCFHS-MS' online system)
SCFHS shall limit access to the match site to participating programs, applicants and other authorized users.

4-Annual timetable
SCFHS shall publish an annual timetable, which is incorporated in this contract by reference.

5-Available times for match submission
The system will be open according to the specified timetable, which means it is in specified times and not all year round.

6- Match violations
SCFHS maintains the highest professional standards in the conduct of the matching program and in its interactions with all 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 and to respect the right of applicants to freely investigate program options prior to submission of a final rank order list.

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 offer or accept an appointment as required by the results of a match.
   d. Any other irregular behavior or activities that occur in connection with the submission or modification of a rank order list, or the participating program’s commitment to honor the match outcome.

SCFHS shall maintain and make available to applicants and participating residency programs the policies and procedures for reporting and investigating breaches of SCFHS contracts (Match Breaches Policy and False Document Policy), incorporated by reference in this contract.

The Match Breaches Policy shall govern SCFHS’ handling of match violations and is incorporated by reference in and forms part of this contract.
3- Institutions’ Contract

This contract represents the rights and obligations of the participating training programs and SCFHS with respect to the matching process

A. General rules
Training seats may be available only to the applicants who have registered through the Saudi Commission for Health Specialties Matching System (SCFHS-MS).
SCFHS-MS is an application that applicants can use to confidentially rank one or more of their preferred postgraduate training programs.

B. Rights and obligations of institutions with respect to training programs

1- Postgraduate/Academic affairs
Institutions have to assign someone from the postgraduate/Academic affairs office to be responsible of supervising the matching process and working as a communication point with the SCFHS; for all subject matter regarding the participating programs.

2- Application procedures
Institutions must get accreditation from SCFHS before the applications submission start date to be qualified to provide training seats through the matching system.

3- Schedules and deadlines
Institutions must be sure that their programs follow scheduling requirements and schedule interviews in accordance with the timetable established by SCFHS.

4- Rank order lists
Institutions must guarantee their programs to restrict their ROLs to only those applicants who are registered and have been nominated through SCFHS-MS.
The postgraduate/Academic affairs offices shall verify the ROLs of training programs prior to the deadline established by SCFHS.

5- Rank order list submission
- Training programs directors shall register in the SCFHS-MS online system after accepting the access procedures established by SCFHS regarding the Match.
- The submission of ROLs through only the SCFHS-MS website. It may be entered in more than one session and may be modified prior to the ROL submission deadline. Yet, training programs directors are encouraged to complete this process in advance of the ROL submission deadline and prior to the peak utilization period, when the Match site maybe less accessible, to avoid any delay or issues regarding accessing the website.

6- Appointments
Training programs shall not make any appointments, offer commitments or require contracts with applicants outside of the matching process nor prior to the match date established by SCFHS or the completion of all match cycles.
Therefore, institutions must make sure their training programs implement these conditions.
7- Match iteration
Training programs that have unfilled seats after the first matching process is finished shall participate in the second matching process. Thus, the matching process will be completed by filling all the matching system’s allowed yearly number of seats.

8- Withdrawals
The Academic Affairs and Post-graduate Office is responsible to communicate with SCFHS (Accreditation Department) before the start of application period if the program has a reason to close or reduce the number of training seats. Failure to adhere to these requirements will be a breach of this contract and subject to the penalties set out in section 19 of this contract.

9- Persuasion Restrictions
Each institution must make sure that its participating training program comply with the following persuasion restrictions:
Participating residency programs shall not exert pressure on the selection decisions of applicants. Both applicants and participating programs may express a high degree of interest in each other but may not make statements implying a commitment.
The following activities shall be considered as breaches of the contract by the institution, and subject to the penalties as described in (section18):
a. An applicant or participating program making any verbal or written contract to a position prior to completion of the matching program.
b. The interference of the applicant or the participating training program regarding the ranking of the preferences.
The training programs and institutions should know that seats and applicants’ positions in the system take place by the final preferences of both the training programs and the applicants in the way it was stated in their ROLs in the matching system.

10- Confidentiality
Information about applicants is to be treated as confidential at all times. Participating programs shall not make publicly available or otherwise disclose to any individual or organization, any information about applicants unless required by law, permitted under this contract or with the consent of the applicant concerned. For greater certainty, confidential information in this context include the names of applicants and application information.
Breaches of confidentiality, including unauthorized use, access or disclosure of an applicant’s personal information will be subject to the penalties set out in (section18) of this contract.

11- Use of applicants’ personal information
Participating programs shall only use applicant’s personal information disclosed to it by SCFHS-MS for the purpose of selecting candidates.

12- Retention of information
Participating programs can keep information provided by SCFHS-MS as long as it is required for the reasons it was collected. Participating programs shall have in place procedures to erase personal information when no longer needed.

13- Security of information
Participating programs shall have appropriate security measures to protect any information provided to it by SCFHS-MS. “Appropriate security measures” include technical, physical and procedural controls to protect information against destruction, loss, alteration, unauthorized disclosure to third parties or unauthorized access by employees or contractors employed by the institution, whether by accident or otherwise.

Participating programs shall protect the confidentiality of all passwords and promptly notify SCFHS if:
a) There is a reason to believe that any password has been discovered by a third party.
b) Any unauthorized use of a password or any other breach of security.
c) In the event of unauthorized use, access or disclosure of any applicant’s personal information maintained by the program.
C. SCFHS Rights and Obligations

1- Removal from matching program
SCFHS may remove a participating program director and/or a program from the matching program and/or prohibit an applicant to be matched to a training center if SCFHS receives credible evidence that the participating program has violated the terms of this contract or does not have the required accreditation.

2- Rank order list (ROL)
SCFHS treats the ROLs as confidential information. SCFHS 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 match site (SCFHS-MS’ online system)
SCFHS limits access to the match site to only participating programs, applicants and other authorized users.

4- Annual timetable
The matching system opens on specific times of the year according to the timetable published by SCFHS.

5- Match violations
SCFHS maintains the highest professional standards in the conduct of the matching program and in its interactions with all 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 and to respect the applicants’ right to freely check program options prior to submission of a final rank order list.

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

a. Discrepancies in credentials or other supporting documents.

b. Attempts to sabotage the matching process itself.

c. Failures to offer or accept an appointment as required by the results of a match.

d. Any other irregular behavior or activities that occur in connection to the submission or modification of a rank order list, and/or the participating program’s commitment to honor the match outcome.

SCFHS shall maintain and make available to applicants and participating residency programs the policies and procedures for reporting and investigating breaches of SCFHS contracts (Match Breaches Policy and False Document Policy), incorporated by reference in this contract.

The Match Breaches Policy shall govern SCFHS’ handling of match violations and is incorporated by reference in and forms part of this contract.
Appendix 5

GLOSSARY

Match Breach
Any violation of the applicant agreement or institution contract will be considered a match breach.

Scope
This policy applies to all SCFHS match participants.

Falsifying Document Policy
SCFHS seeks to protect the integrity of the matching process by requiring all match participants to behave ethically and responsibly during the matching process.
Clinical or practical experience form for the matching system 2019-2020

Applicant’s full name
City/Country of experience
Institution name
Starting Date of training
End date of training
General Specialty
Subspecialty

- 6 continuous months
- Two periods (3 months for each)

Consultant’s full name
Job title
Specialty
SCFHS license number/Registration Number on authorizing Organization
e-mail address
Mobile number

Supervisor Approval

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

signature (مصادقة المشرف)
Date (التاريخ)

Institutional Approval

Employees Affair / Academic Affair

Seal/Stamp (الخامص

Notice:
1. This is the only accepted form by the SCFHS
2. This form should be filled electronically
3. To be accepted, all sections need to be completed and authenticated
4. Applicant can use either English or Arabic fonts
5. Training during the internship year will not be accepted
6. Training should be at least 6 months in duration and in the specialty of first choice

Notice:
1. هذا النموذج الوحيد المعمد من الهيئة السعودية للتصنيفات الصحية
2. يجب أن يتم تعبئة هذا النموذج الكترونياً
3. يجب إدخال جميع المعلومات المطلوبة في جميع الخلايا وتصنيف النموذج
4. يمكن استخدام اللغة العربية أو الإنجليزية في إدخال المعلومات
5. لا تقبل أي فترة تدريبية خارج ستة أشهر
6. يجب أن يتم التدريب على الأقل سنتين في تخصص الرغبة الأولى

ملاحظة:
الهيئة السعودية للتخصصات الصحية
Saudi Commission for Health Specialties

(SCFHS-MS)
2020 - 2021

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www.scfhs.org.sa