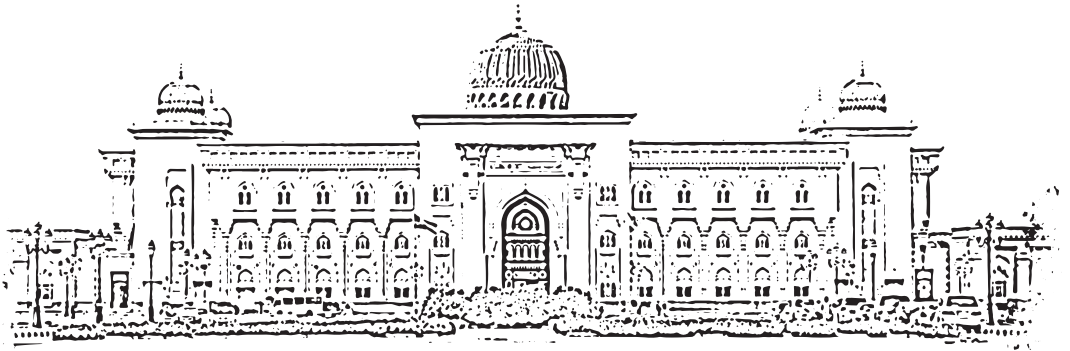




Policies and Procedures

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AL QASIMIA UNIVERSITY

Policies and Procedures



His Highness
Sheikh Dr. Sultan Bin Mohammed Al Qasimi
Member of the Supreme Council, Ruler of Sharjah, Founder of
Al Qasimia University



Al Qasimia University

Policies and Procedures

Introduction

The aim of this manual is to identify the minimum expected standards, policies, and main procedures governing the operations of Al Qasimia University. This is to ensure that all academic and administrative units of the University consistently comply, apply, fulfill, and adhere to them.

The manual was prepared in accordance with appendix (3) of the Licensure and Accreditation Standards of 2019 set by the UAE Commission for Academic Accreditation of the Ministry of Education and in accordance with Al Qasimia University Bylaws published in 2021. It includes the following information:

1. Organization, mission, and governance
2. Quality assurance
3. Academic programs
4. Academic Research
5. Academics and administrators
6. Students
7. Health, safety, and the environment
8. Learning Resources Center
9. Financial resources
10. Transparency and credibility
11. Community engagement

The University ensures its compliance with all the standards, policies, and procedures included in this manual, the provision of all the financial and qualified human resources required to effectively achieve this, and the supervision of its application of said policies and procedures through evaluation and auditing. The University also regularly reviews this manual to adhere to the international best practice in this area and as part of its endeavors to create its unique environment.

Prof. Dr. Awad AlKhalaf
Chancellor



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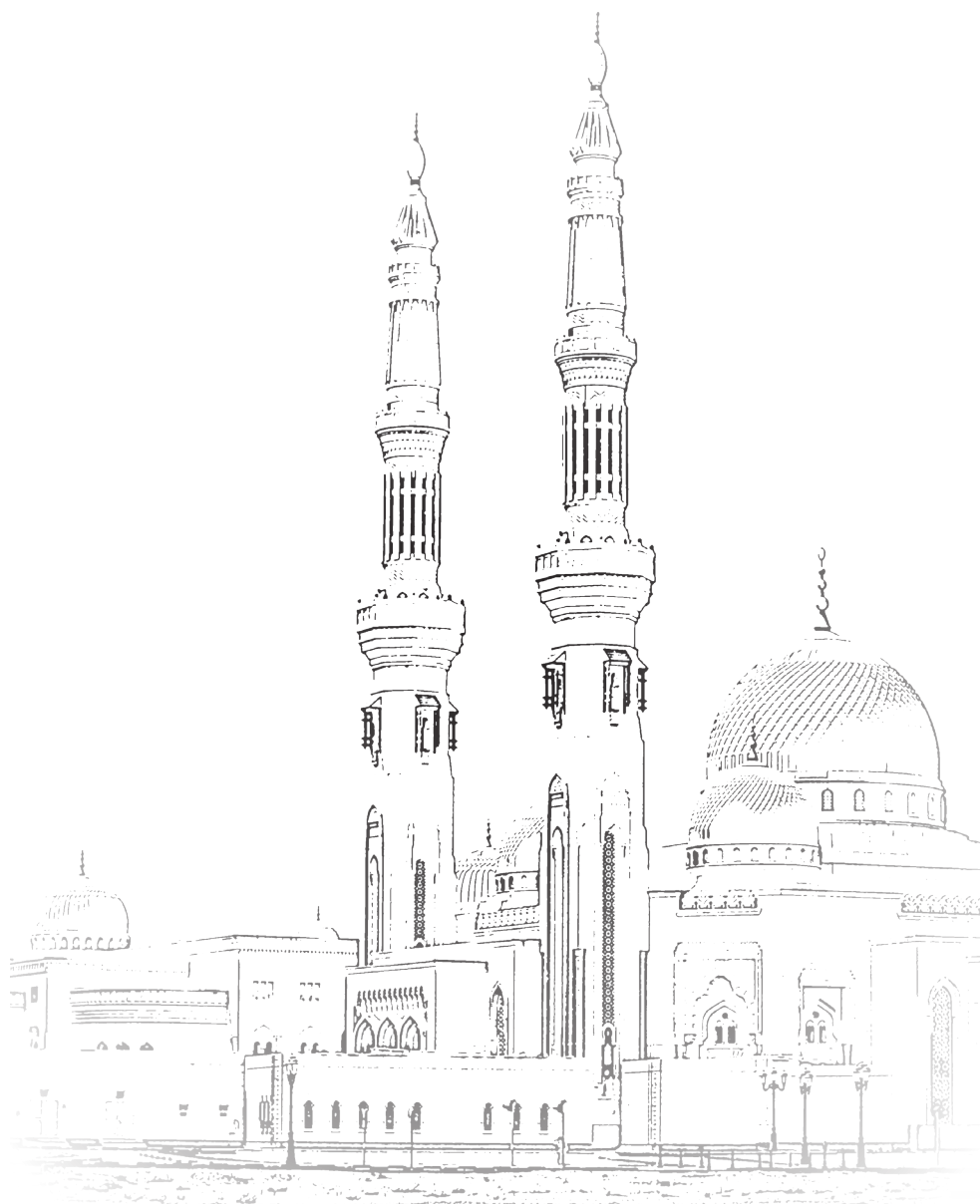
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Policies and Procedures

*First:
Mission, Organization, and
Governance*



First: Mission, Organization, and Governance

Definitions

When these policies are implemented, the following words shall be understood to mean the definitions given below unless otherwise stated in this text.

- Country : United Arab Emirates
- Government : the Government of Sharjah
- The emirate : the Emirate of Sharjah
- The rules : the Ruler of Sharjah
- The decree : Emiri decree No. (2) of 2013 regarding the establishment of Al Qasimia University
- The law : law No. (7) of 2013 regarding the organization of Al Qasimia University
- The bylaws : the bylaws of Al Qasimia University
- The University : Al Qasimia University
- The President : President of the University; President of the Board of Trustees of Al Qasimia University
- The Board : Board of Trustees of Al Qasimia University
- The Chancellor: Chancellor of Al Qasimia University
- Deans' Council: Council of the University deans
- The Dean : College Dean and those at a similar rank
- The department: a specialized academic department

1. Vision, Mission, Aims, and Values

a. Vision

Al Qasimia University is a distinguished multi-cultural academic hub that promotes progress in the sciences, humanities and the values of dialogue. It bases its activities on the guiding principles of Islam which endorse tolerance and openness to the whole world.

b. Mission

Al Qasimia University seeks to create an academic community that excels at higher education, scientific research, and community participation which attracts students and researchers from all parts of the world, and provides them with a competitive education that reflects the Islamic and human values. It also prepares them to be able to effectively contribute to the development of their societies and the global community in order to achieve the greatest degree of compatibility among all peoples of the world.

c. Aims

The University aims to:

1. show the true nature of Islam as it is both a way of life and an approach to work.
2. provide students with a balanced education in both theological and secular sciences and to train and equip them to benefit from both Islamic sources of knowledge and the scientific approach.
3. train experts, technicians, and specialists in different fields to serve and develop the community while preserving its traditional Arab values and its Islamic cultural heritage.
4. promote the Islamic values, reinforce a sense of belonging to the Islamic civilization, and educate the public about its achievements and traditions.
5. provide a scientific framework that would facilitate better understanding among the adherents of different Muslim schools of theology and that promote the values of interfaith and intercultural dialogue.
6. promote the usage of the Arabic language, develop its teaching curricula, and reinforce the students' identification with it as the language of the Quran.
7. support the development of the humanities, art, science, and technology among Muslims and relating them to their Islamic roots.
8. foster, translate, and publish scientific research and graduate studies especially those concerned with issues related to the Islamic World.
9. build strong cultural and academic relations with Arab and international universities and institutions.



10. produce and enhance specialized scientific capabilities that would serve humanity in general and the Muslim society in particular.

d. Core Values

Al Qasimia University seeks to realize its mission through a set of core values that define it and distinguish its operations.

1. **Global Vision:** While rooted in its Arab and Islamic traditions, the University is also concerned with the global dimension of its mission. This is manifest in its respect for the other and their cultures and in serving all countries of the world.
2. **Social and Moral Commitment:** members of the University community are committed to the social and moral aspects in all of the University's activities in accordance with the teachings of Islam and higher human values.
3. **Supportive Learning Environment:** Students are the focus and at the Center of the educational process. Therefore, the University provides its students with a modern and supportive learning environment that fosters independent critical thinking and the positive interaction with the latest technology.
4. **Quality:** The University is committed to adhering to the highest standards while constantly seeking to enhance the quality of the learning process, research, and community service.
5. **Innovation:** The University encourages and fosters innovation in its quest for achieving academic excellence.
6. **Academic Freedom:** The University fosters openness, diversity, fairness, and academic freedom.
7. **Accountability:** A recognition of its institutional responsibility and accountability are important conditions that determine the University's ability to fulfill its mission and aims.
8. **Leadership and Cooperation:** Al Qasimia University strives to establish a strong belief in team work, tolerance, and leading others by example.

2. Organizational Structure, Governance and Leadership

a. University Administration: The University's upper administration comprises:

1. The President of the University
2. The Board of Trustees
3. The Chancellor
4. The Deans' Council
5. The University Advisory Council
6. The Vice Chancellors, each in their designated area of administration
7. The Deans, each in their designated area of administration

b. The Board of Trustees' Standing Committees

The Board of Trustees holds the right to form both standing and select committees as needed and by decree of the President. They include, but not restricted to:

- The Finance and Resources Development Committee
- The Academic Affairs Committee
- The Financial Committee
- The Compliance and Auditing Committee

Members and chairs of the standing committees are nominated by the Executive Committee of the Board. Membership on these committees is renewable for three years commencing from the committee's first meeting and continues until the committee is formed.

1. The Finance and Resources Development Committee

This committee is concerned with:

- a. strengthening the University's relations with public and private entities both in Sharjah and in the UAE to raise the University's profile and highlight its mission and role in the development process.
- b. conducting studies to determine the effectiveness of establishing an endowment to increase the University's financial resources.



- c. encouraging different foundations and companies to sponsor distinguished and underprivileged students.
- d. assisting the University with raising the funds necessary to conduct its academic, social, and student events.
- e. reviewing the proposed annual budget submitted by the University administration for the subsequent financial period in light of the University's objectives, financial resources, available funds, and expected revenue before it is presented to the Board of Trustees for its approval.
- f. reviewing the internal and external financial audit reports.
- g. reviewing the final accounts of the University and submitting it to the Board of Trustees for its approval.
- h. fulfilling any other tasks that it may be assigned by the Board of Trustees or its Executive Committee.

2. Academic Affairs Committee:

This committee's mandate is to:

- a. recommend the establishment of new colleges, centers, and institutions to the Board of Trustees and to approve new academic programs.
- b. review any proposed new regulations concerning academic degrees and certificates, honorary degrees, and faculty promotions to make the appropriate recommendations to the Board of Trustees.
- c. review the Deans' Council's recommendations for faculty hiring and promotion and submit the appropriate recommendations to the Board.
- d. enhance the University's academic environment.
- e. fulfil any other tasks that it may be assigned by the Board of Trustees or its Executive Committee.

3. The Compliance and Auditing Committee

The Compliance and Auditing Committee is concerned with:

- a. Financial reports.
- b. The internal compliance system.

- c. Internal audit.
- d. Compliance check procedures in accordance with the University's bylaws, rules and regulations.

The Board of Trustees Committee Meetings

Taking into account the provisions of the University's bylaws and regulations, the standing committees may set the rules that govern their operations. An absolute majority of its members need to be in attendance to reach a quorum. Decisions are based on a majority vote of those present, and in the event of a tie, the side the chairperson voted on shall prevail. The standing committees prepare and keep the official records required for their work and report to the Council concerning their operations.

c. Colleges, Deanships, and Academic Units

1. College of Sharia and Islamic Studies
2. College of Arts and Humanities
3. College of Economics and Management
4. College of Communication
5. College of the Holy Quran
6. Deanship of Academic Support Services
7. Deanship of Student Affairs
8. Islamic Manuscript House
9. Center for Quality Assurance, Institutional Effectiveness, and Accreditation
10. Language Center
11. Center for Continuing Education and Development
12. University Requirements Unit
13. Academic Research and Publication Unit
14. The Sharjah Center for Islamic Economics



3. Compliance and Internal Audit Office

The Board of Trustees shall form a Compliance and Internal Audit Office as an independent entity that reports directly to the Board and is managed by an administrative director. The main responsibilities of the office are to:

1. Assist the Board of Trustees with fulfilling its supervisory responsibilities in all issues related to ensuring the accuracy of the University's financial records, the internal audit systems, the performance of the internal audit, compliance, and governance.
2. Ensure that adequate control procedures are in effect to protect and verify the existence of the University's assets.
3. Develop plans for the annual internal audit and the application of the compliance procedures, and define the priorities of these plans based on the risk analyses report that takes into consideration the University's direct and long term aims.
4. Identify and monitor the weaknesses, findings, and recommendations cited during the internal audit and compliance review processes.
5. Closely cooperate with the Human Resources Department as needed to address any incidents of violating and noncomplying with the existing bylaws, regulations, and policies.
6. Informing the Board of Trustees of any issues related to the internal audit whenever appropriate.

4. The Chancellor

- a. The Chancellor is appointed by decision of and reports directly to the President of the University who determines the Chancellor's salary and all other remunerations.
- b. The Chancellor:
 1. Manages all the University's academic and administrative employees and reports directly to the President and Board of Trustees of the University.
 2. Implements the Board's policies for the operation of the University, the developing and promoting its objectives, and enhancing its status.

3. Performs all duties and activities that he/she deems necessary to achieve the sustainable development of the University in accordance to its current bylaws, regulations, policies, and procedure in addition to the decisions and decrees issued by the President and Board of Trustees of the University.
 4. Chairs all public academic events, and represents the University in all its dealings with outside entities while reserving the right to delegate these duties to whomever he deems suitable.
 5. Reports to the President, Board, and the Executive Committee on all events, activities, and operations conducted by the University.
 6. Performs any other relevant duties and holds other authorities that the President of the University assigns to him.
- c. The Chancellor may delegate some of his duties to an Al Qasimia University employee with relevant experience.

5. The Deans' Council

- a. The Deans' Council is comprised of:
1. The Chancellor of the University (chair)
 2. Vice Chancellors
 3. College Deans
 4. Other deans, directors of university centers and academic units, and their deputies
- b. The Chancellor may invite whomever he sees suitable to sit on the Council
- c. The Deans' Council shall meet at least once a month by invitation of the Chancellor. An absolute majority of its members need to be in attendance to reach a quorum. Decisions are based on a majority vote of those present, and in the event of a tie, the side the chairperson voted on shall prevail.
- d. The Chancellor chairs the Council's meetings. In case the Chancellor is not present, the Vice Chancellor for Academic Affairs shall chair the meeting.
- e. At the start of each academic year, the Chancellor shall select a council secretary who supervises the recording of meeting minutes and ensures they are kept in a ledger signed by the Chancellor or his deputy.



f. The Deans' Council oversees the University's academic and educational affairs, faculty affairs, and academic research and publication.

g. Responsibilities of the Deans' Council:

In particular, the Deans' Council performs the following duties:

1. Approving and improving course curricula and study plans.
2. Determining the holidays and other particulars of the University's annual academic calendar based on the general study plan, and in accordance with the regulations issued by the government.
3. Appraising the appointment of new faculty members in accordance with the established rules and regulations, and submitting its recommendations to the Board of Trustees for its approval.
4. Appraising the academic promotion of faculty as per the set regulations and submitting its recommendations to the Board of Trustees for its approval.
5. Encouraging academic research, translation, and publication in accordance with the conditions and regulations determined by the Deans' Council and published by the Chancellor upon the approval of the President of the University.
6. Recommending the establishment of scientific societies and the hosting of academic and cultural forums.
7. Regulating the academic relations with outside research centers upon the approval of the President or his deputy.
8. Recommending the granting of academic and honorary degrees and certificates.
9. Recommending the establishment of professorship chairs.
10. Recommending the establishment, merging or cancellation of academic departments.
11. Approving the University's extracurricular activities plans.
12. Establishing the rules and conditions for student admissions, and transfer to or from the University.

13. Determining the number of accepted students into each academic program, and the Language Center based on the University's capacity for the academic year.
 14. Forming standing and select committees from among its members. These committees shall be assigned with preparing comprehensive reports on any issues referred to it for discussion and making the appropriate recommendations.
 15. Performing any other duties that it may be assigned by the Board of Trustees.
- h. Conflict of Interests Policy:
1. Members of the Deans' Council shall not have interests that conflict with the interests of the University.
 2. A member of the council shall abstain from voting on any matter that conflicts with his/her interests. The member's attendance of the meeting shall not be counted considering the quorum requirements for the meeting when the vote was taken on the issue in question. The existence of the conflict of interests, the abstinence of the member concerned from voting, and not counting his attendance towards the required quorum shall be recorded in the meeting minutes.
 3. However, the concerned member shall be allowed to present his/her personal views and ask or answer questions about the matter under consideration.

6. Vice Chancellors

- a. The President of the University may appoint one or more Vice Chancellors.
- b. Vice Chancellor's duties and scope of authority shall be defined by decision of the President and based on the recommendations of the Chancellor. The President shall determine the Vice Chancellor's salary and other remunerations.



7. The College Council

- a. Each college shall form a College Council that is formed under the chairmanship of the college dean and the membership of:
 - 1- the Vice Dean.
 - 2- Chairs of the college department.
 - 3- Academic staff or their elected representative.
 - 4- Student representative.
- b. The Dean reserves the right to invite whomever he/she sees fit for consultation during any of the College Council's deliberations.
- c. The College Council shall meet at least once a month by invitation of the Dean. An absolute majority of its members need to be in attendance to reach a quorum. Decisions are based on a majority vote of those present, and in the event of a tie, the side the chairperson voted on shall prevail.
- d. The Dean shall chair the College Council meetings and shall be substituted by the Vice Dean in case he/she is not presented.
- e. At the start of each academic year, the Dean shall select a council secretary who supervises the recording of meeting minutes and ensures they are kept in a ledger signed by the Dean or his deputy.
- f. The College Council oversees the College's academic, educational, administrative, student, and financial affairs in accordance with its policies and within the scope set by the University's policies and procedures.
- g. The College Council is primarily concerned with:
 - 1. Recommending the College's study plans and the requisites for offering academic degrees and certificates by the College.
 - 2. Recommending the approval of curricula proposed by the different Department Councils.
 - 3. Assigning faculty their teaching and research working loads.
 - 4. Overseeing the teaching and learning process in the College and liaising between the different departments.

5. Organizing and supervising the college exams, then reviewing and approving their results as submitted by the departments.
6. Recommending the awarding of academic degrees and certificates to the Deans' Council.
7. Submitting its recommendations for the college's internal policies and procedures to the Deans' Council for its approval. These policies and procedures come into effect upon receipt of the approval of the Deans' Council
8. Preparing the College's annual budget.
9. Supervising and encouraging academic research at the College.
10. Considering any issues that may be referred to it by the Dean.
11. Advising on matters related to faculty and other teaching staff at the College.
12. Reviewing the academic departments' annual reports.
13. Forming standing and selecting committees from its members to study any issues that fall under its area of responsibilities.

8. The College Dean

- a. Each college shall be headed by a Dean who shall manage its educational, administrative, financial, and academic research affairs in a manner that does not conflict with the provisions of the bylaws of the University and the policies and procedures issued under it. The Dean shall also implement the decisions of the College Council and abide by the decisions of the Board of Trustees and the Deans' Council.
- b. The Dean shall be responsible for the proper operation of the teaching and research processes, maintaining discipline, and the application of the laws, by-laws and policies and procedures in the College.
- c. Candidates for the post of College Dean must hold the academic rank of full professor. However, when necessary, a faculty holding another academic rank may be appointed as acting Dean.
- d. The College Dean is appointed by decree of the Board of Trustees and by recommendation of the Chancellor for a three-year period renewable once only.



- e. At the end of each academic year, the Dean shall submit a report on the activities, educational process, and academic research affairs of the College.
- f. Deans, other than college deans, may be appointed by decision of the Board of Trustees and the recommendation of the Chancellor to manage specific University activities as per the established policies and procedures.
- g. Based on the recommendations of the Dean, the Chancellor or the Vice Chancellor for Academic Affairs may appoint a Vice Dean for three years, renewable only once.
- h. In the absence of the Dean, the Vice Dean shall be deputized to perform his duties and exercise his powers. In case a Vice Dean has not been appointed or that the Dean's position has been made vacant, the Chancellor shall assign a faculty to act as dean and exercise the powers therein during the Dean's absence or until the position has been filled.

9. The Department Council

- a. Each academic department shall have a council comprised of all its academic staff.
- b. The Department Council shall meet at least once a month by invitation of the Department Chair who chairs its meetings. An absolute majority of its members need to be in attendance to reach a quorum. Decisions are based on a majority vote of those present, and in the event of a tie, the side the chairperson voted on shall prevail.
- c. At the start of each academic year, the Department Chair shall select a council secretary who supervises the recording of meeting minutes and ensures they are kept in a ledger which he/she and the chair sign.
- d. Departments are academically independent units that oversee the delivery of the courses each one offers across the University.
- e. The Department Council oversees the department's academic, pedagogical, administrative, financial and student affairs in accordance with the policies established by the Board of Trustees, the Deans' Council, and the College Council and within the provisions of the University bylaws and the policies, procedures, and decisions issued under it.

f. The Department Council performs the responsibilities and exercises the powers listed below:

- 1- Submitting its recommendations for the department's study plans to the College Council.
- 2- Coordinating the department's course curricula, and assigning textbooks and references while facilitating student access to these materials. In addition, the Department Council is responsible for managing the administration of the exams held in the department ensuring that they meet the standards set by the University.
- 3- Reviewing, approving, and ensuring the implementation of the department's educational outcomes. Moreover, the Department Council is responsible for executing appropriate procedures for the enhancing the teaching and learning process in the department based on the educational outcome evaluation.
- 4- At the end of each semester, the Department Council is required to ensure that all course files meet the quality assurance standards, review these files, approve any feedback given on these files from within the department, and develop plans to implement these recommendations hence completing the evaluation cycle.
- 5- Preparing, reviewing and providing all the required documents for all course accreditation files.
- 6- Encouraging and coordinating the department's academic research activities including those related to community service.
- 7- Giving the Council's input on the department's faculty affairs including appointments, promotion, and vacancies heeding that no faculty shall discuss the promotion of those holding higher academic ranks.
- 8- Making recommendations for the distribution of teaching and research loads among faculty in the department.
- 9- Coordinating student advising and student affairs within the department
- 10- Referring graduate lists to the College Council.
- 11- Reviewing issues that may be proposed by the Department Chair.



10. Department Chair

- a. The Department Chair is responsible for the proper operation of the teaching, research and academic activities in the department, and the implementation of all decisions related to it in accordance with the by-laws of the University and the policies, procedures, and decisions issued under it. In particular, the Department Chair is responsible for:
 - 1- preparing a report on the requirements of the department to be submitted to the College Dean in a timely fashion and after review of the Department Council. This report shall be considered when planning the College's annual budget.
 - 2- maintaining the department official records including those of its activities and ensuring that their use is compliant with the established rules and regulations.
 - 3- supervising the selection of assigned textbooks and reference readings for all the courses offered by the department.
 - 4- proposing a plan for the distribution of the teaching load among the faculty to be submitted to the Department Council.
 - 5- contributing to and facilitating the increase in the department faculty's academic research output.
 - 6- assigning students to their academic advisors and overseeing their academic progress.
 - 7- preparing reports as may be required by the Dean, University administration, or the Quality Assurance Center from the department.
 - 8- overseeing the development of the department's course evaluation and assessment plans that are appropriate for the courses' study plans and specifically their aims, outputs, and delivery.
 - 9- preparing all the required documents for the quality of the educational process and course accreditation in cooperation with the Center for Quality Assurance, Institutional Effectiveness, and Accreditation.

- b. Based on the recommendations of the College Dean, the Chancellor shall appoint an academic staff from the department holding the academic rank of full professor as Department Chair. This appointment is for two years, renewable only once. When the need arises, the Chancellor may appoint a faculty holding a lower academic rank as an acting chair. In case of the absence of the Department Chair, the College Dean shall chair the department.
- c. At the end of each academic year and after it has been reviewed by the Department Council, the Department Chair shall submit a comprehensive report on the department's academic and educational affairs, and the faculty's academic research, publication, and community service activities to the College Council.

11. Colleges, Academic Departments, and Academic Degrees

- a. Taking into consideration the mandates and authority of the Board of Trustees, the President of the University, and the Chancellor, the colleges and their departments are authorized to:
 - 1- Recommend the appropriate teaching methods for their courses and maintain their academic standards.
 - 2- Implement the University's evaluation cycle according to the quality assurance policies and procedures and the requirements of the academic accreditation.
 - 3- Propose new academic courses in coordination with the Center for Quality Assurance and Academic Accreditation.
 - 4- Submit their recommendations for their employee appointments, promotions, and all other affairs.
 - 5- Develop their study plans and courses in coordination with the Center for Quality Assurance and Academic Accreditation and submit these plans to the concerned councils for their approval.
 - 6- Submit their recommendations for student graduation for those who have successfully completed their program requirements.



b. College of Sharia and Islamic Studies

- 1- The College of Sharia and Islamic Studies is comprised of the following departments:
 - Department of Sharia and Islamic Studies
- 2- The University offers the following academic qualifications:
 - B.A. in Sharia and Islamic Studies

c. College of Arts and Humanities

- 1- The College of Arts and Humanities is comprised of the following departments:
 - Department of Arabic Language and Literature
- 2- The University offers the following academic qualifications:
 - B.A. in Arabic Language and Literature

d. The College of Economics and Management

- 1- The College of Economics and Management is comprised of the following departments:
 - Department of Economics
- 2- The University offers the following academic qualifications:
 - Bach. of Arts in Economics

e. College of Communication

- 1- The College of Communication is comprised of the following departments:
 - Department of Mass Communication
- 2- The University offers the following academic qualifications:
 - B.A. in Media

f. College of the Holy Quran

- 1- The College of the Holy Quran is comprised of the following departments:
 - Department of Exegesis of the Quran
- 2- The University offers the following academic qualifications:
 - B.A. in Quran Studies

- g. Applicants who have achieved a score of no less than 75% on the Religious Secondary Education Certificate are eligible to enroll in programs offered by the College of Sharia and Islamic Studies, the College of the Holy Quran, and the Department of Arabic Language and Literature at the College of Arts and Humanities.

12. Language Center

- a. The Language Center is a special academic community unit that is concerned with improving the Arabic language skills of non-native Arabic speaking students.
- b. By recommendation of the Deans' Council and upon the approval of the Board of Trustees, the Language Center is authorized to offer non-specialized preparatory programs in languages other than Arabic.
- c. A special academic council, equivalent to the college council and called the Language Center Council, shall be formed by decision of the Chancellor.
- d. The Language Center Council is responsible for:
 - 1- Approving the Center's study plans and determining its student capacity.
 - 2- Approving the Center's curricula including their teaching, development, and amending.
 - 3- Making recommendations regarding the Center's employee appointments, promotions, and benefits to upper administration.
 - 4- Reviewing and overseeing the implementation of the Center's strategic plan.
 - 5- Recommending the Center's annual budget plan preparing by the Director for approval.
 - 6- Submitting the Center's proposals for Arabic language course plans to the Vice Chancellor for Academic Affairs.
 - 7- Considering any issues that may be referred to it by the Director, the Chancellor, or any of the University's governing councils.



- e. The Director of the Language Center performs the following duties:
- 1- Overseeing the Center's operations and activities according to the University's established standards.
 - 2- Preparing the Center's annual budget.
 - 3- Preparing all academic and administrative reports that may be required by any concerned entity at the University.
 - 4- Assigning language advisors to the students.
 - 5- Recommending appropriate plans, courses, and programs for the Center.
- f. A Language Center Council, a body equivalent to a department council, shall be formed under the chairmanship of the Director and membership of the Center's faculty. The responsibilities of the Language Center Council are to:
- 1- Review the Center's operations and activities.
 - 2- Make the necessary recommendations to fill the Center's needs for faculty and administrative staff.
 - 3- Submit its recommendations for employee appointments and promotions to the Center's academic council.
 - 4- Assign the faculty their teaching load and prepare their teaching schedules.
 - 5- Approve the visual and audio teaching aids used in teaching the courses offered by the Center.
 - 6- Study the recommendations referred to it by the Director of the Language Center and its faculty, or any other concerned entities in the University.
- g. The teaching load for faculty working at the Language Center is 30 credit hours per academic year. In a typical semester, a faculty's teaching load would be as follows:
- 1- 20 hours of interactive language teaching equivalent to 10 credit hours
 - 2- 5 hours of training using the language lab which are equivalent to 5 credit hours.
- h. If eligible, faculty from the Language Center may be delegated to teach courses in other departments and/or colleges. The number of hours the faculty teaches in other colleges shall be counted as part of his/her teaching load.

However, in special circumstances when the need arises, these hours may be added to the faculty's normal teaching load as overtime.

- i. Two hours of overtime teaching in any given semester are counted as one credit hour. The total number of overtime credit hours a faculty can teach per semester in the Language Center and/or other departments should not exceed six credit hours.
- j. Faculty in the Language Center shall be compensated with a full one-month salary for teaching a full load during the summer semester. Exceeding the required teaching load in the summer semester shall result in extra payment accordingly.
- k. Arabic language faculty in the Language Center must:
 - 1- Hold a bachelor's degree in Arabic language and literature for native or non-native speakers of the language.
 - 2- Hold a master's degree in any field related to the study of Arabic language and literature for native or non-native speakers of the language.
- l. Holders of a relevant master's degree are appointed as academic faculty at the Language Center. However, those with higher qualifications may be appointed at the Center provided that they do not receive the same benefits awarded to holders of equivalent qualifications in other colleges.
- m. The Language Center may offer courses in Arabic and other languages for specific purposes after submitting a detailed plan of the duration of the course, its delivery, and number of credit hours awarded after completion of said course to the Language Center Council and upon the approval of the Chancellor.
- n. The performance of the Language Center faculty is appraised according to the University's evaluation policies.
- o. The Language Center Council may decide on any matters not included in these policies and procedures within the approved university regulations, and submits its recommendations in this regard to the competent authorities in the university.



Duties of the Coordinators

- a. Recommend the Center's study plans to the Academic Council
- b. Coordinate the courses offered by the Center and assign the required text-books and references while facilitating student access to these materials. The coordinator also prepares the exams, coordinates exam invigilation, and ensures exam meet the required quality standards
- c. Review the Center's educational output plans based on previous data
- d. Prepare and review all relevant documentation related to their courses in accordance with the established quality assurance standards and approve any feedback that has received the Center's consensus.
- e. Encourage academic research that focuses on issues related to the Center's students, teaching and training and find appropriate solutions to these issues based on the findings of this research
- f. Assign faculty their teaching and research loads
- g. Coordinate student academic advising and provide students with the information about the Center's objectives and regulations
- h. Advise on any issues that may be referred to them by the Director

Academic Programs offered by the Language Center

- a. Arabic for Non-native Speakers Language Training Program
- b. Foreign language training program
- c. Language Enrichment Program. This is a special program to help students who need to improve their language skills while studying for their university majors. It runs for six credit hours per week.
- d. Only students who achieve 60% or above on the language placement test are eligible to join their major courses of study otherwise they will be placed on the appropriate language level. Students who fail to pass the advanced level of the specific purposes program are allowed to take a maximum of two courses in the academic majors they wish to pursue.

Academic Advising at the Language Center

Academic advising at the Language Center includes:

- 1- Orientation programs: These are held when students first join the Center to inform them of the activities and study systems in the Center and their duties and obligations.
- 2- Graduation program: This is held at the end of students' study at the Language Center and aims to inform the students of the different programs offered by the University.

Study and Exams

- a. The Arabic for Non-Native Speakers Program is a multi-level, credit-hour based program in accordance with the framework established by the American Council on the Teaching of Foreign Language (ACTFL) which is the approved framework in the Center. The following table shows the number of hours students spend learning each language skill in their respective level.

Language Skill		Listen- ing	Speak- ing	Read- ing	Writing and Structure
Level	Total number of hours	number of hours	number of hours	num- ber of hours	number of hours
Novice (270 hours)	A	135	35	34	33
	B	135	35	34	33
	C	270	70	66	66
Total					
Intermediate (270 hours)	A	135	35	34	33
	B	135	35	34	33
Total	270 hours	70	68	66	66
Advanced (270 hours)	A	135	35	34	33
	B	135	35	34	33
Total	270 hours	70	68	66	66
Total number of hours for the three levels	810	210	204	198	198
Superior level	180	45	45	45	45
Total number of hours for all levels	990	246	246	246	252
Number of hours per level	270				
Number of hours per every sub-level	90				



- b. The content of the Arabic for Non-Native Speakers Program should reflect the culture of the UAE which is rooted in the Islamic culture.
- c. The Director of the Language Center shall recommend the required textbooks to the Language Center Council.
- d. The four language skills are tested separately. Students sit a 3-hour exam for each of the listening and writing and structure skills. Speaking and reading aloud are tested through individual interviews for 15 minutes per student, depending on the total number of students.
- e. The maximum total score a student can achieve is 100 based on a maximum score of 25 on each of the four language skills. The lowest total passing grade is 60.
- f. Both continuous assessment and a final achievement test are used to assess the students' performance on the course. In addition, course work, including quizzes, theoretical and practical practice exercises, research projects, and attendance, are considered part of the student's overall grade. The final exam is worth 40-50% of the student's final grade while the remaining 40% of the grade is divided between:
 - 1- The midterm exam which is held during week 8 of the course and is worth 20% of the final grade
 - 2- Class work, including activities, homework, and handouts, which is worth 20% of the final grade
- g. At the end of the course, the students' performance on each of the four skills is evaluated as follows:
 - 1- Grade A, or excellent, for which the student is awarded 4 points
 - 2- Grade B+, or high merit, for which the student is awarded 3.5 points
 - 3- Grade B, or merit, for which the student is awarded 3 points
 - 4- Grade C+, or very good, for which the student is awarded 2.5 points
 - 5- Grade C, or good, for which the student is awarded 2 points
 - 6- Grade D+, or very satisfactory, for which the student is awarded 1.5 points
 - 7- Grade D, or satisfactory, for which the student is awarded 1 points
 - 8- Grade F, or fail, for which the student is awarded 0.0 points

13. Study Regulations at the Center

- a. Students are not awarded any points if they fail, withdraw from, or, having provided an acceptable excuse, fail to complete the course. On the other hand, a student may be added to the Center's honors list for one semester if he/she scores high merit or above, and has not failed any of the four skills, in the previous semester.
- b. Under certain circumstances, the Chancellor or the Director of the Language Center, by commission of the Chancellor, may modify the start, end, advising, registration, and/or exam dates of the course in any given semester.
- c. A specific number of teaching hours is devoted to each of the four language skills.
- d. Students are required to attend all theoretical and practical classes, and participate in research sessions, extracurricular activities, and course exams.
- e. A student is issued a first then a second warning letter if he/she misses respectively 10% and 15% of the total number of hours of the course.
- f. If the student is absent for 20% of the total number of hours, he/she is not allowed to sit the final exams and fails the course. However, students who exceed the number of permissible absences due to medical and/or exceptional circumstances that are accepted by the Director are allowed to withdraw from the course(s) and receive a final grade of W. Such incidents are directly reported to the Registration Department. Meanwhile, students who represent the UAE and/or the University in official events are allowed to miss a maximum of 25% of their classes.
- g. All student absences, with or without acceptable excuses, shall be recorded and counted.
- h. Faculty are required to record students' absence in their attendance sheets within one working day.
- i. Students representing the University in sporting or other events are allowed to miss a maximum of 25% of their class.
- j. A student who misses a final exam for no compelling reason or an excuse acceptable to the University administration fails said exam. A student is allowed to sit a makeup final exam only if:



- 1- The student's academic advisor and the course instructor accept in writing the student's excuse for missing the exam,
 - 2- The course instructor vouches for the student's commitment to learning, and that the student has satisfied his/her coursework and attendance requirements
 - 3- The Director of the Language Center gives his approval
- k. Students must sit their makeup final exam(s) before the end date of the late registration period otherwise they would fail the course in question.
- l. The results of the semester exams are approved by the Director of the Language Center while the results of the final exams are approved by the Chancellor to allow students to enroll in their chosen colleges and academic programs.
- m. The Center can offer training courses in Arabic, or other foreign languages, for specific purposes to professionals working in the UAE such as economists, diplomats, physicians etc.
- n. Student Disciplinary Policies:
- provisions included in the bylaws that govern student disciplinary measures in the colleges affiliated to the University or fall under its supervision shall be applied in the Language Center.
- **Student Services:**
- The Language Center enables its students to use and/or borrow books, academic periodicals, and digital materials that allow them to keep up-to-date with recent scientific advances on the internet. In addition, it allows students to avail existing services available to college students.
 - The Center can form student clubs that enhance their language skills such the oration club, the radio and T.V. society, the poetry club, the novel club, and the drama society.
 - Each student society or club is overseen by a faculty from the Center under the supervision of the Director.
 - Student societies and clubs are required to develop their annual activity plans and submit them to the Director and Chancellor for approval.

p. Language Placement Test:

- Students are placed in the appropriate language level based on their scores on a placement test conducted by the Center as follows:

Score	Level
0-14	Novice A
15-29	Novice B
30-44	Intermediate A
45-59	Intermediate B
60-74	Advanced (specific purposes)
75-89	Superior
90-100	Distinguished

A student who achieves a score of 70 and higher is eligible to start his/her major provided that they receive a letter or recommendation from the Language Center.



14. Sharjah Center for Islamic Economics

This following decision shall herewith be referred to as the “executive orders regulating the operations of the Sharjah Center for Islamic Economics”.

The following words should be understood to mean the definitions given below unless otherwise stated in this text:

The University	: Al Qasimia University
The Chancellor	: Chancellor of Al Qasimia University
The Center	: Sharjah Center for Islamic Economics
Board of Directors	: Board of Directors of the Sharjah Center for Islamic Economics
Director	: Director of Sharjah Center for Islamic Economics
Executive Council	: Executive Council of the Sharjah Center for Islamic Economics
Services	: research, studies, consultation, professional training, and academic activities
Institutions	: Islamic financial institutions
Affiliated colleges	: the colleges of Sharia and Islamic Studies, and Economics and Management

The Center is recognized as a special unit that is overseen by the Board of Directors that is chaired by the Chancellor. The Vice Chancellor for Academic Affairs oversees the Center’s administrative and academic affairs, while the Vice Chancellor for Financial and Administrative Affairs supervises its financial operations.

1) The Center aims to:

- a) Enhance academic research and find solutions through academic studies, research projects, and consultations that deal with the various aspects of the Islamic finance industry.
- b) Contribute to developing the skill base of the employees of Islamic financial institutions through its quality professional training programs.

- c) Develop and improve Islamic financial services and products compatible with contemporary local and international financial applications.
- d) Build strong and flexible relations between the various institutions and business.

The Center's Board of Directors is formed by decision of the Chancellor and the membership of:

Chancellor of Al Qasimia University	Chair
Vice Chancellor for Academic Affairs	member
Vice Chancellor for Administrative and Financial Affairs	member
Deans of affiliated colleges	members
Director of the Sharjah Center for Islamic Economics	member
A consultant in commercial law	member
A consultant in Islamic economics	member

2) The Board of Directors is responsible for:

- a. Approving the Center's strategies and development plans.
- b. Approving the Center's annual plan.
- c. Approving the Center's budget, as part of the University's budget, and its stakeholders and annual plan.
- d. setting the standards, controls, and nature of the training, consultation, and research services offered by the Center.
- e. determining the standard fees for any training, consultation, or research services offered by the Center and the financial compensation paid to members of the concerned taskforce (whenever the consultation services provided dictates such payments to be made).
- f. Recommending the appropriate texts for the memoranda of understanding and cooperation that the Center may engage in with the relevant institutions to ensure the ideal execution of the programs and services provided by the Center.



- g. Recommending the consultancies, academic councils, and relevant committees that may be concerned with the execution of the Center's activities as suggested by the Director.
- h. Approving the controls regulating contracting consultants, technicians, administrators, and manual workers by the Center. The proposed contracts should specify the duration of the contract, steps for contract extension, wages, job specifications and other contractual obligations that bind both parties.
- i. Approving the final accounts and the annual report prepared by the Director on the activities of the Center.
- j. Approving the periodic reports submitted by the Director on the activities of the Center.

The Board of Directors of the Language Center is authorized to award its employees bonuses and incentives if the Center's net financial return exceeds 5%, in accordance with the accounting mechanism referred to in point 12 (f) of this resolution. The value of the reward is determined according to the following table:

Amount exceeding the net returns	Value of the award
5 %	25% of the monthly salary
10 %	50% of the monthly salary
20 %	75% of the monthly salary
30 %	100% of the monthly salary

* These incentives shall be paid out to the concerned employees provided that the Center's net returns do not fall below 3% after the payment has been made.

** The Board of Directors shall abide by the all established rules concerning conflict of interest mentioned in the University's bylaws.

*** The Board of Director may assign the Director any duties that it deems essential to improving the operations of the Center.

3) Meetings

- a. The Board of Directors of the Sharjah Center for Islamic Economics shall meet at least twice every academic year by invitation from the President of the Board, once at the start of the academic year and the second in the middle of the year. The board may also convene for extraordinary meetings whenever the need arises.
 - b. An absolute majority of the boards members need to be in attendance to reach a quorum. Decisions are based on a majority vote of those present, and in the event of a tie, the side the President of the Board voted on shall prevail.
 - c. Decisions and recommendations made by the board only come into effect after receiving the approval of the Chancellor.
- 4) The Director of the Sharjah Center for Islamic Economics is appointed for 3 renewable years by decision of the Chancellor.
- 5) The Director manages the Center's affairs in accordance to the University's bylaws and the decisions of the Board of Directors. The Director is entrusted to perform the following duties:
- a. Preparing the Center's annual budget and plan.
 - b. Preparing any proposed memoranda of understanding or agreements of cooperation between the Center and institutions concerned with its various activities and services.
 - c. Recommending the appropriate consultancies, academic councils, and committees to perform the Center's activities and deliver its various programs.
 - d. Supervising the operations of the Center and ensuring they are compliant with the regulations in force at the University.
 - e. Preparing a budget for the estimated costs of the services to be contracted and the estimated wages to be paid for performing these services.
 - f. Submitting a biannual/annual report on the Center's operations, activities, and finances to the Board of Directors for its approval.
 - g. Putting into effect the decisions made by the Board of Directors.



- 6) At the start of each academic year, the Chancellor shall form an Executive Council for the Center chaired by the Director and the membership of those whom he nominates either from outside the University (specialists in fields relevant to the activities of the Center) or Al Qasimia University faculty from the affiliated colleges.
- 7) The Executive Council of the Sharjah Center for Islamic Economics shall perform the following duties:
 - a. Participating in and ensuring the implementation of the Center's annual plans including all the professional and training programs, consultation services, and research projects that the Center may offer in response to the needs of the market.
 - b. Recommending the Center's budget for approval by the Board of Directors.
 - c. Overseeing the implementation of the indicators of the strategic plan relevant to the Center.
 - d. Performing any other tasks that it may be assigned by the Board of Directors.
- 8) Meetings of the Executive Council of the Sharjah Center for Islamic Economics are governed by the following regulations:
 - a. The council shall convene once a month, or whenever the need arises. A minimum of 5 council members, including the President of the Executive Council, need to be in attendance to reach the legal quorum.
 - b. In the event of a tie of votes on any matter, the side the President of the Executive Council voted on shall prevail.
 - c. The Director shall appoint an administrative assistant as a rapporteur to the council meetings.
- 9) The following individuals shall deliver the training programs, technical consultations, and research studies offered by the Center:
 - a. University and/or outside experts nominated by the Director.
 - b. Specifically-nominated Al Qasimia University faculty and staff.
- 10) Individuals who have delivered training, consultation, technical, and research services shall be financially compensated as per the recommendations of the Director and upon the approval of the Chancellor.

- 11) The Center provides its consultation and technical services in accordance with the terms of agreements or contracts with client institutions that comply with the policies and conditions set by the Board of Directors.
- 12) The University shall assign the Center an annual budget to finance its operations.
- 13) The financial affairs of the Center shall be regulated according to the following:
 - a. A dedicated accounting unit shall be formed in the Center that manages its revenue and expenses and that falls under the University's budget.
 - b. The University shall provide the Center with the required funds to run its operations which the Center is obliged to repay within 12-month period.
 - c. The revenue of the Center is generated through:
 - Fees paid in return for services, consultations, and training provided by the Center to its clients
 - Fees paid in return for technical and production process delivered to clients
 - Donations, endowments, and sponsorships
 - Other revenue generated by the activities of the Center
 - d. The expenses of the Center include:
 - salaries and bonuses determined by the Board of Directors
 - running expenses
 - start-up and investment expenses
 - indirect expenses
 - e. The unified accounting system shall apply to all of the Center's accounts.
 - f. The annual net revenue of the Center generated through its activities and operations should exceed its expenses. The net financial revenue of the Center is the amounts remaining after excluding the net expenditure (including the salaries of the Center's director and other employees) from the overall revenue generated during one calendar year from all of the Center's projects and operations.



- g. The Center's financial activities shall be conducted by the University's Finance Department which, together with the Center's management, determines the financial documents and records that need to be held.
- h. The Center is authorized to develop and issue relevant training certificates, professional diplomas for courses shorter than one academic year in accordance with the required accreditation standards, and joined certificates with the relevant international institutions and Centers.
- i. The Board of Director determines the conditions of issuing the certificate.
- j. The Center's personnel management complies with the University's relevant bylaws and regulations.
- k. Any matters that have not been included in this document shall be subject to the regulations in effect at the University.
- l. This decision comes into effect on the day it is issued and is binding to all concerned.

15. Center for Continuing Education and Development

The policies defined herewith shall be referred to as the policies of the Center for Continuing Education and Development at Al Qasimia University.

Definitions:

When applying the terms of the policies mentioned above, the following words and phrases have the meanings specified below unless otherwise stated in this text:

University	: Al Qasimia University
Chancellor	: Chancellor of Al Qasimia University
Center	: Center for Continuing Education and Development
Director	: Director of the Center for Continuing Education and Development

Board of Directors: The Board of Directors of the Center for Continuing Education and Development

1) Status of the Center

- a. The Center for Continuing Education and Development at Al Qasimia University is considered a special training and consultation unit.
- b. The Center's financial and administrative affairs are overseen by the Vice Chancellor for Financial and Administrative Affairs, while its academic affairs are supervised by the Vice Chancellor for Academic Affairs.
- c. The Director of the Center for Continuing Education and Development is appointed by decision of the Chancellor for 3 years, renewable only once.

2) The Center aims to:

- a. Design and develop academic and professional programs that fill the human resources needs of the University and the community.
- b. Develop its trainees' knowledge and skills through high quality practical training programs.
- c. Enhance the levels of institutional performance providing entities in the community with academic and professional consultations delivered by expert faculty and outside specialists.
- d. Improve the professional performance of the employees of both the public and private sectors through its professional training programs.
- e. Serve the community by making its capabilities available to the community.
- f. Provide public and private entities with academic and technical consultations, services, and expertise in return for compatible fees.
- g. Regulate and increase the number of consultation services provided by the University by utilizing its human and technical resources which supports the University's strategic aim of building close ties with the community.
- h. Exchange expertise with similar centers and relevant entities in the UAE and abroad.

3) The Director is responsible for:

- a. supervising the operations Center according to University regulations.
- b. liaising with all beneficiaries of the Center's services including public and private entities.



- c. preparing the Center's budget according to the proposed plan.
- d. recommending the appropriate financial compensation paid to the Center's employees, and the required fees for services provided by the Center to clients inside and outside the University including courses, forums, workshops, and consultations. Upon receiving the approval of the Chancellor, the Director is required to submit these recommendations to the Vice Chancellor for Academic Affairs for authorization.
- e. approving the Center's financial expenditure as per the Center's official budget.
- f. generating an acceptable financial return from the activities of the Center.
- g. submitting an annual report on the Center's activities to the Vice Chancellor for Academic Affairs.
- h. performing any other duties that he/she may be assigned by the Chancellor or the Vice Chancellor for Academic Affairs.

4) The Board of Directors of the Center for Continuing Education and Development

The Board of Directors of the Center for Continuing Education and Development shall be formed by decision of the Chancellor, chairmanship of the Vice Chancellor for Academic Affairs and the membership of:

- The Vice Chancellor for Financial and Administrative Affairs
- The Director of the Center for Continuing Education and Development
- Five faculty specialized in fields directly related to the activities of the Center
- Two outside specialists in fields relevant to the activities of the Center

5) The Board of Directors is responsible for:

- a. Devising the appropriate strategies and plans to improve the performance of the Center.
- b. Recommending programs, services, and projects that the Center can offer.
- c. considering the training needs suggested by the Director.
- d. recommending the adoption of the Center's training plans in light of the circumstances of the colleges and the needs of the market.

- e. reviewing and approving the basic standards, and the means of implementing and evaluating of the programs offered by the Center.
- f. coordinating with the various colleges to nominate suitable training and consultants to deliver the Center's programs, services, and projects.
- g. setting the standards, controls, and types of the training and consultation services offered by the Center.
- h. approving the Center's proposed budget (part of and included under the University budget), stakeholders, and annual plan.
- i. determining the fees of the training and consultation services provided by the Center and their distribution among the Center's work team depending on the nature of the consultation work provided.
- j. approving the funds needed to deliver the training and consultation services provided by the Center.
- k. approving the hiring criteria for the consultants, technicians, administrators, and workers to be employed by the Center. Such employment contracts should specify the duration of the contract, conditions for its extension, salary, job description and all other matters related to the rights and obligations of the two parties (the Center and the employee).
- l. authorizing the terms for determining the wages and bonuses paid to inside and outside technicians and administrators working for or affiliated with the Center based on the Center's revenues.
- m. endorsing the Center's final accounts and the annual report submitted by the Director.
- n. approving the periodical reports on the activities of the Center submitted by the Director.
- o. recommending meetings, forums, and conferences that the Center may jointly host with other institutions.
- p. ensuring the activities of the Center fully-utilize the University's capabilities in the service of the community by inviting all the colleges to participate in these activities.



6) The Center develops and delivers the following paid services:

- a. Training and rehabilitation programs upon receiving the required approvals
- b. Workshops
- c. Consultations and professional studies
- d. Technical services
- e. Institutional evaluation
- f. Language editing
- g. Specialized lectures

7) There should be no conflict between the faculty's contribution to the operations of the Center and their regular duties in accordance with the established policies of the University.

8) The financial return of any of the Center's activities should be higher than 25%.

9) The Center's accounts shall adopt the unified accounting system.

10) The Center's efficiency and effectiveness shall be evaluated annually.

11) The Board of Directors develops the organizational structure which includes an advisory office.

12) The University shall allocate sufficient funds for the operations of the Center in its annual budget.

13) The financial affairs of the Center are regulated according to the following:

- a. A dedicated accounting unit shall be formed in the Center to manage its revenue and expenses and that falls under the University's budget.
- b. The University shall provide the Center with the required funds to run its operations which the Center is obliged to repay within 12-month period.
- c. The revenue of the Center is generated through:
 - Fees paid in return for services, consultations, and training provided by the Center to its clients
 - Fees paid in return for technical and production process delivered to clients

- Donations, endowments, and sponsorships
- Other revenue generated by the activities of the Center
- d. The expenses of the Center include:
 - salaries and bonuses determined by the Board of Directors
 - running expenses
 - start-up and investment expenses
 - indirect expenses
- e. The unified accounting system shall apply to all of the Center's accounts.
- f. The annual net revenue of the Center generated through its activities and operations should exceed its expenses. The net financial revenue of the Center is the amounts remaining after excluding the net expenditure (including the salaries of the Center's director and other employees) from the overall revenue generated during one calendar year from all of the Center's projects and operations.
- g. The Center's financial activities shall be conducted by the University's Finance Department which, together with the Center's management, determines the financial documents and records that need to be held.
- 14) The Center is authorized to develop and issue relevant training certificates, professional diplomas for courses shorter than one academic year in accordance with the required accreditation standards, and joined certificates with the relevant international institutions and centers. The Board of Director shall determine the conditions for granting such qualifications.
- 15) At the beginning of each academic year, the Board of Directors determines the qualitative and quantitative indicators of achieving the Center's annual plans. These indicators shall then be used to evaluate the efficiency and effectiveness of the Center every year.
- 16) The Center's personnel management complies with the University's relevant bylaws and regulations.
- 17) Meetings of the Board of Directors:
 - a. The Board shall convene once a semester, or whenever the need arises by invitation from the Chairman of the Board.



- b. The majority of its members need to be in attendance to reach a quorum. Decisions are based on a majority vote of those present, and in the event of a tie, the side the chairperson voted on shall prevail.
- c. The decisions and recommendations made by the Board only come into effect upon the approval of the Chancellor.

18) General Provisions:

- a. Special exceptions can be made for services unrelated to the mandate of the Center but which the Director decides to offer to certain clients.
- b. The University shall allocate sufficient funds to the running of the Center in its annual budget.
- c. The Center shall ensure that any training programs, consultations, studies, and/or technical services provided by Al Qasimia University faculty do not conflict with their teaching duties and do not exceed 45 hours per semester.
- d. The Center is authorized to develop and issue relevant training certificates, professional diplomas for courses shorter than one academic year in accordance with the provisions of the National of Qualification Center and the Commission for Academic Accreditation.
- e. Any matters that have not been included in this document shall be subject to the regulations in effect at the University.
- f. This decision comes into effect on the day it is issued and is binding to all concerned.

Prof. Awad AlKhalaf
Chancellor



Policies and Procedures

Second: Quality Assurance



Second: Quality Assurance

- 1- Quality assurance comprises the evaluation of any plans and matters related to institutional research, institutional effectiveness, accreditation, and professional development. It also includes the processes of evaluation, following-up, planning and supporting decision-making by providing accurate and timely information about the academic and administrative units at the university, which results in constantly maintaining and developing institutional effectiveness at the university level.
- 2- A center for quality assurance, institutional effectiveness, and academic accreditation shall be formed at the University under the direct supervision of the Chancellor. This center shall be responsible for:
 - a. Coordinating and planning national and international accreditation applications, identifying the conditions that ensure that the University receives the institutional accreditation, and ensuring that the University complies with its plans to achieve these conditions
 - b. Developing and updating the University's program documentation by creating an institutional database that records all information obtained from across the University
 - c. Synchronizing the activities of institutional effectiveness, with the aim of ensuring that all academic and administrative units achieve their goals in a consistent manner across the university sites
 - d. Identifying the factors required to achieve data consistency, establishing procedures to maintain data quality, and ensuring the appropriate use of the results and data of the internal and external evaluation
 - e. Promoting the application of appropriate methods of teaching and learning for each program
 - f. Designing and updating appropriate evaluation methods for each category of programs, and ensuring the implementation of established development plans
 - g. Ensuring that existing and future curricula meet the necessary standards and contain clear outcomes

- h. Preparing performance reports at all levels, and performing periodic review and evaluation of the implementation of strategic plans and directions
 - i. Ensuring the implementation of the University's policies and procedures and supervising their review, development and updating
- 3- The Center for Quality Assurance, Institutional Effectiveness and Accreditation supervises the quality assurance policies and procedures at the University while ensuring that it complies with the University's institutional effectiveness guide which it constantly develops in line with the licensing and accreditation standards.
- 4- The Center for Quality Assurance, Institutional Effectiveness and Accreditation consists of four units and departments that cooperate to promote the University's mission, namely:

a. Department of Institutional Effectiveness

This department supervises the promotion of a culture of quality in all academic and administrative units. It also ensures that the licensing and accreditation standards, and best practice are adopted in all areas that support the educational process in the University.

b. Institutional Research Unit

The Institutional Research Unit offers a variety of services including data collection and analysis and report compilation that support the evaluation of the University's administrative and service operations, academic quality assurance, and strategic planning.

c. Academic Accreditation Department

The Academic Accreditation Department supervises the review and local and international accreditation of the academic programs and the evaluation of the learning outcomes.

d. Faculty Development Unit

This unit supervises and conducts programs, courses, and workshops to enhance the skills and capabilities of the faculty.



e. Risk Management Unit

The Risk Management Unit supervises the development of risk management plans, record risk incidents, and updating the risk management procedures.

Department of Institutional Effectiveness

The Department of Institutional Effectiveness is concerned with developing an effective quality assurance system and promoting a culture of quality across the University's administrative and academic units, and among faculty, students, and other affiliated parties. Consequently, the department aims to instill the concepts of self-evaluation to achieve sustainable development and progress in accordance with the University's vision, mission, and aims and in compliance with the licensing and accreditation standards set by the national Commission for Academic Accreditation.

Aims:

- 1) Overseeing and implementing the general framework performance evaluation and quality assurance in all the administrative and academic units.
- 2) Ensuring that all academic and administrative units are aware of the general framework for performance evaluation and quality assurance.
- 3) Reviewing and updating the University's strategies, mission, and aims in light of new developments and innovations.
- 4) Developing and planning self-evaluation and review systems for the University's various activities, colleges, departments, and programs.
- 5) Gathering and analyzing the results of the self-evaluation studies, identifying positive and negative aspects mentioned in them, and making appropriate recommendations for performance development.
- 6) Devising and implementing the strategic plans for licensing and accreditation standards.
- 7) Creating a database of all administrative units to facilitate the review of their performance.
- 8) Publishing all information related to the mechanisms of quality assurance to raise the awareness of the faculty, staff and students of the importance of applying the quality assurance standards.

Institutional Research Unit

The Institutional Research Unit plays a pivotal role in assessing institutional effectiveness by gathering relevant data from all University units and performing extensive analysis and periodical reporting to facilitate data-driven strategic decisions. The unit also supports planning, decision-making and evaluation, suggests alternative solutions to support the decision-making process, and provides relevant data that inform administrative decisions to the University's administrative and academic units, and its students. The unit provides official reporting to the entire University community including the Board of Trustees, the colleges and their departments, and other academic and administrative units which facilitates planning, evaluation, and decision-making.

Aims:

- 1) Gathering information and data to measure and evaluate the performance indicators at the University's administrative and academic units.
- 2) Contributing to the design of questionnaires and evaluation forms to assess the efficiency of the services and activities provided by the University in collaboration with the various units, colleges, and departments.
- 3) Delivering talks to raise the awareness of the University community of the concept of institutional effectiveness, and the standards for increasing the institutional effectiveness, and the means for achieving the established missions and aims of each University unit or program.
- 4) Analyzing and publishing the findings on the administrative and academic activities.
- 5) Designing, conducting, and reporting on studies on the University's programs, services, facilities, students, and employees and submitting the results of these studies to the concerned departments inside and outside the University.
- 6) Documenting, publishing, and providing the colleges and departments with all information and indicators related to the performance of the University's academic programs.
- 7) Overseeing the implementation of the educational outcomes evaluation process, suggesting the appropriate methods for utilizing the results of the outcome evaluation in improving performance, and making the appropriate recommendations to the concerned committees and units to ensure that they continue to achieve their aims.



Academic Accreditation Department

This department is concerned with the accreditation of the University's academic programs, and raising the awareness of the values, principles, and regulations of academic accreditation among all members of the University community.

Aims:

- 1) Publishing all information related to the process of academic accreditation to all of academic units at the University
- 2) Support applications for obtaining the academic accreditation of new programs or reaccrediting current programs
- 3) Supporting the colleges in conducting self-evaluations
- 4) Meeting with the representatives of the Commission of Academic Accreditation and preparing the required reports
- 5) Creating a database of the academic degrees and programs offered by the University
- 6) Preparing appropriate response files to the requirements and recommendations of the academic evaluation committees

Faculty Development Unit

The Faculty Development Unit supervises the development and delivery of professional development programs, courses, and workshops.

Aims:

- 1) Promoting a culture of self-development and learning among the faculty.
- 2) Developing the skills and capabilities of the faculty to enhance the quality of the educational outcomes.
- 3) Developing the faculty's skills and capabilities in compliance with the requirements for academic accreditation.
- 4) The continuous development of the unit's training in accordance with the latest national and international developments.

5- Planning: The University's mission and strategies priorities are informed by its strive to achieve its vision. The vision and mission of the University are practically expressed through its long, short, and mid term strategic plans, and, consequently, through its operational plans, performance indicators, and implementation and evaluation steps. In addition, the whole University, and each of its administrative and academic units should have clear strategic and operational plans that are compatible with the its vision and mission and which define the general framework of its operations. These plans must be periodically submitted to the Board of Trustees.

6- General Provisions.

7- Developing and/or modifying the quality assurance policies and procedures are the responsibility of the Center for Quality Assurance, Institutional Effectiveness, and Academic Accreditation and are approved by the Deans' Council.



Policies and Procedures

Third: Academic Programs



Third: Academic Programs

Definitions:

In the application of the provisions of these policies, the following terms and expressions should be understood to mean the definitions given below unless otherwise stated in this text:

The University	: Al Qasimia University
The President	: President of the University and President of Board of Trustees
The Board	: The University's Board of Trustees
The Chancellor	: Chancellor of the University
Deans' Council	: The University's Deans' Council
Vice Chancellor	: Vice Chancellor for Academic Affairs
College Council	: The concerned College Council
The Dean	: College Dean or whoever holds a similar position
The Department	: The Concerned Academic Department
Academic Year	: A period of one year that is determined by the official university calendar
Students	: Male and Female students
Student	: Male and Female student

Semester Average (GPA): The sum of points obtained by multiplying the points the student receives in each course and the number of credit hours allocated for the course, and then dividing them by the sum of credit hours for all courses of the semester.

Cumulative Average (CGPA): The total points resulting from multiplying the result of each course by the number of credit hours since the date the student joined the university and until the date of calculating the average, divided by the total number of credit hours (this includes the approved transferred credit hours for the student).

1. Studying in the Arabic for Non-Native Speakers Program

- A. Students admitted to the University must sit for a placement test in Arabic, as shall be determined by the university.
- B. Students enrolled in the Arabic for Non-Native Speakers Program shall be placed at a level based on their performance on the written and oral placement tests.
- C. A student shall join his/her academic program after successfully completing the requirements of the Arabic for Non-Native Speakers Program as specified by the Language Center.
- D. The maximum duration a student is expected to complete the Arabic for the Non-Native Speakers Program is one academic year.
- E. Placement tests shall be conducted as needed for students admitted to university colleges, whether those admitted to the Language Center or from outside the country, in the following areas:
 - 1. Arabic language
 - 2. English language
 - 3. Information technology
 - 4. Mathematics
- F. Based on his/her performance on the placement tests, a student shall be enrolled in the appropriate remedial program.
- G. A student may take the remedial program courses in addition to courses from the academic program they will join subject to compliance with the relevant regulations.

2. Graduation Requirements

Minimum and maximum duration required to complete a bachelor's program:

- A. The minimum number of semesters required to obtain a bachelor's degree is six regular semesters, non-inclusive of summer semesters.
- B. No student may spend more than nine regular semesters to obtain a bachelor's degree.



- C. Periods of permissible leave of absence (suspension or intermission) shall not be calculated as part of the student's duration of study.
- D. Each fifteen credit hours in the student's study plan shall count as one semester. This applies after a transfer or change of major, whether from within the University or from another university.

3. Students' levels

Students registered on a bachelor's degree are placed in one of four levels:

- A. First year: 0-30 credit hours
- B. Second year: 31-64 credit hours
- C. Third year: 65-98 credit hours
- D. Fourth year: 99-132 credit hours

4. Graduation Procedures

A bachelor's degree shall be granted to the student upon fulfilling the following graduation requirements:

- A. successfully completing all courses required for graduation in his/her study plan.
- B. receiving a minimum cumulative GPA of 2.0, and completing all other requirements as specified in the student's study plan.
- C. completing the minimum, and not exceeding the maximum number of semesters required to receive a bachelor's degree.
- D. the decision for the student's graduation is issued by the concerned councils.
- E. Graduates who receive a cumulative GPA ranging from 3.60 to less than 3.85 out of 4 are granted a grade of "Excellent with Honors".
- F. Graduates who receive a CGPA of 3.85 or above are granted a grade of "Excellent with First Class Honors".

5. General Provisions

- A. If a student's graduation is contingent on completing a compulsory course that is not offered in the semester in which the student is expected to graduate, or if the course is offered but clashes with another compulsory course, the student may be allowed to study an alternative course of equal level and credit hours. This is subject to the Dean's approval, and the recommendation of the department where the student studies and shall be done in coordination with the department offering the course. The dean shall inform the registration department of his/her approval.
- B. If a student's graduation is contingent on passing only one course which he/she has previously failed three times, the student may be allowed, upon the approval of the Dean, and in coordination with the department offering the course to study an alternative course equal to the substituted course, or higher in terms of level and number of credit hours. The Dean shall inform the Registration Department of his/her approval.
- C. A student shall not be excused based on his/her claim of ignorance of these policies and procedures, the announcements issued by the University or what is published on the notice boards in the different University buildings.
- D. A student is responsible for organizing his/her academic schedule, taking the prerequisite courses and seeking help from his/her academic advisor.
- E. A student must obtain clearance to complete the procedures for graduation or withdrawal from the University.
- F. A student shall graduate in the same semester he/she completes an "incomplete" grade.
- G. Graduation certificates are awarded at the end of each semester while the graduation ceremony shall be held twice a year unless the Deans' Council decides otherwise.



6. Academic performance

The Academic Performance of Undergraduate Students:

A. Attendance:

1. Undergraduate students are required to attend all theoretical and practical lectures, and practical applications, participate in extracurricular research sessions and activities, and sit for course exams.
2. In the event that a student's absence exceeds 10% of the total credit hours of one or more courses, the course instructor shall issue a warning. If the absence rate reaches 15%, the course instructor shall issue a final warning to the student.
3. If a student's absence reaches 20% of the total credit hours of the course, she/he shall be barred from sitting the end-of-semester exams and shall be considered to have failed the course(s). If the absence is due to an illness or some other cause beyond the student's control that is acceptable to the course instructor, the student shall be considered to have withdrawn from the course and shall be awarded the letter mark (W) in his/her academic transcript. The Registration Department shall be informed of all such cases. However, students who represent the country or the University in official activities may be allowed to be absent for up to 25% of the total number of hours of their courses.
4. All absence, be it with or without an excuse, shall be calculated as part of the permitted number of missed hours.
5. The concerned faculty shall record the students' absence in the 'Attendance System' within a maximum of two working days from the date of each lecture.

B. Academic Load

1. The minimum credit load for a student in a regular semester is (12) credit hours.
2. The maximum credit load for a student with an academic warning is (13) credit hours.

3. The minimum academic load registered for a student may be less than (12) credit hours in any of the following cases:
 - a. registering in one of the foundation program courses
 - b. if the number of credit hours required to fulfill the graduation requirements is less than (12) credit hours
 - c. in exceptional cases approved by the college Dean and the academic advisor
4. A student may enroll in a maximum of (21) credit hours in any of the following cases:
 - a. He/she has completed at least (21) credit hours with CGPA of no less than 3.6
 - b. He/she is expected to graduate while still required to complete a total of (21) or less credit hours
5. The maximum credit load a student is allowed to take in the summer semester shall not exceed (7) credit hours, and the student may register in up to 10 credit hours if he/she has a cumulative GPA of (3.6) (i.e., excellent grade) or if this will lead to his/her graduation at the end of the summer semester.

C. Warnings and Expulsion:

1. A student shall be involuntarily transferred from his/her academic program when his/her cumulative average at the end of any semester drops to less than (1.00) unless the Deans' Council decides otherwise. The student may not resume the same academic major course of study or be transferred involuntarily more than once during his/her study at the University.
2. The first academic warning shall be issued to the student at the end of any semester when his/her cumulative average falls below (2.00). In such case, the student must raise their GPA in the next two semesters to avoid being issued a second warning.
3. Students under probation (with academic warning) shall be subject to the following:
 - a. The maximum credit load for students with academic warning is (13) credit hours. This load may be increased to (15) credit hours by recommendation



of the concerned department, and in coordination with the Registration Department, if this will enable the student to graduate in the same semester. The maximum credit load may also be increased to (13) credit hours if one of the courses he/she is taking is equal to (4) credit hours or one laboratory credit hour.

- b. The academic advisor of a student on academic probation shall provide him/her with an advisory plan and follow up on his/her academic progress.
4. A second academic warning shall be issued to the student if he/she fails to raise his/her cumulative GPA in the succeeding two semesters after receiving the first warning. Students with two academic warnings have the following options:
 - a. Changing their academic major by identifying the required courses and calculating the cumulative GPA in the new major after being admitted. If the student's cumulative GPA in the new major is (2.00) or above, the warning will be cleared, otherwise, the student will remain on probation.
 - b. Continuing the same academic program taking into consideration the consequences stipulated in the following article, and confirming this in writing.
5. A student shall be academically dismissed from the University by a decision of the Deans' Council in one of the following cases:
 - a. If the student received three consecutive academic warnings while studying in the same major.
 - b. If the number of academic warnings given to the student during his/her studies at the University reached five.
 - c. If the student received two academic warnings during studying an academic program, and then transferred to another major in which he/she also received two consecutive academic warnings immediately after the transfer. In such case, the student may not transfer to another academic program.
 - d. If the student's cumulative GPA falls below (1.00) more than once during his/her study at the University.
6. The summer semester shall not be calculated as part of the regular semesters with regards to academic warnings.

7. The Registration Department shall inform the student and the concerned department of the decision to issue a student with an academic warning or dismiss him/her from the University. A copy of the decision shall be kept in the student's file.
8. If a student completes more than (70) credit hours with a cumulative average of (1.95) or above, and receives a fifth warning, the student shall be given an opportunity to take one exceptional semester to increase his/her cumulative GPA to the required level.
9. If a student achieves a cumulative average of less than (2.00) after attending the first two semesters at the University, the College Dean shall issue him/her the first academic warning after notifying the Registration Department, and his/her study load shall be reduced to the minimum number of required credit hours in the next semester.
10. A student shall undergo an intensive academic advising program when he/she is issued a warning. This shall be done in cooperation between his/her college and the Deanship of Student Affairs, while taking into account the academic and psychological aspects that would aid him/her remove the academic warning and raise his/her cumulative average and advising him to repeat the failed courses or those completed with a less than "good" grade.
11. If a student fails to increase his/her cumulative average to (2.00) in the following semester after receiving the first academic warning, or if his/her CGPA falls below (2.00) by the end of any subsequent semester, he/she shall be issued a second academic warning. In such a case, the College shall consider advising the student to:
 - a. Change the major within the same college
 - b. Transfer to another collegeOR
 - c. Continue in the same major upon the recommendation of the academic advisor and the approval of the College Dean
12. If a student receives a second warning and fails to increase his/her cumulative average in the following semester, or if his/her CGPA falls below (2.00) by the end of any subsequent semester, he/she shall be issued a



third academic warning, and dismissed from the University for his/her poor performance.

13. A student who has received an academic warning shall be treated as if he/she has not been issued any warnings if his/her change of major or transfer results in raising his/her cumulative GPA to (2.00) or above.
14. A student shall be dismissed from the University if his/her cumulative GPA/semester average falls below (1.00) more than once throughout his/her study at the University.

D. Repeating Courses

1. A student must re-register in the compulsory course(s) he/she fails within two semesters from the date he/she has failed the course.
2. A student must re-register in the elective course(s) that he/she fails or register in alternative course(s) according to his/her approved study plan. In such cases, the alternative course shall be considered a repeat course replacing the failed elective course in terms of grade calculation in the semester average and the cumulative GPA.
3. A student who is expected to graduate with a GPA below (2.00) may repeat any course he/she has passed with (D, D+) grade, to increase his/her cumulative GPA.
4. If a student repeats a course, the higher grade he/she obtains shall be counted.
5. In all cases, all courses that the student studies shall be recorded along with the grades obtained in his/her academic transcript, with a specific mark against the failure or repeat grades that are excluded from the calculation of the cumulative GPA.
6. When a student repeats a course, the credit hours allocated for that course shall be included only once when calculating the total credit hours required for graduation.

E. Adding and Dropping Courses

1. A student may add or drop one or more courses upon the approval of the academic advisor within one week of the commencement of the study in a regular semester, and within 3 days of the commencement of a summer semester.

2. A student may add or drop courses upon the approval of the academic advisor within 10 weeks from the commencement of study in a regular semester, and within 4 weeks of the commencement of study in a summer semester. In such cases, the student's academic transcript shall show (withdrawn without failure) against the relevant courses. However, if the student does not withdraw from the course within the permitted period, he/she shall be responsible for the courses in which he/she is enrolled. In all cases, the minimum number of credit hours a student is required to complete in a regular semester is (12).

F. Academic Leave of Absence and Discontinuation of Study

- A. A student may be granted an academic leave of absence by decision of the Registration Department and the approval of the academic advisor and the College Dean, provided that the concerned student faces exceptional circumstances that prevent him/her from attending classes regularly. A student's request for a leave of absence may only be initiated after completing at least one regular semester in the University and must be lodged within a maximum of 4 weeks from the commencement of the semester. The concerned college shall be notified accordingly. The grades the student obtained before the leave shall be kept in the his/her academic records.
- B. If the same excuse for leave of absence persists after the elapse of the four weeks referred to in paragraph A above, his/her registration may only be suspended by decision of the Deans' Council and the Registration Department shall be informed accordingly.
- C. If a student ceases to attend his/her courses without applying for a leave of absence within 4 weeks from the commencement of the semester, and without prejudice to the provisions related to failure due to absence, his/her registration shall be suspended involuntarily by decision of the Registration Department. The grades the student obtained before the leave shall be kept in his/her academic records and the relevant college shall be informed of the same. The student's scholarship will be withdrawn after the elapse of the specified 4-week period.
- D. The College Council may allow a student on an involuntarily leave of absence, according to paragraph A, to register if it is proven that ceasing the study was



due to reasons beyond the student's control, and the Registration Department shall be notified accordingly.

- E. A student on an academic leave of absence cannot transfer the credits hours of a course(s) taken at a university, college, or higher institute during his/her leave be it voluntary or involuntary.
- F. A student's academic leave of absence shall be calculated as part of the maximum study period allowed at the University.
- G. The academic leave of absence shall be considered as involuntary suspension, and the period of suspension shall be calculated as part of the maximum study period allowed.

7. Schedules

- A. A study schedule shall be prepared for the courses offered in the upcoming semester and shall be announced in advance of the registration date for each respective semester.
- B. The study schedule shall include detailed information about the courses offered including the following:
 - 1. Course title, course number/code, and section name and reference number
 - 2. Credit hours allocated for the course
 - 3. Days and times of the weekly lectures
 - 4. Location of the building and classroom for each section
 - 5. Name of the course instructor
 - 6. Any other relevant information that is essential for the students to successfully complete the registration process
- C. Preparing the study schedule is the joint responsibility of all concerned parties.
- D. The Registration Department shall be responsible for following up on the preparation and update of the study schedules, including the development of controls and processes relating to their preparation and deadlines for their completion in coordination with the colleges and the Academic Schedules and Examinations Committee. It shall also ascertain the availability of fac-

- ulty members for the proposed schedule, and approve the dates of standardized exams, preparing the final exam schedule, and approving any potential changes in course and lecture venues after the schedule is announced.
- E. The council of each college shall provide all essential information related to the courses and sections that will be included in the academic schedule, including the organization of lectures in general, holding unified exams for multi-section courses, identifying course instructors, approving the necessary controls for assigning instructors, any course requirements, and the quality of the hall and the equipment needed for each course.
 - F. Under the supervision of the relevant college, the Registration Department shall set the necessary controls to organize the dates and times of lectures, and specify buildings and halls for each course and its sections.
 - G. The preparation and scheduling for the next regular semester shall start immediately after the end of the 'add and drop' period for the current semester.
 - H. Course schedules for the summer semester shall be prepared together with the schedule for the second academic semester.
 - I. Summer courses shall be offered according to the following regulations:
 - 1. Priority shall be given to general education program courses suitable for all students, and those necessary for students to graduate during the summer semester or the semester immediately after.
 - 2. They may include courses proposed by the college councils, provided they are approved by the Vice Chancellor for Academic Affairs, and on the condition that they are not offered again in the next semester as per specific regulations approved by the Vice Chancellor.

8. Academic Calendar

- A. The official University calendar shall constitute the basis on which academic programs are organized.
- B. The University shall operate on an academic year system divided into two semesters (the fall semester and the spring semester), each lasting at least (15) weeks. The University may hold one or more summer semesters, and each semester shall include a period for final examinations after the end of the teaching period.



- C. Each academic year shall commence with the first regular semester and end with the end of the summer semester.
- D. The last day of each regular semester shall be the date when results are published and degrees are awarded for said semester. This date shall be recorded in the students' official academic transcripts regardless of the accreditation date of the approved degree.
- E. The regular semester shall comprise at least 15 study weeks, excluding official holidays, to achieve the minimum requirement of instruction time.
- F. One or more summer semesters may be offered for a period of no less than 5 weeks each to ensure that the courses offered are fully covered.
- G. Before the beginning of each regular semester, a specific period shall be allocated for receiving new students, induction and orientation activities, aptitude tests, and the completion of the admissions and registration process.
- H. The university calendar shall identify important dates that relate to the operations affecting the educational process during the academic semester.
- I. Preparing the university calendar shall be the responsibility of the Registration Department in coordination with the Vice Chancellor for Academic Affairs, and shall be approved by the Deans' Council.
- J. An amendment may be made to the university calendar after it is approved; this shall be subject to the approval of the Deans' Council and the Chancellor of the University.

9. Grades and Exams

First: Instruction and Assessment

- A. The course instructor shall develop a detailed plan for teaching the course. This plan shall achieve compatibility between the course's learning outcomes, content, teaching methods, assessment, references, and required readings. The plan shall be distributed to students at the beginning of the semester and kept in the course file at the college.
- B. In the case of multi-section courses or courses taught or co-taught by more than one instructor, the Department Council shall appoint one of the course

instructors as course coordinator who should develop the teaching plan for that course and confirm that exams are conducted according to the dates specified in the course plan in cooperation with other course teachers.

C. Course instructor duties:

1. Committing to professional ethics and teamwork.
2. Preparing a detailed course plan according to the approved syllabus.
3. Identifying the teaching and learning strategies in line with the course's content and topics.
4. Preparing, conducting, and supervising exams and assessments as indicated in the course syllabus.
5. Performing teaching-related duties in accordance with the requirements of the University especially in regards to such issues as the university calendar, attendance and leave, warnings, monitoring students' grades, etc.
6. Conducting student academic advising and supporting them in accordance with the University's education philosophy, policies and procedures.
7. Following up on teaching the course's content according to the course plan on weekly basis.
8. Providing colleagues with tests and other assessment tools and following up on their administration according to the dates specified in the course plan.
9. Providing colleagues with the required technical support and assisting them with teaching-related matters.
10. Preparing the course file according to the requirements of the Commission for Academic Accreditation (soft and hard copies).
11. Planning and coordinating all matters related to the course.

Second: Guidelines for Writing Exam Question

Exam questions shall be:

- A. Reflective of the outcomes specified in the course syllabus
- B. Suitable for the length of the exam



- C. Varied and specifically tailored to enable the measurement of the students' cognitive abilities and skills in terms of recall, comprehension, application, and analysis.
- D. In the language of instruction.
- E. Written by the course instructor either independently or in coordination with his/her colleagues if multiple instructors are currently teaching the course. The instructor shall maintain utmost clarity in formulating the questions, while clearly stating the grade allocated for each question.

Third: Answer Sheets

- A. The Council shall, upon the recommendation of the college and the academic departments, develop the procedures for documenting and storing final exams answer sheets for a period of no less than 4 regular semesters. After this period, they shall be disposed of under the supervision of a committee formed by the College Council for this particular purpose.
- B. The course instructor shall coordinate with the Department Chair to determine the type and form of the answer sheets in line with the nature of each course.
- C. The course instructor shall keep the exam results of each regular semester for one academic year.

Fourth: Evaluation of Student's Performance

- A. Student grades shall be given in letters as follows:

Grade points	Letter	Percentage
4	A	90-100
3.5	B+	85-89
3	B	80-84
2.5	C+	75-79
2	C	70-74
1.5	D+	65-69
1	D	60-64
Zero	F	Below 60

B. The minimum letter grade to pass any course is (D).

C. Grade points shall have the designations indicated against them as follows:

GPA	Designation
3.60 or above	Excellent
3.00-3.59	Very Good
2.50-2.99	Good
2.00-2.49	Satisfactory
Less than 2.0	Unsatisfactory

D. The averages listed above are calculated by multiplying the points obtained in each course by the number of credit hours of the course and then dividing the result by the total number of credit hours of all the courses the student has taken.

E. The semester average is comprised of the average of all points obtained in all the courses the student has taken in that semester regardless of whether he/she has passed or failed any of them. By the end of their second semester, they will have a cumulative GPA.

F. Any CGPA is the sum of the points obtained in every course a student has taken up to the date of calculating the cumulative average, regardless of failing or passing.

G. The semester average or the cumulative average shall be rounded to the nearest two decimal digits.

H. Distinguished students' names shall be listed in three lists: the Chancellor's list, Dean's list, and Dean of Student Affairs' list, in accordance with the regulations pertaining to honor lists at the University.

I. The final grade for each course is the sum of the marks obtained in the final and mid-term exams and the course work.

J. The general framework of course exams shall be as follows:

1. Theoretical courses, and theoretical courses that include a practical component:

- a. 40-60% of the total mark shall be allocated to the end-of-semester exam, provided that it is a written exam that covers the course content, achieves its objectives and outcomes, and is held on the dates specified in the university calendar.



- b. 40-60% of the total score is allocated to mid-term and semester work; this shall include one or two written exams, reports, research, quizzes, and any other homework. The distribution of marks shall be approved by the College Council.
- K. If there is only one written exam, it shall be administered in the period between the seventh and ninth week of a regular semester and in the fourth week of the summer semester. If there are two written exams, the first shall be held in the sixth week of the regular semester and the third week of the summer semester, while the second shall be held in the twelfth week of the regular semester and the fifth week of the summer semester.
- L. Colleges may request to amend the grade distribution based on the recommendation of the department and college councils, provided that it is approved by the Course Plans and Curriculum Committee. Any such amendments shall comply with the regulations of academic standards.
- M. At the beginning of each semester, the course instructor shall inform the students of the distribution of grades and the exam dates.
- N. Practical courses: The College Council shall, upon the recommendations of the Department Council, determine how grades are distributed. Students shall be informed of this distribution at the beginning of each semester.
- O. The aforementioned provisions shall not apply to courses that have a special nature; such courses and their methods of assessment shall be determined by the College Council upon the recommendation of the Department Council, provided that the Vice Chancellor for Academic Affairs is informed about the decisions of the college in this regard with a full explanation and justification.
- P. The Department Council shall approve the evaluation plan for each course separately, considering the following:
 - 1. The plan includes comprehensive justifications of the development of its components.
 - 2. The independent learning activities constitute an integral part of this plan, to encourage and motivate students towards active engagement in such activities.

3. The proposed plan allows for objective evaluation upon implementation, and proper documentation of the evaluation results, especially when evaluating activities that focus on the student's work and engagement in the course.
4. The plan shall achieve the intended objectives and outcomes of the course.
- Q. The outcomes of the evaluation plan shall inform the development of the teaching-learning process and improvements in the students' performance.
- R. The course instructor shall mark student exams, submit final exam grades in letters and percentages and record them properly.
- S. Students shall receive their non-final exam results and course work grades within one week after the date of the examination; a week later, the grades shall be submitted to Department Chair.
- T. Final course grades shall be calculated in letters and recorded with a specification of the number of credit hours of the course.

Fifth: Exam Procedures

- A. If the student fails to attend the end-of-semester exam for a course without a valid excuse acceptable to the College Dean, he/she shall be considered to have failed that course.
- B. If it is proven that the student's failure to attend the final exam was due to an illness or a reason beyond the student's control that is acceptable to the Dean of the College offering that course, the student will be given a grade of (incomplete), and the Dean shall inform the Registration Department of this decision.
- C. A student who has received an incomplete grade must clear such mark from his/her record within two weeks of the beginning of the next regular semester; the student shall sit a make-up examination as determined by the course instructor and the concerned department. The result shall be submitted to the Registration Department within this period. Otherwise, he/she shall receive an (F) grade for that course.
- D. If the reason for not attending the exam mentioned in B above persists, the College Council may consider the student to have withdrawn from the course(s), and thus he/she shall receive a (W) in his/her transcript.



- E. The exam result obtained to remove the incomplete grade shall be recorded for the semester when the course was taken.
- F. If the graduation of a student is contingent on the course in which he/she obtained an incomplete grade, the student shall be considered a graduate of the semester in which he/she clears the incomplete grade.

Role of College Dean:

The Dean shall:

- 1. Compile the final exam question papers in an envelope sealed by the course instructor on the date of its submission; other appropriate methods may be followed depending on the nature of the class
- 2. Keep a copy of the final exam question paper at the Dean's office
- 3. Receive special requests from faculty members, including answer sheets, calculators, and laboratory requirements, on the specified dates and times

The Role of the Department Chair

The Department Chair shall:

- 1. receive all documents related to the results from the course instructor
- 2. verify the results by ensuring that the number of booklets or answer sheets corresponds to the number of students attending the exam
- 3. submit the documents related to the exam results once they become available
- 4. prepare a report on the progress of the exams and an analysis of the results to be submitted to the Dean. The report shall include:
 - a. The number of students enrolled in the course
 - b. The number of students allowed to sit for the exam
 - c. The number of students who missed the exam
 - d. The number of grades and percentages
 - e. Student success rate
 - f. The number and percentage of students who received incomplete grades and those who were not allowed to sit the exam

The Role of the Course Instructor:

The course instructor shall mark the final exams and submit the students' performance evaluation results in percentage and letter grades and all relevant documents to the Department Chair within 48 hours of the date of the examination. The Department Chair shall then submit the results to the College Council for approval. The documents submitted shall include:

1. final exam answer sheets
2. attendance sheet
3. five copies of the final exam question papers
4. the grade sheet after rounding any decimals
5. extra unused answer sheets
6. a report on exam results that includes:
 - a. The number of students enrolled in the course
 - b. The number of students allowed to sit the exam
 - c. The number of students who missed the exam
 - d. The number and percentage of grades
 - e. Student success rate
 - f. The number and percentage of students who received incomplete grades and those who were not allowed to sit the exam

Sixth: Monitoring Exam results

The College Council shall study the comprehensive reports prepared by the different departments on exam progress and result analysis to monitor and enhance the teaching-learning process.

Seventh: Reviewing the Final Exam Answer Sheets

A student may, within two weeks of the announcement of semester grades, submit a written request to the Dean of the College offering the course to review his/her final exam answer sheet. This request shall be submitted through the Registration Department after paying the required fee. If the request is ac-



cepted, the review shall be conducted by a committee formed by the Department Chair and the membership of two other faculty one of whom shall be the course instructor. The sole aim of the review is to ensure that there is no error in summing up the grades of each exam section and question, the grade components were copied accurately, and that questions were fully marked. The course instructor shall rectify any errors as needed and the amended result shall be approved pursuant to the relevant procedures in use.

Eighth: Blended Learning and Online Exams

- a. All students must review all information related to the courses that they are enrolled including lecture dates and times through Banner or Canvas. This information will be updated on those two programs as soon as they are announced.
- b. All add and drop procedures shall be conducted through email only, and no paper requests may be accepted. The concerned student shall send an email to his/her academic advisor identifying the courses he/she wishes to add/drop supporting his/her request with full justification. The student will be informed of the result of his/her request by email. Only requests submitted for the following reasons shall be considered:
 1. Completing the minimum study load (registered credit hours) based on the last CGPA of the student
 2. Repeating a failed course provided that the course is offered and there are vacant seats
 3. When a section is closed due to small number of enrollments
 4. When a section with large number of students are divided
- c. Students living in University housing shall be identified by Canvas and Argos so that the course instructor is aware of which students attend the lectures from inside or outside the University.
- d. The course instructor shall continue using Canvas in the same manner as in the previous semesters by providing all students with the course content.
- e. The course instructor shall use Zoom to enable students who are not attending face-to-face to join the lecture remotely and interact with their colleagues.

- f. The course instructor shall display the content of his/her lessons on the display screen in the lecture hall, so that all students, whether attending remotely or face-to-face, are able to see the content clearly.
- g. The course instructor may use the smart board which can also be projected on the computer screen.
- h. The course instructor may use a Word file or the like instead of the smart board, so that all students, whether attending remotely or face-to-face, are able to view the content clearly.
- i. Faculty shall be fully committed to uploading paperless assignments, tasks, worksheets, and quizzes, and some self-discussions for students on Canvas.
- j. The IT technical support team shall be present on the men's and women's campuses during the beginning of each semester to provide support to faculty.
- k. All examinations shall be administered on campus for all students (whether they live in the University dorms or in the UAE) in laboratories and in accordance with the University regulations in effect.
- l. Exams shall be conducted remotely with the use of the approved electronic monitoring system for students infected with COVID-19, in quarantine or those in their home countries due to compelling circumstances.

General rules and guidelines

The student shall ensure that:

- A. the username and password used are valid, and that he/she can access the e-learning system (Canvas) before the start of the exam.
- B. all academic courses appear in the e-learning system (Canvas).
- C. Arabic and English languages are both added and activated in the student's computer settings (so that the student can type in Arabic and English from the keyboard).
- D. He/she is logged into the e-learning system (Canvas) 15 minutes before the start of the exam, and to enter the exams page of the course.
- E. their mobile phone is either turned off or is kept in the University dormitory or in their cars during the exam time.



- F. no study materials or papers are on their desks while taking the exam.
- G. they contact the course instructor when facing any issue with the exam.

Additional Special Guidelines for Remote Exams:

- A. The student shall download “Lockdown Browser” to take the test using the below link; no other browser may be used for this purpose.

<https://download.respondus.com/lockdown/download.php?id=250137424>

- B. Invigilation of remote exams shall be conducted using Lockdown Browser + Respondus monitor.
- C. Online Exams may only be taken on a laptop; no mobile, iPad, tablet, or any other similar electronic device may be used.
- D. The students’ laptop or PC shall have a camera which can be an accessory of the PC or an external attachment.
- E. All students must ensure that their laptops are connected to the charger during the exam.
- F. It is strictly prohibited for students to cover their faces during the exam, and headphones may not be used. The exams may only start at the specified date and time (UAE Time).
- G. It is not allowed to have a strong lighting source behind the student while taking the exam. The student must sit in a room with a source of natural moderate light.
- H. No other person may be allowed to be present in the room while the student is taking the online exam.
- I. Students are not allowed to leave their chairs while taking the exam.

Guidelines and Instructions for the Final Exams:

- A. Students shall ensure that their usernames and passwords are valid and that they have an uninterrupted access to the e-learning system (Canvas) before the start of the exam.
- B. Students shall ensure that all academic courses appear in the e-learning system (Canvas).

- C. Mobiles phones and tablets may not be used to do the online exams.
- D. Personal PCs or laptops shall be used for doing exams, provided they are integrated with a camera and a microphone.
- E. All students must ensure their laptops are connected to the charger during the exam time.
- F. The student's university ID must be presented at the time of the exam.
- G. All students shall download "Lockdown Browser" to take the test using the below link; no other browser may be used for this purpose (The IT Center will be in contact with you for support on this regard).
- H. Arabic and English languages shall both be added and activated through the student's computer settings (so that they can type in Arabic and English on the keyboard).
- I. The student shall be logged into the e-learning system (Canvas) 15 minutes before the start of the exam, and enter the exams page of the particular course.
- J. The exam may only start at the specified date and time.
- K. The student's mobile phone shall be turned off while taking the exam, and no source of noise or distraction may be present during the exam.
- L. Appropriate attire shall be adhered to during the exam. In addition, neither covering the face nor the use of headphones may be allowed during the exam.
- M. Students may contact the course instructor when facing any issue with the exam.

10. Reviewing and Approving Study Plans

- A. The Board of Trustees shall approve the study plans of the bachelor's degree programs offered by the different colleges upon the recommendation of college councils and the proposals of the department councils.
- B. Arabic and English are two languages of instruction at this University. The Board of Trustees shall determine the language of instruction in each academic department.
- C. The Board of Trustees may approve the use of another language of instruction in specific cases if the nature of the course requires it.



- D. The University shall adopt the credit hour system, terms of study shall be organized on semester basis, and all course study plans shall be developed within the framework of this system.
- E. The number of credit hours for each course shall be calculated based on the number of weekly teaching/learning hours; one theoretical hour of teaching counts as one credit hour. For practical or lab hours, one credit hour shall be calculated as at least two hours of practical learning.
- F. In each academic year, the study period shall consist of two regular semesters, each lasting 16 weeks (48 hours); a summer semester may also be held consisting of 7 weeks (48 hours). By decision of the Board of Trustees, the academic semester may be shortened by no less than 15 hours in total for each semester, excluding periods of orientation, registration, and end-of-semester examinations.
- G. The minimum number of credit hours a student needs to complete to be awarded a bachelor's degree in the majors offered by the university's colleges is:

College	Minimum credit hour
Sharia and Islamic Studies	132
Arts and Humanities	132
Economics and Management	129
Communication	129
The Holy Quran	135

- H. The number of credit hours required to obtain a bachelor's degree in all majors offered by the different colleges are:
- University requirements: (30) credit hours distributed as follows:
 - Compulsory Courses: (21) credit hours
 - Elective Courses: (09) credit hours
 - College Requirements: Ranging from (15) to (66) credit hours
 - Major Requirements:
 - Compulsory Courses
 - Elective Courses
 - Support Courses

4. Open Requirements

5. Internship (as required by the approved study plan)

- I. A description of each course, its content and outcomes, and the number of credit hours allocated for it should be included in the study plan.
- J. The courses included in the study plan shall be classified into four or five levels, according to the number of years required for completing the program in ascending order.
- K. Pre-requisites or co-requisites shall be indicated against each relevant course.
- L. The number of theoretical and practical hours and credit hours shall be mentioned against each course.
 - A. Students may not study any course before studying its pre-requisite. Should this happen, the Registration Department shall cancel the student's registration on the course and shall inform the concerned departments. The student may, upon the approval of the College Dean and by the recommendation of the academic department and the academic advisor, study the course and its pre-requisite in the same semester if his/her graduation is contingent on completing this course (except for language courses), or if he/she has entered the final exam for the pre-requisite but did not pass the course.
 - B. Each course shall be given a number/code referring to the college, department, study level, major, and sequence of the course.
 - C. Each Department shall provide an indicative study plan divided into eight semesters or more, as required by the study plan for each major.
 - D. Compulsory courses shall be offered at least once in any academic year.
 - E. Elective courses shall be offered at least once every four semesters.



11. General Education Program

- A. The General Education Program shall reflect the University's educational philosophy.
- B. Arabic is the medium of instruction of the General Education Program. This is to reflect one of the major objectives of the University that is to promote the use of the Arabic as it is the language of the Holy Qur'an.
- C. The program consists of (30) credit hours of (21) compulsory and (09) elective courses.
- D. The main components of the General Education Program are: Islamic culture, information technology, statistic, and communication skills in Arabic and English.

12. Internship

- a. An internship constitutes an important part of the educational process. It is customary that academic programs include a dedicated course for internship. Applied departments are keen to equip students with the practical skills that complement what they have learnt in the theoretical courses. This can be achieved by allowing students to engage in internship experiences in coordination with the relevant local and international corporates and institutions. Internship is considered an essential component of study in any of the academic departments and is perceived to be the basis for building the student's professional identity. It also paves the way towards entering the job market equipped with confidence and efficiency, where they can demonstrate their high level of knowledge, skill, and maturity.
- b. The internship aims to prepare the students for the job market under the supervision of specialists where they are provided with academic and administrative support prior to joining the real work environment.
- c. An internship generally aims to achieve the following:
 - 1. the goals of the university, college, and academic department
 - 2. providing the students with the practical skills that fulfil the requirements of the job market to enable them to engage directly in the business community in a constructive and meaningful manner

3. providing the students with the experiences that will enable them to make decisions about their future career
4. strengthening the University's relations with the business community, which will reflect positively on the study plans
5. giving the students with the full opportunity to apply the theoretical knowledge acquired during the study in a real work environment as they approach the end of their university life
6. developing the students' understanding of the needs of the job market and how to successfully realize this understanding in the business environment

13. Course Files

A record file shall be created for each course of study which shall be updated every semester, be it regular or summer semester, and shall include the following:

- a. A detailed description of the course
- b. An explanation of the compatibility of the course objectives and educational outcomes with the program outcomes as reflected in the course content
- c. Teaching methods and learning approaches and their continuous development
- d. Information about the course instructor and teaching assistants, if any
- e. A copy of the course evaluation by the students and faculty in a quarterly report form; this includes the teacher's feedback and suggestions, and his/her answers to questions related to the course
- f. Copies of midterm and final exams
- g. Copies of exam results and their analysis after adding them to the final exams
- h. Assessment whether the course achieved its educational outcomes
- i. Samples of students' work that reflect their research and extracurricular activities
- j. Course instructor's opinions and suggestions



14. Student Numbers

The number of students in each course shall be determined based on its outcomes. The maximum number attendees in any lecture hall for courses at the undergraduate level may not exceed (40) students; this capacity is readily available in all university halls. In addition, special comfortable rooms stocked with scientific references and equipped with technical devices shall be made available to graduate students. The number of students in each course shall be determined by the concerned department or college based on the level and nature (whether practical or theoretical) of the course.

15. College Advisory Boards

- A. The purpose of the college advisory boards is to assist in setting the college's strategic objectives, and to propose ways to strengthen the partnership between the college and the community.
- B. A college advisory board shall include among its members a number of individuals from outside the college including professional leaders from the job market, distinguished academics, representatives of the community and distinguished alumni. The advisory board of any college shall consist of no less than eight members.
- C. The advisory board consists of all faculty members in addition to members from outside the college.
- D. Selection of members: Faculty members of the college shall nominate potential candidates from the college while the College Council shall select and approve members from outside the college.
- E. The membership of the advisory board is for two years, subject to renewal. The Board is formed by decision of the Chancellor.
- F. The Board shall meet at least twice a year, preferably once at least in each semester. Meetings shall be held at Al Qasimia University unless the Board decides otherwise. Additional meetings may be held in accordance with the Board's decision.

G. The College Advisory Board shall:

1. advice on new priorities and trends in the fields of education, research, and community partnership
2. suggest strategies that can be used to realize the goals of the college
3. make recommendations regarding existing and potential academic and research programs to the college
4. promote the college's reputation in the community
5. provide insights on the performance of the college's graduates in the job market
6. submit proposals for improving and developing the training programs offered by the college
7. create internship opportunities for students and job opportunities for graduates
8. assist the college in securing financial support for its initiatives and research
9. advice on issues and matters that are referred to it by the Chancellor, Vice Chancellor or College Dean

16. General Provisions

Developing or modifying policies and procedures for the academic programs shall be the responsibility of the Vice Chancellor for Academic Affairs, the College Councils, and the Center for Quality Assurance, Institutional Effectiveness and Accreditation. These policies and any modification thereof shall be approved by the Deans' Council and the Chancellor of the University.



Policies and Procedures

Fourth: Academic Research



Fourth: Academic Research

Definitions

In the application of the provisions of these policies, the following terms shall have the meaning assigned to them unless the context indicates otherwise:

The State	: The United Arab Emirates
The Government	: The Government of Sharjah
The Emirate	: The Emirate of Sharjah
The Ruler	: The Ruler of Sharjah
The Decree	: Emiri Decree No (2) for 2013 concerning the establishment of Al Qasimia University
The Law	: Law No (7) of 2013 concerning the organization of Al Qasimia University
By-laws	: By-laws of Al Qasimia University
The University	: Al Qasimia University
The President	: President of the University, Chairman of the Board of Trustee
The Board	: Board of Trustees
The Chancellor	: The Chancellor of the University
Deans' Council	: The University Deans' Council
The Dean	: College Dean or whomever may hold a similar position
The Department	: Concerned academic department
The Unit	: The Unit of Scientific Research and Publication
The Academic Year	: A period of one year set according to university calendar
Scientific Research	: A diligent systematic work aiming at expanding knowledge and developing scientific and economic applications and solutions. It includes both basic and applied research

Scientific Research Affairs:

Any matters related to scientific research. It includes affairs related to research grants, research groups, research publication, Al Qasimia University journal, research activities and programs, and any other activities related to scientific research.

Basic Research:

Research that aims at achieving a better and more detailed understanding of scientific phenomena or developing new ideas that might be applicable in the future.

Applied Research:

Research that aims at transforming knowledge into practical applications and solutions.

Research Grants to Newly-appointed Faculty:

The support provided by the University for research submitted by newly-appointed faculty with the aim of helping them prepare the basic resources to start their research activity at the University.

Competitive Research Grants:

The support provided by the University for refereed research submitted by researchers with outstanding scientific output in various fields including research in new fields, single-disciplinary research, multidisciplinary research, research in targeted fields, and joint collaborative research conducted with public and private community institutions.

Research in New Fields:

Research submitted by faculty to start a research activity in new areas for them, which are funded to enable them enhance their capabilities and continue researching in these new areas.

Single-disciplinary Research:

Research that is conducted from the perspective of a single specialization, even if there are many aspects of this specialization.

Multidisciplinary Research:

Research that is conducted from the perspective of various pertinent disciplines to reach more comprehensive research results. Applications submitted



by researchers from the various academic departments may be considered as part of this type of research.

Targeted Research:

Research that aims at enriching the University's capacity in strategic areas that might contribute to the support of sustainable development and serve the Emirate of Sharjah and the UAE.

Cooperative Joint Research:

Research that aims at supporting cooperation between the University and public and private institutions.

Research Visit Grants:

The support provided by the University for visits conducted by faculty members to external scientific institutions in order to enhance cooperation with these institutions and benefit from their expertise, and to develop the research capabilities of the faculty.

Researcher Hosting Grants:

The support provided by the University for hosting distinguished researchers from external renowned scientific institutions in order to enhance cooperation with these institutions, benefit from their expertise, transfer knowledge, and to provide the opportunity for Al Qasimia faculty to train and develop their research capabilities.

Studies:

Methodological work that aim at acquiring knowledge and information from various sources to be analyzed, organized, and made available for various usages.

Research Groups:

A group of researchers from among the faculty that conducts joint and integrated research that aims to establish an identity for scientific research in targeted areas that serve the society, and especially the local community.

Scientific Publishing:

Publishing scientific books, conference, seminar and workshop proceedings, specialized scientific journals, and technical reports.

4.1. Academic Research Affairs Administration

The Academic Research Council, through the Academic Research and Publishing Unit, supervises the academic research activities at the University, implements approved research funding programs to enhance the scientific output of the University, contributes to collaboration with the community, and trains researchers to secure funding, grants, and research contracts from local and international external parties.

4.2. Academic Research Council

- a. The council shall be comprised of the following members:
 - Vice Chancellor for Academic Affairs (Chairman)
 - Secretaries or representatives of the academic research committees in the colleges (members)
 - Coordinator of the Academic Research and Publishing Unit
- b. The Chancellor may invite new members to the council as recommended by the Academic Research Council.
- c. The Council Chair may invite persons involved with academic research to attend the council's meetings as an observer without having the right to vote.
- d. The University Research Council shall convene (at least) twice each semester and when the need arises. In case the Council is unable to convene during holidays, it may delegate some of its duties and powers to the Council Chair who shall present the decisions made during the first Board meeting after the vacation.
- e. The Council is responsible for:
 - The development of academic research policies and procedures at the University
 - Approving periodic reports on academic research at the University
 - Making recommendations to the Chancellor on funding the faculty's research projects based on recommendations of the college councils



- Following up on Academic research projects in collaboration with the deanship
- Approving funding decisions for major research tools based on the recommendations of the college councils
- Approving decisions related to registering and re-registering research groups at the University
- Approving the annual research budget for research grants, research groups and major research tools at the University
- Determining the terms and conditions of the University's cooperation and agreements in the field of academic research with academic institutions inside and outside the UAE
- Dealing with issues pertaining to the ethics of scientific research
- Dealing with issues related to intellectual property
- Considering any suggestions related to research and attracting external funding. College Deans shall submit annual reports to the Chancellor regarding external research funding
- Dealing with any other issues related to scientific research

4.3. College academic research committees

- a. A college academic research committee shall be chaired by a faculty holding the rank of professor.
- b. College academic research committees coordinate the scientific research affairs in the college. These committees are responsible for:
 - Reviewing the various research grant applications submitted by faculty ensuring their eligibility, and submitting appropriate recommendations to the Deanship through the dean of the college
 - Submitting appropriate recommendations to the college on funding the publication of authored books
 - Submitting reports on the research activities in the college including scientific output for the purpose of documentation

- Considering the colleges' requirements for major research tools and forwarding eligible applications to the Deanship through the dean of the college
- Following up on any other matters pertaining to academic

Research as requested by the Deanship in order to facilitate the research affairs at the University.

4.4. Research Grants:

- a. The University provides appropriate support for research projects conducted by Al Qasimia faculty. This support covers research conducted by newly-appointed faculty, competitive research, collaborative research and targeted research in accordance with the guidelines stipulated in the academic research Bylaws of the University.
- b. The University provides faculty with opportunities to cooperate with researchers from local and international institutions through research grants visits.
- c. The University provides grants for hosting visiting researchers and lecturers in order to promote academic research and consolidate cooperation with international and national academic institutions in accordance with the scientific research Bylaws of the University.

4.5. Research Groups:

- a. The University encourages the formation of research groups that aim at activating scientific research in various fields of research which contribute to social, economic and scientific development, and provide appropriate support for their continuity.
- b. Research groups shall serve as a nucleus for potential future research centers and units in accordance with regulations and rules approved by the Council based on the Dean's recommendations.
- c. Research groups shall be supervised by the Deanship. They can be hosted by the academic colleges who shall provide them with the required support and facilities to conduct their activities.



- d. The University provides research groups with research laboratories. These laboratories are managed by the Deanship and their administrative affairs are jointly conducted by the Deanship and the Central Laboratories Department at the University.

4.6. Academic Publications and Al Qasimia University Journal

- a. The University supports scientific publication in all its forms including authored books, specialized scientific journals, scientific reports and conference proceedings through the Deanship in accordance with the University Bylaws governing scientific research and according to the following procedures:
- The author submits a request for funding the publication of his/her approved book while adhering to the stipulated process for obtaining the required approvals before sending it to the Research and Scientific Publication Unit.
 - A request for funding is submitted by the concerned party in the college/administrative unit to the Research and Scientific Publication Unit.
 - The Research and Scientific Publication Unit, in coordination with the University Chancellor, selects referees/reviewers of the book.
 - The unit contacts the referees sending them the approved evaluation forms, a copy of the book, and the study plan (for textbooks).
 - When the unit receives the referees' reports, it forwards them to the author to be informed of the results and to make any recommended amendments, if any, then send them to the Unit.
 - The unit informs the author and his/her direct supervisor whether the book has passed scientific arbitration or not.
 - The author(s) of the book, individually and jointly, will be granted a financial reward of 20,000 AED.
 - Each referee will be granted a financial reward of 1000 AED for each book he/she reviews.

- b. The University publishes an academic, refereed, periodic journal entitled "Al Qasimia University Journal". The Council may issue the Journal in many series or as specialized issues.
- c. The Chancellor is the general supervisor of the journal while a chief editor is appointed for each series. The editorial board includes distinguished professors representing the relevant disciplines in each series, in addition to an advisory board composed of distinguished international researchers. An editorial secretary from among the faculty shall be nominated by the editor-in-chief to the Vice Chancellor for Academic Affairs and appointed upon the approval of the Chancellor.
- d. The terms of office of the editor-in-chief, editorial board and editorial secretary shall be two renewable years.
- e. The Managing Editor shall receive a financial reward of AED 2,000 for each issue of the journal.
- f. The journal editorial secretary shall receive a financial reward of AED 1,000 for each issue of the journal.
- g. Academic referees shall receive a reward of 100 USD or its equivalent for each refereed research to be paid after the completion of the entire peer refereeing process.
- h. The Editor-in-Chief and members of the Editorial Board shall be awarded AED1,000 each for each issue of the journal.
- i. The Chancellor may approve an extraordinary financial reward of no more than AED 1,000 for any consultation requested by the University to ensure its publications are of the highest quality.
- j. The Arabic language proofreader shall receive a financial reward of AED 500 for his/her work.
- k. The English language proofreader shall receive a financial reward of AED 500 for his/her work.



4.7. Collaborative Research Agreements

The University places great importance on enhancing levels of cooperation in the field of scientific research with local, regional and international organizations through collaborative research agreements. These agreements are regulated by the following stipulations:

- a. Any such agreement should enhance the University's reputation in the field of research and increases the mutual research activities between the parties.
- b. The agreement should be consistent with the objectives of the University and the policies and guidelines of scientific research.
- c. The financial obligations and other in-kind requirements needed to implement the agreement should be clear and appropriate.
- d. The agreement should specify the general and specific objectives of cooperation, participants, funding and other resources, duration of cooperation and methods of renewing it, the responsibilities of each party, and the terms of dealing with the outcomes of this agreement.

4.8. Research Funding Resources

The University provides the necessary facilities to secure the financial resources required to conduct the tasks entrusted to the Deanship through the following:

- a. Allocations from the university budget
- b. Support provided by public and private research institutions
- c. Support provided by donors
- d. Revenues generated from research, books and scientific journals
- e. Any other resources

4.9. Research Ethics

- a. Matters related to intellectual property and research ethics are dealt with by the Council at the University.
- b. Researchers must ensure scientific integrity and abide by the scientific research policies, procedures, and executive instructions in force at the University.

4.10. General Provisions

- a. The Chancellor may reduce the teaching load of researchers (faculty and non-faculty) by no less than 3 credit hours.
- b. Establishing or modifying policies and procedures for scientific research, quality assurance, institutional effectiveness and accreditation is the responsibility of the Vice Chancellor for Academic Affairs, Dean of Postgraduate Studies, and College Councils, and shall be approved by the Deans' Council and the Chancellor.



Policies and Procedures

Fifth:
Academics and
Administrators



Fifth: Academics and Administrators

5.1. Academics

Definitions

In the application of the provisions of these policies, the following terms shall have the meaning assigned to them unless the context indicates otherwise:

The State : The United Arab Emirates

The Decree : Emiri Decree No (2) for 2013 concerning the establishment of Al Qasimia University

The Law : Law No (7) of 2013 concerning the organization of Al Qasimia University

By-laws : By-laws of the University for 2021

The University : Al Qasimia University

The President : President of the University, Chairman of the Board of Trustee

The Board : Board of Trustees

The Chancellor: The Chancellor of the University

Deans' Council: The University's Deans' Council

Vice Chancellor: Vice Chancellor for Academic Affairs

The Dean : College Dean or whomever may hold a similar position

Head of Department : Head of the academic department or the Academic Program Director

The Academic Year : A period of one year set according to university calendar

Students : Male and female students

Basic Salary : Total salary minus allowances, bonuses and overtime pay

Allowances : An amount of money added to the basic salary in accordance with the policies and procedures

Total Salary : Basic salary plus allowances and bonuses

5.1.1. Faculty

The academic staff at the University consists of the following categories:

a. Faculty members the following ranks:

- Full Professor
- Associate Professor
- Assistant Professor
- Lecturer (Holding a master's degree)
- Researcher
- Language Instructor
- Tajweed (Quran Recitation) Instructor
- Teaching Assistant
- Research Assistant

Assignment to academic administrative positions: Assignment to an academic leadership position complements the basic or main role of a faculty member or lecturer. In general, the assignment shall be for a specific period of time or according to the nature of the position during which the assigned member receives the specified job allowance.

5.1.2. Recruitment

- a. Al Qasimia University strives to attract faculty of both genders with the highest possible teaching and research abilities. The University seeks to maintain diversity among its faculty, and is an equal opportunities recruiter.
- b. A central committee shall be formed at the beginning of each academic year to recruit new faculty members and renew the contracts of serving ones. The committee shall be chaired by the Chancellor or the Vice Chancellor for Academic Affairs. The Chancellor shall select competent members to serve on this committee.
- c. At the start of each academic year, a committee is formed in each college to secure the needs of the various departments of faculty members and consider the renewal of the contracts of serving ones. The Faculty Selection



Committee shall be chaired by the Dean or his/her representative and the membership of at least three faculty members.

- d. The Faculty Selection Committee provides the Central Committee for Faculty Selection and Contract Renewal with its needs for faculty members for each academic year, and determines the specializations and academic ranks required at specified times, and the necessary job requirements that candidates must fulfil to be considered.
- e. The Central Faculty Selection Committee coordinates with the Faculty Affairs Office or whoever performs its work, to announce the required academic vacancies. Job announcements shall be made once a year on an appropriate date determined by the Committee. The Committee prepares the announcement and determines its means, duration and venue. In special cases, vacancies may be advertised more than once a year.
- f. Interested candidates are required to submit their applications, academic qualifications, experience certificates, research activities and any other relevant documents to the University on the dates specified in the announcement.
- g. Applications shall be forwarded to the concerned sub-committees and deanships for consideration in accordance with the selection criteria set by the committee.
- h. The Central Faculty Selection Committee reviews the hiring recommendations made by the college councils and takes the necessary actions in this regard.
- i. The Committee submits its recruitment recommendations to the Chancellor who would then submit them to the Board of Trustees for its approval.
- j. The Chancellor may decide, after obtaining the approval of the President, that new faculty may be hired without the vacancy being advertising in the following cases:
 - 1. The nomination should be primarily for filling a post (academic administrative).
 - 2. If the applicant is qualified in a rare specialization and of high academic standing while similar candidates cannot be found through advertising.

- 3. If the applicant is a UAE citizen who meets the hiring criteria for a faculty position.
- k. Reappointment: Faculty who left the University may be reappointed if vacancies are available provided that the candidate has a satisfactory record at the University.
- l. Appointment of relatives: Under no circumstances may a faculty member work directly in any academic department or organizational unit under the direct supervision of a relative up to the second degree. New faculty members must disclose any potential conflict of interest during the recruitment process.

5.1.3. Qualifications

- a. To be appointed as an assistant professor at the University, the following is required:
 - To have a Ph.D. degree, or its equivalent from a university recognized by the Ministry of Education in the United Arab Emirates.
 - To be medically based on the assessment of a medical committee approved by the University.
 - To demonstrate the necessary competence in teaching and scientific research.
- b. To be appointed as an associate professor at the University, a candidate must meet the following criteria:
 - To have a Ph.D. degree, or its equivalent from a university recognized by the Ministry of Education in the United Arab Emirates.
 - To be medically based on the assessment of a medical committee approved by the University.
 - To have held the position of assistant professor for a period of no less than five years in a recognized university.
 - Must have conducted research or academic projects in his/her field of specialization that comply with the requirements for promotion to the rank of associate professor at the University.



- c. To be appointed as a professor at the University, a candidate must meet the following criteria:
- At least ten years have passed since he/she obtained a Ph.D. degree or its equivalent from a university recognized by the Ministry of Education in the United Arab Emirates.
 - To be medically based on the assessment of a medical committee approved by the University.
 - To have held the position of assistant professor for a period of no less than five years in a recognized university.
 - To have held the position of associate professor for a period of no less than five years in a recognized university.
 - To have conducted research or academic projects in his/her field of specialization while an associate professor that comply with the requirements for promotion to the rank of professor at the University. This includes having supervised master's and Ph.D. student dissertations.
- d. For the appointment of any of the aforementioned academic positions, it is required to obtain an equivalency of academic certificates, whether master's or Ph.D., or both, from the Ministry of Education in the United Arab Emirates.

5.1.4.Types of recruitment

a. Permanent faculty member

- The duration of the initial permanent faculty contract is two years including one year of probation. This contract can be renewed for a similar period or more. The University may terminate the contract before the end of the probation period without giving reasons. In this case, the faculty is entitled to a compensation equal to the total salary of six months or the remaining period of the first year of the contract, whichever is less.

- The salary of permanent faculty members is determined as follows:

Academic rank	Monthly Salary											Annual indemnity
	1	2	3	4	5	6	7	8	9	10	11	
Lecturer	14242	14642	15042	15442	15842	16242	16642	17042	17442	17842	18242	400
Assistant Professor	20142	20592	21042	21492	21942	22392	22842	23292	23742	24192	24642	450
Associate Professor	25318	25818	26318	26818	27318	27818	28318	28818	29318	29818	30318	500
Professor	30576	31126	31676	32226	32776	33326	33876	34426	34976	35526	36076	550

- A faculty member is entitled to his/her annual indemnity after completing one year from the date of employment by the University subject to the outcome of his/her performance evaluation. A faculty's experience is calculated from the date of obtaining the academic degree that qualified him/her for the position until the date of being contracted by the University. If the faculty's experience is in a field other than the field of specialization, half of the period is calculated for each year of experience.

b. Visiting Faculty

- The Chancellor may, when needed, invite particular scholars, intellectuals, or experts in certain fields, or from among current or former faculty at Arab or foreign universities as visiting professors to temporarily teach courses offered by the University, deliver public lectures, or participate in symposia or forums in accordance with procedures and criteria issued by the Chancellor.
- Visiting faculty members are appointed for a specific purpose and period (usually one or two semesters, or an entire academic year).
- The academic rank of the visiting faculty is determined by their academic qualifications, teaching experience and research activity, and in accordance with the specifications of academic ranks applied at the University.
- The teaching load of a visiting faculty is (12) credit hours in any regular semester.
- A visiting faculty shall receive a monthly salary according to the allowances scale applicable at the University. A visiting faculty shall also receive furnished housing, a return air ticket (when applicable) and health insurance. The University shall not provide any allowances for his/her family.



c. Part-time Faculty

- Part-time faculty are appointed by decision of the concerned Vice Chancellor for a specific purpose and period (usually one semester).
- A part-time faculty are often employed fulltime in institutions other than the University. He/she shall not be assigned a private office or any administrative responsibilities.
- The teaching load for a part-time faculty member is between (3) and (6) credit hours per semester.
- The academic rank of a part-time faculty member is determined according to his/her academic qualifications, teaching experience and research activity, and in accordance with the requirements of the academic ranks applied at the University.
- A part-time faculty shall receive a financial compensation calculated according to the credit hour system. Assistant professors, associate professors and professors receive 300 dirhams per hour and lecturers are paid 200 dirhams per hour.
- Part-time faculty are paid at the end of the semester or on monthly basis after submitting the required claims and documents.

d. To be appointed as a lecturer at the University, a candidate must meet the following requirements:

- A master's degree or its equivalent, from a university recognized by the Ministry of Education in the United Arab Emirates
- To be medically based on the assessment of a medical committee approved by the University
- To have the necessary competencies in teaching and research

e. To be appointed as a lecturer or a language instructor at the Language Center, a candidate must meet the following requirements:

- To have an academic master's degree or its equivalent in the required specialization from a university recognized by the Ministry of Education in the United Arab Emirates
- To have the competencies required to teach at the University

f. To be appointed as a language or Tajweed instructor, a candidate must meet the following requirements:

- To have an academic bachelor or master's degree in the required specialization or its equivalent from one of the universities recognized by the Ministry of Education in the United Arab Emirates
- To have the competencies required to teach at the University

g. Academic administrative positions:

- Vice Chancellor for Academic Affairs:
 - The Vice Chancellor for Academic Affairs is the main academic and administrative officer of the colleges. He/she is delegated to oversee the academic affairs of the colleges in accordance with the University's administrative structure, and is responsible for creating a cooperative environment and achieving academic excellence at Al Qasimia University.
 - The Vice Chancellor for Academic Affairs is appointed by decision of the University President for a renewable period of two years. His/her scope of authority, duties, salary, and other financial and in-kind privileges are determined by decision of the President. The Vice Chancellor reports directly to the Chancellor.
- Dean:
 - A college Dean is the main academic and administrative officer in the college and oversees the academic, financial and administrative affairs of the college. He/she is responsible for creating a cooperative environment, and ensuring the equitable distribution of workloads in the college.
 - The Dean is appointed by the Board of Trustees based on the nomination of the Chancellor for a period of three years, renewable once. In certain cases, the appointed may be renewed more than once. The Dean reports to the Vice Chancellor for Academic Affairs.
 - The teaching load of a college Dean is reduced to (3) credit hours.
 - Other than college deans, certain individuals may be appointed to the rank of Dean to fill some administrative positions.



- Vice Dean:

- The Vice Dean is appointed by decision of the Chancellor for a period of three years, renewable once, during which he/she performs the administrative duties assigned to him by the Dean to whom he/she reports.
- A Dean shall assign the Vice Dean to perform his/her duties and exercise his/her powers in his/her absence.

- Department Chair:

The Department Chair is responsible for the proper conduct of the teaching, research and other academic activities in the department and in a manner that does not conflict with the bylaws, regulations and decisions issued thereto by the University. He/she is also responsible for the implementation of any decisions relevant to the department. In particular, he/she shall have the following responsibilities and capacities:

- Reporting the department's needs to the Dean at the appropriate time and after the report has been reviewed by the Department Council so that these needs can be taken into consideration when preparing the annual budget
- Keeping the department's activities and University records and supervising their use in accordance with the applicable rules and regulations
- Supervising the selection of textbooks and references for the courses offered by the department
- Recommending the distribution of the teaching loads to faculty members to be reviewed by the Department Council
- Contributing to the promotion of scientific research, and helping faculty members to conduct their own research
- Assigning students to their academic advisors, and following up on students' progress on their study plans
- Preparing all reports requested by the Dean or the University administration from the department
- Preparing documents related to the quality of the educational process and academic accreditation

- Dean of Student Affairs:

- The Dean of Student Affairs oversees the management of student affairs. He/she is entrusted with the responsibilities of the Deanship of Student Affairs in accordance with the University's administrative structure. He/she is responsible for creating a unique work environment for the students that motivates them to achieve academic excellence at Al Qasimia University.
- The Dean of Student Affairs is appointed by decision of the Board of Trustees based on the nomination of the Chancellor for a renewable period of three years. The Dean of Student Affairs reports to the chancellor.

- Dean of Academic Support Services:

- The Dean of Academic Support Services is responsible for managing the academic support services, and supervises the admissions, registration, information technology and the library in accordance with the administrative structure of the University. He/she is also responsible for creating a cooperative environment that ensures maximizing the benefit of information technologies at Al Qasimia University.
- The Dean of Student Affairs is appointed by the Board of Trustees based on the nomination of the Chancellor for a period of three years, subject to renewal. He/she reports to the Chancellor.

- Director of Quality Assurance, Institutional Effectiveness, and Accreditation

- He/she is the main academic and administrative administrator responsible for ensuring quality and institutional effectiveness and academic accreditation at the University. The Director of Quality Assurance, Institutional Effectiveness, and Accreditation is responsible for all matters related to the application of licensing and accreditation standards, and meeting with the Commission for Academic Accreditation committees. He/she also coordinates with the Vice Chancellor for Academic Affairs, college deans, academic department chairs, coordinators of academic programs and other organizational units of the University regarding all matters related to quality assurance, institutional effectiveness and accreditation.
- The Director of Quality Assurance, Institutional Effectiveness and Accreditation is appointed by decision of the Chancellor, and reports directly to him/her.



- The teaching load for the Director of Quality Assurance, Institutional Effectiveness and Accreditation shall be reduced to (6) credit hours.
- Director of Language Center:
 - He/she manages the academic and administrative affairs of the Language Center. He/she is entrusted with the academic, financial and administrative responsibilities of the center, and is responsible for creating a team work environment and ensures a fair distribution of workloads.
 - The director of the center is appointed by decision of the Chancellor for a renewable period of one or two years. The director of the center reports to Vice Chancellor for Academic Affairs.
 - The teaching load for a faculty member holding the position of Director of the Language Center shall be reduced to (6) credit hours or their equivalent.
- Coordinator of the University Requirements Unit:
 - He/she is the academic and administrative coordinator of university requirements, and is responsible for creating a team work environment that ensures a fair distribution of workloads at the unit.
 - The Coordinator of University Requirements Unit is appointed by decision of the Chancellor for a renewable period of two years, and reports to Vice Chancellor for Academic Affairs.

5.1.5. Teaching and Research Load:

The teaching and research load of any faculty member during a full academic year shall be as follows:

Rank	Teaching and Research Track	Teaching Track
Professor	24 credit hours	--
Associate Professor	24 credit hours	--
Assistant Professor	24 credit hours	30 credit hours
Lecturer	--	30 credit hours

- a. This load shall be divided equally between the first and second semesters, and shall include all of the faculty member's responsibilities, such as: teaching, student academic advising and reviews, scientific research, supporting

quality assurance, institutional effectiveness and accreditation, extracurricular activities, student theses and research supervision, student activities and associations supervision, participating in councils and committees, and serving the University and the community.

- b. The concerned Dean may, after consulting the Chancellor, reduce the teaching load of a faculty member to enable him/her to conduct approved scientific research, provide distinguished services to the University and the community, or perform special services outside the scope of their basic tasks by no more than (3) credit hours per semester. The teaching load shall not be reduced in exchange for activities and services that form part of the requirements of their post.
- c. The teaching load of a faculty member in the summer semester shall not exceed (6) credit hours.
- d. A faculty assigned to teach in the summer semester shall receive a financial reward equivalent to a month's salary for each section, provided that the number of students in one section is not less than what was determined by the Vice Chancellor for Academic Affairs. Lower numbers of students shall be deducted as a percentage of the total pay. The minimum number of students in one section can be reduced by decision of the Vice Chancellor for Academic Affairs.
- e. A faculty who is recognized for teaching competence and who has not been promoted to a higher rank within the specified period can be appointed to the teaching track only. In this case, his/her teaching load shall be 30 credit hours per one academic year.

5.1.6. Evaluation of Academic Qualifications

- a. A specific committee, chaired by the Chancellor, shall be formed to review academic certificate equivalencies and academic rank assignments at the University. The Chancellor may invite other competent individuals to the serve on the committee on a permanent or temporary basis. The committee may consult any educational or other institution inside or outside the country. Decisions made by the committee, and approved by the Chancellor shall be the only applicable decision for matters related to certificate equivalencies of and academic rank assignments at the University.



5.1.7. Duties of Academic Staff

- a. Faculty members are scholars, educators, and members of the academic community. They are committed to honesty, integrity, fairness and collegiality. They encourage the pursuit of knowledge, adhere to ethical and academic standards in teaching and research, and respect students.
- b. Faculty members are expected to contribute to teaching, scientific research, and serving the University and the community. During his /her service, a faculty is expected to balance these areas and achieve demonstrable accomplishments.
- c. The collective responsibility for teaching the courses offered rests with the program instructors, the academic department, or the college. The directors of academic programs and academic department chairs are responsible for the equitable distribution of the teaching load taking into account the expected outputs of each faculty member in the fields of teaching, scientific research, and university and community service. The concerned Dean shall be responsible for the equitable distribution of duties between the various programs and departments in the college.
- d. The duties of faculty members include the following:
 - Teaching and conducting exams
 - Conducting innovative research and studies
 - Giving academic advising
 - Supervising students' theses, research and reports, and their academic and social activities
 - Participating in university councils and committees, and councils or committees in which the university participates or approves
 - Showing commitment to his/her academic duties at the University, and maintaining a level of efficiency appropriate to the University's prestige and reputation in the fields of research, teaching, advising and administration
 - Performing any tasks assigned to him/her by the Chancellor or the college Dean in a manner that does not conflict with the nature of his/her work
 - Serving the local community and meeting its needs in accordance with the regulations set by the University

- e. Faculty members shall submit an annual report on his/her academic activities in teaching, supervision, scientific research, and non-academic activities related to community service, committees, and other matters to his/her department chair or the section coordinator who shall submit his/her annual evaluation to the Dean according to the policies, procedures, and approved forms related to the University's faculty members
- f. A faculty members may give public lectures or provide consultations or technical services to outside entities with the prior approval of the Chancellor based on recommendations from the Dean of the college
- g. A faculty member may not teach outside the University, for or without pay, except with the prior approval of the Chancellor and based on recommendations of the Dean of the college and after consulting the of department chair, provided that the number of lectures does not exceed three hours per week during any given semester
- h. Faculty members may not take vacations on the official working days, except in exceptional circumstances or for official missions
- i. In cases of emergency or illness, faculty members must inform the Department Chair or the Dean to take the necessary action regarding their teaching schedules
- j. Before taking their planned vacations, faculty members must make all arrangements to cover their work assignments in advance

5.1.8. Incentives and benefits

a. Incentives

- A faculty member is entitled to a monthly salary, allowances, and other benefits according to the salary, allowance, and benefit scales in effect at the University.
- When a faculty member is promoted, the salary and bonuses are modified according to the salary, allowance, and benefit scales in effect at the University.
- Faculty members who are appointed in administrative positions are entitled



to a monthly allowance according to the appropriate salary, allowance, and benefit scale. While it is possible to hold more than one administrative position at one time, concerned faculty can claim no more than one compensation.

- A special monthly compensation, which shall be determined and approved by the University Chancellor, may be awarded to faculty members charged with administrative responsibilities other than the responsibilities mentioned above.
- Faculty members who are charged with additional teaching duties in excess of their prescribed teaching load shall receive financial compensation according to the salary, bonuses and benefits scale in force at the University.
- Faculty members who are assigned additional tasks shall be given a remuneration that is agreed upon in advance and approved by the university Chancellor.
- It is permissible to financially compensate faculty members - once or monthly for a specified period - in return for performing special tasks in the University, or any other additional duties, or participating in the accreditation of academic programs, committees or innovations. Faculty may also receive financial compensation as a result of evaluating the employee's performance for a specific period of time.
- The costs of medical examinations and visa fees shall be covered in accordance with the procedures and regulations in force at the university.
- End of service gratuity: A faculty member is entitled to an end of service gratuity at the rate of one month's total salary for each year of service paid at the end of his/her service.

b. Benefits:

Leave

- Faculty are entitled to an annual leave of sixty days as per the university calendar.
- The Chancellor may request certain faculty members to work during the annual leave period in return for a remuneration to be determined by the Chancellor.

- The Chancellor or a Vice Chancellor, after seeking the Dean's recommendations, may grant a faculty a two-week leave to perform Pilgrimage. Faculty are entitled to such a leave only once during their employment at the University.
- Faculty are entitled to a sick leave as follows:
 - A paid short sick leave of no more than (15) days based on a medical report approved by the Ministry of Health.
 - Long sick leave: a faculty is entitled to fully paid sick leave of no more than two months. If this faculty member is unable to resume his/her duties after the two months, the Chancellor or his/her deputies may extend the leave for two more half-paid months upon a report from a specialized medical body. The Chancellor or his deputy may extend the leave for the same faculty member for two more months during which he shall be paid a quarter of his/her monthly salary upon a report from the same medical body. In case the Medical Committee decides that the faculty member may not recover from his/her illness after the third leave, terminating his/her contract shall be considered.
 - The Chancellor, upon the recommendation of the concerned Dean and department, may grant a faculty member an unpaid leave of no more than two months a year for an acceptable excuse (accompanying a spouse, child, parent, or sibling for treatment inside or outside the country). An extension for a similar period may be granted if necessary. Any other extensions shall be submitted to the Chancellor for his recommendations.
 - A faculty member is entitled to an emergency leave, upon the approval of the Vice Chancellor for Academic Affairs, for not more than seven separate or successive days during any given academic year.
 - The Chancellor, upon the recommendation of the College Council and the department concerned, may grant a professor or an associate professor a sabbatical leave inside or outside the country for one whole year or two separate semesters for each six years of employment in the University. Upon his/her return, the faculty member should submit a report about his/her research activities during the sabbatical year. Conditions and controls of granting the sabbatical leave shall be determined by the Chancellor.



- In special cases, determined by the Chancellor, a faculty member may be granted an unpaid emergency leave for a period of no more than one semester upon the recommendation of the Department Council and the College Council. The faculty member must have served at the University for four full years before he/she can apply for such emergency leave.
- Female faculty members are entitled to a fully-paid 90-day maternity leave (before and after birth).
- A female Muslim faculty member whose husband passes away is entitled to a fully-paid leave of four months and ten days as of the date of death. A non-Muslim female faculty member whose husband passes away is entitled to a leave of seven days. A faculty member whose wife or a first-degree relative passes away is entitled to a fully-paid 4-day leave.

c. Flight Tickets

- Travel ticket to the UAE: The University makes cash payment in lieu of travel tickets from the employee's city of departure to the UAE at the beginning of the appointment on the basis of business class for Deans, and economy class for other faculty members. Travel tickets for spouses and a maximum of three dependent children are issued upon obtaining residence visas on the employee's sponsorship. The University may book the required travel tickets, however, employees may make their travel arrangements on their own in which case, the University will compensate them for the expenses they incurred.
- The University shall provide appointed faculty members, his/her spouse and three dependent children (who hold a valid residency visas) a cash allowance for an annual economy class round-trip plane tickets to his/her workplace, or to his/her country, as the case may be for the duration of his/her contract. A faculty member is entitled to claim the value of tickets in cash if he/she travels by his/her own means. However, an employee forfeits this benefit if he/she leaves the service without giving the University at least a six-month notice, or if is dismissed from service due to a disciplinary decision.
- If the value of tickets is paid in cash, the University reviews the ticket prices announced by travel agencies in the country and according to the prices of the national carrier of the UAE. The value of the flight ticket is then calculated based on the average prices during the period from 15 June - 15 August.

- Dependents eligible for air tickets are:

- a. Children under the age of eighteen, provided that they have valid residence visa.
- b. Children between the ages of 18-25 who are continuing their regular full-time education in the UAE provided the concerned employee submits a proof thereof.
- c. Unemployed, unmarried, widowed or divorced daughters. In this case, the concerned faculty is required to submit the daughter's residence visa and an undertaking stating that the dependent daughter is not married.
- d. End of service tickets or cash payment in lieu: Faculty members who leave the country at the end of their contracts, or after the termination of their services for non-disciplinary reasons are entitled to travel tickets or a cash payment in lieu thereof for themselves and their spouse/s, and three dependent children, as part of their final settlement.

d. Furnished Housing:

- Appropriate housing is allocated according to the number of children. A faculty member is entitled to a three-bedroom apartment if he/she has a son and a girl under the age of seven, or three or more sons, or three or more daughters. If the number of children is below that, he/she is entitled to a two-bedroom apartment.
- If the University is unable to provide adequate housing, a faculty is entitled to an annual housing allowance of AED 60,000 for lecturers, AED 65,000 for the assistant professors, AED 70,000 for associate professors and professors (including services), upon the approval of the Chancellor.
- The University provides each faculty member with suitable housing according to the regulations for housing allocation at the University.
- If a faculty member wishes to live outside the housing provided by the University, the University shall pay him an allowance equivalent to housing benefits enjoyed by his/her colleagues who live in the housing provided by the University or less according to the lease contract.
- A faculty shall receive a furniture allowance of AED 30,000 (thirty thousand Dirhams). This furniture allowance shall be for a period of four years of



service at the University. If the service of a faculty member is less than four years, he/she must reimburse the remaining percentage of the furniture allowance according to the years of depreciation or the lost value of the furniture.

- A faculty member is not entitled to a housing allowance if their spouse receives a housing allowance from another governmental or non-governmental entity.
- The furniture is considered the property of the employee after four years from the date of receiving the furniture allowance. Faculty members are entitled to a furniture maintenance allowance at the rate of an annual 10% of the value of the initial furniture allowance starting from the fifth year.
- **The employee shall commit to the following:**
 - a. Refund 80% of the value of the furniture allowance if he/she resigns during the first year of service.
 - b. Refund 20% of the value of the furniture allowance for each year remaining of the specified four-year period when the ownership of the furniture is transferred to him/her if his/her service ends after the first year of service.
 - c. These conditions are not applicable in the case the employee's service is terminated because of death or by a non-disciplinary decision.

e. Health Insurance

Faculty members, lecturers, their spouses and dependents residing in the UAE are entitled to a paid health insurance program coverage according to the following:

- Health insurance is provided to UAE and non-UAE nationals, their spouses and all their dependent children under the age of eighteen. Children with disabilities are excluded from the age condition.
- Emirati female employees are entitled to medical insurance for her, her husband and all her children provided that they do not receive health insurance from another party.
- Non-Emirati female employees shall have insurance for her only.

- For non-Emirati female employees who support their children are entitled to health insurance for her and for all her children under the age of eighteen (disabled children are exempt from age condition). Confirmation that the employee is the main guardian obtained from the Sharia Court on the basis that the husband is unable to earn, or because she is widowed or divorced is required.
- Fathers who sponsor their daughters aged eighteen and over are granted health insurance benefits for their daughters provided that they submit proof to the Human Resources Department that his dependent daughter is unemployed, unmarried, and still lives in the family home.
- Other children and first-degree relatives may be voluntarily added to the insurance program at the employee's expense and in accordance with the conditions set forth in the contract of the insurance company.
- Employees are responsible for informing the Human Resources Department of any changes that occur to the marital status of their family members (marriage/divorce/reaching the age limit/expiration of residence).

f. Education Allowance

The University shall bear the annual children tuition allowance, inclusive of text-book fees, a maximum amount of AED 25,000 for each child up to a maximum amount of AED 75,000 for children who qualify from KG1 until the end of their secondary education. These fees shall be reimbursed upon submission of official receipts. The University shall grant two scholarships for two children studying concurrently at Al Qasimia University in all its colleges.

g. Shipping allowance

The University bears the cost of shipping baggage and personal items of up to AED 4,000 paid upon the employee's initial arrival and AED 4,000 at the end of his/her service, provided that the service ends for non-disciplinary reasons, and the employee remains in service for at least two years.

h. Other benefits

In case of the death of an appointed faculty member, his/her dependent family members shall be granted the following:



- Full salary for the month in which the death occurred
- Full salary for the next three months
- End of service gratuity
- The University bears the expenses of repatriation of the deceased, in addition to the repatriation of his/her family members and their belongings
- If a faculty's member dependent dies during his/her service, the University shall bear the expenses of the repatriation of the deceased to his/her country, in addition to a return ticket for one family member.

5.1.9. Faculty Member (Academic Staff) Performance Evaluation

- a. Faculty member's performance evaluation is based on the extent of their contribution to achieving the vision and mission of Al Qasimia University. The scope of the evaluation should be consistent with the objectives of the College and the University and the criteria used shall be measurable.
- b. The evaluation shall cover A teaching, academic advising, support for quality assurance and accreditation, research, and university and community service.
- c. The evaluation aims at continuous improvement and development, and informs decisions regarding bonuses, promotions and contract renewal.
- d. The evaluation procedures are based on the academic values and norms of collegiality, constructive criticism, and objectivity based on the available evidence.
- e. The faculty member is evaluated at the departmental, college and University levels. The concerned faculty shall be notified of the University's decision to not to renew, renew (for a period of one year, two years, three years or more) or to terminate their contract six months before the end of his/her service.
- f. Faculty Performance Evaluation Framework:
 - The evaluation framework shall consider the integration of the academic, ethical and pedagogical aspects of the faculty's performance on the one hand, and his/her contributions to research and community service on the other.

- This framework depends on the faculty member's self-appraisal in teaching, research, community service, and University service. This shall be done through a specific form to which all documents indicating the activities he/she conducted are attached. The framework also includes the comments of the Department Chair on what was stated in the self-appraisal form and its attachments and on the evaluatee's academic performance, the Dean's evaluation of administrative matters and college service, and students' evaluation of the faculty's teaching methods, in addition to his/her performance on the assigned administrative duties (if any), and support for quality assurance, institutional effectiveness and accreditation.

g. The Faculty Annual Plan:

- At the beginning of each academic year, the colleges shall hold a workshop to discuss how to achieve compatibility among the college's strategic plan, faculty annual plans, the evaluation mechanisms used and the performance indicators associated with them in the fields of teaching, academic advising, scientific research, and university and community service.
- The agreement on the annual plans of the faculty members shall be in consultation with Department Chair in the spirit of collegiality and joint commitment. The plans shall be determined in light of the faculty's individual circumstances such as his/her academic rank, duration of service at the university, and administrative duties.
- The annual plan for a faculty member should include specific, measurable and verifiable goals relevant to the goals of the college and University, and specific to a period of time.
- The faculty member's work plan shall be evaluated, reviewed and commented on by the Department Chair, and it shall be discussed with the concerned faculty member. In addition, the resources and requirements to implement the plan shall be identified. Once agreed, the plan shall be submitted to the Dean and the Faculty Selection Central Committee at the University.
- The Department Chair is responsible for ensuring the effective communication with all faculty members regarding the preparation of the annual work plan, its requirements, and deadlines, including the evaluation process.



- The Department Chair shall discuss, review and modify the work plans of the faculty members as needed.

h. Faculty Self-appraisal:

- The self-appraisal of the faculty member aims to measure the extent to which he/she relies on the scientific method in planning and conducting self-appraisal through his/her commitment to developing a future annual plan for his/her academic, research and teaching activities, and community and university service. It also involves evaluating the extent to which a faculty has achieved his/her goals, in order to achieve the principle of participation.
- The faculty self-appraisal form includes the following areas:
 - Teaching
 - Academic advising
 - Scientific research
 - Community and university service
- The faculty fills out the form according to the items used in the evaluation process without adding any grades. The completed form shall then be verified by the Department Chair who allocates the appropriate grade points to each item according to the approved form.
- A faculty member's self-appraisal shall count for 50 points of the total faculty evaluation grade.

i. Quality Assurance Support

Reports by the University's Center for Quality Assurance, Institutional Effectiveness and Accreditation shall be prepared on the extent to which the academic program evaluation files, course files, and faculty files meet the requirements of licensing and accreditation, grade analysis reports and their compatibility with recognized standards and other reports related to quality assurance support. Quality assurance support counts for (10) points of the faculty's total evaluation grade.

j. Feedback of the Department Chair and the Dean:

- The Dean and the Department Chair shall evaluate the performance of the faculty member according to the approved models.
- The feedback submitted by the Dean covers the administrative aspects such as the faculty's compliance with instructions, attendance, keeping lecture times and office hours, interaction with his/her colleagues, participation in committees at the college level, and college service in general.
- The Department Chair's feedback shall cover the academic aspects such as the faculty's teaching efficiency, commitment to course description, academic advising, measurement of learning outcomes, and so on.
- The faculty evaluation performed by the Dean and Department Chair shall count for 20 points of the total faculty evaluation grade (10 points each).

k. Student Evaluation of Faculty:

- A survey of the students' evaluation of the teaching methods used by a faculty member shall be conducted by Center for Quality Assurance, Institutional Effectiveness and Accreditation according to the approved timings in this regard.
- The student evaluation of faculty shall count for 10 points of the total faculty evaluation grade.

l. Administrative Duties:

- The direct supervisor responsible for the administrative duties assigned to the faculty member shall fill out the approved form in this regard.
- Administrative duties count for 25 points of the total faculty evaluation. In this case, ten points are deducted from the points allocated for self-appraisal. This means that an additional 15 points are assigned to faculty performing administrative duties
- When a Department Chair is evaluated, an additional ten points shall be allocated to the Dean's feedback. In the case of evaluating the Dean, an additional (10 points) shall be allocated to the Vice Chancellor for Academic Affairs' feedback.



m. Performance Evaluation Procedures:

- The performance of the faculty member shall be evaluated annually at the department, college and university levels.
- The faculty member prepares a work plan for the academic year that shall be agreed upon with Department Chair at the beginning of the academic year.
- Department Chair submits copies of the faculty work plans to the College Dean who; shall submit them to the secretary of the Faculty Selection Central Committee before the end of the first month of the academic year
- The faculty member submits the annual self-appraisal report to the Department Chair before the middle of the second semester.
- An internal committee shall be formed for the purpose of reviewing the faculty's annual self-appraisal reports within a week of receiving them. A copy of the committee's review report shall be sent to the faculty and another to the Dean.
- The Department Chair shall fill out a feedback form, write his/her final recommendations and submit them to the Dean.
- The faculty shall respond to the review report and submit his response to the Dean within one week of receiving the review report.
- Within a week of receiving the faculty member's response to the self-appraisal review report and the Department Chair's comment, the Dean shall fill out the Dean's feedback form, write his/her final recommendations, and submit them to the Faculty Selection Central Committee attaching the following:
 - The faculty's self-appraisal report
 - The internal committee review report for the self-appraisal of the faculty member
 - The faculty member's response to the committee's review report
 - The Department Chair's feedback
- The Center for Quality Assurance, Institutional Effectiveness and Accreditation prepares the following reports and submits them to the Faculty Selection Central Committee:
 - A performance report on completing course files in accordance with licensing and accreditation standards

- A summary report of students' evaluation of the concerned faculty
 - Score analysis report
 - Any reports related to quality assurance support
- n. The Faculty Selection Central Committee reviews all reports on the performance of faculty members and submits its final recommendations to the Chancellor.
- The Center for Quality Assurance, Institutional Effectiveness and Accreditation gives an overall rating of the faculty member based on the above evaluations and points. The faculty's performance shall be clearly analyzed to strengthen the positive aspects and avoid the negative aspects through qualification and development in the future. The evaluation grades of the faculty member shall be calculated according to the following levels:

Rubric	Mark	Explanation of the rubric
Unsatisfactory 0-49 points	1	Performance is inconsistent and there are significant aspects where the performance is below the expected average; cannot be relied upon to perform various tasks; behavior and performance are below average. Things cannot be left as they are, a decision must be made.
Satisfactory 50-69 points	2	The faculty performs his duties and produces acceptable results. There are no important aspects that are below the expected average. General performance and behavior are acceptable.
Good 70-79 points	3	performance is consistent; work efficiency is good most of the time; performs the tasks assigned to him; performs his duties most of the time; general performance and behavior are at the expected standards
Meritorious 80-89 points	4	performance is very consistent; efficient all the time; performs more than his/her assigned duties; overall performance and behavior are higher than expected
Outstanding 90-100 points	5	Outstanding level of performance is great; work quality is excellent; demonstrates self-confidence and capability; adds new value; can always be relied on to perform hard and important tasks; the overall performance and behavior are significantly higher than expected

- p. There shall be an interim evaluation of the annual plan of the faculty member by holding a formal meeting with the faculty member related to the interim evaluation and discussing its progress.
- q. The Center for Quality Assurance, Institutional Effectiveness and Accreditation shall prepare all forms used in the faculty performance evaluation and ensure their continuous development.
- r. In case of a grievance regarding the evaluation process and its results, a faculty should submit a letter directly to the Chancellor who shall review the case and respond to it within ten working days.



s. The following should be taken into consideration when developing faculty evaluation plans:

Activity	Time period	Responsibility	Follow-up
Preparing the faculty annual plan	First and second week of the first semester	Faculty member	Department Chair
Reviewing and agreeing the plan with the Department Chair and submitting it to the dean of the college	Third week of the first semester	Department Chair, faculty member	Dean of the College
Submitting the annual plans of the faculty members to the Faculty Selection Central Committee	Third week of the first semester	Dean of the College	Faculty Selection Central Committee
Interim evaluation for renewal purposes for visiting faculty members	Sixth week of the second semester	Internal committee chaired by the Dean	Faculty Selection Central Committee
Preparing the annual self-appraisal report	The second month of the first semester of the following academic year	Faculty member	Department Chair
Review the annual self-appraisal report and send the review report to the faculty, implement the recommendations of the Department Chair	The third month of the first semester of the following academic year	The internal committee, Department Chair	Dean
The faculty member responds to the review report and sends it to the Dean of the College	The third month of the first semester of the following academic year	Faculty member	Dean
Implementing the Dean's recommendations and sending them to the Faculty Selection Central Committee	The third month of the first semester of the following academic year	Dean	Faculty Selection Central Committee
Sending reports of course files and students' opinions to the Faculty Selection Central Committee	The third month of the first semester of the following academic year	The Center for Quality Assurance, Institutional Effectiveness and Accreditation	Faculty Selection Central Committee
The committee reviews all reports, prepares final recommendations and submits them to the Chancellor	The fourth month of the first semester of the following academic year	Faculty Selection Central Committee	Chancellor's Office
The Chancellor's Office coordinates with the Office of Faculty Affairs regarding the notification of faculty members of the renewal	Six months before the expiry of the regular faculty member's contract	Office of Faculty Affairs	Chancellor's Office

5.1.10. Contract renewal:

- a. The Faculty Members Affairs Office sends a list of faculty members whose contracts will expire to the Vice Chancellor for Academic Affairs' Office and the Central Committee for Faculty Selection and Contract Renewal.
- b. The committee submits its recommendations regarding the renewal of faculty member contracts to the Chancellor to make the appropriate decision in this regard.
- c. The concerned faculty are duly informed of the decision.
- d. The Chancellor's Office informs the permanent faculty members in writing about whether or not to renew their contracts, at least six months before the end of the contract period. Contracts may be renewed for a period of one, two, three years or more.
- e. Faculty members may appeal against the decision by submitting a letter to the Chancellor directly. The Chancellor considers such cases and responds to them within ten working days from the date of receipt.
- f. When considering the renewal of the contract of a faculty member at the rank of assistant professor or associate professor, the number of years he/she has spent in the rank and at Al Qasimia University without promotion to the higher rank shall be taken into account as follows:
 - The contract of a faculty member shall not be renewed if he/she spent ten years in the rank of assistant professor at any university without being promoted to the rank of associate professor. In special cases, this period may be extended for one or more years.
 - The contract of a faculty member shall not be renewed if he/she has spent twelve years in any university at the rank of associate professor from the date of obtaining the rank without being promoted to the rank of professor. In special cases, this period may be extended for one or more years.

5.1.11. Academic Delegation

- a. The University realizes the need of faculty members and lecturers to participate in conferences and other academic activates for professional development and the development of the research mission of the University.



- b. Participation in academic delegations is usually not allowed during the first week of the semester and in the period between the first day of the final exam and the official date of issuing the results.
- c. The number of delegation days should not exceed ten working days during the semesters in one academic year. However, this limit can be extended according to the type of delegation.
- d. If the budget is available, the faculty member may obtain financial support from the University for one trip outside the country and another in the country in each academic year.
- e. A faculty member may apply to be delegated on one additional academic trip outside or inside the country which may usually not be financially supported by the University.
- f. Exceptions to the aforementioned rules may be made in special cases with the approval of the Vice Chancellor and the Dean's recommendation.

- Delegation Procedures

- Applications are submitted at least five weeks before the date of delegation to the Department Chair who submits his/her recommendations to the Dean of the College whether financial support is required or not.
- The delegated faculty submits a report about his/her trip after his/her return. The Department Chair is responsible for ensuring that this report is submitted.

- Funding: A faculty member is entitled to the following:

- The cost of a return plane ticket in economy class and visa.
- Conference registration fees.
- A delegation allowance of AED 1,500 per day for delegation outside the country, and AED 500 for delegation inside the country. If the registration fees include residence expenses, the applicant shall receive half of the daily allowance for each day.
- Permitted activities include conferences, academic visits to other universities, libraries or research institutes, and training programs

- The maximum number of activities that a faculty can participate in are three activities per academic year.
- Faculty whose applications have not been approved may appeal in writing to the Chancellor/Vice Chancellor within two weeks of being notified of the decision.
- Organizing seminars: Depending on the size of the academic department and the number of delegation missions, each department/college may organizes at least one seminar per semester where faculty member may present the results of their research published in conferences and the lessons learned from them.

5.1.12. Academic Promotion

a. Promotion Criteria

The criteria for academic promotion at Al Qasimia University include evaluating faculty performance of a member in the following three areas:

- Scientific production.
- Education (academic teaching and advising).
- University and community service.

b. Academic Output

This criterion is related to the faculty members activity in the field of academic research and publishing in his/her field of specialization. For promotion purposes, the academic output includes the following:

- 1) Research published (or accepted for publication) in recognized multidisciplinary academic journals and periodicals provided that these journals and periodicals are refereed, in the field of specialization or in very close fields, and are regularly issued by a university, academic association, scientific research centers or international publishing houses according to the rules adopted by the University. For applicant for promotion to the rank of associate professor, at most two research papers based on master's or doctoral theses that he/she supervised or is currently supervising will be



counted, whether he/she was the main supervisor or a co-supervisor. For application for promotion to the rank of professor, at most three research papers based on master's or doctoral theses that he/she supervised or is currently supervising will be counted for him, whether he/she was the main supervisor or a co-supervisor.

2) Research published in the proceedings of scientific conferences in the field of specialization of the applicant for promotion, organized by one of the universities, academic associations or scientific research centers. It is required that these research papers are evaluated before publication by at least two referees in the field of specialization. One paper will be counted for the application for each promotion.

3) Case studies in the field of specialization provided that these studies have been published (or accepted for publication) in refereed academic journals, and only one case is counted for the applicant for promotion

4) Research published in books specialized in the field of the applicant:

It is required that this research is evaluated before publication by at least two referees in the field of specialization, and that these books are published by a university, academic association or international publishing houses. One research paper will be counted for the applicant for each promotion.

5) Published books that contain a new addition to the knowledge in the field of specialization of the applicant provided that the content of the book is on the specialization. It is required that each of these books is evaluated before publication by at least two referees in the field of specialization, and that these books are published by a university or academic associations or international publishing houses. Each book is considered as research, and a maximum of two books are calculated for the applicant for each promotion.

6) Authored published university text books:

It is required that the textbook is in the field of specialization of the applicant (refereed by the Deanship of Scientific Research), and the number of words should not be less than seventy thousand words. No more than one university textbook is counted for the applicant for each promotion, and the book is considered as a second class (B) published paper.

- 7) The authenticated and critiqued heritage books published by one of the universities, academic associations, well-known publishing houses or in refereed scientific journals. It is required that the subject of these books is in the field of specialization of the applicant and that they are reviewed before publication by at least two referees in specialization.
- 8) In all cases, the total number of books equivalent to research in paragraphs (5), (6) and (7) should not exceed two research papers for promotion to the rank of associate professor, and three papers for promotion to the rank of professor.
- 9) In all cases, the books referred to above that were not subject to peer-review prior to their publication will be sent by the University to at least two external referees before being approved for promotion purposes.

c. Teaching and academic advising

This criterion shows the approved elements for measuring the performance of an applicant for promotion in the fields of teaching and academic advising which include the following:

- 1) The applicant's teaching performance according to the results of his/her students' evaluation of the courses he/she taught at Al Qasimia University
- 2) The efficiency of the applicant in teaching according to the results of his/her colleagues' evaluation of a sample of the courses he/she taught at Al Qasimia University
- 3) The number and diversity of courses taught by the applicant in his/her field of specialization at Al Qasimia University
- 4) Contributions of the applicant for promotion to the rank of professor in promoting graduate studies - if any in the college - such as teaching its programs or supervising university theses, or both
- 5) The applicant's contributions to the development of study plans and programs, such as proposing new courses, or making substantial modifications to the current courses at Al Qasimia University
- 6) The applicant's contributions to improving the educational process through creativity in learning effectiveness and teaching methods and writing academic material, by preparing and publishing case studies or publishing the results of applying different teaching methods



- 7) The use of modern educational technologies
- 8) Organizing and participating in the process of academic advising
- 9) The applicant's participation in seminars, conferences or workshops related to the development of teaching methods and approaches

d. University and Community Service:

This criterion illustrates the approved elements for measuring the performance of an applicant for promotion in the field of university and community service which include the following:

- 1) The applicant's participation in committees at the department, college and university levels
- 2) The applicant's contributions to the activities of academic and professional associations in his/her field of specialization, whether local, regional or international
- 3) The applicant's contributions to training and awareness activities inside or outside the University
- 4) Providing consultations and academic and professional contributions in the field of specialization of the applicant

e. Promotion to the rank of Associate Professor:

An assistant professor applying for promotion to the rank of associate professor must satisfy the following conditions:

- 1) He/she must have spent a period of no less than five years as an assistant professor, including at least one year of actual service at Al Qasimia University.
- 2) He/she must submit an original academic research output of at least six research papers in his/her field of specialization or in fields closely-related to his/her specialization, and be the sole or main researcher in at least three of them. In the case of joint research, the applicant is required to specify his/her effort in each research with a statement from the main researcher. As for joint research papers, they shall be considered only if they are evaluated as classes (A) or (B).

- 3) The applicant must have had at least three research papers published.
- 4) The academic research output of the applicant should not include any papers that have been accepted for publication after obtaining the rank of assistant professor. In addition, he/she should not have obtained an academic degree (such as a master's degree or a doctoral degree) for it.
- 5) He/she must have completed and published (or accepted for publication) at least two research papers during his/her service at Al Qasimia University (the name of Al Qasimia University appears on them).
- 6) The applicant's academic output submitted for promotion to the rank of associate professor must include at least one research paper published in a class (A) journal, and two published in a class (B) journal, or four research papers published in a class (B) journal. The applicant must be the main researcher in at least one research published in a class (A) journal, and another published in a class (B) journal, or the main researcher in three research published in class (B) journals. In the case of joint research, the research team must determine the extent to which each researcher participated in the production of the submitted research, and external reviewers must express their opinion on the impact of the research results on the knowledge in the field. Books authored or verified for the purpose of fulfilling this condition, and research conducted by more than one author and has been published in a class (C) journal may not be counted for the purpose of promotion.
- 7) A faculty member applying for promotion who holds a doctorate from a foreign university must submit – as part of the research papers that he/she submits for promotion - two research papers that have been published or accepted for publication in class (B) foreign journals at least.
- 8) He/she must have taught at the tertiary level for the full period stipulated in item (A) above, and his/her rating in evaluating his/her effectiveness and contributions to educational activity and academic advising should not be less than very good according to the form approved for this purpose.
- 9) He/she must have contributed to university and the community service, and his/her assessment in evaluating his/her effectiveness and contributions to the service of the university and the community should not be less than good - at least - according to the form approved for this purpose.



F. Promotion to the rank of Professor:

An associate professor applying for promotion to the rank of full professor must meet the following conditions:

- 1) He/she must have spent a period of no less than five years in the rank of associate professor, including at least two years of actual service at Al Qasimia University.
- 2) He/she must submit an original academic research output of at least nine research papers in his/her field of specialization or in fields closely-related to his/her specialization, and be the sole or the main researcher in at least five of them. In the case of joint research, the applicant is required to specify his/her effort in each paper support by a statement from the main researcher. As for joint research papers, they shall be considered only if they are evaluated as class (A) or class (B).
- 3) The applicant for promotion must have at least five published research papers.
- 4) The academic output of the applicant for promotion should not have been accepted for publication after obtaining the rank of associate professor, and he/she should not have obtained an academic degree (such as a master's degree or a doctoral degree) for it.
- 5) He/she must have completed and published (or accepted for publication) at least four research papers during his /her service at Al Qasimia University.
- 6) The academic research output submitted for promotion to the rank of professor must include at least two research papers published in class (A) journals, and four published research papers in class (B) journals. The applicant must be the main researcher in at least one research paper published in class a (A) journal, and at least three papers published in class (B) journals. In the case of joint research, the research team must determine the extent to which each researcher participated in the production of the submitted research, and external reviewers must express their opinion on the impact of the research results on knowledge in the field. Books written or verified for the purpose of fulfilling this condition, and research conducted by more than one author and has been published in class (C) journals are not counted for the purpose of promotion.

- 7) A faculty member applying for promotion who holds a doctorate from a foreign university must submit - as part of the research papers that he/she submits for promotion - two research papers that have been published or accepted for publication in foreign journals, one is in class (A) and the other in class (B) journals at least.
- 8) He/she must have taught at the tertiary level for the full period stipulated in item (A) above, and his/her rating in evaluating his/her effectiveness and contributions to educational activity and academic advising should not be less than very good according to the form approved for this purpose.
- 9) He/she must have contributed to the service of the university and the community, and his/her assessment in evaluating his/her effectiveness and contributions to university and the community service should not be less than good according to the form approved for this purpose.

G. Criteria for Accrediting Periodicals and Journals for Promotion

To be considered for promotion purposes, academic periodicals and journals must:

- 1) be published by a recognized university, a specialized academic association, a scientific research center, or an international publishing house. Publishers must be known for publishing high-quality academic work and have a good reputation.
- 2) have a specialized editorial board consisting of outstanding scholars.
- 3) submit research papers for review by at least two referees provided that they are not from among the editorial and consultative boards. These periodicals and journals should explicitly state this policy of refereeing.
- 4) publish their regulations of publishing studies and research articles.
- 5) state that published articles satisfy the academic publishing criteria in terms of organization, proper citation, editing, etc.
- 6) be issued regularly as per their announced dates, and that they continue to be published for ten continuous issues, or for three years, whichever is earlier.
- 7) have a national or international standard serial number (ISSN).



8) be classified for promotion purposes according to the following three levels:

- First: journals in the SCOPUS database are classified as Level (A).
- Second: an (A) journal is defined as any scholarly research publication published on sites indexed in SCOPUS, WOS (Web of Science), ABDC (Australian Business Deans Council), or any specialized academic journal that fulfills the above conditions of a recognized and prestigious position in the specialized knowledge community, after the Promotion Committee in the concerned department recommends its approval in class (A).
- Third: For papers written in languages other than English and submitted in the promotion file, the University Promotions Committee categorizes relevant scholarly journals that are not in the SCOPUS database with the SJR classification of journals. As for research that has been accepted for future publication, the applicant should request the University Promotions Committee to classify the scientific journals to which he/she intends to send his/her research before submitting the paper.

H. Promotion Procedures

1) Promotion Procedures at the Department Level

The following procedures shall be followed at the department level:

- Applications for promotion shall be submitted to the concerned Department Chair (according to the form approved for this purpose). Applicants should attach a portfolio including a copy of their curriculum vitae, academic research output, evidence of the applicant's contributions to teaching and academic advising, university and community services, and a summary of his/her contributions in the field of scientific research.
- The Department Chair shall submit all promotion requests to the Academic Promotions Committee in the department for review.
- The Department Promotion Committee includes all members of the Department Council who hold academic ranks equivalent to or higher than the academic rank to which the applicant is applying for. It should be noted that the members of this committee should not be members in higher level committees. The committee shall be headed by Department Chair if he/she is a

full professor (or by any other full professor in the department). In case the department does not have full professors, the Department Chair may head the committee when reviewing a promotion application to a rank equivalent to the rank of the Department Chair.

- The Department Promotion Committee shall review the promotion application to ensure that applicants satisfy the promotion requirements. The committee may ask the applicant for more information and evidence pertaining to the contents of the promotion portfolio. The committee shall prepare a detailed report including the results of the application review and their recommendations whether to proceed with the promotion process. The Department Chair shall refer this report (together with the faculty's application) to the Dean within a maximum period of one month from the date of receiving the application.
- If the number of faculty members in the department who hold a rank equivalent to or higher than the one sought for promotion is less than three, the college Dean, in consultation with the Department Chair, shall satisfy the required number from outside the department by including faculty who are in the field of specialization of the applicant and who are in a rank equivalent to the rank to which promotion is requested or higher.

2) Promotion Procedures at the College Level

The following procedures shall be followed at the college level:

- In September of each year, the College Council forms a special committee called the College Academic Promotion Committee chaired by the Dean of the College if he/she is a full professor (or any professor in the college). The committee shall include a full professor from each department in the college. In case a department does not have a full professor, an associate professor may represent the department in this committee. However, associate professors shall not participate in reviewing promotion applications to the rank of full professor.
- The College Academic Promotion Committee shall review each application to ensure that it satisfies the requirements of promotion. It may ask the applicant for more information and evidence pertaining to the contents of the promotion portfolio. The College Academic Promotion Committee shall prepare a detailed report containing the results of reviewing the application



and a recommendation of whether or not to proceed with the promotion process. If the recommendation is to proceed with the promotion process, the Dean of the College shall submit the report of the committee and a list of the referees (together with the promotion portfolio and the report of the Department Promotion Committee) to the chairman of the University Central Committee for Academic Promotion in no more than a month from the date of receiving the report of the Department Promotion Committee.

- The Dean of the College, in consultation with Department Chair and the full professor members of the College Academic Promotion Committee, shall suggest a confidential list of ten specialized referees of the full professor rank (for each application) from outside the UAE. None of these referees should have supervised the applicant in the master's and/or the PhD stages, or co-authored any of his/her studies or research articles. The Dean shall attach to the list the CV of each referee indicating his/her current job, exact specialization, and his/her recent publications.
- In case the number of the College Academic Promotions Committee members who hold a rank equal to or higher than the one sought for promotion is less than three, the Dean shall follow the same procedure mentioned above at the level of the department.

3) Promotion Procedures at the University Level

Applications for promotion shall be processed at the University level as follows:

- At the beginning of each academic year, a committee called the Central Promotions Committee for Faculty Members, headed by the Chancellor or whoever he delegates, shall be formed. It consists of at least three full professors from the various colleges of the University.
- The University Central Committee for Academic Promotion shall review the promotion applications to make sure they satisfy the promotion requirements taking into consideration the reports of the Promotions Committees in the departments and colleges. The committee may ask the applicant for more information and evidence pertaining to the contents of the promotion portfolio.
- The Chancellor or his deputy shall select four referees from a list submitted by the College to evaluate research that meets the promotion requirements.

The Chancellor or his deputy may add additional specialized referees after consulting with the members of the Central Committee for Promotion. The Chancellor or his deputy shall be responsible for all correspondence with the referees.

- Each referee shall be sent a copy of the applicant's CV, the University promotion Bylaws, the research output that the Central Committee accepted for promotion, and the forms of evaluating research output. The Chancellor or his deputy may send the portfolio to a new referee if any of the original referees did not respond in a period of three months.
- The University Central Committee for Academic Promotion shall review and discuss the evaluation results after receiving the responses of at least three referees provided that the average of each referee's evaluation is not less than Good. Otherwise, the review shall await the response of the fourth referee. The committee shall make its recommendations if the overall average for the evaluation of three referees for the research of the applicant for promotion to the rank of associate professor and professor is not be lower than good.
- The Chancellor shall submit the recommendations of the University Central Committee for Academic Promotion to the Deans' Council for consideration. In case of promotion to the rank of full professor, the decision of the Deans' Council shall be made by a majority vote of the full professors attending the meeting, and by a majority vote of the full professors and associate professors if the case concerns promotion to the rank of associate professor.
- The Chancellor shall submit the decision of the Deans' Council to promote an applicant to the Board of Trustees for approval. The Chancellor shall issue the decision of promoting the applicants approved by the Board of Trustees. The promotion shall be effective as of the date of the Chancellor's decision.
- In case a promotion application is not approved by the Central Committee, the Deans' Council, or the Board of Trustees, the Chancellor shall notify the applicant of this decision in writing. The faculty member, in such a case, may apply again for promotion after at least one year from the date of notification provided that he/she submits at least two new research papers to be promoted to the rank of associate professor, in which the applicant is the sole or main researcher in one of them. One of the papers must be published



(or accepted for publication) in class a (B) journal at least. For promotion to the rank of full professor, the applicant must have three research papers, in which he/she is the sole or main researcher of at least two of them. One of the papers must be published (or accepted for publication) in a class (A) journal or at least two papers in a class (B) journal.

I. Preparing the Promotion Portfolio

- 1) The applicant should submit seven copies of the promotion portfolio. Each copy should contain:
 - A printed promotion application form.
 - The applicant's curriculum vitae indicating his/her academic degrees and the dates of obtaining them, academic ranks the applicant earned before and after joining Al Qasimia University, a list of his/her research work, experience in teaching and academic advising, and university and community services.
 - Hard copies and an electronic file of the research work submitted for promotion.
 - Information about the journals and periodicals in which the research work was published (or accepted for publication) including the editorial board, conditions of refereeing, publishing rules, whether the journals or periodicals indexed and the institution that publish them, and the impact factor (if any).
 - A list of the research papers submitted for promotion and a list of the works which cited any of the applicant's studies and/or publications.
 - Evidence to prove the applicant's contribution to teaching and academic advising including peer evaluation and students' evaluation.
 - Evidence to prove the applicant's contribution to university and community services.
- 2) One of the portfolios should include original copies of the applicant's research work.

J. General Provisions:

Al Qasimia University does not accept the promotion or academic rank granted by other universities to faculty members during their service in Al Qasimia University except in the case of official secondment, and provided that the number of published research conforms to the conditions of Al Qasimia University.

- 1) An assistant or associate professor may apply for promotion to a higher rank four months prior to the completion of the required period stipulated if all other conditions required for this rank are applicable.
- 2) If the procedures for academic promotion are completed before the end of the legal period, the due date for promotion to a higher rank shall be the end of this legal period.
- 3) A faculty member whose research output is distinguished can apply for promotion after completing four years in the academic rank from which he/she wants to be promoted.
- 4) All reports, correspondence, and discussions pertaining to the promotion process at the level of the department, college, and university shall be confidential.
- 5) Participation in evaluating the academic contribution of an applicant for promotion to more than one academic rank should be limited as much as possible. In exceptional cases, such a person may not have a vote in promoting the faculty concerned to the higher rank.
- 6) A faculty member may submit a request to the Chancellor to review the recommendations of the promotion committees at the level of the department, college, or university in case any of these committees refuses to process the application, provided that the applicant provides evidence of procedural irregularities.



5.1.13. Code of Conduct in Scientific Research:

Scientific integrity is the main focus for the work of educational institutions including research institutes and universities. The University is responsible for providing the appropriate environment for promoting scientific integrity and research ethics.

The University's policy is based on a set of professional and ethical standards recognized in the field of scientific research, including the following:

- a. Obtaining, recording and analyzing data, and publishing the results according to the scientific approach that seeks accuracy and honesty (not to manipulate with data and results).
- b. Ensuring the acknowledgment of and explicit reference to the contributions made by others, with the necessity of obtaining the approval of to the authors of the unpublished works that were used.
- c. Any published research article should exclusively include the names of everyone who contributed or made a significant contribution to the published work.
- d. Obtaining the written permission of the author before using data or information, originally obtained through access to confidential texts, refereeing, or participating in refereeing research projects submitted by other researchers to obtain funding for implementation of these projects.
- e. Disclosing in writing to the bodies funding the research and to this University and other universities, academic journals or other research funding bodies any material conflict of interest, whether this conflict is financial or other, and which may affect the decision of these bodies or their request from this person to arbitrate research or request to fund research projects, test products, or allow it to do work supported by third parties.

Misconduct in research is not limited to deviation from the modes of behavior mentioned above. The University is responsible for investigating allegations of misconduct in research involving its researchers. Where any misconduct in research is identified, the University will take prompt and effective actions.

5.1.14. Faculty Member (Academic Staff) Records

- a. The University maintains a record for each full-time faculty member, part-time faculty, and professional staff members including attested academic transcripts of the academic qualification, the signed contract, and all documents required by the Ministry of Labor and Social Affairs in the U.A.E.
- b. The Human Resources Department maintains a file for each faculty member. This file contains all relevant information such as the employee's educational qualifications, academic rank and salary.
- c. All files and records shall be kept in safe cabinets at the Human Resources Department and access is limited to authorized personnel.

5.1.15. Faculty Member Professional Developing:

The university supports the professional development programs provided for its faculty members because these programs have an impact on achieving the University's mission and goals and assuring the quality of performance. The University and colleges organize events and activities that include a number of seminars and forums for faculty members, student academic visits to various media institutions under the supervision of a member of faculty, students' graduation project exhibitions, training courses offered to students, and courses offered to faculty members and administrative staff.

The effectiveness of faculty development programs is evaluated through the effectiveness of activities at the students' level and faculty feedback and needs. Faculty development programs include educational and research activities and the use of various techniques and skills.

5.1.16. Orientation Programs for New Faculty:

The University organizes an orientation program for new faculty members to ensure that they are actively involved in the University system. Upon their arrival, the Human Resources Department provides new faculty members with guidance on administrative procedures, faculty accommodation and relevant legal aspects. The orientation program for new faculty members includes the following activities:



a. Orientation at the University level:

Organized by the Chancellor and Vice-Chancellor to familiarize faculty members with the University's vision, mission, organization, policies, and strategic plan.

b. Orientation at the administrative department level:

Organized by the administrative department directors regarding the University's facilities and services.

c. Orientation on Institutional Effectiveness:

Organized by the Faculty Development Unit of the Center for Quality Assurance, Institutional Effectiveness and Accreditation, on results-based learning, teaching methods, learning and assessment.

d. Orientation at the college and department level:

Organized by the Dean of the College and Department Chairs.

e. Research orientation:

Organized by the College of Graduate Studies and Research on procedures, regulations, and areas of research funding.

5.1.17. Non-academic staff:

a. Non-academic members include:

- Lecturers
- Researchers who are not assigned to academic colleges, units or teaching centers
- Unassigned language and Tajweed instructors

b. Non-academic staff members appointed at the University must meet the following conditions:

- Have a master's degree or its equivalent from a university recognized by the competent authority in the UAE.

- Language instructors must have a master's degree from a university recognized by the Ministry of Education in the UAE, and the appropriate qualifications for language teaching as determined by the University.
- Tajweed instructors should have an appropriate academic qualification and the required licenses for Quran recitations as decided by the University.
- He/she must be medically fit based on a report from a medical committee identified by decision of the Chancellor.
- Fulfilling any other conditions that the University may require.

c. Duties of non-academic staff members:

- Teaching courses of academic nature / languages / general courses.
- The teaching load and other duties for non-academic staff are determined by decision of the Deans' Council.
- Conducting exams in the courses assigned to them in accordance with the regulations approved by the University.
- Allocating office hours for student tutorials.
- Performing any duties that may be assigned to him/her by the Department Chair, the Center Director, the Dean, or the Chancellor.
- Committing to his/her academic duties at the University and maintaining a level of performance appropriate to the University's standing and reputation.
- Serving the community and meeting its needs in accordance with the regulations set by the University.
- Performing (40) hours of work per week, distributed over the above-mentioned tasks.

d. Violations of University's rules and regulations committed by non-academic staff are subject to the provisions of investigation and assistance contained here.

e. Determining the need for the appointment of non-academic staff and candidate selection shall be subject to the provisions mentioned in this document.

f. The duration of the initial non-academic staff contract is two years. The first year of this contract is probationary period during which the University may



terminate the contract without giving reasons. In this case, the concerned staff is entitled to the total of a six-month salary or the salary due to him/her for the remaining period of the probationary year, whichever is less.

- g. The non-academic staff is evaluated at the end of the first year of the contract in the areas of teaching and university and community service by the department/center and college levels, and by the University Non-Academic Selection Committee. The concerned staff shall be notified of the University's decision six months before the expiry of the contract term. The decision is either not to renew, to renew for a maximum period of three years, or to terminate the contract.
- h. The provisions of the articles relating to faculty members mentioned in this document shall apply to non-academic staff in a manner that does not conflict with the provisions relating specifically to them.
- i. The service of non-academic staff ends when he/she reaches the age of sixty. This may be extended by decision of the Chancellor for a period of one year or more to the age of sixty-five.

5.1.18. Disciplinary Procedures

- a. Each faculty member shall perform all the academic duties assigned to him/her, abide by all laws, regulations, and decisions in force at the University, uphold, in his/her relations with his/her colleagues and students and the community inside and outside the University, the system of values that prevail in the Arab-Islamic society of the UAE, and refrain from any activity that can harm the University's reputation or that of its employees and consequently exposes himself to the disciplinary measures specified in these policies and procedures.
- b. The Chancellor shall appoint, on his own initiative or upon the request of the Dean, a faculty member to investigate any faculty member accused of certain violations.
- c. The faculty investigator shall be of a rank at least equivalent to that of the member being investigated. The results of the investigation shall be submitted in a detailed report containing a definite recommendation to the Chancellor, who may then pursue any action that he might deem appropriate: stop any

further proceedings; issue a letter of reprimand to the accused; or send the case, together with the investigator's findings and recommendations to the Disciplinary Committee. All transactions in this regard shall be kept strictly confidential and be conducted in accordance with proper legal procedures.

- d. The Chancellor may suspend the faculty member being investigated from carrying on with his/her duties as a precautionary measure for a maximum of three months if he believes that it is in the interests of the investigation to do so. The period of suspension may not be extended except by a decision by the Disciplinary Committee.
- e. Unless the Disciplinary Committee decides otherwise, suspension from duty entails suspension of salaries as of the date on which the decision is taken.
- f. If the case under investigation is not referred to the Disciplinary Committee within a month after the decision to suspend the concerned faculty has been issued, the suspension shall be revoked, after which the Disciplinary Committee's decision on the matter shall be enforced.
- g. The Chancellor, or someone authorized by him, shall furnish the faculty member under investigation with a detailed report regarding the charges against him/her, and a copy of the findings of the investigation by registered mail at least fifteen days before the disciplinary session is to be held.
- h. A faculty member whose case has been referred to the Disciplinary Committee shall have the right to be informed of the findings, and to enlist a lawyer to defend him/her before the Disciplinary Committee.
- i. The Chancellor shall form the Faculty Disciplinary Committee as follows:
 - The Vice-Chancellor (chair). The Chancellor may appoint someone else in place of the Vice-Chancellor if the latter is absent or if there is a legal or other compelling reason why he/she should not occupy this position.
 - The Dean of the college where the faculty member under investigation is appointed.
 - A faculty member chosen by the Chancellor to investigate the case. This faculty may not serve as a member of the Disciplinary Committee.



- j. The disciplinary measures that may be taken against a faculty member include:
- Issuing a warning
 - Reprimand
 - Reprimand with a one-year suspension of annual increment, or a reprimand with a one-year suspension of promotion to a higher rank
 - Reprimand with partial or total suspension of payment for a period not exceeding six months
 - Termination of contract but with full rights to salaries and indemnities
 - Termination of contract with partial or total withholding of salaries and indemnities
- k. The disciplinary measures shall not be dropped due to the resignation of the faculty member.
- l. Any disciplinary measures taken against a faculty member have no bearing on any criminal or civil proceedings connected with the same event that led to them.
- m. Grievance: The decisions of the Disciplinary Committee are final. However, the faculty member may appeal to the Chancellor within two weeks from the date of notification of the decision. The Chancellor's decision regarding such matters is final and not subject to appeal.

5.1.19. Contract Termination:

- a. The university may terminate the contract of faculty before the end of the first probationary year, without giving reasons. In this case, the concerned faculty shall be entitled to a compensation equivalent to the total of a six-month salary of or the salary for the remaining period until the end of the first year of the contract, whichever is less.
- b. The contract of a faculty member is terminated by decision of the Chancellor after the approval of the President in the following cases:

- 1) Accepting the faculty's resignation: To have his/her resignation is accepted, the concerned faculty must submit the resignation six months before the end of the contract. If the faculty insists to end his/her service without observing this condition, he/she shall not receive the end of service gratuity. In special cases, the Chancellor may partially or completely reduce the six-month period.
- 2) Cancellation of the Position: In this case, the contracted faculty is granted compensation equivalent to the total salary of six months, or the salary for the remaining period until the end of the contract, whichever is less.
- 3) Permanent inability to work
- 4) Dismissal due to a disciplinary decision
- 5) Dismissal due to being convicted of a felony or a misdemeanor that constitutes a breach of honor or trust
- 6) Reaching the age of sixty-five, while continuing to serve until the end of the academic year. It is permissible by decision of the President to extend the service age for a period of one year or more until the age of seventy.

5.1.20. General Provisions

- a. Issuing or amending policies and procedures for academics is the responsibility of the Vice-Chancellor for Academic Affairs, the College Councils, and the Center for Quality Assurance, Institutional Effectiveness and Accreditation. They shall be approved by the Deans' Council and the Chancellor of the University.
- b. The Chancellor, Vice-Chancellor or concerned Dean may assign faculty members to perform additional administrative tasks for one or two years. Examples of these assignments are assuming the directorship of a center or an institute, the Faculty Affairs Office, the Student Recruitment Office, the Institutional Research Unit, the Faculty Professional Development Unit, the Counselling Unit at the college, or acting as head of an administrative unit at the college, editor-in-chief of an academic journal, course coordinator. The assigned members submit their reports to the concerned parties according to the issued decision.



- c. The teaching load of a faculty member assigned to additional tasks shall be reduced to allow him/her perform these tasks. The regular financial compensation shall be paid to him/her, according to the salary, bonuses and rewards scale in force at the University.
- d. Faculty members may be appointed to administrative positions on a full-time or part-time basis. Upon the expiry of the appointment period, the concerned faculty shall resume their previous positions.
- e. Consultants or experts may be appointed on special contracts for a period of no more than two years, subject to renewal, with the approval of the Chancellor. The appointment decision determines the remuneration, other benefits, and compensation granted to them.
- f. Experts or consultants may be invited for a period of no more than three months (renewable) with the approval of the Chancellor. The decision of the invitation shall determine the remuneration, other benefits and compensation granted to them.

5.2. Administrators

Definitions

In application of the provisions of these policies, the following terms shall have the meaning assigned to them unless the context indicates otherwise:

- The State : The United Arab Emirates
- The Decree : Emiri Decree No (2) of 2013 concerning the establishment of Al Qasimia University
- The Law : Law No (7) of 2013 concerning the organization of Al Qasimia University
- By-laws : By-laws of Al Qasimia University
- The University : Al Qasimia University
- The President : President of the University, Chairman of the Board of Trustees
- The Board : Board of Trustees
- The Chancellor : The Chancellor of the University
- Deans' Council: The University Deans' Council
- The Dean : College Dean or whomever may hold a similar position
- Vice-Chancellor: Vice Chancellor for Administrative and Financial Affairs
- Competent Authority : The authority entrusted with the powers of appointment
- Job Offer : Initial approval of the appointment issued by the University
- Job budget : the approved budget for jobs, grades assigned to employees, and their privileges
- Basic Salary : The salary determined for the beginning of the job grade and any increases that may occur thereto
- Increments : A portion of the salary that is paid monthly and is not taken into account when calculating the end of service gratuity
- Allowances : A sum of money paid in addition to the basic salary
- Total salary : The basic salary in addition to the approved bonuses and allowances the employee receives



Bonuses : A sum of money paid to the employee once or on a monthly basis for a specified period in return for performing certain tasks

Employee : Anyone who works for payment in the service of the University

Administrators: The employees assigned to administrative roles

Administrative Academics: Academics assigned administrative duties

Grades and salaries scales: Grades and salaries approved for university employees

Working Day : The official working day determined by a decision of the Government of Sharjah

Medical facility: Government hospitals and health centers

Job Evaluation and Description Committee:

the committee formed by decision of the Chancellor regarding job evaluation and description

Employment Contract: The contract that regulates the work relation between the employee and the University

Organizational unit: The administrative or academic unit, whether it is a college, institute, or center

Secondment : Assigning an employee to perform the duties of a position that is vacant or to replace an absent employee

Assignment : The employee performs the major duties of a different position

Transfer : Transferring the employee to serve in another administrative unit within the University

Termination of employment: the employee's service with the university ends as a result of resignation, termination of service, death, expiry of the contract or retirement

Violations Committee: The committee formed by decision of the Chancellor to arbitrate on violations committed by employees, other than faculty members, and deciding on appropriate disciplinary measures

Grievance: A request submitted by an employee who feels aggrieved about a certain matter or upon receiving a decision from the Violations Committee im-

posing a disciplinary penalty against him/her, and believes that the decision is prejudicial against them

Dependent Children: Male children under the age of (18) and unmarried or divorced females as long as they are under the sponsorship of their father

Personnel Affairs Committee: A committee formed by decision of the Chancellor who defines its terms of reference, tasks and work procedures

5.2.1. The Human Resources Department

- a. The main objective of the Human Resources Department is to create an institutional environment in which an atmosphere of job security and trust prevails. In addition, it aims to ensure the effective flow of work within the various administrations and departments of the University in a way that supports all the activities of the University by providing the highest levels of human resources services. The main tasks of the Human Resources Department are as follows:
 - 1) Manpower planning and recruitment
 - 2) Staff performance management
 - 3) Management of compensation and benefits in cash and in kind
 - 4) Personnel affairs management
 - 5) Employee grievances, disciplinary procedures and adherence to the code of ethics and professional conduct
 - 6) End of service procedures
- b. The Director of the Human Resources Department is fully responsible for the implementation of human resources policies, and procedures in the University.
- c. The Chancellor of the University shall issue, based on the Vice-Chancellor's recommendations, the procedures associated with these policies and procedures.



5.2.2. Job Grades

- a. The system of job descriptions and classification, and any amendments thereto, shall be issued - by decision of the President of the University - based on the recommendation of the Chancellor. The University shall prepare job descriptions, classifications and organizational system that includes job specific classification including the details of the grades/ranks for each job, its financial compensation (salaries, allowances, and benefits), and the educational qualifications and practical experience of the position
- b. Job specific classification at the University are as follows:

Job Classification	Job Category	Required qualifications	Job Grade
Leadership Positions	Senior management positions such as Vice Chancellors and assistants to the Chancellor	Determined by the President	Special Grade
	Directors of departments	Determined by the Chancellor based on the approval of the Financial Committee	First Grade Second Grade
Supervisory Positions	Jobs that entail overseeing colleges, institutes, centers, departments, administrations, and others. Job titles: Director/head of department, unit or center. Assistant Director - Head of Department.	A university degree or equivalent in addition to relevant work experience in the field	Third grade Fourth grade Fifth grade in addition to bonuses for work experience
Professional Positions	Jobs that require professional experience in a specific field such as experts, specialists, consultants, researchers, financial officers, accountants, doctors, engineers, and others. Job Titles: senior adviser/advisor, senior expert/expert, senior specialist/specialist, senior coordinator/coordinator in all areas	A university degree or equivalent in addition to relevant work experience in the field	
Executive Positions	Jobs related to the implementation of the competencies mentioned in the approved job descriptions such as positions in the administrative, financial, healthcare, engineering, information technology etc. Job Titles: office manager, senior supervisor, executive secretary, supervisor in all fields, senior executive, senior administrator, executive, administrative secretary, administrator, executive assistant, administrative assistant, assistant in some support positions, technician/professional in the fields of healthcare, engineering, maintenance and information technology	A university degree or its equivalent in addition to an appropriate experience in the field of the job. Or a high diploma, one, two or three years after high school, or its equivalent, in addition to appropriate work experience.	Fourth grade Fifth grade Sixth grade Seventh grade Eighth grade Ninth grade Tenth grade in addition to bonuses for work experience
Support Positions	Manual professions, maintenance, labor, and others Job titles: guard, driver, office boy, typist, laborer, janitor, mail room assistant, technical, professional assistant, technician in health, engineering, maintenance and information technology	Appropriate qualification or experience	Tenth grade Eleventh grade

5.2.3. Manpower planning

- a. The University seeks to employ the right employees in the appropriate positions in a manner that ensures efficiency and effectiveness so that the right person is chosen for the right position.
- b. Planning for manpower needs is one of the main elements of the University's estimated budget. Therefore, the estimated human resources budget must accurately reflect the real needs of the University.
- c. Manpower planning depends on the organizational structure of the University, its strategic objectives, the objectives and plans of the departments, and the various initiatives to achieve those objectives. Planning also mainly depends on the number of students, the nature of academic programs and scientific research activities at the university.
- d. The heads of the University's organizational units determine and assess their human resource needs according to the University's vision and mission, the set objectives, and the extent of the University's need for skilled and experienced employees.
- e. Manpower planning is based on attracting and employing various competent administrators from inside or outside the country, provided that priority is given to the potential employees' academic and practical competencies, as well as their work and professional experience.
- f. The manpower plan shall be included in the estimated budget assigned for jobs: the number of jobs, their types, titles and grades, and their financial allocations of salaries, allowances and benefits.
- g. The Chancellor or his representative shall approve the annual recruitment plan. The required budget allocated to the organizational units is determined according to the approved budget.
- h. The Human Resources Department shall oversee the implementation of the manpower plan in all organizational units of the University.



5.2.4. Duties of the administrative staff

- a. The employee shall accurately and honestly perform the tasks entrusted to him/her and dedicate the official work time to the performance of his/her job duties. He/she shall take into account the provisions of laws, policies, procedures, regulations and instructions of his/her directors, and may be assigned to work outside the official times, if necessary, and within the framework of policies and procedures applicable in this regard.
- b. The employee is prohibited from committing any act that breaches the duties of his/her job, or commit any acts that violate social norms. In particular, the employee is prohibited from the following:
 - Disclosing any information or data that comes to his/her knowledge by virtue of his/her position
 - Having, directly or through mediation, any interest in business or contracts related to the work of the University
 - Performing work for others, with or without pay, during official working hours or at other times, except with the prior permission of the Chancellor
 - Buying or renting real estate or movables from the University, or exploiting them in a field related to his/her work
 - Committing actions that violate the honor or dignity of the position
 - Requesting or accepting, for himself or for others, any gifts or benefit of any kind, or a promise of something in return for the performance of his/her job duties
 - Keeping the original of any official paper, even if it is related to a job entrusted to him

5.2.5. Recruitment

- a. Each administrative unit shall have a clear organizational structure, and a staffing table approved by the Chancellor, to which shall be attached a job description for each position that specifies its duties and rights, hiring requirements, and its classification and grade as indicated in the salary and allowances scale.

- b. All required vacancies must be included in the approved budget of the staffing plan, including the number of vacancies and details of grade for each position, and its financial compensations including salaries, allowances and benefits. With regard to the creation of an unlisted post, the approval of the Chancellor is required.
- c. The University adopts fair and consistent methods of recruitment and selection in order to select the most suitable candidates who meet the job requirements. The methods of selection and recruitment should be completely free of any discrimination.
- d. When candidates have equal qualifications, experiences and skills, preference is given UAE nationals, and to people of determination. Candidates from within the country are preferred over those outside the country.
- e. The Human Resources Department coordinates the recruitment process, while the selection of candidates is based on the recommendations of the administrative unit that conducts the recruitment after the approval of the relevant authority.
- f. No candidate may be hired without attending an interview by the Interview Committee.
- g. Re-employment: With the approval of the Chancellor, former employees who left the University may be re-employed if there are vacancies, provided that the employee has a satisfactory record at the University.
- h. Employment of relatives: Under no circumstances may an employee work directly in the same organizational unit under the management of a relative up to the fourth degree. New employees must disclose any conflict of interest during the recruitment process.
- i. The proposed salary for the candidate shall be in accordance with the salary scale for that job, based on the proposal of the organizational unit requesting the job, the recommendation of the Human Resources Department, and the approval of the competent authority.
- j. Personnel Affairs Committee
 - 1) The Personnel Affairs Committee shall be formed by a decision of the Chancellor.



- 2) The main duties of the Personnel Affairs Committee are:
- Suggesting a system for calculating the employee's years of experience and systems for evaluating the performance of administrators
 - Reviewing all grievances and complaints submitted by the employees and making recommendations thereon
 - Considering the recruitment recommendations submitted by the administrative units and submitting their recommendations to the Chancellor
 - Reviewing the job budget at the University and submitting its recommendations to the Chancellor
 - Any other duties referred by the Chancellor
- 3) The committee shall meet once a month at the invitation of the chair of the committee. The meetings of the committee are valid in the presence of the majority of its members, and decisions are issued by the absolute majority of the members present. If the opinions are equal, the side on which the chair of the committee is on shall prevail, and the decisions issued by the committee shall not be considered effective until the Chancellor approves them.
- 4) The committee may, when necessary, invite whomever it deems appropriate to attend its meetings, without having a vote.
- 5) The committee's deliberations are confidential, and a copy of the minutes may not be obtained without the permission of the Chancellor or the chair of the committee.
- 6) The committee submits a statistical and qualitative report every six months to the Chancellor on its achievements during that period.

5.2.6. Appointments

- a. The Human Resources Department is responsible for preparing the job description for each position based on the generally accepted formulas for the job description which includes the appropriate job grade according to the job and salary scale. The job description is developed based on job evaluation. In the event that there is a desire to amend an existing position, it is recommended that the job description card be approved by the direct manager of the position.

- b. An employee who is not a university faculty member is classified according to the following types of appointments:
 - Full time employee with permanent contract
 - Full-time employee with a temporary work contract
 - Part-time employee with a monthly pay
- c. Job types are classified into the appropriate categories according to the job description approved by the competent authority and the salary and allowances scale.
- d. The appointment of employees at the University shall be according to the following job categories:
 - First and second grades positions: by decision of the Chancellor based on the approval of the Financial Committee.
 - Third or lower grade positions: by decision of the Vice-Chancellor, based on the recommendation of the Personnel Affairs Committee.
- e. The Human Resources Department shall conduct a periodic review of salary scales to ensure the competitiveness of the University's salary structure, and submit its recommendations in this regard to the Human Resources Committee in preparation for submission to the Chancellor.
- f. Experts and consultants are appointed on special contracts upon the approval of the Chancellor. The contract sets the terms of appointment without being constrained by the approved salaries and allowances scale.
- g. Experts or consultants may be invited to work at the University for a period of no more than three months upon the approval of the Chancellor. The decision of the invitation determines the remuneration, other benefits, and compensation granted to them based on what is applicable according to the Government of Sharjah.
- h. Employees may be appointed on temporary contracts of no less than three months and no more than 11 months.
- i. The employee under a temporary contract is entitled to an annual leave of two days per each month.
- j. The employee under temporary contract is entitled to a paid sick leave as a



result of a medical report for a period not exceeding five continuous or interrupted working days within six months of the contract. What exceeds that shall be unpaid.

k. The University may use the services of others to work on an hourly basis for a period not exceeding three months, renewable for similar periods.

l. Appointment Conditions: A person appointed to an administrative position must meet the following requirements:

- 1) The priority in appointing or filling vacant or newly created jobs shall be given to UAE nationals, otherwise the priority shall be given to citizens of the Gulf Cooperation Council, then citizens of Arab countries, then foreign nationals.
- 2) The applicant must have the academic qualifications and the practical experience necessary to fill the job for which he/she is nominated. He/she must obtain a certificate of equivalency for his/her educational qualifications from the competent authorities in the country.
- 3) He/she is of good repute and good conduct.
- 4) Shall not be younger than 18 years of age for UAE nationals and 21 years old if a non-national.
- 5) Shall successfully pass all the tests and interviews related to the job.
- 6) Shall be medically fit.
- 7) He/she has not been previously sentenced to a custodial penalty for a felony or misdemeanor that constitutes the breach of honor or trust unless he/she has been pardoned by the competent authority or has been rehabilitated in accordance with Federal Law No. (36) of 1992 regarding rehabilitation and its amendments.
- 8) In all cases, for the appointment of a UAE citizen, it is required that he has finished the national service, or that he has submitted a document indicating exemption from it.

m. Appointment or reappointment in the University's administrative positions shall be in accordance with the following procedures:

- 1) Appointment to jobs filled after a test shall be in accordance with the order

of those who achieved the highest grades. In case of equal scores, the candidates' qualifications and experience in the field of specialization shall be considered.

- 2) It is permissible, when necessary, make appointments from a lists of successful candidates in previous tests provided that they were conducted no more than six months previously.
 - 3) A successful candidate shall be appointed to the required job grade, and his/her salary shall be determined according to their qualifications and practical experience, upon the recommendations of the Personnel Affairs Committee.
 - 4) An employee who left service at the University may be re-appointed in his/her previous job, or in another position of the same nature, grade and salary. If he/she has obtained a higher qualification or acquired suitable work experience, he/she may be appointed to a higher grade and with a higher salary. In all cases, it is required that the period the employee spent out of service shall not exceed five years, and that the reason for leaving the service was not dismissal based on a legal verdict or a disciplinary decision.
 - 5) Candidates may be appointed upon the approval of the Chancellor under temporary fixed-term contracts that do not exceed one year, for one period only, based on the committee's recommendations.
- n. Appointments may only be made to a vacant or newly created positions within the University's approved job budget, provided that the candidates fulfill the job requirements.
 - o. Starting work may not begin before the approval of the appointment is issued by the competent authority.
 - p. If the employee does not commence his/her duties within fifteen days from the date he/she was notified of the date of appointment, he/she forfeits the appointment decision.
 - q. The Human Resources Department shall discuss the full-time appointment of an employee before the expiry of the probationary period with the concerned departments.



5.2.7. The Probation Period:

- a. With the exception of those appointed under the specific job, special contract and temporary contract systems, a new employee is under probation for a period of three months, which can be extended for a similar period from the date of appointment. The appointing entity in the University may terminate his/her service if it is proven that he/she is unfit for the job, taking into account the following:
- 1) The concerned employee's direct supervisor shall closely monitor the employee to evaluate his/her performance and behavior according to clear criteria during the probationary period, provide all assistance and support, and direct him/her to improve performance and work attitude.
 - 2) A monthly performance report shall be compiled during the probation period, and the concerned employee shall be informed of the result of the report by any provable means. This report shall be kept in his/her service file.
 - 3) The probationary period may not be extended if the employee obtains a performance evaluation of meets expectations - good during the first (3 months), and it may be extended for a similar period if he/she receives a performance evaluation of needs improvement - acceptable, and shall be evaluated for a similar period.
 - 4) The employee's direct supervisor shall either recommend his/her appointment as full-time or terminate his/her services if it is proven that he/she is not fit for the job within (10) days from the end of the probation period. Otherwise he/she is considered fit to fill the position. In all cases, the employee's service may be terminated if he/she receives 3 (needs improvement - acceptable) evaluation grades during the probationary period.
 - 5) The employee may resign from the job during the probationary period provided that the employer is notified by his/her direct supervisor within a period of (5) working days, and the employer must decide to reject or approve the resignation within (7) working days from the date of receiving it. The employee may not withdraw the resignation without the approval of the competent authority.

- b. The benefits of a non-national employee whose services are terminated due to his/her unsuitability for the job during the probationary period shall be calculated according to the following:
 - The salary due until the end of the last working day
 - A ticket to leave the country if this is stipulated in the employment contract and it shall be given to him/her after canceling their residency visa
- c. The probationary period is extended for the period of leave the employee receives during the probationary period.

5.2.8. Rights of Contracted Employees

- a. An employee on a regular contract is granted allowances for children's education, travel tickets, and health insurance.
- b. Salaries are paid according to employees on regular and temporary contracts according to a self-procedure with the Human Resources Department, approved by the Vice-Chancellor and the Director of Human Resources, and then sent to the Financial Department to pay the due salary.
- c. If the employee joins work after the beginning of the month, or if his/her service ends before the end of the month, the salary for that month is calculated in proportion to the number of days the employee worked (including public holidays and weekends that fall during normal working days) to the total number of days of the month.
- d. The salaries of all employees are transferred to their bank accounts through the bank with which the University deals, whenever possible.
- e. The Human Resources Department records the employees' personal data and other information related to their monthly salaries, allowances and benefits, and amends them according to the approved human resources management system.
- f. The employee is notified by Human Resources of the particulars of his/her monthly salary, with deductions, if any.
- g. The employee shall submit an annual statement indicating any change in his/her marital status. In case of providing incorrect data, the employee shall be suspended from work and referred to the concerned authorities.



5.2.9. Job Postings

- a. Vacancies are filled by making use of the Human Resources Department's database and through job postings on the University's website, or in local or foreign newspapers, if required.
- b. Vacancies are announced according to the agreed timings with the organizational units.
- c. An employee appointed at the University may apply to fill the positions announced by the University if he/she meets the requirements of the advertised position, and after receiving the approval of the director of the department or the dean of the college in which the employee works. In addition, he/she needs to have spent at least two years in his/her current position. His/her occupation of the new job is considered a re-appointment while he/she retains his/her previous service period. His/her status is equalized according to the new job and he/she is entitled to his/her periodic allowances in accordance with the provisions of policies and procedures. The Chancellor may make an exception from this condition in the interests of the University.

5.2.10. Working Hours and Periods:

- a. An employee's working hours shall be (8) hours per day as determined by the Government of Sharjah, not including break times. The concerned departments shall determine the working hours for its employees whose jobs require otherwise.
- b. The University may adopt a flexible working system for specific working hours when the interest of work requires, as follows:
 - From 7:30 a.m. until 3:30 p.m.
 - From 8:00 a.m. until 4:30 p.m.
 - From 8:30 a.m. until 5:00 p.m.
- c. An employee may choose his/her working hours referred to in the previous item.
- d. Weekends are as directed by the Government of Sharjah.
- e. The Chancellor shall issue a circular specifying the daily working hours and times in the Holy Month of Ramadan and the summer study period.

5.2.11. Overtime:

- a. The concerned authority, after the approval of the Vice-Chancellor and at the request of the administration, may assign the employee to work for a period of time exceeding the hours set for official working hours, or during the weekly or official holiday in return for an additional pay in accordance with the following conditions:
 - 1) The employee may be assigned to work overtime for a period in excess of the number of hours prescribed for official working hours or during week-ends or official holidays provided that the overtime pay does not exceed 1,500 AED per month. The overtime is calculated at the rate of one additional hour of work, and according to the following equation:
$$(\text{Basic salary} \times \text{number of overtime hours} \div 240 \text{ hours}).$$
 - 2) The Chancellor shall issue the assignment including the nature of the work that the employee will be assigned to and the number of work hours he/she is required to complete.
- b. The employee shall receive compensation for the overtime work assigned to him/her during non-official working hours, weekly or official holidays, according to the following conditions:
 - 1) The additional pay is calculated after the end of the official working hours and according to the approved relevant regulations.
 - 2) The additional pay must be within the limits of the amounts allocated in the University's budget.
- c. With the exception of shift workers, an employee who works on the weekend or official holidays may be granted time off in lieu of these days provided that they are taken during the year, separately or with the annual leave.
- d. The additional work assigned to an employee shall be consistent with the actual work needs.
- e. The assignment shall be issued in writing by the employee's direct manager and approved by the Chancellor, and will specify the nature of the assignment and the number of required work hours.
- f. The overtime pay for any day is not calculated if the number of overtime work hours is less than one hour.
- g. The overtime pay may not exceed the total salary of two months in any one year.



5.2.12. Delegation, Transfer, and Secondment

A. Delegation

- 1) Upon the decision of the Chancellor or his authorized representative as based on the recommendations of the Vice-Chancellor or the Director of the Department, each within his/her competence, a university employee may be delegated to carry out the duties of another vacant job, or a job whose incumbent is absent, provided that its rank is equivalent to the grade of the delegated employee or one grade higher than it.
- 2) The delegation may be in addition to the original work. In all the previous cases, the employee may not be delegated to more than one entity at the same time, and the delegation period may not exceed one Gregorian year. An exception may be made to extend it to a maximum of one more year.
- 3) An employee who is delegated for more than three months shall be granted a monthly bonus for the period of delegation of (20%) from the beginning salary scale of the job he/she is delegated to if the delegation is in addition to his/her original work.

B. Transfer

- 1) An employee may be transferred from one department to another with the same job within the University or its branches, or to a job equal to it in grade and total salary within the University by decision of the Chancellor, after consulting the director of the concerned department.
- 2) The director of the department may transfer the employee from one job to another equivalent in grade within his/her department.
- 3) The transfer of an employee shall not affect his/her seniority as required for promotion.
- 4) The employee may be transferred to a job commensurate with his/her health condition based on the report of an approved medical committee.
- 5) The university may take any action that serves its interests in case the employee refuses to be transferred.

Third: Secondment

- a. Al Qasimia employees may be seconded by the Chancellor to local government agencies, federal bodies and institutions, ministries, companies in which the State contributes to their capital, bodies and associations of public benefit, or Arab, regional, foreign and international bodies.
- b. The seconded employee shall receive their salaries and privileges, and enjoy their leaves from the beneficiary party in accordance with the rules applied therein.
- c. At the end of their secondment, the concerned employees shall return to their original position and commence their work at Al Qasimia University. However, the competent authority may decide to fill the vacant position of the seconded employee. In this case, the employee retains his rights in his original position, provided that his status is settled in the vacant position with a financial grade equivalent to his original position.
- d. The period of secondment shall be considered part of service of the employee for the purposes of entitlement to periodical promotion, pension or end-of-service gratuity, and he shall retain all the advantages of the positions he occupied before the secondment.
- e. The employee may be seconded again with the approval of the Chancellor provided that he has spent a period of work at Al Qasimia University equal to the period of his previous secondment.

1. Training and Development

- a. Al Qasimia University shall be committed to maintaining trained and qualified human resources and shall be committed to training employees and developing their knowledge, skills and occupational abilities in the positions they occupy.
- b. Training needs shall be determined at the level of departments and units as required by work, and the effectiveness of those training programs and their impact on the level of performance shall be evaluated.
- c. The Human Resources Department shall develop annual training plans to qualify employees at all job levels, in light of the results of performance evaluation. It shall also be committed to analyzing the annual training needs of all



university employees to achieve its objectives. The department shall prepare the total budget for training and development, and the plan shall be approved by Al Qasimia Chancellor.

2. Delegation:

Internal delegation

- a. Al Qasimia employees may be delegated by the university to participate in a seminar, conference or workshop in the country by a decision of the Chancellor upon the recommendation of the Vice-Chancellor or the concerned Department Chair according to their fields of competence. The following shall be granted to the employee, if the mission is located more than 70km away from the employee's workplace, provided that the destination is not the employee's original place of residence:
 1. Providing appropriate accommodation in coordination with the Human Resources Department and the Procurement Department.
 2. Daily travel allowance of AED (150) for employees of the third grade and above AED (100) for employees of the fourth grade and below.
 3. A transportation allowance of AED (200) if they use their own vehicles to perform the mission and the amount shall be paid once.

External delegation

- b. Those in respect of whom the provisions on external delegation are applied are classified as follows:
 1. Category I: Vice-Chancellors.
 2. Category II: Heads of organizational units.
 3. Category III: Others.

The delegation of category I and II shall be by decision of the Chancellor and, for category III, by decision of the Vice-Chancellor.

- c. The delegation decision must include a statement and description of the nature of the mission, the names of people in charge of implementing it, whether the performers are a team or a single person, the destination of delegation, and the period necessary to complete the mission.

- d. The delegate may leave the country before the date set for the start of the mission, and return after completion, when the nature of the mission so requires, so that these periods in total do not in any way exceed three days, provided that in this case the delegate shall clarify the circumstances that called for this, and that these periods shall be approved by the Chancellor if travel during them has actually taken place. In this case they shall be included in calculating the travel allowance and transportation expenses.
- e. Al Qasimia University shall bear the travel expenses of delegates of different categories as follows:
 1. Vice-Chancellors shall be granted first- class tickets or equivalent by other means of transportation.
 2. Heads of organizational units and other employees shall be allowed economy class or equivalent by other means of transportation.
- f. A delegate on an official mission abroad shall be entitled to travel and a transportation allowance for each day as follows:

1. Vice-Chancellors	: AED 2,200
2. Assistant-Chancellors or equivalent	: AED 1,800
3. Department Chairs	: AED 1,500
4. Employees with grade 2 to 4	: AED 1,000
5. Employees with grade 5 to 7	: AED 800
6. Employees with grade 8 to 12	: AED 600

This shall be for each day or part thereof that the delegate spends abroad to perform the task entrusted to them, including travel allowance for personal expenses and transportation.
- g. In case of full hospitality by the receiving party, the delegate shall be entitled to 50% of the travel and transportation allowance scheduled for delegation for the days spent on the mission.
- h. The amount of the travel allowance for the head of the delegation designated by the delegation decision and assigned to an official mission abroad to represent Al Qasimia University at a conference, symposium or meeting organized by an international organization or body shall be increased by 20% if he/she is the head of the delegation.



i. Al Qasimia University may, with the approval of the Chancellor, bear the following fees and expenses for missions that require expenses incurred by the delegates or official delegations representing the University abroad and not related to their personal expenses and which are necessary to carry out the assigned mission:

1. Fees for participation in conferences, seminars or meetings.
2. Visa fees for entry into the country of destination.
3. Airport departure fees.
4. Expenses for transporting luggage and official papers.

j. In case of deploying a delegation of different grades, the determination of the class of accommodation shall be left to the Chancellor.

k. Delegation for training courses: For the purpose of following up recent developments and developing the skills and abilities of employees in their field of work, it may be possible to delegate employees for training courses abroad in accordance with the regulations adopted in this regard.

3. Training courses:

It may be possible, by a decision of the competent authority, to delegate employees to training courses in the country or abroad, with the exception of those appointed as per the temporary contract regulation, provided that the decision includes determining the nature of the training course, the destination to which they are delegated for and the duration of delegation within the limits of the approved financial allocations, in accordance with the controls set by the Human Resources Department.

4. Performance reports:

a. The employees shall be evaluated annually through the performance management system approved by the Al Qasimia administration. The process begins by setting goals (performance indicators) by the employees themselves in cooperation with their immediate supervisors. These goals shall be evaluated at the end of the performance management cycle and linked to the annual promotions.

- b. The annual performance evaluation shall be carried out in accordance with the following table of ratings:

Annual Evaluation	Annual Assessment
Excellent	Significantly exceeds expectations
Very good	Above Expectations
Good.	Meets Expectations
Acceptable or weak	Needs improvement

5. Promotions:

- a. An employee may not be promoted before completing six years at least in the grade which he/she occupies (which is the minimum period of time he/she needs to stay on the grade), and it may be possible - by a decision of the Chancellor and the recommendation of the committee - to exclude the requirement of the necessary period, taking into account seniority at the time of promotion.
- b. Promotion should be a vacant position of the type held by the employee, and the promotion shall be to the immediate next grade, according to the following provisions:
 1. The existence of a vacant or new grade or the financial differences of the grade are already approved in the budget.
 2. In case of promotion, the promoted shall be granted the beginning salary of the grade to which they were promoted, or have their previous salary plus (3) promotions in the category of periodical promotion for the grade to which they were promoted, whichever is greater.
 3. In the event that the social allowance of the grade to which promotion is needed is less than the social allowance of the current grade, the difference shall be added to the salary before the promotion is made. In all cases, the promotion in the total salary shall not be less than the amount of three (3) promotions of the grade to which promotion occurred.
 4. An employee may not be promoted until at least (6) years have elapsed since the last financial promotion, occupational promotion, or settlement of a status to a higher grade.



5. The employee's annual performance evaluation during the last two years of service shall not be less than: (Exceeds Expectations, Very Good).
 6. The employee must have the necessary qualifications and experience to fill the new position.
 7. Promotion to third and higher-level positions shall be on the basis of merit.
 8. Promotion to fourth and lower-level positions shall be on the basis of merit according to the Annual Performance Evaluation Report, and if the marks of merit are equal, promotion shall be on the basis of absolute seniority.
 9. It may not be possible to transfer the promoted employee in Al Qasimia University until two years have elapsed after their promotion to their current position.
 10. Promotion shall be effective as of the first month following the date of issuance of the decision and no promotion may be granted retroactively.
 11. The employee may not be promoted before the expiry of the penalty elimination period stipulated in the applicable regulations.
 12. An employee's occupational promotion may not be combined with the incentive promotion in the same year.
- c. The employee may be promoted financially with the approval of the competent recruitment authority according to the following controls:
1. The presence of an approved financial provision for financial promotion in the budget.
 2. The financially promoted employee shall be granted (3) periodical promotions of the grade promotions which he/she occupies.
 3. Financial promotion may only be granted after the elapse of (6) years as of the date of the last financial promotion, occupational promotion, exceptional financial promotion or settlement of a status to a higher grade.
 4. Promotion shall be effective as of the first month following the date of issuance of the decision and no promotion may be granted retroactively.
 5. The employee's performance evaluation in the last (2) years shall not be less than the evaluation of: (Meets expectations, Good).

6. The employee may not be promoted before the expiry of the penalty elimination period stipulated in the applicable regulations.
 7. The employee's financial promotion may not be combined with the incentive promotion in the same year.
- d. It may be possible to promote a national employee, who occupies one of the grades of the special cadre, the first grade of the system of public positions for nationals, and the seventh grade of the system of engineer's positions, to an exceptional financial promotion by (15%) of salary and for one time throughout the period of service and with the approval of the Al Qasimia Chancellor according to the following criteria:
1. There is a financial provision in the budget.
 2. The employee provides distinguished services that benefit Al Qasimia University or the government and serves the public interest.
 3. The promotion shall be at the same grade of the employee, provided that he/she has spent not less than (3) years therein.
 4. The employee's performance evaluation in the last (2) years shall not be less than the evaluation of: (Exceeds Expectations, Very Good).
 5. Promotion shall be effective as of the first month following the date of issuance of the decision and no promotion may be granted retroactively.
 6. The employee may not be promoted before the expiry of the penalty elimination period stipulated in the applicable regulations.
 7. The employee's exceptional financial promotion may not be combined with the incentive promotion in the same year.
- e. The Human Resources Department shall prepare a semi-annual statement to be submitted to the Vice-Chancellor, to be included in the budget of positions as a prior plan for promotions, and fill vacancies that include the following:
1. Number of vacant grades to be promoted to.
 2. Employees who meet the requirements for promotion by exam, merit or seniority.
 3. Requests received from department chairs for promotion.



- f. The promotion decisions shall be issued by the competent authority to the grade to which the employee is promoted, and the promotion shall be considered effective as of the date specified in the decision. The promoted employee shall be entitled to the first allocation of the position he/she has promoted to or one of its promotions.

6. Leave permits and types:

a. Leaves for personal purposes:

The competent department may grant the employee a leave during working hours for any personal purpose, and it is entitled to grant it or otherwise according to the following criteria:

1. The total leave period shall be (6) hours per month, and the permit time limit shall not exceed (2) two hours at a time. This period or the remaining part thereof shall not be carried over to the following month.
2. The employee shall be obliged to prove his/her leave and return to the workplace before and after the expiry of the permit period in accordance with the law adopted at Al Qasimia University.
3. It is required to obtain the approval of the immediate supervisor and the approval of the Human Resources Department in advance and before issuing the permit.
4. For any employee who bypasses the approved permit period at one time, the excess period shall be deducted from the (6) hours prescribed in the event of accepting the excuse, otherwise it shall be considered a delay and disciplinary measures shall be taken.
5. The competent authority may approve the employee's permission to leave for a period exceeding (6) hours, in which case the hours shall be deducted from the hours of the permit for the following month, or a day shall be deducted from the balance of their periodical leave as determined by the competent authority.
6. The employee may, when necessary, seek permission before the start of the official working hours, provided that the immediate supervisor is notified thereof and takes the initial approval before the start of the official working hours.

7. In the event that the employee delays starting the official working hours, this shall be considered a delay, and it shall be deducted in the event that the excuse is accepted by the immediate supervisor from the hours prescribed for the monthly leaves, and in the event that the excuse is not accepted, disciplinary measures shall be taken.
8. No types of permits authorized on the same day shall be combined, provided that the leave permit shall be allowed for only one type for one day, except for the permit to pursue study, provided that the total period does not exceed (3) hours, when necessary.
9. In the event that the employee applies for personal leave permits for a period of two hours and exceeds two hours, they shall be considered absent on the same day and a day shall be deducted from their available balances as determined by the competent authority.

b. Leave permits for pursuing study:

The competent authority may, at the request of the national employee, permit them to leave work during working hours to pursue study according to the following controls:

1. It may not be possible to grant a leave permit to pursue study to the employee except after the Al Qasimia administration has approved a request thereof submitted by the employee through their immediate supervisors.
2. The leave permit to pursue study may not be granted to the employee until after the successful completion of the probationary period, unless the employee has been enrolled in the study before recruitment.
3. Study shall be at one of the recognized educational bodies in the State.
4. Employees enrolled in schools from the twelfth grade onwards may be granted a maximum of one hour to pursue their studies, with a certificate of continuation attached for each semester, indicating their success in the previous academic year.
5. Employees enrolled in studies after the twelfth grade may be granted a maximum of two hours to pursue their studies, and the daily lecture schedule, the academic record, and evidence of success in the previous academic year shall be attached to the permit application.



6. The employee is allowed to have a leave permit to pursue study, provided that the study begins before 7 pm.
7. Approval of Al Qasimia administration to study for qualifications beyond the twelfth grade (high school).
8. The employee shall be granted (6) hours per week, according to the study schedule and the approval of the immediate supervisor and work requirements.
9. Study hours may be granted at the beginning of work or during or at the end of work for a maximum of two hours at a time for a maximum of (3) days per week, taking into account the following:

Lecture starting time	Institution where they study in Sharjah	Institution where they study outside Sharjah
3:30 p.m. or 4:00 p.m.	Reduction of one hour	Reduction of two hours
3:00 p.m. or sooner.	Reduction of two hours	Reduction of two hours

10. The employee shall not be granted study hours if the study hours are off-duty.
11. If necessary, personal permission may be combined with permission to pursue study, provided that the total duration does not exceed (3) hours.
12. In the event that the employee fails in the previous academic year, then Al Qasimia University shall be entitled to withdraw the leave permit and inform them officially of the withdrawal decision.

c. Maternity hours:

The female employees shall be granted maternity hours in accordance with the regulations in force at Al Qasimia University in the morning or evening in agreement with the immediate supervisor - provided that calculating the period begins by one year immediately after the end of the maternity leave as follows:

1. The employee shall be granted (two hours) during the first six months, and (one hour) during the second six months.
2. The employee may not combine maternity hours with a leave permit to pursue study, and she is granted whichever hours are more.
3. The employee shall not be granted maternity hours in the month of Ramadan in the event that the working hours are reduced by Al Qasimia administration.

d. Leave for an official mission:

The employee may take a leave to perform an official mission in accordance with the following conditions:

1. The employee must apply for the leave in the personnel system, and it is required to clarify the reason for the leave and the specified period.
2. The employee shall be obliged to prove his leave and return to the workplace in accordance with the system adopted at Al Qasimia University.

e. Leave for visiting a doctor:

1. The employee must apply for a leave to visit a doctor through the personnel system, and he/she is required to attach a document showing the date and duration specified thereof.
2. The employee shall be obliged to prove his/her leave and return to the workplace according to the system adopted at Al Qasimia University.
3. The employee is obliged to submit a document approved by the Health Authority stating that he has visited the doctor.

7. In-kind compensation and benefits:

Indemnities:

- a. National and non-national employees are entitled to their monthly salaries according to their grades shown in the salary scale and allowances approved at Al-Qasimia University. The UAE nationals and national employees of the Gulf Cooperation Council countries are subject to the organizing regulations on pension calculations and retirement in force.
- b. Al Qasimia Chancellor may grant bonuses to employees for performing work that falls within their work duties or within the scope of their original responsibilities, and the total salary shall not exceed two months in one year.
- c. Al Qasimia Chancellor may grant the distinguished employee a financial reward according to the system of rewards approved at Al Qasimia University.

**Vacations:****1. Public holidays:**

The employee shall be entitled to a vacation with full pay on official holidays and occasions determined by the competent authorities.

2. Annual leave:

First: The employee shall be entitled to an annual leave as follows:

- a. (45) days for grades 1 to 3.
- b. (40) days for grades 4 and 5.
- c. (35) days for grades 6 to 9.
- d. (30) days for grades 10 to 12.

Except for the cases prescribed by this regulation, the employee must take his annual leave during the year, whether it is continuous or fragmented. Otherwise, the right to keep it shall be forfeited. If the working conditions do not allow the employee to take the annual leave due to him/her or part of it, their remaining balance for the concerned year shall be maintained and it may not be possible to prevent him/them for two consecutive years from taking the due annual leave. The employee shall be entitled to their full salary for the period of leave granted and shall be paid the salary before they enjoy it unless, according to the competent authorities, they discover otherwise.

Second: Procedures for organizing annual leaves

- a. Al Qasimia University must prepare an annual plan for the annual leave of all employees at the beginning of each academic year or as it deems appropriate, with the need to provide an appropriate number of employees in each organizational unit to ensure that work is flowing properly.
- b. The employee must take the due annual leave during the year, whether it is continuous or fragmented, otherwise his/her right to keep it shall be forfeited.
- c. The employee may not take an annual leave, regardless of its duration or extension, unless approved by the competent authority beforehand.
- d. The competent authority may call the employee who is enjoying an annual leave back to work before the end of their leave, if the interest of work so requires.

- e. The competent authority must respond to the leave application within (10) days as maximum as of the date of application; otherwise the application will be deemed accepted.
- f. The employee may not suspend his/her annual leave unless approved by the competent authority.
- g. The employee may combine the annual leave and any other leave that he/she is entitled to, except for the emergency leave.
- h. If the duration of the annual leave that the employee is entitled to is different because of his/her promotion or grade adjustment, their annual entitlement for the annual leave shall be amended as of the date of issuing the promotion or grade adjustment decision.
- i. The employee may not claim for sick leave if it takes place during their annual leave.
- j. If the sick leave obtained by the employee during their annual leave lasts up to the end of the annual leave, then the remaining of the sick leave shall be calculated as of the day set for the employee's return to work after the end of their annual leave, according to the rules followed in calculating the sick leave.
- k. The employee shall be entitled to their full annual leave at the beginning of every career year.
- l. If the employee's service ends before the completion of the year for which the annual leave is scheduled, the salary shall be deducted from the number of leave days that they have taken in excess of what they are entitled to after the date of service termination, or from the frozen balance if they have a balance that allows this, with the exception of the employee in the first career year.
- m. The employee shall be entitled to his/her annual leave annually upon an approved application filed by them and with the written approval of the department chair or faculty to which they belong.
- n. The employee may be granted an annual leave if necessary, during the probation period, provided that the probation period is extended according to the period of annual leave, after the approval of Al Qasimia administration.



The employee shall not be entitled to an annual leave for periods spent on special leaves without pay or secondment.

Third: The employee shall not be entitled to any annual leaves for the following periods:

- a. Absence without an excuse.
- b. The term of imprisonment because of a judicial ruling, in cases where the termination of service is not legally decided.
- c. The duration of the probationary period in the event that that period ends in inability to work.
- d. Leave without pay.

With the exception of annual leaves for other categories, annual leaves shall be granted to private contracts in accordance with what is specified in the contracts.

The employee must submit the annual leave application form, and if he/she wants to extend their annual leave, they must submit a request to extend the leave, as well as when requesting the adjustment of the leave.

3. Emergency leave:

- a. The employee may be absent from work due to an incident that he/she cannot report in advance, such as illness or accompanying a first-degree relative to hospital in emergency cases only, or incidents that the employee himself/herself is exposed to and which prevents their presence at work, provided that the authorized emergency leave does not exceed five days, either individually or collectively, during one year, and first-degree relatives include a parent, children, husband or wife.
- b. The employee must submit to his/her department chair - upon their return from leave - a written statement of the reasons that required their absence, provided that these reasons are approved by the concerned department. If they are not approved, the absence days shall be deducted from the balance of annual leaves if the laws so permit. Otherwise, absence shall be considered as a leave without pay, without prejudice to the disciplinary measures, if necessary.

- c. The Human Resources Department follows up on those leaves, enters them in the employee's record, and takes the appropriate action.

4. Sick leave:

a. Short sick leave

1. The short sick leave for the employee shall be granted for a period not exceeding five continuous working days at one time and a maximum of fifteen days per year, according to an approved sick leave form issued by an official medical authority for two to five sick days, as the maximum limit for accepting uncertified sick leaves is only one day, and if the period exceeds five sick days, the authorization for sick leave shall be based on a medical report issued by a duly and approved medical committee.
2. In the event that the short sick leave exceeds fifteen days, and it is not included in the long sick leave, it shall be deducted from the employee's leave balance, and if the employee does not have a balance, these days shall be deducted from the salary directly.
3. The employee must formally inform his/her department with the sick leave within five working days.
4. In the event that intermittent sick leave is repeated at a minimum of five times per year, the employee may be referred to the competent medical committee to determine whether or not he/she is fit to work.

b. Long sick leave

The employee is entitled to a maximum of a two-month sick leave with full salary. If the employee is unable to return to work after the end of the leave period, the Vice-Chancellor for Financial and Administrative Affairs may grant them an extension for another similar period with a half salary, based on the report of the competent medical committee. The Vice-Chancellor for Financial and Administrative Affairs may also grant them a third extension for another similar period with a quarter salary, based on the report of the aforementioned medical committee. If the aforementioned medical committee decides after the end of the third extension period that the employee is not likely to recover, terminating their service shall be considered in this case.



- c. If the illness is the result of an injury at work, the employee shall be granted (based on a medical report approved by the competent medical committee of the Ministry of Health) sick leave for a period of (9) months with a full salary, and the committee may extend the leave with a half salary for another (3) months, or recommend the employee's health unfitness for work, based on the report of the competent medical committee.
- d. The employee shall be entitled to the total salary for sick leave, and the sick leave shall be calculated as part of the period of service.

5. Patient escort leave:

- a. The national employee may be granted a leave to accompany a patient for treatment outside the country where they may accompany one of their first-degree relatives: (father, mother, son, daughter, wife) for treatment abroad based on a recommendation from an official authority in the State, for a period of (three months) with a full salary, and this leave is extended for a similar period based on an official letter from the embassy of the State. The national employee may be granted a leave for a period of (two months) with a full salary to accompany a patient with whom they have a second-degree kinship: (grandfather, grandmother, brothers, sisters, grandchildren) or an in-law relationship, for treatment abroad based on a recommendation by an official authority in the State, and may be extended for a similar period based on an official letter from the embassy of the State.
- b. A national employee may be granted leave with a full salary for a period of (one month) or the actual period, whichever is less, to accompany a first-degree relative: (father, mother, son, daughter, wife) for treatment in the country based on a medical report approved by the medical authority indicating the patient's need for an escort, and it is extended for a similar period based on a medical report approved by the medical authority and the committee.
- c. (Patient escort leave) in the country or abroad, may be continuous or intermittent, and shall be granted according to the periods specified in the medical report approved by the medical authority, provided that it does not exceed in total the periods prescribed in the policies and procedures.

- d. The Chancellor may grant the non-national employee a patient escort leave based on an approved medical report explaining the patient's need for an escort, if the patient has exhausted their leave balance, and with a full salary for a period of one month, or the period prescribed for treatment (whichever is less).
- e. For the employee who is in contact with a patient with an infectious disease, and the competent medical committee considers that they are prevented from carrying out their job, they may not attend to work for the period specified by this committee, and the period of absence shall not be considered as part of their leave balance, and they shall receive their full salary.

6. Hajj leave:

The employee shall be entitled to a leave with full pay for a period not exceeding twenty days to perform Hajj. This is done once throughout service at the university, and in this case, the employee's service period at the university shall not be less than one year.

7. Maternity leave:

- a. A female employee shall be granted maternity leave with a full salary for a period of (90) ninety days, and she may be granted maternity leave two weeks before the expected date of delivery based on a medical report approved by the competent doctor, provided that it is deducted from the prescribed maternity leave of (90) ninety days.
- b. After the maternity leave, the female employee shall be granted a continuous period of breastfeeding for a period of one year for (two hours per day) over the first six months, and a period of (one hour per day) for the following six months, and this period shall be at the beginning or end of the employee's official working hours.
- c. An employee may combine maternity leave, periodical leave, and leave-without-pay (maximum 120 days) as of the beginning of the maternity leave, and in all cases, it is required that the leave be continuous.
- d. An employee who has been appointed, and one year and three months have not passed since the date of delivery, shall be granted the remainder of the prescribed breastfeeding period starting from the date of delivery.



- e. The maternity leave ends with the death of the newborn after birth. In this case, the female employee shall be entitled to postpartum leave for (40) forty days, starting from the date of delivery or the remainder of it, if the newborn died during it.
- f. If the newborn dies after the maternity leave above, the female employee is entitled to a mourning leave of (5) days starting from the date of death.
- g. The female employee is entitled to maternity leave above, if the newborn died during the postpartum period, or on the same day of delivery.
- h. If abortion occurs during pregnancy, the female employee shall not be entitled to maternity leave, but she shall be entitled to sick leave if the medical authority decides to grant her sick leave, provided that it is approved according to the established rules in this regard.

8. Special leave:

The Chancellor may, based on the committee's recommendation, grant the employee a special leave- without-pay to escort the husband or wife if one of them is sent abroad for a period of three months or more, whether on a mission, study, training course, secondment, official mission, transfer to a job abroad, joining an international organization or joining an Arab or foreign government, and the leave may not exceed the training period, official mission, or transfer authorized for the husband or wife. The position of those who are granted a leave for more than one year may be filled by appointing, and the employee's condition shall be addressed as appropriate.

9. Leave without pay

With the approval of Al Qasimia Chancellor and the recommendation of the Vice-Chancellor for Financial and Administrative Affairs, the employee may be granted leave-without-pay, upon the request of the employee and upon the recommendation of his/her immediate supervisor and the committee, for a period not exceeding (30) thirty days per year, taking into account that no leave balances are added to the employee for the duration of his/her leave-without-pay. In the event that the employee is unable to start their work after (30) thirty days, it may be extended for a similar period for one time only, and for clear reasons.

10. Exceptional leave:

The Al Qasimia University may grant the national employee an exceptional sabbatical leave with a full salary, in order to carry out any work or tasks related to participation in the fields of national teams, competitions, sports activities, or social or cultural programs, at the request of the official authorities concerned with those fields and for the period specified by them, and it may not be permissible to license that leave except after the employee has successfully passed the probation period.

11. Paternity leave:

An employee whose wife gives birth to a child in the State shall be granted (a paternity leave) with pay for three consecutive working days, provided that a certificate stating that the wife has given birth in the State is submitted and that the leave is used within one month as of the date of birth.

12. Death leave

- a. A Muslim female employee whose husband dies shall be entitled to a special leave with full pay for a period of four months and ten days as of the date of death.
- b. In the event of the death of a first degree relative (father, mother, son, daughter, wife, brothers and sisters), the employee shall be granted four days of mourning leave separately or jointly, provided that the employee submits the death certificate.
- c. The mourning leave shall commence as of the day of death, and the mourning leave may be combined with a periodical leave and leave-without-pay.

In-kind benefits:

1. Accommodation:

- a. Non-faculty employees are entitled to a housing allowance based on the grade specified by the salary scale and allowances.
- b. If the husband and wife are hired by the government, or if one of them is hired by the government, and the other works for a public institution, body or company with shares from the government, the housing allowance shall be paid in accordance with the following:



1. The housing allowance shall be granted for the highest salary.
 2. If each of them works in a place other than the one in which the other works, and they are separated from each other by a distance not less than one-hundred kilometers, in this case each of them shall be treated as a single person.
 3. In case of providing housing for one of the spouses, the other spouse shall not be paid a housing allowance.
 - c. The wife shall be fully entitled to the housing allowance (single) if the husband works in the private sector and receives the housing allowance from his employer (with the exception of institutions in which the government owns more than 25% of its capital).
 - d. The wife shall be entitled to a (single) housing allowance if the husband is retired or self-employed or unemployed.
 - e. A married female employee whose husband passed away, or who is divorced without a dependent child, shall be treated as a single person. However, if she has a dependent child and her husband is deceased, unable to earn or divorced, and her divorcee is unable to earn, she shall be treated according to the married category, provided that the state of disability is proven by a decision of the competent authority in the State, and the dependency alone is not sufficient to treat her as a married person, but both conditions must be met.
- 2. Tickets:**
- a. Members of the administrative body who are nationals and members of the Gulf Cooperation Council shall be entitled to a special allowance for travel tickets as follows:
 1. A special allowance of (basic month salary) in lieu of the travel ticket allowance for first to fourteenth-class national employees.
 2. A special allowance of (basic month salary) for the children of employees of the Gulf Cooperation Council every year of service for employees of the first to twelfth grade.
 - b. Employees shall be entitled to travel tickets for the purposes of an annual leave in accordance with the procedures adopted in this regard.

- c. Every year, Al Qasimia University obtains travel ticket prices from travel agencies according to the national carrier of the State. Employees shall be granted the prices corresponding to their cities of residence in the country of their nationality. The employee shall be entitled to his/her annual tickets after the end of the year for which the tickets are due.
- d. Ticket allowance or special allowance shall be paid to employees upon the end of one year of service, and may be paid with the approval of the Vice-Chancellor for Financial and Administrative Affairs two months before the due date in the event that the employee takes an annual leave not less than seven days.

3. Health insurance program:

Al Qasimia University provides an appropriate health insurance program for all employees, their wives and dependent children residing in the United Arab Emirates according to the following:

- a. Insurance shall be provided for national and non-national employees, their wives and all their children under the age of 18, without a maximum number of children. The children with disabilities shall be excluded from the age limit.
- b. A female employee shall be insured for herself, her husband and all her children, with no cap for the maximum number of children, provided that they do not have insurance.
- c. A non-national female employee has insurance only for herself.
- d. A non-national female employee who supports her children (support is proven by a certificate issued by the Sharia court; because her husband is unable to earn, or a widow or divorced woman, and her husband is unable to earn), health insurance shall be for her and all her children under the age of 18, and the children with disabilities shall be excluded from the age limit.
- e. Parents who still provide for their daughters (only), even though they are over 18 years of age, shall be granted health insurance benefits as long as they are under their parental care (provided that the Human Resources Department is provided with a proof that his dependent daughter does not work for any party, that she is not married and that she still lives under his care and with his family).



- f. Other children and first-degree relatives may optionally be added to the insurance program, provided that this is at the expense of the employee and in accordance with the conditions stated in the insurance contract of the insurance company.
- g. Employees shall be responsible for informing the HR department of any changes that occur in the social status of their family members (marriage/divorce/over-age/expiry of residence permit).

4. Children's education allowance:

- a. Al Qasimia University shall pay the tuition fees of the employees' children enrolled in the stages from KG1 up to the secondary level in the country. Al Qasimia University shall pay the employee an amount of AED (15,000) fifteen thousand dirhams maximum for one child and AED (30,000) thirty-thousand dirhams maximum for all children. For the female employee, her dependency must be duly proven so that she can benefit from these allowances.
- b. Tuition fees shall be paid under official receipts and invoices.
- c. As for studying at Al Qasimia University, it shall bear the tuition fees of two of the children of all employees at the university in accordance with the procedures adopted in this regard.
- d. General provisions: In the event that the employee obtains travel tickets, health insurance or children's education allowance from the wife's employer or her husband's employer, these privileges shall not be claimed from Al Qasimia University.

5. Salary increments and allowances:

- a. The employee shall be entitled to the regular salary increments specified for the grade of the position they occupy, provided that the employee's annual evaluation is not less than (acceptable - meets expectations). The regular salary increments shall be due after one year as of the date of appointment, provided that a decision shall be issued to grant it by the Chancellor or whoever he delegates upon the recommendation of the Committee.
- b. An employee's promotion shall not preclude the granting of a salary increment if they are due together, provided that the promotion shall be granted first and then the salary increment.

- c. An employee who is reported with an evaluation of (Excellent- significantly exceeds expectations) may be granted an incentive increment that is equal to double the regular increment of the distinguished employee according to the following conditions:
 - 1. The last performance evaluation shall be (significantly exceeds expectations).
 - 2. Not to be paid before two years as of the date of payment of the last incentive increment.
 - 3. The employee shall not have a disciplinary penalty imposed during the year for which the incentive increment is due.
 - 4. The regular salary increment shall not be precluded the granting of the incentive increment if it coincides with its due date.
 - 5. An employee's promotion may not be combined with the incentive increment in the same year.
 - 6. The employee shall be entitled to the incentive allowance in accordance with the performance evaluation system.
 - 7. The incentive increment shall be added to the employee's salary.
 - 8. The incentive increment shall be paid as of the date of the decision granting it by the Chancellor upon recommendation of the Committee.
 - 9. The incentive increment shall be paid in the same department to no more than 10% of its employees.
- d. The regular salary increment and incentive increment shall be added to the employee's basic salary.
- e. The Human Resources Department shall prepare lists with the employees' names entitled to the regular or incentive increment and submit them to the Committee prior to their due date.
- f. It may be possible, by a decision of the Chancellor upon recommendation of the competent department chair and the recommendation of the Committee, to grant some employees at the university whose specialties are rare, an allowance called (rare-specialty allowance) by 20% of the basic salary.



g. Death allowance: The death of the employee at Al Qasimia University entails the following:

1. Al Qasimia University shall bear the necessary expenses for the preparation of the body of the deceased and his/her deportation, and the travel tickets for the return of his/her dependent family members and their luggage to his/her home country.
2. If the deceased does not have relatives, Al Qasimia University shall pay the escort a paid leave of seven days (in the event that the corpse is transported outside the country).
3. Al Qasimia University shall issue a round-trip ticket plus a cash payment in the amount of one-thousand five-hundred dirhams for travel expenses to the escort.
4. The heirs of the deceased shall be granted the following benefits: (unless the deceased recommends otherwise):
 - a. Total salary for the month in which the death occurred.
 - b. Total salary for the next three months following the month of death.
 - c. Annual end-of-service gratuity for the time spent at work.

6. Degree allowance:

The employee shall be granted a monthly increment for the degree according to the following criteria:

- a. A national employee shall be entitled to a monthly allowance for a master's degree and its equivalent, or a doctorate degree and its equivalent as follows:
 1. Doctorate Degree: AED 2,000.
 2. Master's Degree : AED 1,000.
- b. The degree allowance shall be granted to the entitled even if the condition of filling the job requires obtaining the degree.
- c. The employee shall be entitled to a degree allowance from the beginning of the month following the date of the decision granting the allowance by the competent authority.

- d. If the employee obtains a PhD degree after a master's degree, he/she shall be granted a PhD increment only.
- e. The Human Resources Department of the Government Agency shall, when granting a degree allowance, receive the following documents:
 - 1. Attach a certified copy of the academic qualification + the certified certificate from the Ministry of Education, if necessary.
 - 2. Ensure that the allowance is included in the budget or that the financial provision is available in the budget.

7. Records:

- a. Al Qasimia University shall keep records of the professional administrative staff. The records shall include certified transcripts of educational credentials and job experience, a signed contract, and all necessary documents for appointment.
- b. The Human Resources Department maintains a file for each employee, which contains all the relevant information.
- c. All files and records shall be kept in special cabinets with the Human Resources Department, which shall not be accessed by unauthorized individuals.

8. Responsibilities:

The responsibilities of each administrative function are set out in the job description maintained by the Human Resources Department and in the contract signed by the employee.

9. Evaluation:

- a. Al Qasimia University adopts the Performance Management System as a means for promoting a culture of outstanding performance and open communication, and it aims at providing an objective and fair evaluation of employee performance during the year, which is an integral part of the employee's development process.
- b. The employees shall be evaluated annually according to the performance evaluation plan approved at Al Qasimia University.
- c. The employees shall be aware of Al Qasimia University mission and objectives, the objectives of their units, and participate in periodical performance evaluation discussions in an appropriate manner.



- d. The Human Resources Department shall be responsible for supporting performance evaluation activities by providing guidance to supervisors and staff on how to conduct meetings, set objectives and review performance. It shall also be responsible for providing appropriate support to improve performance including training, coaching and performance correction.
- e. The University may adopt different tools to support the performance evaluation activity, which may vary according to the grades and categories of employees.
- f. The performance evaluation form takes into account the nature of each job, and the elements necessary to measure the performance of incumbents. It is prepared by the employee's immediate supervisor, then presented to the Department Chair to which he/she belongs, then to the competent deputy, and finally to the Chancellor for approval.

10. Standards of professional conduct, work duties and ethics:

- a. The University performs work honestly and impartially, and respects the interests of the parties with whom it works.
- b. The University is committed to providing a safe, healthy and educational work environment that is free from any kind of discrimination.
- c. The University believes in the need to maintain direct and clear communication with staff, through internal information sharing, feedback and consultation.
- d. The University expects its employees to avoid any personal activities or private financial interests that conflict with their obligations in effectively carrying out their functions at the university, and any conflicts of interest must be disclosed.
- e. The University expects its employees to act honestly and with conscience and reason at all times, in relation to their responsibilities, the interests of the university, students and colleagues at work.
- f. Every employee enrolling at the University must familiarize themselves with these policies and adhere to them. If the employee needs any clarification, they must inform their immediate supervisor or the Human Resources Department.

- g. The employees shall perform the work assigned to them accurately and honestly, and they shall dedicate official working time to the performance of their duties. They shall also observe the provisions of laws, policies, procedures, regulations, and instructions of the Chancellor, and they may be assigned work at times other than the official hours, if necessary.
- h. The employee shall maintain integrity, honor, honesty, public appearance, mutual respect for others, responsibility and promptness of action, good relations with all employees, represent an exemplary behavior, and refrain from pursuing or mediating personal interests at the expense of work, and the employee shall maintain information confidentiality, intellectual property rights, and occupational health and safety.
- i. University property:
 - 1. University property shall not be moved from the facilities without informing the immediate supervisor or the competent authority and obtaining their approval, and the moved property shall be returned within the agreed time-frame.
 - 2. The employees shall be responsible for the proper care and use of tools, devices, equipment and vehicles ... etc., provided by the University, and in the event of any damage or loss of tools and devices, the immediate supervisor shall be informed immediately.
 - 3. The employees may not use telephones, faxes and courier services belonging to Al Qasimia for personal gains, and in case of doing so, the employee shall bear the cost incurred.
- j. Al Qasimia email and the Internet:
 - 1. The email system is aimed at facilitating work at the University, which is a key tool for doing work and not for personal purposes.
 - 2. The employees shall be responsible for the security of their emails on Al Qasimia's information network.
 - 3. It shall be strictly forbidden for employees to download unauthorized software, and acting otherwise by any employee shall hold them accountable.
 - 4. The employees shall seek assistance from Al Qasimia's IT Center if there is any doubt about the use of network or email facilities.



k. Attendance and adherence to working hours:

1. The presence of the employee at his/her workplace is essential to serve the students, clients and employees of Al Qasimia University, and perform the work assigned to them on time, and the employees are expected to arrive at the workplace, and be ready to start on time. If the employees are late or absent, they shall inform their immediate supervisor, or the concerned persons before the scheduled start date of work or as soon as possible.
2. In case of sickness, the employee must inform his/her immediate supervisor before the starting time of work, and the days of sickness shall be recorded for the employee, and when absence cases because of sickness become frequent, the employee shall be interviewed to determine the causes.
3. Delays are calculated for employees after 15 minutes of starting time, and sent weekly to the employee's immediate supervisor to decide on those cases, and the delay times shall be deducted from the number of monthly hours allowed for permission.
4. In the event of repeated permanent absences or delays, Al Qasimia University reserves the right to take appropriate action.

l. Confidential information:

1. The employees who have access to confidential information must ensure that they are kept confidential and preserved.
 2. The employees shall be prohibited from keeping in person any confidential documents, or a copy of them, or sharing them with anyone inside or outside Al Qasimia.
- m. The employees shall be fully committed to the official working hours of the University, and they are not allowed to perform any other work that can affect their working time, performance and quality of work at Al Qasimia University.
- n. Personal appearance: The employee is expected to show a clean and decent appearance consistent with Islamic values and the employee's professional status.
- o. Professional misconduct is a conduct that undermines the contractual relationship between the employee and Al Qasimia University; an employee

therefore shall be prohibited to behave in a manner that is contrary to public morality, and he/she is prohibited, in particular, to:

1. Refuse to properly perform the specified duties or carry out instructions issued by the immediate supervisor.
 2. Attack or threaten to attack any employees, students or visitors on the campus.
 3. Be under the influence of alcohol or drugs while in the workplace.
 4. Seize any of the property of Al Qasimia University or any of the property of employees, students or visitors.
 5. Provide incorrect data about the completion of some tasks, in order to be paid cash for those tasks.
 6. Have a self-interest or mediation in works or contracts related to Al Qasimia University.
 7. Buy or rent real estate or movables from Al Qasimia University, or exploit them in an area related to his/her work.
 8. Commit acts that violate honor or due respect for the job.
 9. Demand or accept for himself/herself or for others any gift or advantage of any kind, or promise any of this in exchange for performing the duties of his/her job.
- p. Any employee who violates the above obligations or fails to perform their duties shall be disciplined, without prejudice to civil and criminal liability where appropriate.

11. Disciplinary action:

- a. The employee shall act in a manner consistent with the standards of professional conduct, work duties and ethics stipulated in these policies, and shall abide by the legislation in force in the State. Any employee who fails to perform his duties shall be disciplined with no prejudice to civil and criminal liability, when necessary.
- b. The employee shall not be exempted from disciplinary penalty, unless it is proven that he/she committed the violations related to the job in implementation of a written order issued to him/her by their immediate supervisor, de-



spite being warned in writing of the violation, in which case the responsibility shall be on the issuer of the order.

- c. No disciplinary penalty may be imposed on the employee except after conducting a written investigation with him/her, which gives them the appropriate opportunity to hear their statements and to defend themselves.
- d. The employee may not be punished for the same act or the violation in question more than once or be subject to more than one penalty.
- e. Initial investigation:
 - 1. The immediate supervisor shall carry out the preliminary investigation procedures in the event that he becomes aware of by means of a complaint, audit or otherwise of the existence of a violation committed by one of his employees and this violation requires holding him/her accountable.
 - 2. The preliminary investigation may be oral, provided that its content is proven in the referral request, and if it is in writing, a copy of it shall be attached to the referral letter.
 - 3. If the direct official finds that there is evidence and clues that the employee has committed this violation, the case shall be referred to the Chancellor – following the administrative hierarchy – to decide whether to close the case, or refer it to an investigation committee formed for this purpose or refer it to the Violations Committee.
- f. A committee called The Violations Investigation Committee shall be formed by a decision of the Chancellor or his delegate, provided that it includes three members of the faculty of the University and one of the department chairs. The grade/rank of the member of the Violations Investigation Committee shall not be less than the grade of the employee referred to the Committee.
- g. The Violations Investigation Committee shall be responsible for considering the violations committed by the employees – except for the violations related to the official working hours entrusted to the immediate supervisor. The meeting of the Committee shall not be valid unless attended by two-thirds of its members, and its decisions shall be issued by a majority of votes.
- h. A member of the Violations Investigation Committee may not have a major conflict of interest pertaining to the violation.

- i. The Violations Investigation Committee shall be the only committee to impose the following disciplinary penalties – with the exception of the penalty of dismissal from service:
 - 1. Drawing attention in writing.
 - 2. Written warning.
 - 3. Deduction from the basic salary for a period of (10) days for each violation, not exceeding (60) days per year.
 - 4. Recommending dismissal while preserving the right to a pension or end-of-service gratuity, or denying one of them by one quarter, in which case the committee submits its recommendations to the Chancellor.
- j. The appointing authority may suspend the employee on a provisional basis - if the interest of the investigation so requires - for a period not exceeding (3) months, subject to extension, if need arises. Suspending the employee shall result in the suspension of the payment of half of his/her basic salary, starting as of the date of suspension. If it is decided to save the investigation, the employee shall be returned to his/her work, and the suspended salary shall be paid back to them.
- k. An employee who is imprisoned because of a judicial ruling shall be considered suspended, and shall be deprived of their total salary for the period of their imprisonment. If a judgment of acquittal is issued after that, or the period of imprisonment is complete, the matter shall be submitted to the Chancellor to decide what he deems appropriate regarding their salary and they shall be liable for a disciplinary penalty. If it becomes clear that they are not responsible, they shall be paid what has already been suspended of their salary.
- l. A decision to refer the employee to the Violations Investigations Committee shall be issued by the Chancellor, and the referral decision shall include a statement of facts attributed to the employee and the charges against them, and the employee shall be notified in writing of the referral decision and the date of the court hearing, and the employees shall be able to defend themselves, and have their statements heard before the Violations Investigations Committee.
- m. In the event that the employee referred to investigation does not appear before the Violations Investigations Committee they shall be re-notified of the same procedure and shall be given another date to appear, provided that they



are notified at least (3) working days before the date specified for the second hearing. If the employee does not appear before the Violations Investigations Committee after the second notification without an excuse acceptable to the Committee, the Committee may take the relevant decision in their absence, after making sure that the employee is aware of the notification.

- n. Before the penalty is imposed, the Violations Investigations Committee shall clearly inform the employee of all the facts attributed to them, as well as the evidence supporting the violation. The Committee shall also enable the employee to view all the papers and give them sufficient time to prepare a memorandum for their defense.
- o. When selecting a disciplinary penalty from among the penalties prescribed by the policies and procedures, the Committee shall take into account the proportionality between the penalty and the size of the violation committed, and may not impose two disciplinary penalties for the same violation.
- p. The decision of the Violations Investigations Committee shall be issued, including the justifications on which it was justified, based on the data submitted in the investigation, and the legal provisions in force, and the decision shall be pronounced in the hearing thereof and the employee shall be informed of the decision and its reasons in writing within two weeks from the date of issuance.
- q. The employee suspended due to interrogation or because of their pretrial detention, as well as the employee presented for disciplinary accountability, shall retain the order in line for the promotion if they deserve it during the period of suspension or accountability to their innocence or they shall be punished with a penalty not exceeding a salary cut for a period not exceeding (5) days and their promotion shall be reinstated to the date of its maturity. If a more severe penalty is imposed, they shall be deprived of the promotion for a period of (1) year as of the date of maturity.
- r. The resignation of an employee shall not preclude disciplinary action being taken against them, and the acceptance of resignation is prohibited if the employee has been referred to the Violations Investigation Committee.
- s. The right to disciplinary accountability shall lapse after three years as of the date of committing the violation and the disciplinary accountability shall lapse upon the death of the employee or (3) years after the end of their service at the university.

- t. An employee presented to the trial for a felony or a crime that violates honor or honesty may not be promoted, and they retain their order in line for the promotion if they deserve it during the trial, and if it ends in their acquittal, their promotion must be returned to the due date.
- u. Disciplinary penalties imposed on the employee shall be waived by the expiration of the following periods:
 - 1. Six months in case of drawing attention or warning, and making salary deductions for a period not exceeding (5) days.
 - 2. One year in case of salary deductions from for a period of more than (5) days.
- v. The penalty shall be erased by a decision of the Chancellor if he believes, based on the reports submitted about the employee, that their behavior and work since the imposition of the penalty were satisfactory, and the removal of the penalty entails considering it as if it does not exist for the future, and this does not affect the rights and compensation that resulted from the penalty, and the penalty papers shall be removed from the employee's file.
- w. The Human Resources Department (with no need for a request made by the employee) takes action to remove the penalties from the employee's file.
- x. The Chancellor may, in special cases at his discretion, form an investigation committee, provided that the terms of reference and procedures of the committee as well as its members shall be specified in the resolution.

12. Guidance and Counselling committee:

- a. The Guidance and Counselling Committee shall be composed of a minimum of three competent employees nominated by a decision of the Chancellor, taking into account that the grade of the committee chairman shall be equal to or higher than the grade of the violator. The decision to form the Committee shall be repeated if the decision is issued otherwise.
- b. The Guidance and Counselling Committee shall be responsible for guiding the employee and raising their awareness of the system of job discipline, and the consequences and effects of repeating the violation.

**Personnel Disciplinary Committee:**

- a. The Personnel Disciplinary Committee shall be composed of a minimum of three employees appointed by a decision of the Chancellor, provided that they are competent, taking into account that the grade of the committee chairman shall be equal to or higher than the grade of the employee referred for investigation, and the decision to form the committee shall be repeated if the decision is issued otherwise.
- b. The Personnel Disciplinary Committee may seek assistance from any expert it deems necessary to seek guidance, provided that he does not have the right to vote.
- c. The chairman or member of the Personnel Disciplinary Committee may not participate in the consideration of any violation recommended for investigation by virtue of his responsibilities, or that occurred from an employee with whom he has a relative or kinship relationship or who was a party in it, and a substitute member is nominated by an administrative decision to consider this violation.
- d. In the event that one of the members of the Personnel Disciplinary Committee is absent, he/she may be replaced by a decision of the competent authority. In all cases, the meeting of the Committee shall not be valid unless attended by all its members, including the substitute member, if necessary.
- e. No penalty may be imposed on the employee except after taking all the procedures stipulated by law and these regulations.
- f. The competent authority (President or Chancellor) that has the right to refer to investigation shall be competent to impose the penalty.
- g. The competent authority may suspend the employee administratively for (15) days, extendable for a similar period if the interest of the investigation so requires, provided that the employee is notified of any means that can be documented such as traditional or electronic correspondence, using the call numbers and addresses registered in his/her file with the government agency. In the event that the interest of work requires suspending the employee for more than (30) days, the University shall refer the case to the Higher Committee of Human Resources to decide what it deems appropriate thereof. The suspended employee must be presented to the Investigation Committee or

the Discipline Committee during the period of suspension according to the following procedures:

1. The purpose of administrative suspension shall be to prepare for referring the employee to an investigation, whether before the Investigation Committee or the Discipline Committee.
 2. The employee must be referred to the Investigation Committee or the Discipline Committee, provided that the investigation is decided before the end of the suspension period.
- h. The administrative suspension of the employee shall result in the suspension of paying half of his/her total salary as of the date of suspension. If the investigation is shelved or failed to prove that he/she committed the violation or is punished by the penalty of warning, their suspended total salary shall be paid to them. If the employee's conviction is proven, half of the total salary paid to him/her for the period of suspension shall not be recovered.
- i. The employee's resignation shall not preclude the investigation proceedings, and their resignation shall not be accepted if they have been referred to the Personnel Disciplinary Committee, the Discipline Committee, or the competent judicial authorities. The request for resignation or termination of service shall be considered after completing the investigation or the issuance of a judicial ruling. The investigation shall not prevent the filing of a civil or criminal lawsuit resulting from the same violation attributed to the employee.
- j. The Discipline Committee may complete the investigation itself, and it has the authority delegated to the investigation authorities, in terms of collecting evidence after hearing witnesses and swearing an oath if necessary, and the provisions concerning those who testify before the competent judicial authorities shall apply to witnesses.
- k. If an employee is accused of committing a violation that requires administrative investigation, the following procedures shall be taken:
1. The immediate supervisor prepares a note containing the name, title, grade and violation, and sends it to the Human Resources Department.
 2. The Human Resources Department shall present the above memorandum to the Chancellor, including the violation attributed to the employee. The memorandum may include a request to suspend the employee to be investigated, along with a statement of reasons and duration.

**Attending the investigation:**

- a. The violator must be officially notified by any means of communication available to the government agency of the need for him to attend the Personnel Disciplinary Committee, to listen to his/her statements and enable them to express their defense in the violations addressed to him, and the employee may not be forced to speak.
- b. The summons of the violator must have been made in the correct manner, and be aware of the reason for the summons.
- c. If the violator refuses to attend with an acceptable excuse, the committee must notify the employee of another date for the investigation, including a warning in the event that he/she refuses to attend that they are losing their right to defend themselves. This gives the committee the right to continue the investigation procedures in the employee's absence, and submit recommendations to the President or Chancellor.
- d. If the violator refuses to attend without an excuse acceptable to the competent committee, the penalty prescribed for the violation or the penalty prescribed for failure to appear before the Investigation Committees shall be applied, whichever is more severe.

13. Grievance:

The employee may complain about the decision of the Violations Investigation Committee by submitting his/her grievance in writing to the Chancellor within two weeks as of the date of receiving the decision of the Violations Investigation Committee. The decision of the Chancellor regarding the grievance shall be final. The grievance shall be deemed accepted if it is not decided within (30) days as of the date of submission. If the employee does not file the grievance within the said period, the decision issued regarding the grievance shall be final.

14. End of service:

- a. The employee who decides to resign must submit a written notice thereof, and the immediate supervisor must sign the resignation request before referring it to the Human Resources Department, and the procedures for submitting the resignation shall be as follows:

1. Employees of the second grade and above must submit their resignations (30) days before the date of resignation, unless the appointment contract stipulates otherwise, and it is approved by the Chancellor after presentation to the President.
2. Employees in grades three to six must submit their resignation applications at least two months before the effective date, and employees of the (7th) grade and below must submit their resignation applications with temporary contracts at least one month before the effective date, and the approval shall be obtained by the Chancellor or his delegate.
3. If the employee insists on resigning without following the above terms and conditions, he/she shall be deprived of half of his/her end-of-service gratuity.
4. The Chancellor may, in special cases, cancel all or part of the necessary notice period.
- b. The service of employees at Al-Qasimia University ends for one of the following reasons:
 1. Reaching the pension age, which is (60) Gregorian years.
 2. Lack of health fitness, and this is proven by a decision of the competent medical authority.
 3. Resignation.
 4. The revocation or withdrawal of the nationality of the United Arab Emirates with respect to the nationals of the United Arab Emirates.
 5. Contract non-renewal.
 6. Sentencing the employee to a custodial penalty for a felony or misdemeanor that violates honor or honesty.
 7. Dismissal from service by a disciplinary or a judicial decision.
- c. The employee's service may be extended after reaching the retirement age for a period of one year and up to a maximum of five years upon the recommendation of the Committee, provided that the decision to extend the service is issued before the date of retirement.
- d. It is permissible, by a decision of the Chancellor, to keep the employee after the end of his/her service for any reason for a period not exceeding three



months to deliver what is in his possession, and the employee shall be paid a lump sum amount for the period he/she was kept in service, calculated on the basis of the total last salary he received before the end of his/her service.

- e. The provisions in force in the Emirate of Sharjah regarding pensions and retirement benefits for employees and civil servants shall apply to national employees upon the termination of their services.
- f. The period of the end-of-service notice shall be set for grades five and above by three months, or the employee shall receive the total salary for three months in lieu of the notice period, while the period of the end-of-service notice shall be set for grades six and below by two months, or the employee shall receive the total salary for two months in lieu of the notice period. The period of the end-of-service notice for employees with temporary contracts and a bonus shall be set by one month, or a month salary shall be paid in lieu of the notice period.
- g. No employee's entitlements or end-of-service indemnity shall be paid before completing all necessary transactions to terminate the services of the employee concerned, including completing all procedures related to expatriates from the recovery of licenses, and any other documents given under the sponsorship of Al Qasimia University or because of working therein.
- h. The employee must receive the HR clearance form and complete it immediately, and shall not be handed over his/her entitlements before completing the clearance.
- i. The employee must hand over all the various equipment, tools or items that were in his/her possession, including housing. The concerned officials at Al Qasimia University must examine these items to check that they are complete and in good condition.
- j. The salary of the employee whose service at Al Qasimia University is terminated shall be suspended as follows:
 1. The employee whose fixed-term employment contract has expired: As of the day following the date of contract expiry or as of the day of his/her not showing up at work, whichever is earlier.
 2. Resigned employee: As of the day following the date of accepting the resignation.

3. The employee who has reached retirement age: As of the day following the date of his/her retirement.
 4. The employee dismissed due to health unfitness: As of the day following the date of the decision to terminate the service, and after exhausting his/her right to paid sick leave.
 5. The employee dismissed for other reasons: As of the day following the date of expiry of the legal notice period.
- k. When an employee leaves the university voluntarily, the HR department asks him/her to fill out the resignation questionnaire, or announces it to clarify the reasons for resignation. It is the HR department's responsibility to organize the resignation interview. The interview procedures shall be as follows:
1. The reasons for the resignation of employees and their opinions at the Al Qasimia University shall be covered in the resignation interview.
 2. A copy of the resignation interview shall be kept with the HR Department and the Chancellor's Office.
 3. The discussion during the resignation interview shall include the employee's answers to the resignation questionnaire, and any of the following issues that the resigned employee may wish to raise:
 - a. Working Hours
 - b. Professional experiences
 - c. Performance evaluation
 - d. Colleagues and the immediate supervisor
 - e. Job satisfaction
 - f. Satisfaction with salary
 - g. Personal matters.
- 15. End-of-service gratuity:**
- a. Employees who are nationals of the GCC countries shall be entitled to a basic pension or end-of-service gratuity in accordance with the General Authority for Pensions and Social Insurance Law, and the insurance protection extension system for nationals of the GCC countries.



- b. Employees who are not nationals, or non-nationals of the GCC countries shall be entitled to an end-of-service gratuity equivalent to one month's basic salary for each full contractual year/ or full academic year, based on the last basic salary they have received since the beginning of their employment, and in the event of a break in the period of service, the period shall be calculated as complete.
- c. A non-national shall not be entitled to an end-of-service indemnity if their continuous service at Al Qasimia University is less than one year.
- d. For the purposes of calculating the end-of-service gratuity, the period of absence and leave without pay shall not be considered as part of the period of service, and the part of the month shall be considered a full month in the first year only in the event of death or termination of service by a non-disciplinary decision by Al Qasimia University.
- e. The end-of-service gratuity shall be paid to an employee who acquires the nationality of the State on the basis of the last basic salary received prior to acquiring the nationality.
- f. A non-national employee shall be entitled to an end-of-service gratuity as follows:
 - 1. Basic salary for one month for each of the first five years of service.
 - 2. A basic salary for one and a half months for each of the following five years of service.
 - 3. Basic salary for two months for each year of service in excess of the period referred to in the foregoing two items.
- g. An employee who is a national of a country of the Gulf Cooperation Council shall be entitled at the end of service to either a pension or an end-of-service gratuity in accordance with the provisions of the Social Security Law in the Emirate of Sharjah. An employee who is a national of a country of the Gulf Cooperation Council shall be subject to the provisions of the Pensions and Social Insurance Law in his/her country regarding his end-of-service gratuity.
- h. Any amounts that the employee is obligated to pay to government agencies or a judicial ruling of any other government agency shall be deducted from the end-of-service benefits, pension or remuneration.

- i. Al Qasimia University shall not pay an end-of-service gratuity to a non-national employee before completing all the necessary transactions to terminate their service, including canceling or transferring their residence permit and recovering the licenses or documents that had been given to them under the sponsorship of Al Qasimia University or because of working therein.
- j. Al Qasimia University may deprive the employee of all or part of their end-of-service gratuity and travel tickets if they do not observe the warning period specified in the employment contract to accept their resignation or leave work before accepting their resignation.

16. General provisions:

- a. Establishing or amending policies and procedures for administrative staff is the responsibility of the Vice-Chancellor for Financial and Administrative Affairs, College Councils and Human Resources Management, and shall be approved by the Deans' Council and the Chancellor.
- b. Requests to update the policies and procedures associated with administrative staff may come from any of the users of these policies, and the user may submit a formal written request to the Deans' Council, describing the proposals and rationale for this change.



Policies and Procedures

Sixth: Students



Sixth: Students

Definitions

In the application of the provisions of these policies, the following words and phrases shall have the meanings assigned to each of them, unless otherwise indicated:

Country	: The United Arab Emirates
Government	: Sharjah Government.
Emirate	: Emirate of Sharjah.
Ruler	: Ruler of the Emirate of Sharjah.
Decree	: Emiri Decree No. (2) of 2013 regarding the establishment of Al Qasimia University.
Law	: Law No. (7) of 2013 regarding the organization of Al Qasimia University.
Byelaws	: The executive Byelaws of Al Qasimia University.
University	: Al Qasimia University.
President	: President of the University, Chairman of the Board of Trustees.
Board	: The University's Board of Trustees.
Chancellor	: University Chancellor.
Deans' Council	: The Deans' Council of the University.
Dean	: College Dean and those at a similar rank.
Department	: The competent academic department.
Students	: All male and female students.
Student	: Male and female student.
International Student	: A student who is admitted to the University from outside the UAE.
Local Student	: A student who is admitted from the UAE.

Semester GPA: The total points resulting from the result of each course multiplied by the credit hours divided by the total number of credit hours in the concerned semester.

Cumulative GPA: The total points obtained from the result of each course multiplied by the credit hours as of the student's enrollment at the University until the date of calculating the GPA divided by the total number of credit hours (including the credit hours calculated for the student).

1. Admission to Al Qasimia University

a. Admission:

1. Admission to the University is open each regular semester.
2. The University establishes the general admission provisions as approved by the Council.
3. The Department of Admission and Registration each semester and in light of the general policy adopted by the Committee of Recruitment and International Relations prepares the proposed distribution of seats and scholarships available to students in the disciplines approved at the University, and the proposal shall be implemented after approved by the Deans' Council.
4. The student's fulfillment of the admission provisions is not a guarantee of admission because the admission process depends on the capacity of the University.

b. Admission procedures:

1. The Admission and Registration Department issues and announces the admission provisions and the required documents for each semester.
2. International students' application to enroll at Al Qasimia University shall be either through the University's website or through the diplomatic missions of the United Arab Emirates, through nominations of diplomatic missions to the United Arab Emirates, or any other means decided by the Committee of Attraction and International Relations. In all cases, applications for



admission shall not be considered until after the documents are complete and the originals are duly approved and authenticated.

3. The students may be admitted from the United Arab Emirates, following the decisions of the Committee of Recruitment and International Relations, and in light of the conditions and controls determined by the University admission policy.
4. The Admission and Registration Department shall receive applications and complete the required documents in coordination with the applicants.
5. The applicants or their representatives shall be fully responsible for submitting the required documents duly approved and authenticated.
6. The applicants or their representatives shall be fully responsible for the validity and integrity of the information and submitted documents. Any contrary information or document shall be considered fraudulent, which requires the cancellation of admission or dismissal from the University in case the fraud is discovered after admission.
7. The Admission and Registration Department prepares lists of the names of the students who are being considered for admission and who meet the conditions for admission to the University.
8. The student's admission shall not be considered final and shall not be considered a University student until the lists are approved by the Chancellor.
9. The Admission and Registration Department prepares a file for each student who has been admitted to the University containing the originals of all required certificates and documents, which are kept until the student graduates or leaves the University for any reason.
10. The Deanship of Student Affairs is responsible for the recruitment, reception and placement of new students according to the approved admission lists.
11. The student's admission to the University shall be considered null and void if no courses are enrolled on during the legal period of the semester in which the student is enrolled.

c. Admission deferral:

1. The Admission and Registration Department may defer the admission of a new student (who is not admitted as a scholarship student) for one semester upon their request if they have an acceptable excuse that prevents them from proceeding with the registration procedures, and the student must apply to defer admission before the study commencement date.
2. The student's admission shall be canceled if they are not registered for the next semester.

d. Scholarship conditions:

1. The applicant shall not be less than 16 years and not more than 20 years of age at the time of application.
2. When applying for the scholarship, no more than two years should have elapsed after obtaining the general secondary school certificate.
3. All certificates and documents submitted shall be authenticated, and the general secondary school certificate shall be accredited following the procedures adopted in the UAE.
4. Submitting a security clearance statement approved by the applicant's country stating their good conduct.
5. Submitting a health fitness certificate from the applicant's country showing their health fitness to travel and study at the University.
6. Not previously dismissed from any educational institution in the country.

e. Scholarship program

1. The scholarship student receives a monthly stipend determined by the University (according to the laws and regulations).
2. The monthly stipend shall be paid during the summer semester to the enrolled students only.
3. The University has the right to make deductions from the student's monthly stipend in cases determined by the organizing regulations and policies at the University.



4. The scholarship student is entitled to one ticket upon completion of 50% of the study plan, according to the regulations that ensure that the study dates and examinations prescribed on the University calendar are not violated.
5. The University covers all expenses of medical tests, residence permit procedures and the issuance of identity cards for international students.
6. The University provides health insurance for all students according to the organizing policies and procedures.
7. The University provides suitable accommodation for international students if the student is single and has no dependents, and the University does not bear any responsibility towards the beneficiary if they get married during the period of study at the University.
8. The University guarantees the provision and continuity of educational services with high-quality standards that preserves the student's right to study, according to the traditions followed by the University's educational system.
9. The University grants a one-way ticket to the student's country after completing the graduation requirements or in case of dismissal from the University for any reason.

f. Scholarship validity:

1. The student has to be enrolled at the University each semester and shall not drop out without an excuse acceptable to the University.
2. The student's GPA in the regular semester shall not be less than 2.00 points.
3. If the student's GPA or cumulative average falls below 2.00 points (except for the summer semester), the monthly stipend shall be reduced until the GPA is raised again, and the student shall be granted one semester to raise the GPA, and he/she undertakes to do so in writing.
4. A student accepts the scholarship at the University as a full-time student, and he/she is not entitled to work throughout his/her studies at the University. In case of violation of these regulations, the scholarship shall be canceled.

5. The students enrolled in the Intensive Arabic Language Program must complete the program in one academic year (maximum), then they are assigned to one of the majors offered by the University following the conditions of admission in each discipline and the available seats. If the student is unable to complete the program, the scholarship shall be canceled and the student will be disqualified to complete his/her studies at the University.
6. The student shall observe the University regulations and laws, as well as behavioral and ethical codes.
7. Leaving University and leaving the country without prior permission or notice.
8. Conviction of a felony or misdemeanor in the UAE or dismissal from the University as a disciplinary measure.
9. The student submitted any false papers, information, or documents.
10. In all the aforementioned cases, the student shall be obligated to pay the expenses decided by the University and incurred for the scholarship unless the Recruitment and International Relations Committee otherwise exempted from paying for humanitarian reasons as proposed by the Chancellor.

g. Re-enrollment

The students who withdraw from the University and who are dismissed due to dropping out may re-enroll at the University according to the following regulations:

1. The reasons that led to the student's dropout from the University or their interruption of study must be compelling reasons that are documented and judged by the Admission and Registration Department.
2. The student's dropout from the University or their interruption of study shall not be for more than one academic year.
3. The student should not have been dismissed from the University for academic or disciplinary reasons.
4. The student shall not be on an academic warning status.



5. The student shall re-enroll in the same major they were enrolled in before they dropped out from the University, and they may re-enroll in another major provided they meet the conditions of enrollment after approved by the competent department chair.
6. All courses previously studied by the student shall be counted as (pass or fail) according to the study plan for the major assigned to them.

h. Scholarship stipends:

First: Financial stipends for scholarship students:

Students entitled to the monthly stipends are:

1. International students enrolled at the University.
2. Students enrolled in each semester.
3. Students residing in the University dormitory and studying face-to-face.

Monthly stipend conditions:

The University grants a monthly stipend as follows:

1. The students enrolled at a University college receive a monthly stipend of AED 1,500.
2. The students enrolled at the Language Center receive a monthly stipend of AED 1,000.
3. The students shall be entitled to a monthly stipend as of the date of their return from travel.
4. The amount of AED 500 shall be deducted from the stipend if the student's cumulative or semester average falls below 2.00 points at the end of any semester throughout their study at the University.
5. Deduction from the stipend remains as long as the student's cumulative or semester average is low.
6. The students shall be entitled to a full monthly stipend if they raise their cumulative or semester average to the minimum prescribed (2.00 points) by the end of any semester.

7. If the student transfers from the Language Center to the college or vice versa, the stipend shall be calculated according to their new status as of the date of transfer.
8. The amount of AED 500 shall be deducted from the monthly stipend if the student's absence (without an acceptable excuse) in more than one course enrolled in during the semester oversteps the prescribed percentage, with this absence resulting in denying the student from sitting for the final exams.
9. The student receives a full monthly stipend for the month in which he/she graduates regardless of the graduation date.
10. Payment of the last month's stipend to the graduate students shall be deferred until completing the clearance procedures, and ensuring that no financial dues are pending.
11. The student enrolled in the summer semester shall be entitled to the stipend for the months of (June, July, and August) and the student not enrolled in the same semester shall not.
12. The monthly stipend shall be suspended if the student drops out study or cancels his/ her enrollment for any reason.
13. The monthly stipend of the student shall be liable to deduction for the expenses and fees of authenticating certificates and documents, issuing the general secondary certificate equivalence and the examinations to determine the level required by the conditions of admission to the various colleges. The University shall determine the method of deducting these fees and expenses for serving the public interest.
14. If the student fails in his/her graduation semester, he/she shall switch to the next semester to study remotely in his/her country, without receiving a stipend.
15. The students who can complete the requirements for obtaining a bachelor's degree in a maximum period of three years, with only one summer semester, shall be granted a stipend equivalent to three months of the value of the monthly stipend set for them according to the regulations.
16. No deductions shall be made from the monthly stipends for the students during holidays and official missions except for the summer semester.



Second: Ticket compensation:

The students eligible for cash allowance for the ticket are:

- International students enrolled at the University.

Conditions for granting cash allowance for the ticket:

1. International students enrolled at the University shall be entitled to a cash allowance for the travel ticket (round trip) in the middle of their study, upon completion of (60) hours of the study plan. The amount due for the value of the ticket shall be deposited in the student's bank account at the end of the semester in which he/she completes the required hours.
2. The University books the graduates' travel tickets at the end of the graduation semester.

Executive procedures for payment of cash allowance for the ticket:

1. The Admission and Registration Department shall be responsible for auditing and updating the academic information of students in the Banner system at the end of each semester, in terms of the credit hours completed and the student's accommodation.
2. The Procurement Department shall determine the value of the ticket for each student following the considerations and regulations it decides and shall enter the value electronically on the relevant system.
3. The Financial Department shall print out the final reports from the system in the names of eligible students, indicating the value of cash allowance for each student in coordination with both the Procurement Department and the Information Technology Department.
4. The Information Technology Department shall, in cooperation and coordination with the concerned departments, prepare reports that include all the necessary information, and those departments shall have full authority to view and issue them.
5. Observing the permitted times for travel and return according to the academic calendar announced at the University.

i. General provisions:

1. These policies shall apply to the entire University students at the undergraduate level, and all students of scientific centers and units at the University.
2. The University adopts the credit hours system as the basis of its educational system. A credit hour is defined as the standard weight of each course entered in the study plan for any major. The course may be equal to one or more credit hours. There may also be courses of a special nature without credit hours. The credit hour is equal to one or more teaching hours (theoretical or practical) per week. The total hours approved for all courses mentioned in the plan reflect the graduation requirements in this major to obtain the relevant degree.
3. Studying at the University takes place in two regular semesters of sixteen weeks each. A summer semester of six weeks may be organized, and a decision issued by the Chancellor based on the recommendation of the University council may modify the duration of the semester, provided that the total hours of study for each credit hour shall not be less than fifteen hours in each semester, whether regular or summer. The study periods shall not include the specified periods for guidance and registration and the end-of-semester examinations.
4. Registration in the regular classroom shall be mandatory for all students, while registration in the summer semester shall be subject to regulatory regulations that determine the courses offered and the categories of students permitted to register.
5. The students not enrolled at the University shall not be permitted to enroll in the courses, except in cases estimated by the Chancellor, provided that they do not incur any additional costs on the university.
6. Arabic and English are the official languages of instruction at the University, and the College Council determines the language of teaching in each academic department. The College Council may decide to add another language of instruction if the nature of the course so requires to achieve the objectives.
7. College freshmen shall undergo placement tests in Arabic and English each semester, and the student's course of study shall be determined according to the results of these tests.



8. Enrollment and registration policies aim to organize students' academic careers according to the University standards that are consistent with the University's mission and objectives while ensuring institutional effectiveness and optimal use of scientific and educational potential.

2. Registration

a. Registration Regulations:

1. Each student is required to enroll in courses required by their study plan only, and they shall follow the instructions of the academic advisor.
2. They may not enroll in any course except after completing the pre-requisite courses required by the student's study plan. In exceptional cases, the College Council may approve enrollment in a course without completing the pre-requisite course or completing it concurrently.
3. During early enrollment, the student may enroll in a course for the next semester without completing the pre-requisite course, which he/she is studying in the current semester. If the student fails to complete the pre-requisite course, their enrollment in the next semester's course shall be canceled.
4. The students who are not enrolled at the University, suspended or dismissed shall not be permitted to enroll in the courses or attend the lectures.
5. The students who are prohibited from enrolling for academic, financial, or administrative reasons shall be prohibited from enrolling in the courses unless the prohibition is lifted.
6. The ban on the students shall be used by the colleges, the Admission and Registration Department and administrative units; to ensure compatibility with the University's academic, administrative and financial regulations and policies.
7. The student shall be responsible for enrolling in courses that are not included in their study plan, or for not adhering to the instructions of the academic advisor.
8. The student shall be responsible for adhering to the deadlines and procedures for registration, withdrawal and addition in each semester.

9. The colleges, through academic advisors, shall provide all students with a copy of their study plans each semester, and well before the start of the counseling and registration for the next semester.

b. Student records:

Student files (Student Academic Details):

1. The University shall prepare an official academic record for each student who is admitted to the University and keep it so that it contains everything related to their academic life. This record shall be comprehensive and continuous, and the University shall keep it for an indefinite period of time.
2. A University number shall be assigned to each student admitted to the University and this number shall be linked to all his/her records and information.
3. The Student Information System shall be an authoritative source for the student's academic details.
4. The permanent student file includes academic details and original documents on the student's academic performance before and after graduation, and these academic details shall include the following:
5. Personal and detailed information about the student.
6. Admission-related information, such as high school average and track, the name of the school where they graduated, entrance exam scores, date of admission to the University, and other relevant information.
7. Information related to the student's academic enrollment and performance, including classrooms, courses enrolled in and transferred with credit hours by the student, courses enrolled in and transferred without credit hours by the student, foundation program courses, total hours studied by the student, total hours completed, final marks for all courses, semester and cumulative averages and detailed exam scores, suspension of enrollment and withdrawal from the University, adjustment made in final grades, complaints and (incomplete status) grades.
8. The academic status of the student at the end of each semester, whether the student has an excellent average, an academic warning, or academic dismissal, the changes that occur and the consequent procedure, and the change of major.



9. Information on conferring degrees, including the name of the degree and major, the honors, the cumulative average, the original graduation documents, the original grades reports, and the college's recommendation to confer the degree.
10. Information related to penalties for violating University instructions.
11. Any other content, which is not mentioned, can be added.

c. Confidentiality of records:

1. All files, academic records, documents and correspondence shall be kept with the Admission and Registration Department at the highest levels of confidentiality and security, as they relate to the student's marks and academic performance. No one shall be permitted to have an access to the documents and files room or view these records except with the permission of the Director of Administration or the administrative officer in charge, and using a magnetic identification card. Student marks' cabinets may be opened only at the prior request of the relevant college registrar. Similarly, it is not permitted to access computer programs for admission and registration, electronic files and documents except by an authorized administrative officer, using the user's name and password.
2. Counseling units, academic advisors and students have the right to view the students' files according to their majors.
3. Quality Assurance, Institutional Effectiveness and Accreditation Officers have the right to access the Student Information System for the preparation of the necessary reports for the activities of the Institutional Research Unit and to provide the reports of the Higher Education Data Statistics Center.
4. Some third parties, such as the Academic Accreditation Commission, have the right to request that they be provided with the academic data of the students.
5. The Admissions and Registration Department is responsible for responding to all inquiries regarding the accuracy of students' academic data.

d. Recordkeeping policies:

Records, documents, correspondence and files in the Department of Admission and Registration at Al Qasimia University are kept and updated with the notes and notifications received. This would make it possible to refer all documents, correspondence, academic or personal, to the student's file, and link them to the student's University number. These files retain information such as discontinuance of registration, admission deferral, results of the TOEFL exam, warnings, dismissal from the University, registration suspension, results of medical tests, academic warnings or notices, requests to modify the results of courses, changes to the student's name or address, changes to the student's major or department, and re-entry of the exam results. It won't be possible to transfer the file or update it until after entering the above details, with the letters or documents, to the computer, and then they are transferred to the student's file. The department's correspondence is updated by transferring all the incoming letters to its general archive, and this correspondence is updated regularly and classified according to the concerned body or documents.

e. Security measures

The students' records, files and documents shall be kept in the documents and files room, which is equipped with a fire protection system with smoke detectors. The students' files and documents shall be kept in file boxes, each of which shall be labeled with the student's name and university number classified by the subject, and placed in an automatic fireproof cabinet with sliding doors, which shall be opened only with a special key. The students' results shall be kept in fireproof metal cabinets with four drawers in a highly-secured document and file room. Electronic copies of the documents shall also be kept. No one shall be allowed to enter the room except for the department staff, who shall obtain permission from the person in charge. Similarly, access to the records and documents saved in the computer shall be permitted only with the special permission of the person responsible for accessing the necessary reports (using the users's name and password).

f. Access authorization, update and department policies:

User authorization varies by the employee and related duties. College registrars are authorized to access the registration system. The admissions staff may have access to admissions programs. The documentation staff are authorized



to access programs that include documents, student's university number, and college files.

The Department Chair and the Registration Coordinator are authorized to access all user systems. The records management and amendment vary according to the duties and tasks of each authorized administrative member, and according to the type of activity performed by the administrative member in general. For example, the registrar of the College of Arts has direct authorization to manage and amend records in this college; the registrar of the College of Economics has direct authorization to manage and amend records in this college. The admission coordinator is authorized to amend admission records; the filing officer in charge of students' files and university numbers is authorized to access these programs, and so on. Any information may be updated only with the authorization of the relevant authority, with the availability of academic or legal proof (or both) to make the necessary amendment (s), and after obtaining the authorization of the Chair of Admission and Registration and the Coordinator of the Registration Department or the Admission Department.

3. Student Affairs Committee

- a. The University Chancellor forms a committee to examine the students' affairs; to review the students' academic grievances and petitions.
- b. The Committee shall have the responsibility and power to consider all applications and academic grievances of students except for the following:
 1. Matters concerning colleges that the College Council is responsible for considering and making final decisions including the requirements of study plans.
 2. Investigating academic honesty and discipline.
 3. Non-academic grievances and petitions.
- c. The Committee shall meet whenever necessary.
- d. The students' affairs are thoroughly studied and reviewed by the Committee members.
- e. When adopted, all decisions of the Committee taken shall be considered final.

4. Al Qasimia University Student Happiness Council Policies

Definitions:

These policies are called: (Policies of the Council of Student Happiness at Al Qasimia University) and are in force as of the date of their approval.

The words and phrases included in these policies shall have the meanings assigned to them unless otherwise indicated:

University : Al Qasimia University.

Chancellor : University Chancellor.

Dean : Dean of Student Affairs.

Council : Student Happiness Council.

College : Any college in the University that grants a degree or a certificate.

Committee : The Committee for the Formation of the Student Happiness Council of Al Qasimia University.

Students : Students enrolled at the colleges of Al Qasimia University to obtain a degree or a certificate, as the case may be. The term is used to refer to any one of both sexes.

Member : Member of the Student Happiness Council at Al Qasimia University.

General Assembly: All students enrolled and attending University colleges to obtain a degree or a certificate.

Voting Center : Any place(s) determined by the Dean where the names of the approved General Assembly are announced.

A Student Council shall be established in Al Qasimia University called: (The Student Happiness Council) representing all students, and shall be based on the campus. The Council shall be committed to achieving the objectives stipulated in these regulations and the resolutions implementing them.

The term of membership in this council shall be one academic year.



1. Objectives:

a. The Student Happiness Council aims at achieving the following objectives:

1. Carrying out activities to develop the national awareness among students and strengthen the spirit of patriotism and responsibility.
2. Liaising between the students and the University administration to serve the former, address their issues and defend their point of view before the University administration following the instructions in force at Al Qasimia University.
3. Promoting a spirit of participation, teamwork and cooperation between students, administration, faculty members and University employees.
4. Guide and orient the students about the University and the services provided on campus.
5. Providing opportunities to develop an awareness of ethical values.
6. Carrying out activities that contribute to promoting intellectual, social, sports and artistic life at the University.
7. Providing opportunities to discover and refine the students' talents, abilities and skills and develop their creative spirit.

b. The Council carries out the following tasks:

1. Developing an action plan for the students' programs and activities and discussing them to be presented to the Dean for approval, taking into account that male and female students do not mingle in the activities and events.
2. Implementing the Council's policy and decisions, taking the necessary decisions to carry out the activities and events that achieve these goals and following up on them.
3. Preparing and submitting the Council's budget to the Deanship to complete the necessary procedures in this regard, and sending it to the Dean to submit it to the Chancellor for approval.
4. Reviewing the students' issues, and working on them in coordination with the Dean and the University administration.

5. Submitting financial and administrative reports to the Council on its activities and work and sending them to the Dean.
6. Considering the proposals made by members of the Council or by committees emanating from it.
7. Discussing the budget of the Council prepared by the treasurer.
8. Discussing the annual fiscal report prepared by the treasurer, as well as discussing and approving the annual reports prepared by the rapporteurs of the committees, and sending them to the Dean to be submitted to the Chancellor for approval.

The Council may not deviate from the objectives set out in clause (a) of these policies. The Deanship of Student Affairs shall be responsible for supervising the Council's programs and projects and for providing appropriate guidance within the scope of the objectives set out in clause (a) of these policies.

The Council may, after approval of the Dean, hold conferences, seminars, meetings and events.

2. Administrative affairs, formation and membership of the Council:

- a. Every student enrolled at the University for a degree or a certificate shall be considered a member of the Council.
- b. The Students' Council consists of fifteen members of the students of the General Assembly as follows:
 1. Five male students and five female students are selected by the General Assembly.
 2. Selection of the Chairman of the Council, provided that he is an Emirati citizen.
 3. Selection of the Deputy Chairman of the Council provided that he is an Emirati citizen.
 4. Selection of the treasurer by the General Assembly.
 5. Selection of the secretary by the General Assembly.
 6. The student with the highest GPA at the University shall be a member of the council.



- c. A committee shall be formed by a decision of the Chancellor or his delegate - a committee called the Formation of the Student Council of Al Qasimia University, consisting of members of the faculty and the Deanship of Student Affairs chaired by the Dean, whose task shall be to oversee the Council's selection process.
- d. Conditions for selecting the Council's members:
 - 1. The student must have been enrolled at the university for at least two semesters.
 - 2. The student must have completed the minimum hours approved in the two semesters following the University regulations.
 - 3. The student shall be eighteen years old as a minimum.
 - 4. The student shall be of good conduct and reputation.
 - 5. The student shall have two semesters remaining at least before graduation after the semester in which the selection process takes place, taking into account the credit hours of the summer semester.
 - 6. The student's cumulative average shall not be less than (2.5).
 - 7. The student shall have participated effectively and distinctively in the various student activities organized by the University, and have the ability to organize and develop them at the University.
 - 8. The student shall not have been subject to any disciplinary penalty, and have not been caught in any violation of the University laws and bylaws.
 - 9. The student must not have been previously sentenced for a felony or misdemeanor prejudicial to honor or honesty unless he has been rehabilitated.
- e. Duties of Council members:
 - 1. Adhering to the University's laws, policies, regulations and decisions.
 - 2. Compliance with the policies of the Council and the decisions issued in implementation thereof.
 - 3. Achieving the Council's objectives.
 - 4. Carrying out the tasks required of them by the University administration or the Dean.

f. About the Council:

1. The procedures of forming the Council start at the beginning of the first semester of each academic year according to the procedures announced by the Dean.
2. The selection shall be made by secret ballot at the polling station designated by the Dean, on one working day.
3. The duration of the selected Council shall be one year only.
4. Candidates for membership in the Council shall win a majority of votes. If the number of votes obtained by two or more candidates is equal and one of them does not renounce the other, the drawing of lots shall be conducted to determine the winner among these candidates in the presence of all of them.
5. The term of the Council shall be one year as of the date of selection.
6. The term of membership of the Council shall be one year.
7. The former Council shall continue to perform its functions until the new Council is approved, and the headquarters of the Council and its contents shall be handed over by the former Council to the new one with the presence of the Deanship Representative.
8. If the Council cannot be formed on time as a result of compelling circumstances estimated by the Chancellor, the Council shall continue to perform its functions until such circumstances cease to exist and the formation procedures are completed in accordance with the provisions of these policies.
9. The Council shall establish subcommittees for female students and special student committees to carry out the tasks assigned to them by the Council. These committees shall include a sports committee, a cultural committee, a public relations and information committee, a technical affairs committee, a public service committee, a committee for social activities and trips, and a committee for scientific and technological activities.
10. Each subcommittee shall be composed of a chairman and a vice-chairman selected from among the members of the Council, and four members of the University students selected by the Dean upon the nomination of the Council.



11. The sub-committees are concerned with activities and tasks commensurate with their names, taking into account the legal regulations of the University and the norms of society in the vision and mission of the University as follows:
 - a. Sports Committee: It is responsible for organizing and encouraging the practice of activities, forming sports teams, and holding competitions and sports competitions to develop sports talents.
 - b. Cultural Committee: It is responsible for regulating cultural activities, raising awareness of national issues and developing students' creative and cultural potential.
 - c. Public Relations and Media Committee: It is responsible for regulating aspects of media activity and public relations, and developing students' creative, media and marketing potentials.
 - d. Technical Committee: It is responsible for organizing students' artistic activities to highlight their talents and raise their level of artistic production.
 - e. Public Service Committee: It is responsible for participating in public service projects and implementing programs to serve the environment and society.
 - f. Social Activity and Travel Committee: It is responsible for organizing social, cultural and recreational trips and camps to develop social ties and instill a spirit of cooperation among students, faculty and workers.
 - g. Scientific and Technological Activity Committee: It is responsible for holding seminars and lectures to develop scientific and technological capabilities and disseminate knowledge.
12. The Dean may merge more than one committee together, provided that they do not deviate from the assigned objectives.
13. As for the subcommittees, each committee chairman and his deputy shall be responsible for carrying out all tasks and activities that will make the committee successful and achieve the assigned objectives.
14. For meetings of the Council to be valid, the presence of majority members is required. The Council convenes at the invitation of its chair, Dean, or Chancellor at least once a month, and issues its recommendations by

majority vote. In case of equal voting, the side of the Council's Chair shall have the casting vote.

15. The recommendations of the Council shall be deemed effective after the Dean's approval.
16. The Council must keep at its headquarters the records, minutes and publications, especially the following:
 - a. The minutes of the revenue and expenses account supported by approved documents.
 - b. The minutes, records and publications of the Council that carry the Council's headings.
17. The Council's Chair shall have the following duties:
 - a. Representing the Council at the University,
 - b. Convening and chairing Council meetings.
18. Providing the Dean with the minutes of the Council meetings in three days of the session.
19. The Council's Vice-Chair shall be an assistant to the President and shall assume the powers of the President in the event of his absence or delegation, and shall supervise the Council's committees, or any work assigned by the President.
20. The Council's secretary shall have the following duties:
 - a. The Council's Secretariat and the preparation of the minutes of the Council's meetings.
 - b. Preparing the agenda on the topics referred by the Council's Chair and summoning the members for meeting.
 - c. Receiving the Council's correspondence, and the preservation of documents, papers and seals.
 - d. Following up on the implementation of the Council's resolutions.
 - e. Carrying out any other tasks assigned by the Chairman of the Board.



21. The treasurer shall undertake the following duties:

- a. Receiving financial allocations and spending them in accordance with the financial principles of the University.
- b. Submitting a quarterly statement of expenditure to the Council.
- c. Maintaining financial records and documents at the headquarters of the Council and assuming responsibility for maintaining them.
- d. Preparing the annual fiscal report and submitting it to the Board.

3. Financial Affairs

- a. At the beginning of each semester, the Council presents a plan for the activities to be carried out in that semester, estimates the budget and discusses it with the Dean or his deputy to recommend it to the Chancellor for approval.
- b. The Student's Council depends on the financial allocations made exclusively by the University.
- c. The payment of the Council funds shall be carried out with the Dean's approval.
- d. The Council's Chair or his Deputy and the treasurer shall settle all financial matters at least one week before the end of their term of office.

4. Disciplinary measures:

- a. The membership of any member of the Council and the committees shall be forfeited in the following cases:
 1. Loss of one of the conditions for candidacy for membership stipulated in clause (3), item (d) of these policies.
 2. Committing a prohibited act or a serious violation of the Council's goals and objectives, or causing harm to its reputation.
 3. Absence from the meetings of the Council twice in a row, or for three separate times, without an excuse acceptable to the Dean.
 4. A severe injury or illness that impedes the performance of the member's duties, which shall be documented by a medical report approved by the medical authority of the University.

The Council shall be deemed dissolved if the number of its members is less than half for any reason of losing membership. If three months or more remain of the Council's term, the Chancellor shall call for a new election within a period not exceeding two weeks as of the date on which the Council is deemed dissolved.

5. General provisions:

- a. The Council and committees may not issue any newsletters, statements, publications, or post any announcements on the campus without the approval of the Dean, and they shall be stamped by the Deanship according to the applicable procedures.
- b. Any committee shall be deemed dissolved by the resignation of the majority of its members.
- c. The Council's Chair and members shall take the following oath before the Chancellor not later than two weeks as of the date of announcing the election results:

I swear by Almighty God to be faithful to God, then to the State and the University, and to uphold the laws of the University, its regulations, rules, resolutions and the Council's regulations, and to do my utmost in the performance of my duty.

- d. The Council may, by a decision of the Chancellor, be dissolved.
- e. The Chancellor shall have the final word on cases not provided for in these policies.

5. Students Employment Policies

- a. The Deanship of Student Affairs employs the students during their study to harness them with practical experience and improve their income. Vacancies available in the colleges of the University and its administrative and service departments are announced by the Dean of Student Affairs at the beginning of each semester according to a plan approved by the Deans' Council. The colleges, administrative, and service departments then send a list with the students' names they wish to employ, and the tasks assigned to them during the semester to the Dean of Student Affairs signed by the employer and the Dean of the college or the concerned department chair. The Deanship of Student Affairs follows up the process of employing students in the colleges and administrative departments and submits periodical reports at the end of each semester



to the Dean of Student Affairs with the names of students, the number of working hours performed by each student in the semester, and the total number of working hours during study at the University.

b. To obtain a paid job at the University, the following is required:

1. The student must have completed at least (30) credit hours at the University.
2. The student's cumulative average shall not be less than (2.00) points.
3. The student must not have been subject to a disciplinary penalty of warning or more.
4. Priority shall be given to the student who needs financial support, and the Dean may estimate the student's financial position.
5. Working hours during the semesters shall be three hours per day, with a maximum of (40) hours per month, and at a rate of AED 25 for each working hour, so that the total amount per month may not exceed AED 1,000.
6. The student wishing to work shall be required to fill in the employment application approved by the Dean or the competent department chair, which in turn shall be sent to the Dean of Student Affairs with the names of the students nominated for work.
7. A student is not allowed to work for more than (240) two-hundred and forty working hours during study at the University unless there are no students wishing to fill the vacancies.
8. In exceptional cases, the Chancellor may, upon the written assignment of the Dean of Student Affairs, raise the limits put on the number of hours.
9. The departments at the University allocate funds within the limits of their budget for operating purposes.
10. The Deanship of Student Affairs submits the monthly statements to the Financial Department after being approved by the deans and chairs of the competent departments and the Chancellor; indicating the name of the student and the number of working hours during the month to approve the payments, and a copy of the statements shall be kept in the student's file while another copy shall be kept in the employment file.
11. The Deanship of Student Affairs announces on its website when employment applications shall be submitted at the beginning of the academic year.

6. Regulations for Prohibiting Smoking on Al Qasimia University Campuses

The following words and phrases shall have the meanings assigned to each of them, unless otherwise indicated:

University	: Al Qasimia University.
Chancellor	: University Chancellor.
Dean	: Dean of Student Affairs.
Campus	: All premises and spaces within the University walls.
Committee	: Awareness committee on no-smoking instructions, student behavioral controls and general appearance.

The University is a smoke-free zone, and smoking, with all related materials and tools, shall be prohibited on campus.

- a. A committee chaired by the Dean of Student Affairs, and representatives of the College of Sharia and Islamic Studies, or a legal authority, the Media Center, the Public Relations Department, the Information Technology Center, and the University Dormitory Chair, shall be formed by a decision of the Chancellor to implement these instructions.
- b. The Committee introduces these instructions and spreads awareness among the University community about the harms of smoking and the means of quitting it through holding seminars, lectures and scientific meetings, and distributing advertisements, leaflets and posters.
- c. Smoking on campus is a violation of the disciplinary measures stipulated in the regulation of student behavior at the University.
- d. The authority to control the violation of no-smoking instructions shall be limited to:
 1. University security personnel.
 2. Faculty members holding administrative positions at the University.
- e. The following procedures shall be followed in cases of violations:
 1. The authorized personnel shall introduce themselves to the violator by presenting their University card, or badge.



2. The authorized personnel shall check the violator's identity by asking about their University card or any other identification card.
3. The authorized personnel shall write a report of the violation according to the form prepared for that purpose, and send it to the Dean to present it to the Students' Conduct Control Committee.
- f. The Students' General Conduct Control Committee shall review the violation and recommend the appropriate penalty according to the provisions of the Students' Conduct Control Regulations at the University.

7. Regulations for modesty and general behavior at Al Qasimia University

The following words and phrases shall have the meanings assigned to each of them, unless otherwise indicated:

- University : Al Qasimia University.
- Chancellor : University Chancellor.
- Dean : Dean of Student Affairs.
- Campus : All premises and spaces within the University walls.
- Committee : Awareness committee on no-smoking instructions, student behavioral controls and general appearance.
- Public Order : The common principles, concepts and beliefs of the Country on which the society is founded, whether they are social, economic, cultural, or political.
- Public morals : The set of principles, concepts and beliefs that underly the morals of society, which people find themselves obliged to follow even if the law does not order them to do so, and they are the result of inherited beliefs, deep-rooted customs, prevailing values and what is common among people.
- Modesty : Moderation by appearance and acting without arousing the attention or others' instincts or their denouncement, while respecting public etiquette and behavior.

Modest dress : It is the dress that does not violate customs and traditions, and does not offend the feeling and public modesty, whether for women or men.

Illegal seclusion: The illegal presence of women with men in places away from the eyes of passers-by in a suspicious manner.

- a. These regulations shall apply to all students enrolled at the University.
- b. The committee undertakes the dissemination of these regulations and spreading awareness among the University community, focusing on the importance of observing modesty and the rules of good conduct; protecting the University from unaccepted foreign customs and preserving the traditions based on Islamic law through holding seminars, lectures and conferences, and distributing advertisements, leaflets and posters.
- c. In the application of these instructions, the inviolability of private places, in particular University dormitories, shall be observed.
- d. All students at the University shall be committed to maintaining public order and public morals, with focus on the following:
 1. Wearing a modest dress.
 2. Accessing classrooms, laboratories, etc. in clothes and shoes appropriate to their status as places for teaching and learning.
 3. Visiting the University's mosques and premises in clothes appropriate to their sanctity, which is consistent with religion, customs and traditions.
 4. Going to swimming pools in the sports complex in decent clothes, which are not scandalous or offending to the public feeling and decency.
 5. The students shall not go to the places designated for female students except in justified circumstances consistent with the customs and traditions of society and to the extent necessary, with the prior permission of the Deanship of Student Affairs.
 6. Avoiding illegal seclusion and other suspicious behaviors that are contrary to the customs and traditions of society and offending to public decency.
 7. Avoiding annoying or bothering others in any form such as shouting, using inappropriate words, and driving at high speed.



8. Violating the rules of decency and public behavior on campus is a violation stipulated in the regulations prescribed for controlling the behavior of students at the University.
9. The controlling authority that observes decency and public behavior by students shall be limited to:
 - a. The University security personnel.
 - b. Faculty members holding administrative positions at the University.
 - c. For female students, such authority shall be exclusively made in the hands of the faculty members and University security personnel.
 - d. The following procedures shall be followed in cases of violations:
 1. The authorized personnel shall identify himself as the violator by presenting his University card, or badge.
 2. The authorized personnel check the violator's identity by asking about their University card or any other identification card.
 3. The authorized personnel shall write a report of the violation according to the form prepared for that purpose, and send it to the Dean to present it to the Students' Conduct Control Committee.
 4. The Students' Conduct Control Committee shall review the violation and recommend the appropriate penalty according to the provisions of the Students' Conduct Control Regulations at the University.

8. University dormitories policies

Definitions

The following words and phrases shall have the meanings assigned to each of them, unless

otherwise indicated:

- Chancellor : University Chancellor.
- Dean : Dean of Student Affairs.
- Deanship : Deanship of Student Affairs.

Dormitory : University Dormitory.

Dormitory Department: Dormitory Chair.

Supervisor : Male/ Female dormitory supervisor, as the case may be.

Disciplinary violations: Any violation of laws, policies, procedures, or University values and traditions, and instructions issued in application thereof.

Unmarriageable: Persons with whom the female student is allowed to go out with, namely: father, mother, husband, brother, sister, grandfather, grandmother, or aunt in case she is required to provide evidence for the required kinship relationship.

Internal Instructions: These are the regulations of organizing the University dormitories issued by the University administration.

a. Al Qasimia University is keen on providing an appropriate dormitory and any other necessary services for the University students and achieving a calm and stable atmosphere for them, to ensure the advancement of the functions of the educational University, and help achieve the following:

1. Strengthening University values among students.
2. Familiarizing students with managing their time and organizing their cultural, social, sports and recreational activities that accommodate their aptitudes and develop their various extracurricular activities.
3. Strengthening the spirit of harmony and maintaining friendliness among the students, developing their sense of community and belonging and working in one team.
4. The dormitory is one of the University units and it is governed in its administration and management by the University law and its executive regulations, as well as by the internal policies, procedures and regulations.
5. The Deanship shall supervise and manage the dormitory according to the University policies, procedures and regulations.
6. The Dormitory Department - in applying the provisions of the policies and procedures – shall be entitled to inspect the rooms at the time it deems appropriate, provided that the approval of the Dean is obtained in advance, and that the inspection shall be carried out in the presence of the student concerned, except in cases estimated by the Dean.

**b. The dormitory students' rights and duties:**

1. The students shall engage in cultural, social, sports and recreational activities in the dormitory according to the instructions issued by a decision of the Dean.
2. The female dormitory student may receive female or unmarried visitors, provided that this is done in the places and times specified by the Deanship. It is strictly prohibited to receive female visitors in the female students' rooms, regardless of their relationship.
3. The students residing in the dormitory must comply with the provisions of the University law and the related policies and procedures, and the internal instructions of the dormitory.
4. The students shall observe good behavior with their colleagues, supervisors, employees, and all employees in the University dormitory, and they may not violate the requirements of good conducts.
5. The students shall stay in their rooms, and may only stay in another room with the prior approval of the Dormitory Department. They shall report to the competent supervisor to prove night attendance at the times specified by the dormitory instructions.
6. The students shall maintain the cleanliness of the accommodation, and the safety of items, and the furniture in the room shall be in the trust of the dormitory students.
7. The students shall -collectively or individually - be held accountable for any loss or damage to furniture or buildings and shall not be released, nor shall be allowed to move from one room to another - if the liability is incurred - until the missing item is returned or paid for.
8. The students shall be responsible for maintaining their supplies and belongings, and may not leave valuables in the rooms when leaving the dormitory at the weekend or the end of the semester.
9. The students shall be obliged to return to the University dormitory on the dates specified by the regulations issued by the Dean. In special cases, and with the approval of the Dean, the students may be late for reasons related to study or University activities or for emergency reasons.

10. The students shall cooperate with the security personnel at the University dormitory, and present a University card or dormitory card upon request.
 11. The student's residence in the dormitory shall expire no later than one month as of the graduation date.
 12. The students may only stay out of the dormitory with the prior approval of the Dormitories Department.
- c. The students residing in the University dormitory shall observe the following:**
1. Observing the University law, organizational policies and procedures and all rules issued by the Deanship.
 2. Keeping the rooms clean and tidy.
 3. Avoiding tampering with the dormitory properties, equipment, and all facilities and accessories.
 4. Observing good water and electricity consumption.
 5. Wearing a modest outfit when walking around public facilities such as reception halls, administration and restaurants.
 6. Observing calmness and not disturbing others.
 7. Avoiding driving private cars into the dormitory area.
 8. Avoiding bringing animals into the dormitory.
 9. Generally speaking, the students shall be prohibited from taking any action that would cause damage to the dormitory, the instruments and public property, thus subjecting the perpetrator to the disciplinary penalties provided for in the dormitory policies and procedures.
- d. The students shall be prohibited from doing any act or behavior that is contrary to University norms or values. In particular, the students shall be prohibited from:**
1. Carrying or storing weapons of all kinds, drinking alcohol, drugs, or smoking in the dormitory.
 2. Using censers and candles in rooms or any dormitory facility.
 3. Cooking of all kinds in the dormitory



4. Using fireworks or gas appliances and anything that causes a fire in the dormitory.
5. Bringing in unauthorized power tools only after coordination with the supervisor.
6. Keeping any indecent tools, materials, books, magazines, or images that violate the University laws and traditions.
7. Possessing or using various video and other projectors in the rooms.
8. Accompanying the female student to her colleague when going to the hospital without prior permission from the supervisor.
9. Escorting a visitor, graduate, or student from outside the University to the dormitory or the student's room.
10. Issuing any newsletters or statements except with the prior approval of the Dean or his authorized representative.
11. Disrupting the programs of authorized activities in the dormitory.
12. Misusing cameras (photos).
13. The student's exit from the campus without the written consent of the guardian, and not obtaining any permission to leave from the supervisor in accordance with the permission procedures applicable in the dormitory.
14. Carrying out any act or behavior that deviates from the requirement of good morals and proper behavior.
15. Smoking of all kinds, forms and means on the dormitory premises.
16. Upon discovery of any misuse of the phone camera, or in any case of etiquette violation, the student shall be dismissed from the University.
17. Using the University computers in private chat programs or any other types of abuse.
18. The students shall be prohibited from collecting donations or contacting any relevant entity unless approved by the Dean.

e. The students' entry and exit from the dormitory:

1. If the student fails to show up before the date set by the Dormitories Department for their return to the dormitory, an amount of AED 50 shall be deducted from their monthly stipend.
2. If the student does not sleep in the dormitory and does not obtain prior written permission to stay overnight, and this has been documented in the reports of the supervisor, an amount of AED 100 shall be deducted from their monthly stipend.

f. Accountability of dormitory students:

Violations:

1. Without prejudice to the policies and procedures for controlling the students' behavior, the students shall be subject to the disciplinary law set out in the following articles regarding the violations committed by them in the dormitory.
2. Any violation of the laws, policies, procedures, instructions and University norms in force, or the performance of any act prohibited under the policies, procedures, or other regulations or instructions issued by application thereof, shall be considered a disciplinary violation.
3. In cases where a student is accused of committing a violation, the dormitory supervisor shall document the incident, and report it to the person in charge/ dormitory chair to be submitted to the Dean, who shall refer it to the sub-committee of conduct formed by the Dean for preliminary investigation, which shall send it to the Dean of Student Affairs within (24) hours as of the date of the violation to take the necessary action.

g. Penalties:

1. The penalties imposed on the dormitory students shall be as follows:
 - a. Verbal or written notice.
 - b. Warning in three forms: first warning, double warning and final warning.
 - c. Suspending the monthly stipend for a month, a semester, or a year according to the student's violation.



- d. Dismissal from the University for a semester or more, provided that the student leaves the University during the period of punishment (dismissal) at their own expense, and if it is not possible, the cost shall be deducted from their monthly stipend.
 - e. Canceling the student's enrollment for one or more semesters.
 - f. Making a deduction from the student's monthly stipend at the discretion of the Student's Conduct Control Committee.
 - g. Canceling the student's scholarship permanently.
 - h. The fine shall not be less than the same as the damaged item.
 - i. Denying access to the services provided by the University.
2. A member of the subcommittee approved by the Dean shall investigate the matter with the student. It may not be possible for anyone who initiates an investigation with the student to be a member of the Student's Conduct Control Committee.
 3. The decision to refer the student to the Student's Conduct Control Committee shall be issued by the Chancellor, based on a review presented by the Dean.
 4. Imposition of the aforementioned penalties shall be made by the following:
 - a. Dormitory Chair: He has the authority to impose the penalties stipulated in item (a) of the penalties.
 - b. Dean: He has the power to impose the penalties stipulated in items (b, c) of the penalties.
 - c. Chancellor: He has the authority to approve the minutes containing the penalties stipulated in the following items (c, d, e, f, g, h, i) of clause (1).
 - d. The Student's Conduct Control Committee: It has the right to impose all the penalties stipulated above.
 5. The stipulated penalties shall not be imposed unless after investigating with the student in writing, hearing their statements, writing them down, and having their defense of what is attributed to them. If the student does not attend the investigation on the date set for the investigation which was communicated in writing or a letter to their University e-mail, or they fail

to attend without a force majeure excuse accepted by the investigation committee, their right to hear their statements shall be forfeited and their violation shall be considered in absentia.

6. The decisions on disciplinary penalties shall be announced on the dormitory bulletin board.
7. The decisions issued by the Student's Conduct Control Committee shall be final after approved by the Chancellor unless the complaint is filed before the Deans' Council within two weeks as of the date of written notification of the penalty to the student or their guardians. The Council's decisions in this regard shall be final and may not be appealed before any other party.
8. The decisions issued with penalties shall be kept in the student's file in the Dormitories Department, and the Admission and Registration Department. The chair of the Admission and Registration Department shall inform the student's guardian through e-mail and inform the concerned college Dean.

Student activities:

The Deanship of Student Affairs coordinates with the colleges to develop plans for extra-curricular, social, cultural, sports, and student clubs and associations activities, and then implement these activities. All related activities are explained in the student's guide.

Student Counseling:

- a. Counseling is aimed at building the student's personality and achieving balance in their personality in the psychological, social, mental, and emotional aspects or skills.
- b. The Counseling Unit is committed to the scientific values of honesty and confidentiality of information, the continuous development of training and therapeutic programs, and means of diagnosis. In light of the global philosophy that believes that the student is the focus of the university and the educational process in all its departments, the student's educational achievement is linked to their life skills and mental health, so the Counseling Unit is keen on achieving the following goals:



1. Assisting the students in solving their problems, and overcoming the obstacles of life efficiently and effectively, in addition to developing their skills and remedying their points of weakness, or adding to their lacking skills.
 2. Providing counseling services, courses and training workshops individually and collectively during the students' study at the University.
 3. Coordinating with the Academic Advising Units at the colleges on following up the students with low levels of academic achievement, and providing services that help students overcome the obstacles they may come across.
 4. Supporting students with disabilities and special needs during their University life.
- c. The Counseling Unit provides the following programs:
1. Individual and collective counseling and psychotherapy.
 2. Crisis resolution and emergency services.
 3. External communication.
 4. Consultancy.
 5. Transfer.
 6. Research.
 7. Program evaluation.
 8. Training.

Academic advising:

Academic advising for new students:

- a. An academic advising program shall be organized for new students before they start to study at Al Qasimia University, which includes the following:
 1. The study rules at Al Qasimia University.
 2. The majors offered by the University and the fields of work for which the students are qualified as graduates of each discipline.
 3. Academic plans.
 4. Registration laws and procedures.

5. The regulations that the students must abide by throughout their study at the University.
6. Placement tests in both Arabic and English.

Academic advising for the enrolled students:

- a. The colleges shall assign an academic advisor for each student as of the first semester in which the student is enrolled in a college, and the advisor shall be from the same department where the student has his/her major.
- b. Each department develops a study plan for eight semesters to assist the academic advisor in advising students.
- c. The role of the academic advisor includes the following:
 1. Maintaining an advising file for each student that includes all their academic information and copies of their study record at the end of each semester, and their study plan.
 2. Preparing study plans for students who are receiving advising and updating the plans in the light of their semester results, and providing them with an updated version of the plan at the beginning of each semester.
 3. Directing students and guiding them through the courses that they must study each semester, taking into account the prerequisites of the courses and the student's academic performance level.
 4. Following up the development of the students' academic performance by communicating with the instructors of the courses enrolled in,
 5. Periodical meetings with the students to identify the problems facing them and help them solve them.
 6. Preparing advising programs for students on probation to help them raise their averages, and remove the academic warning in cooperation with the Deanship of Student Affairs.

**General provisions:**

- a. The Councils of colleges and departments are responsible for assigning an academic advisor for each student since he/she joined the university.
- b. The colleges shall prepare and update study plans for all disciplines, which include all requirements for obtaining a degree.
- c. The colleges (i.e., the advising units and competent departments) shall be committed to providing students annually with the graduation requirements that have been achieved in the study plan.
- d. The colleges (the counseling units and relevant departments) organize academic advising for students before every registration period, and the students are required to participate in this process.
- e. The students in the program are divided into groups, and each group is assigned an academic advisor to assist them in choosing courses, planning and academic advising. The University administration sends a list of names of the academic advisors that have been assigned to all students and informs the college registrar of the updated lists every year or semester. The University allows students, except for those who are on probation, to register electronically. On the other hand, the administration encourages students in public meetings and through the use of information posters to consult with their academic advisors and take their advice.
- f. The students choose their courses themselves, then submit their choices to their advisors for discussion and approval. The advisors also help students make changes to their courses during the withdrawal and addition periods, and can recommend that students withdraw, add, change, or repeat a course to ensure their continued success. The advisors may discuss the private circumstances and personal problems affecting their students and guide them. The University administration also discusses special issues related to the student's academic progress. The private requests received from the students regarding registration, the student's progress and private circumstances are all evaluated by the advisors, and he makes the right proposal. The requests are then sent through the college to the Student Affairs Committee for further evaluation. In addition, the academic advisors are assigned to students who have been put on probation to follow up on their progress during their study in the program, identify the problems they may face and guide them on ways to solve those problems.

- g. The students who change their enrollment in a way that is not congruent with their academic advising as per their study plan shall be responsible for the consequences of this change, which may affect their study progress.
- h. Applications for selecting or changing majors shall be submitted to the Academic Advising Unit at the college one month after the study commencement date in the regular semester. After the student obtains the approval of the concerned department, the Dean shall inform the Admissions and Registration Department before the study commencement date in the next semester.
- i. The student may not change his/ her major in the college based on his/her desire more than once during the course of their study.

Healthcare

The Chancellor shall determine the procedures to provide appropriate healthcare for the University students and provide the necessary capabilities and services.

Students' discipline:

- a. The university expects all students to behave responsibly, observe the rules and policies applicable in the University community, and respect the rights of other students, faculty members and employees to use the University's facilities and participate in its programs.
- b. Each student shall act honestly and responsibly, observe laws, regulations, policies and norms, and respect the rights of others.
- c. Any breach of the regulations, rules and policies, including but not limited to the following shall be subject to disciplinary action:

Public conduct

- a. Breaching Islamic ethics and values.
- b. Any act, statement, conduct, or apparel contrary to public morals shall be considered a deviation from the conduct and ethics observed inside and outside the University.
- c. Any behavior that represents an attack on the University's reputation or violates the rules of colleges, academic and administrative units, University Dormitory units and other University facilities.



- d. Disruption of order in the lecture rooms, laboratories, libraries, or other University premises.
- e. Trespassing any law or rules of disciplined conduct at the University or the events it sponsors, or trespassing its policies, rules and procedures.
- f. Organizing or participating in any event at the University, without prior authorization from the competent authorities at the University or outside it, or participating in any collective activity that violates the University regulations.
- g. Using the University buildings, facilities, or properties for purposes other than those for which they were prepared without prior permission from the relevant authority, or misusing the licenses granted.
- h. Distributing newsletters, issuing newspapers, placing advertisements, collecting signatures and donations without obtaining a license from the competent authorities at the University, or abusing the licenses granted for the exercise of the aforementioned activities.
- i. The formation of any organizations, gatherings, or associations, the issuance of newsletters, newspapers, or magazines or their distribution on campus, or the collection of funds or signatures without obtaining prior permission from the competent authorities at the University.
- j. Damaging the University's movable or immovable properties, or disrupting them.
- k. Carrying weapons, and explosive or flammable materials on campus or in the University Dormitory.
- l. The students are unjustifiably present in the places designated for female students or vice versa.
- m. Violating intellectual property rights, whether through photocopy, plagiarism, or reliance on firms for conducting research and studies.
- n. Hosting or covering up for a visitor to dormitory units.
- o. Making false statements or information to any media outlet, especially concerning admissions, registration and student affairs.
- p. Using or distributing prohibited substances on campus.
- q. Failure to observe campus traffic rules.

- r. Failure to comply with instructions from security officers or University officials while performing their official duties, or refusal to provide proof of identity when requested.
- s. Any other conduct that the disciplinary authority at the University deems to constitute a disciplinary violation.

Prohibited behaviors:

- a. **Fraudulence:** It includes fraud, plagiarism, or any other violations of scientific honesty, such as forgery, assistance in fraud, theft of educational materials or tests, unauthorized access, manipulation of equipment or devices, changing grades or files, misuse of research data in preparing reports, and the utilization of personal relations to obtain grades or benefit or try to obtain them through deceptive means.
- b. Deliberately providing false information to any University staff or faculty.
- c. Forgery, alteration, or misuse of University records, documents and accounts, personal identification tools, computer programs and applications.
- d. Assault by causing physical and psychological damage.
- e. Discrimination against any member of the University community because of sex, religion, age, disability, race, color, or origin.
- f. Misuse of mobile phones so that their use is limited to places outside classrooms, laboratories, libraries, and other places where their use does not hinder the educational process.
- g. Offensive photographing, either to people or the University.
- h. Theft and attempted misappropriation, use, or removal of any University property, or the property of students, faculty and employees.
- i. The illegal presence or use of campus facilities and property.
- j. Inappropriate uniforms so that official clothes shall be worn in the classrooms, laboratories, teachers' offices, libraries and during interviews.



Dress standards for male students:

- a. Wearing kandora (Emirati dress) in the colors that men usually wear in the community of the Arab Emirates and the Gulf countries.
- b. Wearing long pants and shirts with long or short sleeves is allowed; shirts that reveal the full arm or reach the armpits, and shorts are prohibited.
- c. Short, perforated, or ripped jeans are prohibited.
- d. Wearing clothes intended for females is prohibited.
- e. Wearing sports clothes except in the places designated for that purpose is not allowed.
- f. Wearing any of the clothes that are imprinted with terms that offend modesty, contain aggressive meanings, or encourage deviation from the values and social customs of society is prohibited.
- g. Avoiding inappropriate exotic hairstyles, and hair dyeing in exotic colors.

Dress standards for female students:

- a. Wearing the abaya and headcover that women usually wear in the Arab Gulf community.
- b. Wearing transparent clothing that reveals the body, and clothing that reveals the abdomen, back, or chest is prohibited.
- c. Wearing any of the clothes imprinted with expressions that offend modesty, contain aggressive meanings, or encourage deviation from the values and traditions of society is prohibited.
- d. Wearing clothes intended for men is prohibited.
- e. Wearing sports clothes except in the places designated for that purpose is not allowed.
- f. Wearing shirts that cover the entire arms or reach the elbows is allowed, but shirts that reveal the whole arm or the armpit are not.

Gifts

The students shall not use gifts as a means of persuading faculty and University staff to behave against the University's policies and procedures and the generally accepted rules of proper conduct.

Grievance policy

The male/female student who feels that injustice has resulted from the decision of the Students' Conduct Control Committee shall be entitled to submit their grievance in accordance with the following procedures:

- a. The student shall submit a written letter to the Chairman of the Grievance Committee explaining the reason of the complaint within fifteen days as of the date of being notified of the decision.
- b. The grievance shall be submitted to the Chancellor.
- c. The grievance shall be referred to the Deans' Council by the Chancellor.
- d. The Deans' Council shall review the matter and shall be entitled to ratify, amend or abolish the penalty.
- e. The decision shall be considered final after being approved by the Deans' Council, and the decision of the Deans' Council may not be appealed to any other party.

General Provisions:

Establishing or amending policies and procedures for students is the responsibility of the Vice-Chancellor for Academic Affairs, College Councils, Deanship of Student Affairs, Admission and Registration Department, Quality Assurance, Institutional Effectiveness and Accreditation, and shall be approved by the Deans' Council and the Chancellor.



Policies and Procedures

*Seventh:
Health, Safety and the
Environment*



Seventh: Health, Safety and the Environment

University operating policies and procedures during the COVID-19 pandemic

1. Health and Safety Policies and Procedures at Al Qasimia University

- a. Applying the Green Access Protocol for University entry to all employees, workers and students, which is determined by the health sector.
- b. Maintaining a reasonably safe distance between the professors and students.
- c. Checking the temperature of students, faculty members and service providers (i.e.: guards/ janitors) before entering the University, and ensuring that it is less than 37.5° C daily.
- d. The HR department shall be notified in case of COVID-19 infection, or contact with HIV-positive cases or symptoms of COVID-19 among staff, faculty, or University staff such as fever (37.5°C or higher), cough, breath shortage, sore throat, diarrhea, nausea, headaches, or loss of smell or taste, and develop a plan to notify contacts if there are developments related to suspected cases.
- e. Wearing masks by the students and all members of the administrative and teaching staff and service providers while at the University.
- f. Wearing masks by the faculty members while teaching in the classrooms, and maintaining appropriate physical distance between the professor and the student.
- g. Ensuring students and all members of the administrative and teaching staff that they do not contact infected persons at least two weeks before the study commencement date.
- h. The students and all members of the administrative and teaching staff and service providers shall not come to the University when feeling any symptoms of infection with the virus or any respiratory symptoms such as fever, cough, breath shortage, body pain and headache.
- i. Directing students, faculty members and service providers to commit to the use of personal protection tools while at the University, not to exchange tools with colleagues and avoid hand shaking.

- j. Providing guidance and awareness panels on the importance of complying with health procedures and precautions such as (Physical distancing, hand washing, and hand sanitizing).
- k. Preparing the University's readiness plan to receive students, including the requirements and precautionary measures recommended by the health authorities.
- l. Obliging students and members of the administrative and teaching staff to sign the pledge declaration on the health status, which stipulates the declaration of not being infected with COVID-19 disease or in contact with an infected person, and disclosure in the event of infection or contact.
- m. Managing the entry and exit process to the University in a manner that maintains physical distancing and prevents crowding.
- n. Providing an isolation room for people who show symptoms of infection in accordance with the requirements of isolation rooms set by the Ministry of Health and Community Protection, and developing procedures to deal with suspected or confirmed cases of COVID-19.
- o. Taking into account the students' entry and exit from laboratories and learning resource rooms without crowding, making sure of maintaining physical distancing.
- p. Identifying a communication channel or emergency phone number for the students, educational and administrative staff, and service providers to report the symptoms of being infected by the virus.
- q. Emphasizing that students and staff adhere to all precautionary measures, ensuring that the (Al Hosn) application is used mandatorily for all, and applying the green access protocol.
- r. Installing devices to read the test results from the (Al Hosn) application.
- s. Ensuring the availability of the necessary medical equipment on the campus clinics.
- t. Hand sanitizers shall be placed at the points of contact nearby the ATMs, elevators and doors.
- u. Publishing the guidelines on the University website and all relevant social media channels.



- v. All precautionary measures shall be circulated to staff, students and visitors.
- w. Full compliance with all legislations issued by the government to combat COVID-19, and those who violate them shall be liable to penalties.
- x. Circulating all legislations to employees, students and visitors.
- y. All Muslim employees and students shall bring their prayer rugs, and shall wear masks during prayer, and prayer rooms shall be cleaned and sanitized after each use.
- z. Using prayer rooms according to the instructions of the concerned authorities.

2. Precautionary measures at the University premises and dormitory:

Buildings and premises

- a. Periodic cleaning and sanitization of the University, classrooms and laboratories following the recommendations of the National Emergency, Crisis and Disaster Management Authority.
- b. Determining the dates of sanitization and the individuals responsible according to a declared schedule.
- c. Ensuring adequate ventilation when using cleaning and sanitizing products to prevent leakage of toxic fumes.
- d. Ensuring that the air conditioning systems are working properly, and increasing the circulation of air as much as possible, for example, by opening windows and doors.
- e. Periodic sterilization of educational tools and devices used by the students and instructors.
- f. Developing the mechanism of cleaning and sanitizing toilets after each use, and providing sanitizers at the University entrances.
- g. Hand sanitizers must contain 70% -80% alcohol-based sterilization gel.
- h. Training of security and safety officers at the University to supervise sanitization operations.

- i. Use of air dryers shall be prohibited (The power plug must be pulled or a sign must be placed to prevent use) because they may circulate the air and transmit diseases.
- j. Marking the standing places while queuing at toilets (preferably outside), walkways, and handwashing basins available (to maintain social distancing).
- k. Applying the green corridor protocol for the entry of support and maintenance services while students and members of the administrative and teaching staff are at the University.
- l. All maintenance work at the University shall be carried out by the approved authorities.
- m. Regular cleaning and sanitization of the University's air-conditioning systems shall be carried out outside lecture times, according to announced schedules and careful follow-up.
- n. Performance, health and safety standards shall be monitored for all suppliers.
- o. The temperature of workers in the companies providing the services shall be measured before they enter the University buildings, and in the event of suspected infection, the necessary preventive measures shall be taken and reports shall be communicated to the concerned authorities.
- p. Ensuring that service providers are free of any of the following symptoms: fever, cough, body aches, headaches, and breath shortage, and directing them to take the necessary preventive measures in the case of symptoms and reports shall be communicated to the concerned authorities.
- q. Directing service providers to disclose cases of infection or being in contact with any of the confirmed cases of COVID-19 disease, and contact persons shall be tested, and prevented from entering the University buildings until the result of the test is obtained and the necessary preventive measures are taken.
- r. Before entering the University, contractors must sign a document acknowledging the need to report any suspected cases among their employees.
- s. Ensuring that the entrance routes to the campus are not the same as the exits.

**University dormitory:**

- a. Redistributing the dormitory students according to social distancing and safe distance standards.
 - b. Not allowing mixing and gathering of students and limiting movement between floors whenever possible.
 - c. Providing sanitizers, hand washing devices, paper towels, masks and gloves in places required for the use of students and staff.
 - d. Managing movement, attendance records, and visitor logs, applying thermal scanning at University entrances, and monitoring for symptoms that may appear on students or workers for early detection of infected or suspected cases to reduce the spread of the disease.
 - e. Periodic application of cleaning and sanitizing procedures and wiping shared surfaces after each use.
 - f. Promoting awareness and providing education about the preventive measures applied in the dormitory, and putting posters on the walls of all rooms and in the entrances, exits and corridors.
 - g. Providing personal protection and sanitization equipment and tools to the dormitory staff and the quarantined persons.
 - h. Providing separate containers for dumping medical waste, and developing an appropriate mechanism for their safe disposal according to the specified standards and requirements.
 - i. Directing the students to adhere to the use of personal protective equipment throughout their stay at the University, and not to share their equipment with colleagues.
 - j. Establishing a mechanism for washing and cleaning bed laundry and sheets safely, with a separate isolation path for washing and cleaning the clothes and sheets of quarantined persons.
 - k. The dormitory shall be only open to persons who are already vaccinated.
3. Responsibilities of the University Health and Safety Committee
- a. Supporting awareness programs through the University's electronic communication channels to promote awareness and provide psychological support for all.

- b. Educating people about the need to wash hands with soap and water for at least 20 seconds before touching the face, or the use of alcohol sanitizers, especially when using bathrooms or when touching common surfaces.
- c. Giving directions about the need to cover the mouth and nose, using tissues or bending the elbow when coughing or sneezing.
- d. The students and staff shall bring two masks daily so that one is used in the morning and the other after lunch. The masks shall be disposed of in boxes designated for medical waste, and in the case of using cloth masks, precautions shall be taken to ensure that the used ones are properly preserved and cleaned daily.
- e. Giving directions about the importance of maintaining the recommended physical distancing while avoiding hands shaking.
- f. Promoting awareness about the need for not exchanging personal protection tools, supplies, study tools and meals.
- g. Ensuring that first aid requirements are provided to all students and members of the administrative and teaching staff, including people with disabilities and those with health or chronic diseases, before starting the academic year.
- h. The Health and Safety Committee Task Force shall ensure that the medical staff at the University Clinic completed COVID-19 training before reopening.
- i. The clinic at the University must have a valid license, the clinic's medical staff must be licensed and authorized, and they must follow all instructions as instructed by the competent authorities.
- j. They shall ensure that strict sanitization protocols are implemented following the guidelines of the competent authorities.
- k. The medical staff at the University Clinic must ensure that specific levels of the necessary items are in stock and that the Clinic is equipped with water taps, soap dispensers, disinfectant dispensers, ample supplies of personal protective equipment, and thermometers.
- l. It is essential that the medical staff at the University Clinic, in cooperation with the Health and Safety Committee Task Force, ensure that all students, faculty, administrators and staff are aware of the clinic's places at the University and that they are aware of all health protocols and procedures related to COVID-19.



- m. The medical staff must ensure that the clinics at the University have rooms designated for the following:
 - An isolation room (separate from the nursing room) with proper ventilation and a toilet for patients with suspected or confirmed COVID-19 conditions.
 - A separate room for the treatment of minor illnesses, accidents and injuries.
- n. Forming an internal team at the University called the Health and Safety Committee that monitors and follows up on all operations and activities to ensure the application of all health precautionary requirements and procedures adopted at the University.
- o. All employees, visitors and students shall wear masks at all times, once they have entered the facility's premises, and failure to comply with this procedure shall result in denial of entry.
- p. The students, academics and employees shall be prevented from studying/working in the educational facility in the event of cold symptoms such as fever, headache, cough, etc.

4. Healthy nutrition standards and procedures:

- a. Adhering to all precautionary and preventive measures is important during breaks, such as applying safe physical distances.
- b. Applying precautionary measures in cases of joint food and buffets for food and drinks in private and joint dining rooms.
- c. Increasing the number of sales outlets and facilitating the purchase process while obliging suppliers and distributors of food for educational facilities to adhere to the health requirements followed during the pandemic.

5. University transportation standards and procedures:

- a. 100% recovery of bus capacity, with emphasis on mask-wearing during the trip and good ventilation on buses.
- b. Following up the commitment of bus drivers and supervisors to the approved health and safety standards such as: (wearing masks, hand sanitization, and applying safe distancing procedures).

- c. Continuous guidance to the transportation service providers at the University on the need to educate their employees about the importance of adhering to these standards and conditions, to reduce the spread of diseases.
- d. Determining student seating on buses after allocating safe physical distancing distances.
- e. Commitment to sanitize buses before the first trip and after each trip with approved cleaning and sanitization materials with the supplier.
- f. Emphasizing the student's commitment to follow preventive measures such as wearing a mask and physical distancing.

6. Human Resources standards and procedures:

- a. Re-planning existing and required resources according to precautionary requirements and procedures.
- b. Providing alternatives for faculty and administrative members who are in contact with, injured, or remain in quarantine.
- c. Preparing alternative lists for all faculty and administrative members, and training them in advance on the tasks that may be entrusted to them in the absence of basic cadres.
- d. Ensuring the availability of a sufficient number of faculty and administrative members and accompanying students with disabilities to apply physical distancing and all health precautions for them.
- e. Traveling faculty and administrative staff must comply with all the requirements of the competent authorities, including self-quarantine and inspection requirements to ensure their safety.

7. Student Affairs - Application of the code of conduct adopted in the educational establishments:

- a. Following up on attendance records and establishing clear procedures to monitor absences; determining the causes of absence on the same day, applying quarantine procedures, and tracking contacts in case of infection.
- b. Physical attendance of students for tests at the University.



8. Extracurricular activities:

Allow the organization of events in educational facilities, adhering to the application of all precautionary and preventive measures, applying the green traffic protocol to enter the event, and mandatory obtaining a negative (PCR) test result.

9. Training and promoting awareness with strategic partners:

- a. Promoting awareness and training for the target groups about the guidelines and procedures for operating the University during the pandemic, and introducing them to their roles in the application, in addition to the health procedures applied and adopted in the country, to which they must adhere.
- b. Preparing and publishing electronic awareness guides for target groups.
- c. Preparing electronic, awareness and video programs.

10. Vaccination procedures:

- a. Vaccination is mandatory for people who are 16 years old and above for entering the University.
- b. Exempted from vaccination are those who have an exemption certificate, and the applicable procedures shall be followed with them.
- c. There shall be a periodical test for the non-vaccinated people according to the protocol approved by the health authorities.
- d. The dormitory shall be open to the vaccinated people only.

Facility and technology sources:

Definitions:

The following words and phrases shall have the meanings assigned to each of them unless otherwise indicated:

Network hardware: Any physical device consisting of parts that connect the infrastructure to the basic network communications. Examples include a router, switch, hub, bridge and gateway, etc.

Correction: Fixing a problem with the operating system or software, the correction includes updating the software.

Operating System: Operating systems include (Windows, Mac, Linux, and UNIX)

Update: A new version of the software with improved and corrected functions.

Supplier: The company, commercial or government institution, hotel, airlines, unit, or other entities that participate in tenders or price agreements offered by the University, or those that supply goods or carry out services or work for the University.

Users: Anyone who is allowed to use IT facilities at Al Qasimia University.

Computers, networks and electronic information systems are essential resources for the University to achieve its mission of teaching, scientific research and serving society. The University grants its members access to these resources to support its mission.

1. Acceptable use of IT resources:

- a. Data/ information and systems shall be only used by authorized persons to carry out the tasks related to the performance of their work, and it is prohibited to use information and systems for personal gain, business or fraud.
- b. Users may not disclose any information without official authorization. Unauthorized access to, manipulation of, disclosure of, or leakage of any information constitutes a security breach that may lead to disciplinary actions that lead to termination of service and prosecution by government agencies.



- c. Users shall be familiar with the rights of University users and their responsibilities. This document outlines the responsibility for personal contacts, security and privacy issues, and defines the consequences of violations.
- d. The Internet services shall be used for business purposes only.
- e. Access to prohibited sites or content shall be prohibited according to the University policy.
- f. The user must not access, contribute, or upload files from offensive sites, including but not limited to sites that promote racism, religious sites that propagate offensive fanatical feelings, use a defamatory or an offensive language, against an individual or a group, or sites with pornographic content.
- g. The Internet users shall not contribute to any activity that may interrupt the operation of computer systems.
- h. The Internet users shall not download, upload or install software from the Internet without the prior approval of the Information Technology Center.
- i. Users shall not install any VPNs or use proxy software to circumvent the University's network security policy.

2. User:

The person or entity authorized to use the resources of the University's networks or computers, including students, employees, faculty, and those with connections to the University. This entitles them to use the University's information technology resources and may grant some users additional authorization to access data with the authorization of the data subject or its custodian.

3. Data custodian:

Data custodians are the University's authorized representatives who are responsible for supervising the University data in a specific field. These custodians are responsible for developing the procedures necessary to make, preserve and use data following declared policies and procedures.

4. Information technology resources:

These resources include facilities, technologies, and information resources that are used to process, circulate, and save the University data. This definition cov-

ers computer laboratories, classroom techniques, computing, electronic communication methods and services such as modems, wireless Internet access points, e-mails, networks, telephones, voicemail, fax, video, multimedia, teaching materials and other University services, resources and equipment.

5. Security incidents:

These include any incidents, whether intentional or unintentional, that may affect relevant information or technology that causes leakage, threatening information integrity, disruption, and/or inability to access the required data.

6. Security procedures:

They mean the processes, software and devices that will be used by the system and network administrators to ensure the confidentiality, integrity and availability of the University IT resources. The security procedures may include reviewing files to detect any breaches of the policy and investigating matters related to information security.

7. Public computing cloud:

Public computing cloud includes service software such as: (Google Drive, Dropbox ... etc.), and they are defined as the use of third-party servers and software to allow centralized data storage and online access to computer services or any information technology hosting sources or means of any kind that are not under the University control.

8. User's rights, duties and responsibilities:

- a. Members of the University family are authorized to use information technology resources to facilitate their scientific, research and functional activities related to the University. However, by using these resources, users agree to abide by and adhere to all University procedures and policies in areas including, but not limited to, harassment, plagiarism, commercial use, cybersecurity, unethical conduct, laws prohibiting theft, copyright infringements, licenses, illegal intrusions, and data confidentiality laws.
- b. These restrictions and commitments of the University policies in this area shall apply to guests who are authorized to use the University's IT resources.

**9. The users shall be responsible for:**

- a. Reviewing and understanding all policies, procedures and laws relating to access and use of IT resources and adhering to them.
- b. Inquiring with the system managers or data custodians about clarifying access to safe and acceptable use of University IT resources.
- c. Reporting any violations of the approved policy to the concerned authorities or the competent administrative authority.

10. Responsibility for personal communications:

Users of the University's IT resources shall be responsible for the content of their communications, and the University accepts no responsibility for any personal or unauthorized use of its resources by its users.

11. Confidentiality and security awareness:

Users must be aware that the University does not guarantee absolute confidentiality or cybersecurity despite taking good security measures to protect the security of its computer resources and accounts of its members, and users must follow the appropriate security measures.

12. Computing cloud:

The use of public computing cloud services must comply with all policies and procedures stipulated at the University, and the responsibility for using these services lies with the employees to ensure that their use complies with the applicable policies. In addition to adhering to the relevant rules and policies, the following procedures must be observed when using computing cloud services:

a. Privacy and data security:

The computing cloud may not be used to exchange any information that has been classified according to the University's information classification policy as confidential, personal, private, or sensitive.

b. Other requirements:

Faculty, staff and students at Al Qasimia University must exercise extreme caution when making self-use of cloud services in processing, storing, exchanging, or managing any institutional data. All cloud services involve risks related to the management of important data that may be exposed to risks or change without notice. Therefore, it is assumed that all cloud services require individual users to comply with specific agreements and agree to certain conditions by clicking on links. These agreements do not allow users to negotiate any relevant conditions and do not provide any opportunity to explain or clarify these conditions. These terms and guarantees are often provided in ambiguous contexts. Most of the time, these terms are changed without prior notice. The process of self-use of cloud services includes the following risks:

1. Poor access control and lack of general security rules.
2. Sudden loss of service without prior notice.
3. Sudden loss of data without prior notice.
4. The possibility of tampering with stored data that have been processed through cloud services, and this data can be resold through a third party, which constitutes a privacy threat.
5. Risks to exclusive intellectual property rights (IPR) may arise related to the data stored and processed through cloud services.

13. Consequences of breaches and violations:

The privileges of using IT resources at the University are not suspended without cause, and the University may temporarily suspend access to some resources if it finds during the investigation that it is necessary to protect the safety and security of its computers and networks. Alleged violations of the policy shall be referred to the concerned authority at the University, and based on the nature and seriousness of the violation, this may cause the withdrawal of access privileges or disciplinary action by the University or criminal prosecution authorities.



14. University rights and duties:

- a. As the owner of the computers and networks that constitute the technical infrastructure, the University owns all the official academic and administrative data on its systems and networks, and the University is responsible for taking the necessary measures to ensure the security of systems, accounts and data of users of its resources. When the University is informed of any irregularities and breaches either through routine system management activities or through a complaint, then the University shall be responsible for conducting the necessary investigations, and it may take the necessary measures to protect its resources and provide information related to the investigations.
- b. The various units of the University may determine additional conditions for the use of the resources or facilities under its responsibility, and these additional conditions must be according to the University's policies in general and may provide additional details, guidelines and/ or restrictions.
- c. The roles and responsibilities of the entities and persons concerned with information technology at the University are as follows:

1. IT director

- a. Establishing, publishing and applying policies and procedures for the use of IT resources after their approval according to signature authorizations.
- b. Establishing adequate security policies and procedures to protect data and systems.
- c. Monitoring and managing the use of system resources.
- d. Investigating alleged problems and violations of the University IT policies.
- e. Referring violations to the concerned University offices to take disciplinary decisions or actions.

2. Colleges and departments:

- a. Establishing, publishing and applying terms of use that must be consistent with the University policies for facilities and resources under their authority.

- b. Monitoring the use of University resources under their authority.
- c. Referring the violations to the concerned University offices to take disciplinary decisions or actions, and the policy violations must be reported to the person in charge.

3. Data custodians:

- a. Granting users access to the data and applications they work on in coordination with the "Information Technology Sector," based on the need that is determined by the nature of work.
- b. Periodically reviewing access rights for users.
- c. Answering user questions and queries related to the appropriate use of data.
- d. Determining the sensitivity and seriousness of the data and applications they are dealing with.

4. Systems and network directors:

- a. Taking appropriate actions to ensure the permitted use and security of data and networks.
- b. Participating and providing advice and guidance to the development of conditions of use or procedures of permitted use.
- c. Cooperating with the University administrations and law enforcement officers to investigate alleged violations of the policy or law, including the right of access to the resources of the Virtual University after obtaining the necessary approvals.

5. Information security officer: Protecting data, systems and networks and liaising with the technical staff dealing with information security to ensure confidentiality, privacy, integrity and availability of systems and data, and to ensure that timely and appropriate action is taken.

15. Rights, responsibilities and access authorizations:

a. Special circumstances:

- 1. Access authorization to shared network resources in each unit shall be the responsibility of the unit head to which these resources belong.



2. Access authorization to the common and private network resources of the University as a whole shall be the responsibility of each unit head as well as the IT chair.
- b. Access authorization to the users' data
 1. Confidentiality and security of the emails are of paramount importance, and access to the email of any member of the University community shall be approved in writing beforehand by the Chancellor.
 2. Access to the email and list of contacts of any department shall take place with the approval of the department chair or supervisor.
 3. The IT chair shall approve requests for access authorization to the data records for using information and communication technology.
 4. Written approval must be obtained from the respective unit head or Dean and IT chair before authorizing access to the data on a desktop computer.
- c. Data loss: Users shall be responsible for backing up their files, and they may not assume that there are backups of those files on their devices, and users shall maintain important data backups and archive them on their devices, noting that deleted emails that are older than 30 days are not recoverable; and the recovery of deleted emails is a self-service, implemented by the owner of the e-mail.
- d. Use and responsibilities:
 1. The user shall be responsible for protecting and preserving the information stored on the desktop and laptop against damage, theft, or loss.
 2. If the laptop/mobile phone is stolen, the user must inform the police and the IT sector immediately.
 3. In case of damage or loss of a laptop/mobile phone, the user must inform the IT department.
 4. The user must not leave their laptop/mobile phone unattended in public places.
 5. A security password must be used to shut the screen for a laptop/mobile phone after use.
 6. The user must not connect personal computers to the University network.

7. The user must not change the administrative functions of the laptop in any way, such as the device's operating system, system administrator identification, and password.
8. The user must complete copying/ supporting the data associated with the ID provided by the University before the last working/ graduation.

16. Replacement of desktop and laptop computers, mobile phones and peripherals:

- a. The IT Center evaluates, reports and plans the hardware replacement mechanism on an annual basis at the beginning of the academic year, in consultation with the colleges and other organizational units.
- b. Replacement requests that fall outside the normal replacement cycle shall be submitted to the IT Center.
- c. The process of evaluating replacement requests depends on the following criteria:
 1. Expiry of the warranty period.
 2. Having modern technology or a practical need for replacement.
 3. Having new technologies or requirements for work.
 4. Frequent malfunctions.
 5. Having a budget for replacements.
- d. All appliances must be purchased according to the standard specifications specified by the IT Center for using appliances for work (not for personal use).
- e. Where necessary, standard specifications other than those specified by IT Center may be followed after approval by the IT sector.
- f. The IT Center shall not be responsible for any procurement that does not comply with its standard specifications unless the standard specifications used are pre-approved.
- g. The IT Center evaluates the "Information Technology Department" and consults specialized sales agents to choose the best for the University in terms of international brands, model quality, price and efficiency.



- h. The IT Center oversees the procurement, reception and distribution of desktop, laptop and peripheral devices.
- i. All desktop and laptop computers purchased are preloaded with an operating system, tailored to the needs of different colleges and departments after being approved by the IT Centre.
- j. Replacement and reception of appliances shall be documented.
- k. All desktop and laptop computers and peripherals that are replaced or consumed shall be sent to the University's warehouses after erasing their memory and all the information they contain.

17. Emails:

- a. Users shall use the University's official email services in their official interactions, and not use free email services such as Yahoo, Gmail and Hotmail.
- b. Password sharing is prohibited.
- c. The user shall be careful when forwarding any email, and not forward spam, commercials and junk mail.
- d. Only users may send emails and attachments that are consistent with the religious, cultural, political, and moral values of the Country, and not to send messages that may cause harm to the University or lead to defaming its image and reputation.
- e. Users shall not send or reply to emails with confidential content or that infringe intellectual property rights.
- f. Users shall be prohibited from sending, responding to, or forwarding emails containing virus-infected attachments or any malware.
- g. Users shall not open unsolicited emails, but delete them off the system.
- h. Users may release the legitimate, recognized emails that are withheld on the quarantine list.
- i. Users may not use the University's email for private purposes.
- j. Users may not participate in the dissemination of emails for personal, business, religious or political reasons.
- k. Users may not participate in publicizing emails for charitable purposes.

- l. Users may not use the University's email system for impersonation.
- m. Users may not send, transmit, distribute or respond to emails when using someone else's email address.
- n. Users may not make any changes to the content, date, time, source, people, addresses, or any other information in the email.
- o. Users shall verify and ensure that email attachments are free of viruses or any malicious codes.
- p. All emails issued by the University must be appended with the following disclaimer:

"The content of this e-mail, together with any attachments, statements and opinions mentioned therein, is of a confidential nature that belongs to the addressee only, and if you are not the recipient of the message or you received it by mistake; please inform the sender, and delete the message and any attached files off the system, and you are not entitled to copy, print, distribute, or use this e-mail or any of its attachments or authorization and disclose its contents to any other party in any way except with the prior consent of the sender, and if you violate what was mentioned above, you may be subject to legal accountability."
- q. Confidential information may only be exchanged via email following the procedures.
- r. Users shall use the university-approved signatures and disclaimers with all emails.
- s. Users may not register or share a University email address on websites for purposes other than work.
- t. Users may not use automatic forwarding to or from external email addresses.
- u. Users may check their email accounts, but may not upload any University information to their email accounts.
- v. Comprehensive electronic communication in the University network is not allowed except with the permission of the competent authority.
- w. When using a mobile email such as a smartphone, the mobile phone must be equipped with an automatic security lock and password when the phone is not in use.



18. E-mail usage policy:

- a. This policy is called the Email Usage Policy and is effective as of the date of its approval.
- b. The following words, wherever mentioned in these instructions, shall have the meaning assigned to them below unless otherwise indicated:
 - University : Al Qasimia University.
 - Chancellor : Chancellor of Al Qasimia University.
 - Center : Information Technology Center.
 - User : The administrative officer or academic employee who works at the University, or the University students.
- c. The IT Center shall be responsible for creating, updating and circulating an "e-mail policy" that regulates the relationship of users using the official University e-mail system.
- d. Through the IT Center, Al Qasimia University provides an e-mail account for each user on the University's website (www.alqasimia.ac.ae). The user must change the first password he/she receives from the IT Center in his/ her first use of e-mail or computer network to ensure that the password does not leak to other users.
- e. The user must be the only one responsible for what is contained in the messages sent through his/ her e-mail account.
- f. If a user impersonates a personality or position for which he is not assigned, he shall be subject to legal accountability.
- g. The e-mail account provided to the User by the University shall be used for official work purposes only, for the exchange of work messages and various circulars, and shall never be used for any personal purposes.
- h. The user is aware of the lack of confidentiality and privacy of the material contained in the e-mail; then the University has the right to see the e-mail addresses he/ she deals with through his/ her e-mail account.
- i. Users may not use automatic forwarding to or from their outgoing email addresses when using mobile email, and the mobile phone shall be equipped with an automatic security lock and password.

- j. If the user wishes to sell the mobile phone or give it to someone else, the University e-mail information must be deleted off the device, or the IT Center must be notified so that the University e-mail information be deleted off the device.
- k. The e-mail may not be used in the following cases:
 - 1. Harassment and threats in any way.
 - 2. Anything that violates the principles and norms of Sharia and society, or represents an attack on public order and public morals.
 - 3. Posting and sending non-work-related messages to the University email users.
 - 4. Using email to disturb others by spam, or cause any threat, sabotage, or inconveniency to any person or entity or cybersecurity for any person or entity.
 - 5. Publishing private or personal information of others without explicit permission.
 - 6. Attempting to access other users' accounts, attempting to use them without permission, or falsifying forwarded mail addresses, information, or message contents.
 - 7. Using the email account on social media to express personal opinions on any political or commercial topics, or not related to work by any means.
 - 8. Activities that are contrary to the security regulations of the Country or the use of the University e-mail account to share work information with third parties who do not have an official work relationship with the University.
 - 9. Using the University email account in any suspicious sites.
 - 10. Using the University e-mail account for any actions that may lead to spreading viruses or system breaches inside or outside the University.
 - 11. All users must abide by the following password rules:
 - a. A combination of uppercase and lowercase letters, with numbers, symbols, or punctuation marks, should be used as much as possible when choosing a password.



- b. Popular passwords that can be easily predicted, such as names, dates of birth, or phone numbers, may not be used.
- c. The username must not be used in the password.
- d. Duplicate numbers or letters such as (3333) or (AAAA) may not be used.
- e. In case of choosing a common word, it is preferable to mix its letters so that they do not give a common meaning.
- f. All University passwords must be treated as confidential data.
- g. It must be ensured that the browser password saving and data entry feature is not activated and the data shall be entered for every access.
- h. The password may not be disclosed or written in an explicit manner, which makes it vulnerable to being seen or even giving hints to its composition.
- i. Care must be taken when entering a password into the University system.
- j. Passwords must be changed if there is any indication that they may be detected by another person while accessing the University system.
- k. Users may not disclose their passwords, or allow anyone else to use their accounts, nor should they use another user account.
- l. The passwords must be changed periodically at least once every semester and can be changed by the same user using the computer on the University network.

19. Distance learning or hybrid learning policies:

These policies define the acceptable use of e-services for distance or hybrid learning.

a. Scope of application

These policies apply to all faculty, university students and staff.

b. Objective

These policies are intended to ensure the optimal use of all e-services for distance or hybrid learning.

c. Policies

1. Using a computer - desktop or laptop - with the specifications required for the success of distance learning, you may refer to the IT Center for assistance.
2. Using the latest version of Google Chrome, Firefox, or Edge.
3. Providing a separate camera or an installed one on the device.
4. Providing strong and stable wired or wireless Internet.
5. Updating operating systems and programs related to distance learning to the latest version.
6. It is preferable to use the headset with a microphone during the lecture to reduce sounds overlapping.
7. You may not share your e-services password with anyone.
8. If there is suspicion that your account is being used by a third party, please check with the IT Center and let them know the details for assistance.
9. The lecturer shall tell the students about the distance learning guidelines at the beginning of the class.
10. The lecturer shall beforehand prepare the lecture content, share the link with students or post it on the learning platform for accessing the lecture.
11. The lecturer shall record the lectures and share them with the students so that they can return to the lecture when necessary.
12. The lecturer shall activate the citation sheet for the research submitted by the students.
13. The lecturer shall prepare the tests beforehand and set a password for the test.
14. The lecturer shall use and activate control systems with all tests.
15. The students shall adhere to distance learning schedules on time, prepare the lecture 15 minutes before it begins, and communicate with the IT Center when facing any technical failure.
16. The students shall be responsible for their conduct during distance learning.
17. The students may not be allowed to share their passwords with anyone.



18. The students shall adhere to distance learning guidelines.
19. The students shall prepare for the test 15 minutes before accessing the platform, and make sure that they are connected and fully ready for the test.
20. The students shall ensure that the computer - desktop or laptop - is ready, download the required software for testing before the test time, and return to the IT Center for assistance.
21. The University shall not be responsible for any technical failure in personal computers.
22. Providing the appropriate environment at the University to conduct the test.
23. The IT Center provides guidance and updates for distance or hybrid learning.
24. The IT Center provides training on e-learning programs for new faculty members and new students.
25. The IT Center provides courses and workshops for faculty and students periodically to develop skills.

20. Replacement of hardware and software:

The University periodically and continuously replaces and updates the hardware following the policies in force mentioned in the Information Technology Manual. The University is also keen on providing the latest officially and legally operating software through the Information Technology Center, and software licenses are also duly renewed periodically.

21. Technical support for instruction:

All classrooms are equipped with the latest assistive equipment, such as computers, data show, projector, sound systems, smart blackboards, and the Internet service. The University has also equipped each faculty member in his/ her department with a printer with a computer connected to the information network, which makes it easier for him/ her to carry out his/ her research, teaching, and administrative tasks more fully.

22. Training:

The University's IT Center holds some training programs and workshops for members of the teaching, administrative and students at the University, to raise the level of the University community and the capabilities of its members in using the means of information technology and its applications available at the University to support scientific research activities and the educational process. The training program of the IT Center includes many forms such as teaching courses, workshops and training courses.

23. Technical support policy:

The IT Center issues an "Information Technology Manual" which defines the policies and procedures related to technical support, technical use, the roles, updates and maintenance policies, backups, security procedures, and user rights and duties.

24. Desktop and laptop replacement policies:

These policies and procedures define the mechanism through which the University replaces its computers.

a. Scope of application

These policies apply to all University desktop and laptop computers.

b. Objectives

The University equipment undergoes a replacement cycle. Each year, the IT Center evaluates the desktop and laptop computers that need replacement, in response to the technological developments and ongoing changes in the University's requirements.

c. Policies

The lifespan of any University desktop or laptop is a minimum of five years, and no device shall be replaced during the lifespan unless it is proven that it needs to be replaced or that the device is faulty or irreparable. The IT Center is responsible for overseeing the acquisition of any desktop or laptop computer for different colleges and departments.



d. Procedures

1. The IT Center evaluates, reports and plans the replacement mechanism for the devices annually at the beginning of the academic year, in consultation with the colleges.
2. The process for evaluating replacement requests depends on the following criteria:
 - a. Expiry of the warranty period.
 - b. Existence of new technologies or new work requirements.
 - c. Frequent malfunctions.
 - d. Having a budget for replacement.
3. Desktop computers must be purchased according to the standard specifications specified by the IT Center for using appliances for work (not for personal use).
4. The IT Center is not responsible for any purchase that does not comply with its standard specifications unless the standard specifications used are pre-approved.
5. Replacement and reception of appliances shall be documented.
6. All desktop and laptop computers and devices that are replaced or worn out shall be sent to the University stores, after erasing their memory and all the information they contain.
7. The technical support department of the IT Center must be contacted for maintenance and technical support.

25. Backup policies:

All University electronic data and information must be kept on secure media regularly for recovery to ensure workflow. This policy outlines the minimum requirements for creating and maintaining backups. Special backup needs that exceed the minimum requirements shall be accommodated following this policy.

a. Scope of application

These policies apply to all members of the University community.

b. Objective

The objective of these policies is to clarify the rules for backing up data at the University to ensure that they can be recovered.

c. Policies

1. System administrators are responsible for providing backup requirements to ensure the success of electronic information/data recovery in the event of data corruption, and since systems may fail for many reasons over time, multiple generations of backups shall be maintained to ensure that the critical services are running without interruption.
2. Minimum backup requirements:
 - a. All backups of important University information, data and software such as operating systems, must be saved and fully recoverable. This can be achieved using several options including image backup, full backup, differential backup and incremental backup.
 - b. Two backup copies of University information and data must be kept as a minimum.
 - c. A full backup shall be maintained as a minimum of the University information and data in a secure environment.
 - d. Only the University information and data on the network server shall be saved and supported following the University backup procedures.
 - e. Data recovery procedures shall be updated and verified periodically.
3. The electronic education system follows the backup policies of the company that provides this system. This system is provided by the company through their electronic cloud, and the backup shall be instantaneous and takes place round the clock with three copies kept in three locations worldwide.



26. Information security policies:

These policies and procedures set out the mechanisms used to achieve security for infrastructure and information technology systems against the risks they pose.

a. Scope of application:

This policy applies to the following types of security at the University:

1. Computer applications and systems.
2. Operational security.
3. Procedural security.
4. Network security.

b. Objective:

1. Providing protection against potential repercussions resulting from breaches of confidentiality or interruption of available service.
2. Ensuring that all information assets, network facilities and computing are protected against damage, loss or misuse.
3. Raising awareness on the part of users about their direct responsibility to protect the confidentiality and integrity of the data they own or handle.

c. Policies:

1. The University relies on the availability and safety of its electronic services for teaching, learning, research and management. Accordingly, it is necessary to protect the IT systems and infrastructure against any security risks that may be external, intentional or accidental.
2. All outgoing and incoming email letters must be checked to ensure that they are free of viruses and harmful content.
3. Infected emails shall be isolated and quarantined, with the IT services providing the optimal solution.
4. The user shall not receive any administrative authorization to activate or disable features of antivirus software.
5. The account of the affected user shall be locked, and the damaged system shall be disconnected from the network, isolated and quarantined until it is cleared by the IT Center.

6. The email with harmful or suspicious content shall not be accessed by the user without instructions from the IT Center.
7. The IT Center shall be responsible for maintaining this policy and for providing support and advice during implementation.

d. Procedures:

1. Confidentiality and privacy

- All members of the University community must respect and protect data privacy, and although the University does not monitor the content of personal website pages, e-mail, or any other means of electronic communication, it has the right to inspect computer records or monitor the activities of personal computers.

2. Login

- No one at the University may access private records unless specifically authorized to do so. Authorized persons may use private records only for legitimate reasons, and it shall be ensured that the necessary controls are in place to prevent access by unauthorized persons to the systems and networks and to detect any such attempts.

3. Accountability

- All members of the University community shall be responsible for ensuring that others do not use their privileges and rights related to the IT system, and authorized employees of the University shall be responsible for reviewing access records and identifying potential security breaches, and authorized officials must immediately notify the Department in the event of suspected breaches.

4. Reporting breaches

- This role lies with the owners of application systems, networks and computers, as well as the users of these systems. The responsibility is manifest in reporting any clear security breaches, and the guidelines for reporting breaches must be available to all administration teams and users and shall include guidance regarding the nature of these breaches, and the time, place, person, and timeframe within which these breaches shall be reported.



27. Patch management policies and system and software updates:

The program and system patches and updates shall be reviewed, evaluated and applied periodically every month. If patches and updates cannot be applied on time due to restrictions and critical periods during the year (examination period), the sensitivity and seriousness of applying patches and updates shall be evaluated and reviewed, and according to the degree of severity, patches and updates to systems shall be applied or postponed.

a. Scope of application:

The foregoing policies shall be applied to all IT personnel and all servers, computers, networks, operating systems, applications and other information assets for which a system of security and operational updates is provided by the manufacturers.

b. Objective:

Demonstrating the process of updating and correcting all existing systems at the University.

c. Policies:

To ensure the security of the University's network and protect its data, all computers, network devices and applications must be maintained according to the levels of support provided by the supplier, while important security corrections must be applied.

1. System administrators use automated tools, when available, to create a detailed list of all programs installed in the work environment, servers, and other devices connected to the network, and any system or device that does not have an automated tool is manually audited.
2. Systems are manually inspected and reviewed when automated tools are not available.
3. The correction documents submitted by the supplier shall be reviewed to ensure that they are compatible with all system components before being applied.
4. Corrections shall be tested on experimental and installed systems, critical applications and services before being loaded on production systems if successful.

5. Successful backups of mission-critical systems shall be verified before the patch is installed.
6. Corrections shall be applied through an approved maintenance program.
7. Corrections shall be ranked and implemented by the priority and level of importance.

28. General provisions:

Establishing or amending policies and procedures for facilities and technologies shall be the responsibility of the Vice-Chancellor for Academic Affairs, College Boards, IT Center, Facilities Administration, Quality Assurance, Institutional Effectiveness and Accreditation, and shall be approved by the Deans' Council and the Chancellor.



Policies and Procedures

Eighth: Learning Resources Center



Eighth: Learning Resources Center

1. Library mission:

The library's mission is to provide support to the academic programs and scientific research at Al Qasimia University, through the acquisition of appropriate sources of information using the latest library work standards for deploying these sources, and enabling the beneficiaries and library staff to remain closely related to the latest trends and practices of effective management, and the optimal use of library information sources.

2. Library use standards:

The beneficiaries are invited to make the most of the library's resources and services, and in return, they are required to take into account the instructions set by the library as follows:

- a. Maintaining a quiet atmosphere in the library.
- b. Turning off mobile phones or putting them on silent mode.
- c. Avoiding eating and drinking.
- d. Informing the library staff of any problems.

3. Library services:

The library is keen on providing accurate and modern sources of information that are directly related to the University community's activities in learning, teaching and research. The library's information services staff assist the beneficiaries in looking for information, thanks to the highest quality and professional services. These services include the following:

- a. Loan, return and reserve.
- b. Guidance service.
- c. Research assistance.
- d. Inter-library loan service.
- e. New Acquisitions update.
- f. Training beneficiaries.

4. Loan, return and reserve services:

Loaning library materials:

Beneficiaries:

The loaning bylaws of Al Qasimia University libraries specify the categories that are eligible to benefit from the library services. Accordingly, the faculty members, students and administrators can benefit from the services provided by the libraries, including loaning and internal access; provided that the borrower presents a valid University card when using the service.

Loaning by category:

- a. Faculty members: They are allowed to borrow ten books (10) for a full semester.
- b. Graduate students: They are allowed to borrow eight books (8) for four weeks.
- c. Bachelor students: They are allowed to borrow five (5) books for two weeks.
- d. Members of the administrative body: They are allowed to borrow three (3) books for two weeks.
- e. Non-University categories: They are allowed to borrow in the event of signing an agreement between Al Qasimia University and the party to which these categories belong according to the provisions agreed upon.

Loaning returned textbooks:

Returned textbooks are books that are loaned by the library for one semester, and the student returns the book at the end of the semester.

What is not allowed to be loaned: The following materials are not allowed to be loaned:

- a. References, such as encyclopedias, dictionaries, thesauruses, maps, atlases, manuals, etc.
- b. Documents and rare materials.
- c. Government publications, periodicals and scientific series of connected subjects.
- d. Books with a single copy.

**Renewal of loaning period:**

Renewal of loaned materials is permitted once for the same period; provided that they are not requested by another borrower. In this case, a valid borrower's card is required, otherwise borrowing may take place through the automated library system.

Reserved materials:

Reserved materials are the library materials that were taken from the shelves and placed in the loaning office at the request of the faculty member so that most of the beneficiaries can view them. They include the books prescribed for students in the relevant semester that the Textbook Committee brings to the library, and these materials are available to the beneficiaries through a short loan and a period of three (3) hours renewable after expiry. Those who fail to meet the said period shall be subject to a fine of three AED (3) for each hour of delay and ten AED (10) for each day of delay.

Reserving:

The borrower can request to reserve the loaned book by giving his/ her data to the library, which prevents the first borrower from renewing for another period, and in the case of returning the book to the library, it goes directly to the new borrower. It is worth noting that the status of the book in case of reserving does not change on the date of return in any way, and the book is reserved for a maximum period of two days after the date of return.

Loaning registration:

All loaned materials shall be registered and stored in the automated loaning system.

Returning library materials:

The borrower must keep the loaned materials, and ensure their safe return.

Fines:

First: Books

- a. The purpose of imposing fines is to ensure that the library materials are returned on time. Three notices are sent via the library's automated system to the borrower's e-mail as follows:
 1. First notice: It is sent to the borrower two days before its due return date.
 2. Second notice: It is sent to the borrower on the first day of calculating fines.
 3. Third notice: It is sent to the borrower one week after calculating fines.

The fines shall be as follows:

- b. Bachelor and postgraduate students and members of the administrative body:
 1. One AED 1.00 for each day of delay for the first week.
 2. Two and a half AED 2.5 for each day of delay for the second and third weeks.
 3. When the fine is calculated for the second week, the fine for the first week is added, and when the fine is calculated for the third week, the total of the first and second-weeks fines is added.
 4. The maximum delay fine shall be AED 42.00, which is the sum of the three weeks' fines (AED 7 + 17.5 + 17.5).
 5. If the borrower loses a book, damages it, or fails to return it within three weeks, a fine shall be imposed on him/ her for losing the book, which is twice the price of the book, plus an amount of thirty AED 30.00 for technical procedures, and some twenty-one dirhams AED 21.00, which represents half of the maximum delay fine.
 6. If the borrower returns the book after exceeding the period of three weeks and before he pays the fine for losing the book, he/ she shall be liable to a fine for losing the book (clause 5 above), less than the double price of the book.
 7. The book damage shall be evaluated according to the provisions of the Loaning Division.



c. Faculty members

1. If the faculty member fails to return or renew the book within four weeks, the book shall be considered missing and a double fine for the loss of the book mentioned above shall be imposed on him/ her.
2. If the faculty member returns the book after exceeding the period of four weeks and before he pays a double fine for losing the book, he shall be charged the double fine for losing the book minus the double price of the book.

d. Non-University categories

If a non-University borrower loses a book, damages it, or fails to return it within three weeks, the party to which the borrower belongs shall be fined double the fine set for losing a book, and the borrower shall be permanently banned from the loan service.

Second: Returned textbooks

The fines for returned textbooks shall be as follows:

- a. AED 6.00 for each day of delay for the first week.
- b. The maximum delay fine for the textbook shall be AED 42.00 which is a full week (AED 6x7), which is a delay fine for the late return of the book.
- c. If the borrower loses a textbook, damages it, or fails to return it within a week, a fine shall be imposed on him/ her for losing the textbook, which is double the price of the textbook, plus an amount of thirty AED 30.00 levied for technical procedures, and twenty-one AED 21.00, which represents half of the maximum delay fine for the textbook.
- d. If the borrower is fined, his/ her loaning shall be stopped until he/ she pays the fine, as the Library Affairs Department submits the borrower's name and the amount of the fine to the Financial Department to collect the amounts, and then the Financial Department informs the Library Affairs Department to pay the amounts through the payment receipt presented by the borrower to lift the loaning ban.

Recalling:

Some of the materials loaned by the library can be recalled before their due date if requested by the library, or ordered for teaching purposes. If these materials are called and the borrower delays returning them within two days; they will be considered delayed materials and will be fined for the delay.

Cancellation of privileges:

Loaning privileges may be partially or completely canceled and may not be renewed if the beneficiaries do not comply with the regulations and rules of the library and the University. Loaning privileges may also be canceled in the following cases:

1. If the borrower does not return the materials on the due date.
2. If the borrower does not pay the fines for the delayed or lost materials.
3. If the borrower violates library regulations and rules.

Clearance procedures:

a. Bachelor and postgraduate students:

The borrower shall make clearance from the library in the following cases through liaising with the concerned departments:

1. Traveling abroad.
2. Reception of graduation certificate.
3. Cancellation of admission to the University.

b. Faculty and administrative staff:

The borrower shall make clearance from the library if he/ she wishes to make clearance from the University.

Guidance services:

- a. The library has professional specialists in providing guidance services. They guide the beneficiaries to access various library information sources and use various library services.



- b. The reference service specialists are always available to serve the library users; where the users submit their applications or inquiries in person or by phone or by filling in the electronic application of "Ask the Library Staff" available on the library website, and the inquiry or service can also be requested by phone.

Assistance in research preparation: Reference service specialists are available to provide accurate assistance in research preparation. Therefore, the library administration invites the students who are engaged in research preparation to get help to know the terminology of the research topic, formulate a solid research strategy, and then choose the most appropriate sources of information for their research projects, and access the selected sources of information.

Research on a specific topic: The library provides the users with information packages at their request, including documents and research results retrieved from a variety of information sources, such as books, periodicals, databases... etc.

5. External sources of information:

- a. The service of obtaining external sources of information - whether by delivering documents or inter-library loans - allows the users to obtain copies of scientific articles and research submitted to conferences and issued reports, and provides this service to the users free of charge.
- b. Applications for external scientific articles can be made by filling in the electronic form available on the library's website.

6. New acquisitions updates:

- a. The library regularly sends out lists of a particular periodical to faculty members, as soon as these lists reach the libraries.
- b. New acquisitions newsletters of new sources of information and the different procedures on how to access those sources and the methodologies for searching them are sent regularly via e-mail to faculty members.
- c. Newly arrived books, including a list of new books purchased in a given month, are displayed to the beneficiaries on the library's website.

- d. The library publishes a leaflet to provide the beneficiaries with important academic websites, which will support learning, education and scientific research at the University.
- e. The Academic Library Blog is designed to provide beneficiaries with up-to-date information about academic information sources, the development of library collections and services, and beneficiary training programs.

7. Training of beneficiaries:

The comprehensive education and training sessions for the users of the library information sources and services are held throughout the academic year, and the library provides the following:

- a. Basic sessions for new users.
- b. Advanced sessions for senior students.
- c. On-demand sessions, depending on the subject or course context.
- d. Electronic tutorials are available to support training sessions and guide beneficiaries on how to search the automated library index, electronic databases, library services and available electronic resources...etc.

8. Periodicals:

The library subscribes to some Arab and foreign periodicals, and current [non-bind] periodicals are arranged on the shelves according to their titles, and the automatic index contains alphabetical lists of periodicals, and lists arranged according to each college.

9. Audiovisual materials:

The library has a range of audiovisual information sources, optical disks and computer applications, along with user guides. To search for these sources, use the automated index.



10. Electronic databases:

The library provides access to a good set of databases that cover most of the scientific research needs of the University, and these databases are available in two forms: titles and subjects.

11. Acquisition of library information sources:

The library staff cooperates with the faculty members in providing the library with various sources of information and group development. The faculty members propose the titles of the required books by filling out the “Book Acquisition Request Form” available on the library’s website and sending it electronically. The faculty members can send checklists to the supply officer as well, and the library buys the required information resources following its approved information resources development policy.

a. Intellectual property:

1. The law for the protection of intellectual property at Al Qasimia University is based on the law for the protection of property in the United Arab Emirates, which includes the rules governing the use of different sources of information in libraries.
2. All University library information sources are purchased with a clear understanding of the multiple uses of these resources, and the cost of subscribing to electronic information sources includes the multiple uses of these sources.
3. Any person who makes an illegal copy of library information sources, or who fails to observe the responsible use of audio-visual and electronic materials, shall be in breach of intellectual property rights and shall be subject to legal liability.

12. Plagiarism:

Plagiarism is the submission of others' writings on the basis that they are prepared by the researcher himself. This form of deception is linked to fraud and piracy, which are practices that violate the laws of intellectual property rights. Encyclopedia Britannica has defined plagiarism as intentional academic misconduct. Accordingly, the students must cite references and declare their appreciation when using all sources of information in preparing their research projects and duties. This citation includes the ideas, words and results obtained by others. Failure to abide by laws or to recognize the effort of others when appropriately quoting from their work is a clear violation that exposes its perpetrator to serious academic consequences.

13. Source policies:

Authors' Copyright and Neighboring Rights Policy:

The protection of copyright in Al Qasimia University is based on the "Law on the Protection of Author and Neighboring Rights" in the United Arab Emirates, which was issued at the beginning of 1993 and then reissued in 1994. The text of the Law on the Protection of Intellectual Property was published in the Official Gazette of the United Arab Emirates in Federal Law No. (7) of 2002. Although the Law on the Protection of Intellectual Property applies to all works in their various forms, the following intellectual property protection policy clarifies the rules for the use of all conventional library information sources. In addition, all library information sources are purchased according to an understanding based on the use of more than one beneficiary for each source, and the subscriptions of electronic information sources are paid in a way that enables them to be made available to more than one beneficiary at the same time. Anyone who reproduces unlicensed material or electronic sources of information, and anyone who uses such sources irresponsibly, shall be deemed to violate the Copyright Protection and Neighboring Rights Act and shall be liable to punishment following the law.

**Printed sources:**

The UAE Copyright and Neighboring Rights Protection Act sets forth the rules for the photocopying and reproduction of works protected by law, and libraries and non-profit organizations are exempted from this law if they use copies or reproduced sources for scientific research, study and learning purposes.

- a. Using photocopied or reproduced works only for the person who copied them or for the faculty member's use, as photocopies of the work are permitted for research and learning purposes and to facilitate research and learning activities.
- b. Following acceptable photocopy rules that are consistent with the Copyright Protection and Neighboring Rights Act.
- c. It is not permitted to photocopy more than one chapter of each material or separate parts thereof, provided that it does not exceed 10% of the total book size.
- d. No more than one article of each issue of a particular periodical is allowed to be photocopied.
- e. It is not permitted to photocopy more than one short story, one short article or one poem from each literary book.
- f. Upon delivery of the photocopied or reproduced sources, the complete citation of the work from which the photocopy was made shall be provided.

Inter-library loan:

- a. Al Qasimia University Library has the right to reject any request for an inter-library loan if it violates the Copyright Protection and Neighboring Rights Act.
- b. Al Qasimia University Library may submit photocopies or paginated copies of the information sources acquired by the library for purposes of learning and research in compliance with copyright protection rights.
- c. Al Qasimia University Library is responsible for not requesting an external source if it violates the copyright.

Non-printed library information sources/ electronic information sources:

- a. All non-printed and electronic library information sources are governed by the License Agreement which is based on the non-profit use of faculty, students and university staff, and the use of these sources shall be limited to teaching and research purposes only. Access to these sources of information must be in the classrooms, using workstations in libraries, using the University network, or using an account and password.
- b. One copy of these sources can be retained as archived material only.
- c. Libraries as non-profit organizations can lend these resources for non-profit purposes only.

14. Hardware and software:

- a. The library provides computers, scanning, imaging, and printing services.
- b. The library also provides database search software as described in the User Guide.

15. General provisions:

Establishing or amending policies and procedures for information sources shall be the responsibility of the Vice-Chancellor for Academic Affairs, Faculty Councils, University Library, Quality Assurance, Institutional Effectiveness and Accreditation, and approved by the Deans' Council and the Chancellor.



Policies and Procedures

Ninth: Financial Resources



Ninth: Financial resources

Definitions

In the application of the provisions of these policies, the following words and phrases shall have the meanings assigned to each of them, unless otherwise indicated:

Chancellor : Chancellor of Al Qasimia University.

Vice Chancellor: Vice Chancellor for Financial and Administrative Affairs.

Dean : Dean of the college or any other dean at the University.

Director of Administration: The director of any administration at the University.

Financial Committee: The Financial Committee formed under the provisions of these regulations. It emanated from the Board of Trustees and performs the functions prescribed by these regulations.

Finance Officer: Every University employee who is entrusted with receiving, keeping, spending, or controlling public funds or organizing financial documents, or conducting accounting entries or transferring them to records, cards and forms prescribed for this purpose. The term also refers to every University employee who is entrusted with the tasks of managing public funds or cost accounts, monitoring financial performance, and financial analysis and planning.

Budget: It is a financial and economic instrument that is used to translate plans and achieve goals through the efficient allocation of resources, according to the activities carried out by the University and directly related to the primary goal of establishing the University.

Final account: A statement of a balance sheet for its implementation over the concerned fiscal year according to the principles and standards adopted in these regulations and the effective laws.

Account balance: It is the periodical (monthly - annual) statement that includes the balances of the transactions and the accounts opened in the books.

Accounting Policies: The rules, procedures, principles and standards determined by the University, which must be followed to address accounting processes and financial reporting.

Budget Preparation Guide: It is the guide that includes the instructions for preparing the general budget of the University, its foundations and procedures.

Contractor: A supplier or contractor who enters into a contract with the University to provide a commodity, services or carry out construction works.

1. Budget and final accounts:

- a. The University has an independent budget issued after the approval of the Board of Trustees, which includes the estimated expenses and revenues expected to be collected during the fiscal year. The fiscal year begins on the first day of September of each calendar year, and ends on the last day of August of the following year.
- b. In cases where the issuance of the University budget is delayed before the beginning of the fiscal year, the work shall continue by estimating the expenses and revenues of the previous year, until the issuance of the new budget. The expenditures incurred and the revenues collected during this period shall be considered part of the new budget after their issuance, provided that the monthly disbursement may not exceed the percentage of one-twelfth.
- c. Estimates of the University's annual budget revenues include:
 1. All types of University fees.
 2. Fee/s levied for violations and penalties.
 3. The proceeds of fixed and movable funds.
 4. Gifts, donations, bequests, subsidies, endowments and other income that the Board of Trustees decides to accept.
 5. Other revenues resulting from the University's academic, scientific and social activities.
 6. Support provided by the Sharjah government.
- d. The draft annual budget of the University shall be prepared no later than June 30th of the annual budget, and a circular shall be issued accordingly.
- e. The Vice-Chancellor for Financial and Administrative Affairs shall, after the approval of the Chancellor, issue such instructions as he deems appropriate



to determine the procedures for drafting the annual budget, annexes, date of submission, and the relevant data. The budget shall be prepared following the budget drafting manual.

- f. The Chancellor shall submit the draft budget to the Board of Trustees with the recommendation of the Finance Committee of the Board of Trustees for approval, after having been reviewed by the competent authorities at the University and discussing it with the Finance Committee.
- g. During the fiscal year, additional budgetary allocations may be made in the cases estimated by the Board of Trustees, provided that the procedures applicable to the draft and organization of the University's annual budget shall be followed, except for the provisions relating to the timing of submission.
- h. No budgetary allocations or annexes may be used, other than for the purposes specified in the budget or annexes.
- i. The University's final budget shall be approved before the beginning of the fiscal year, which is estimated to be on September 1st of each calendar year.

2. Duties and responsibilities:

- a. The Chancellor shall be responsible for the University's funds, and he is the disbursement officer according to the budget after the approval of the Board, provided that the policies and procedures are observed at the time of disbursement. The Chancellor may delegate in writing any of his powers stipulated in the policies and procedures to the Vice-Chancellor, and he has the right to cancel this delegation.
- b. The University's Financial Administration shall be responsible for all financial businesses, following the University's policies, procedures, instructions and decisions issued by the University Chancellor or the University Administration.
- c. The University's Director of Financial Administration shall be responsible to the Vice-Chancellor for the University's accounts, financial transactions and records, maintaining the University's funds, and verifying the application of policies and procedures.

- d. The University's financial staff shall be responsible to the Director of Financial Administration for carrying out the financial business entrusted to them, organizing the entries and accounts, and maintaining the financial records, following the policies, procedures and instructions issued thereunder.
- e. Every financial officer at the University shall be personally responsible for any material loss incurred by the University as a result of his negligence, error or omission, and the University levies this loss in the way it deems appropriate.

3. Revenue:

- a. The Director of Financial Administration prepares the forms of main and subsidiary receipts and financial vouchers.
- b. The funds shall be received in the University account according to official receipts, where the original of which shall be given to the payer. All receipts of such funds shall be recorded in the account of the relevant section and item in the general budget for the current fiscal year. The Vice-Chancellor shall issue instructions on the procedures for receiving, registering, preserving and depositing funds, and the procedures to be followed in the event of the loss of any financial document.
- c. The funds received in the University account shall be returned to the payer in the following cases - after being approved by the Chancellor upon the recommendation of the Vice-Chancellor:
 - 1. If permitted by the policies, procedures, instructions and decisions.
 - 2. If the funds have been received unjustly or by mistake.
 - 3. All revenues shall be deposited in the main University account. However, the revenues resulting from bodies, donations, wills, declarations and endowments shall be deposited in the donations account.

4. Deposits (trusts):

- a. Cash that has not been received from the University by its owners, as well as amounts provided by others to the University to recover them when the reasons for withholding cease to exist, shall be deposited in the Trust Accounts.



- b. The trusts shall be returned at the request of the beneficiaries with a mark added by the competent unit of the University regarding the completion of the operations for which they were deposited, and a mark shall be added to the trust indicating it has been returned.
- c. The trusts or any part thereof shall be settled to the account of revenues or related accounts if the depositor does not complete the operations for which it was deposited or any part thereof, or if he/ she owes the University due amounts legally.
- d. The trusts, which exceed five thousand dirhams and not claimed after five years as of the deposit date, shall be credited to the University's account, provided that their owner is notified to show up to recover them or otherwise an announcement shall be made in a prominent place thereof at the University. Notice shall also be sent to the last known address of the depositor. If it is proven that the address is incorrect or the depositor is not anymore available at the same address, the announcement shall be published in one of the daily newspapers in the UAE in two languages: Arabic and English, or by any other means decided by the Vice-Chancellor at least three months before the end of that period.

5. Expenses (expenditures):

- a. Expenditures shall be approved in the budget on a section-by-section basis, and expenditure appropriations shall be allocated to items in each section:
 - 1. Section I: Salaries and wages and their annexes: They are the salaries, wages and benefits, whether in cash or in-kind, received by the faculty and administrative staff at the University.
 - 2. Section II: Operating expenses: These are the entire expenses that the University needs for its regular activities, and the period of utilization may not exceed one fiscal year.
 - 3. Section III: Capital and investment expenses: They are the cost of acquiring any assets or investments for long-term use exceeding one fiscal period.
- b. The appropriations may not be transferred from one budget section to another unless recommended by the Vice-Chancellor and the Chancellor, and

approved by the Finance Committee. The appropriations may be transferred from one item to another within one section according to the recommendation of the Director of Financial Administration and the approval of the Vice-Chancellor up to a maximum of AED 25,000 per request and according to a decision of the Chancellor for any additional amounts.

- c. Expenditures for capital projects shall be observed and disbursement shall be within the limits of the allocations allotted to them in whole or in part in the budget. Any increase in the estimated or required expenditures for any project contracted by the University may be secured from the budgets of the coming years, and within the limits of the estimated or required amounts, provided that approval of the Board of Trustees shall be obtained.
- d. The number of posts in the budget may not be increased after its approval or during the fiscal year unless the Board of Trustees so decides. In exceptional cases, the Chancellor may approve additional human resources, provided that the necessary funding is provided according to the regulations and approved by the Board of Trustees at its first meeting.
- e. The disbursement shall be made and approved according to the budget allocations.
- f. The Vice-Chancellor shall issue instructions on disbursement and auditing procedures, determining their nature and indicating the documents that justify disbursement, and how to organize, prepare and record the payment vouchers, based on a proposal from the Financial Administration.
- g. The disbursement shall be made under the financial documents after preparing, auditing and approving them with the signature of the Vice-Chancellor.
- h. The actual payment of the University expenses shall be made either in cash or by cheques or transfer orders, or by instructions issued by the Vice-Chancellor.
- i. No amount of recurrent expenditure may be promised or disbursed except within the limits allocated in the budget.
- j. The Chancellor shall determine the persons authorized to sign cheques, money orders and other banking transactions issued by the University and their powers and categories of signature.
- k. Payment shall be made from the bank account by instruments drawn on the bank signed by the Chancellor or his delegate and by the Vice-Chancellor.



- l. The claim of financial rights shall not be allowed after five years of the maturity date, and the aforementioned period shall not apply if there is an impediment accepted by the Chancellor, and the debtor can't claim his right.
- m. The value of external purchases shall be paid under contracts concluded by the concerned authority at the University, including a subscription to journals and periodicals. These contracts shall specify the method of payment that can be made under documentary credits or money orders. Transfers may be made in one batch or installments on account or in advance, provided that guarantees are taken to ensure the delivery of purchases according to the prescribed specifications and times.
- n. The Chancellor or the Vice-Chancellor may approve the disbursement or settlement of amounts if it is not possible to support payments or expenses with documents or receipts for any reason so that the maximum amount of disbursement does not exceed AED 3,000 at a time. The spending person must submit a written certificate of his signature indicating the amount of such expenditure, and that it was paid for the benefit of the University, or work related to it, provided that these certificates are certified by the Vice-Chancellor.
- o. The Chancellor or Vice-Chancellor may approve the disbursement of amounts through replacement documents and the maximum amount of disbursement may not exceed AED 3,000, provided that the reasons for losing the documents shall be verified. In addition, verification shall take place to ensure no duplicate payments have been made earlier, and the beneficiary shall declare not to claim these amounts in the future.

6. Financial reports:

- a. The Chancellor shall submit the annual report and the final accounts to the Finance Committee for discussion and to the Board of Trustees not later than two months after the end of the fiscal year for approval.
- b. Upon the recommendation of the Finance Committee, the Board of Trustees shall appoint an external auditor whose task shall be to audit the University's accounts, issue an independent report and certify the final accounting statements prepared by the University's administration.
- c. The Financial Administration shall submit to the Vice Chancellor a quarterly report indicating the financial status of the University.

7. Internal financial audit and reports:

All financial procedures at the University shall be subject to internal financial audit. The task of this audit shall be as follows:

1. A permanent monitoring of the University fund traffic in banks and funds.
2. Monitoring the traffic of the University assets in warehouses and taking care of making an inventory.
3. Checking the disbursement documents before disbursement, the registration documents before registration, and the receipt documents.
4. Marking all types of allocations to indicate the availability of financial appropriation in the budget.
5. Verifying the integrity of the final accounting data before submitting it to the competent authorities.
6. Ensuring that the financial allocation is within the University's budget and is not exceeded.

8. Risk management policy:

The definition of risk management policy includes the culture and procedures of responsibility for effective management to identify available opportunities and avoid potential risks, and this does not mean canceling the risk but managing it and reducing its effects as much as possible, through the following:

- a. Strategic thinking
- b. Proactive thinking and rapid positive interaction with new developments.
- c. Balancing benefits and losses and choosing the most appropriate ones.
- d. Planning, modification, and response in the event of a risk.

University-level public policy:

Each academic or administrative unit at the University develops a risk management plan in coordination with the Quality Assurance Center. The plan covers the potential risks and mechanisms to confront them, with a similar plan developed at the University level.

**Responsibility for risk management:**

The Chancellor shall be responsible for determining the risk management plan and following it up, and determining the responsibility in each sector and unit of the University for putting that plan into action.

Vice-Chancellors:

Each Vice-Chancellor shall be responsible for the development, implementation and evaluation of the plan in the sector he supervises.

Deans and directors:

Each dean or director shall be responsible for developing, implementing and evaluating plans in the college or unit he supervises.

9. Off-balance sheet accounts:

Definitions

Permanent petty cash: It is the advance that is spent on the necessary and urgent petty cash expenses, and it is determined annually by a decision of the Chancellor after the issuance of the budget.

Temporary petty cash advance: An advance made once, allocated to a specific event, and must be settled as soon as the event ends.

- a. The Chancellor may approve advances not exceeding AED 50,000 per advance, and the Vice-Chancellor may approve advances not exceeding AED 25,000 per advance in the following cases:
 1. Travel and accommodation advance paid for the delegate on an official mission, or for a University employee conducting scientific research, as well as the advance paid for a scientific mission, training course, travel expenses or any other planned expenses. The said advances may be paid according to the policies, procedures, instructions and decisions in force at the University.
 2. Payment of a salary advance for faculty members and employees of the University upon their appointment for the first time, provided that the ad-

vance does not exceed AED 5,000, and shall be paid starting from the salary of the month following the month in which the advance was disbursed without exceeding 10% of the salary per month.

3. Subscription in the journals and periodicals and purchasing books, teaching aids and other technical devices, provided that they are duly received at the University.
 4. Purchasing some securities of financial value such as fuel vouchers, post stamps, etc.
 5. Paying a permanent advance to the colleges, deanships, centers and administrative units, to be spent for official purposes including purchasing or providing services or petty expenses.
 6. A scientific research advance may be paid to any of the researchers who have received financial support for their research according to the policies, procedures and instructions in force at the University and shall be duly paid.
 7. Paying an advance under any awarded tender for an unconditional bank guarantee submitted by the contractor for the value of the advance. The contractor expresses his agreement to give the University the right to seize the guarantee without notification in the event of a breach of his obligations.
- b. The following rules shall be observed:
1. The advances shall be settled upon the expiry of the assigned purpose for up to a maximum of two weeks or the end of the fiscal year during which the advance was paid, whichever is earlier.
 2. The Vice-Chancellor shall issue the necessary decision to regulate the procedures for the payment of advances, their conditions and the circumstances of settlement in the cases set out in the preceding clause.
 3. The employee to whom the advance has been paid shall be responsible for the advance, and he/ she shall document his/ her spending which shall conform with the set purposes.
 4. Periodical reports of outstanding advances shall be submitted to the Chancellor for taking the appropriate decision.



10. Accounting system:

First: Records

- a. The University's accounting transactions are recorded according to the double entry system and presented according to the International Accounting Standards or the University's accounting standards.
- b. The Financial Administration shall maintain the necessary records to document the financial transactions based on the supporting papers and documents, so that the University's financial position clearly and particularly shows the following records:
 1. Financial allocation record.
 2. Expenses record.
 3. Revenue record.
 4. Receipt record.
 5. Payments record.
 6. Debit and credit notices record.
 7. General journal record.
- c. The Financial Administration may keep other accounting, control and statistical records, and prepare all types of statements and data required for the proper application of the accounting system at the University and the proper functioning of the financial and accounting work, with instructions issued by the Vice-Chancellor after being presented by the Director of Financial Administration.

Second: Documents

- a. The documents of disbursement, receipt and settlement shall be the recoding basis of any accounting transaction, and the documents shall have serial numbers, and the document shall be issued in one original and several copies as required.
- b. The disbursement and registration documents and the receipts shall be prepared, controlled and approved by the competent officials at the University according to their authorities and shall be accompanied by all original doc-

uments proving the validity and legitimacy of the financial and accounting transactions contained in those documents. No documents shall be accepted in place of lost documents except upon the approval of the Chancellor or Vice-Chancellor after verifying the causes of loss, determining responsibility, and ensuring that no payments have been made earlier, and the beneficiary undertakes not to claim these amounts in the future.

- c. The disbursement document shall be made in the name of the entitled holder or his legal agent under a power- of-attorney certified by the Notary Public.
- d. The disbursement documents shall be issued upon the instructions of the disbursement officer or whoever is authorized by some of his authorities. The registration, receipt and payment of trusts or advances shall be issued by the Director of Financial Administration.
- e. Any disbursement shall be made based on the net amount due, which is the total amount after the deduction of all the amounts required to be deducted in the form of the rights due to the University.
- f. The checkbooks are obtained from the bank/s with which the University funds are deposited by a letter from both the Chancellor and the Vice-Chancellor.
- g. After issuing the cheque or transfer order, all original supporting documents shall be stamped with a (Paid) stamp.

Third: Keeping documents and records

- a. All records, forms and financial documents shall be kept with the financial staff specialized in Financial Administration, who is responsible for receiving them in their custody and for preserving them and for the confidentiality and integrity of the information contained therein.
- b. When a finance officer leaves his/ her job or moves to another job for any other reason that interrupts work, he/she must hand over all records, forms and financial documents in his/ her custody to another finance officer according to an official document, which shall be signed by both parties and approved by the Director of Financial Administration and Deputy Director.
- c. The records, forms and financial documents used at the University shall be kept for a period not less than ten years after use and maybe destroyed afterwards according to the instructions issued by the recommendation of the



Deputy Director and on the proposal of the Director of the Financial Administration, and he may agree to hand over any of these records and documents to the concerned official authorities to be documented.

- d. A copy of the financial records, forms and documents shall be kept off campus according to the instructions issued by the Chancellor and on the recommendation of the Vice-Chancellor.

11. General provisions:

- a. The University administration must issue insurance policies covering the financial staff, and the Chancellor determines the value of the insurance based on a proposal from the Vice-Chancellor after it is presented by the Director of Financial Administration and approved by the Finance Committee.
- b. The Director of Financial Administration shall be provided with a copy of each contract or agreement which gives the University any right, obligation or financial rights to rely on before the execution of that contract or agreement.
- c. The bad debt, shortage and loss of the University's cash funds and assets shall be written off according to the following powers based on the proposal of a committee formed by the Chancellor for this purpose:
 - 1. By a decision of the Chancellor and the Vice-Chancellor together if the amount is not more than AED 10,000.
 - 2. By a decision of the Board of Trustees after the recommendation of the Finance Committee if the amount is more than AED 10,000.
- d. In the event of embezzlement or shortage of the University's funds and assets, or forgery in its records, the financial officer responsible for such funds, records and entries shall notify the Director of the Financial Administration who shall inform the Vice-Chancellor to inform the Chancellor for appropriate action.
- e. Establishing or amending policies and procedures for financial resources is the responsibility of the Vice Chancellor for Administrative and Financial Affairs, College Councils, and Financial and Procurement Administration, and is approved by the Deans' Council and the Chancellor.

12. Signing contracts:

- a. The contractor shall be selected in contracts subject to policies and procedures through one of the following means:
1. Limited tender.
 2. Practice.
 3. Direct purchase.
 4. Competition.
- b. The method of selecting the contractor and approving the result of the decision and cancellation shall be authorized by the following authorities within the limits of the value indicated in the following table:

Purchase Order/ Contract (VAT not included)	Conditions	Approved by	Approval conditions and criteria
AED 1 - AED 5,000	1 Quotation	Dean/ Director of Administration	<ul style="list-style-type: none"> - Capital expenditures - Warrants - Budget availability - Explained in detail in the tender document - Approved supplier
AED 5,001 - to AED 10,000	1 Quotation	Dean/ Director of Administration	<ul style="list-style-type: none"> - Operating expenses - Warrants - Budget availability - Explained in detail in the tender document - Approved supplier
AED 10,001 - AED 50,000	2 Quotations	Director of Purchases + Dean / Director of Administration	<ul style="list-style-type: none"> - Operating expenses - Warrants - Budget availability - Explained in detail in the tender document - Approved supplier
AED 50,001-AED 100,000	3 Quotations	Director of Purchases + Vice-Chancellor	<ul style="list-style-type: none"> - Warrants - Budget availability
AED 100,001 - AED 500,000	3 quotations (with sealed envelope)	Vice-Chancellor and Chancellor	<ul style="list-style-type: none"> - Warrants - Budget availability - If capital expenditures, it will be necessary to obtain committee approval. Review of Capital Expenditure
More than AED 500,000	Tender Opening/ Announcement of Tenders (sealed envelope)	Vice-Chancellor, Chancellor and Finance Committee for Strategic Initiatives *	<ul style="list-style-type: none"> - Warrants - Budget availability - If capital expenditures, obtaining committee approval. Review of Capital Expenditure.



✓ Two members of the Finance Committee of the Board of Trustees as a minimum, in addition to the Chancellor.

✓ Required signatures

It may not be possible to provide services, materials and items by direct purchase of more than (20%) of the appropriation included in the clause, except for cases of direct purchase, provided that the contract is concluded by the Chancellor or his delegate.

1. A committee called the Procurement Committee shall be formed by a decision of the Chancellor by selection from non-members of the Tender Opening Committee.
2. The Procurement Administration, the Services Administration and the Financial Administration are permanently represented in all tender committees, tender practices and arbitration committees in competitions.
3. One or more representatives of the entity or entities requesting the items that are the subject of the tender, tender practice or competition at the University shall participate in the previous committee, and at least one technical member, as the case may be, on the recommendation of the Vice-Chancellor.
4. The committee shall hold its meetings upon the invitation of its chairman whenever the need arises, and any meeting it holds shall be deemed legal if its chairman - or whomever he delegates in his absence - and half of its members, provided that the technical and legal members are among them. The committee shall take its decisions unanimously or by a majority vote of its members present. If the votes are equal, the side that includes the chairman shall prevail.
5. The terms of reference of the Procurement Committee shall be as follows:
 - a. Writing quotations on special lists after opening by the competent committee.
 - b. Considering disputes arising from the supply of materials, and executing orders not exceeding one-hundred-thousand dirhams.
 - c. Following up on the implementation of the University budget.
6. The Tender Opening Committee shall be formed by a decision of the Chancellor, provided that the authority of the Committee shall be to open the tender envelopes on the specified dates, and the number of members of the Committee shall be five, and the tender envelopes may be opened by three members.

7. The Tender Opening Committee shall hold its meetings at the invitation of its chairman whenever the need arises. Any meeting it holds shall be deemed legal if its chairman or his delegate is present in his absence, and half of its members, provided that the technician and the legal member are among them. The Committee shall take its decisions unanimously or by a majority of the votes of its members present. If the votes are equal, the side that includes the chairman of the committee shall prevail.
8. The authority of the Tender Review Committee shall be considering tenders and take a decision of issuing a recommendation to the Vice-Chancellor.
9. The Procurement Department is authorized to take the necessary procedures to conclude service contracts according to the general provisions, within the limits stipulated in the policies and procedures. It may not be possible to authorize the required purchases if the budget does not have sufficient financial provision, or the project is not included in the budget, or its total cost is not mentioned regarding the work and maintenance contracts.
10. The following shall be required of the person with whom the University concludes a contract:
 - a. Shall be registered in one of the chambers of commerce and industry, and have a license from one of the government agencies in the UAE.
 - b. Shall not be a member of the University staff, a member of the Tenders or Tender Practices Committee, or a member of the Competition Arbitration Commission.
 - c. Shall not be prohibited from dealing with the University unless the ban is lifted by the competent authority.
 - d. May not be prohibited to deal with the contractor as an individual, company or establishment, concerning the establishments or companies operating abroad or services carried out through correspondence.
 - e. Shall meet the financial, technical or professional conditions stipulated in the special conditions if the University requires the existence of such conditions.
11. The contractor shall be exempt from the conditions mentioned in items (a, b) of clause 10, for contracts concluded abroad or by correspondence, or in which the contractor is selected by direct purchase which does not exceed AED 10,000.



12. Record of suppliers and contractors:

- a. The Procurement Administration shall maintain a record of suppliers and contractors who apply for registration to deal with the University and meet the required conditions. The registration in the record shall be announced annually through publication, and each group of goods and main and subsidiary items shall be listed accordingly.
- b. The record shall contain all major data about suppliers or contractors, especially the bases on which selection is made, and the record administrator shall periodically review the names of those registered in the record to evaluate them in light of their dealings with the University.

13. Data of suppliers and contractors

The supplier or contractor in the tenders and tender practices shall only attach or present the following data:

- a. Name, address, mailbox, telegraphic address and telephone numbers.
- b. Name of the contracting officer (s) and examples of their signatures.
- c. Names of entrusted agencies.
- d. The legal entity, number of commercial register, branch statement (if any) and registration in the local UAE chamber of commerce and industry.
- e. Experience in implementation with other entities and the volume and types of work.
- f. The types of goods it deals with, or the contracting and business it carries out.
- g. The names of the banks he deals with.
- h. Documented evidence that the establishment is owned or shared with a citizen of the UAE or a Gulf national at a rate not less than (51%) of its capital according to the legislation in force in this regard.
- i. The capital of the company or institution and its latest budget, approved by an auditor.
- j. Any other additional data required by the University.
- k. A copy of the commercial license to practice business issued by one of the government agencies in the UAE, and a copy of the membership of the UAE Chamber of Commerce, provided that it is valid.
- l. A statement of the names of those authorized to represent the establishment or the company.
- m. A copy of the approved signature of the authorized signatories of the establishment.

13. Limited tender:

- a. A limited tender is a tender in which some contractors and suppliers are invited to participate for their competency or specialization, and the rules and procedures shall apply to the public tender except for public announcement.
- b. The suppliers and contractors who are approved for dealing in terms of the required categories or contracts based on the relevant records shall be invited. However, those not registered in the register may be engaged in the tender, provided that they are registered in one of the local chambers of commerce and industry in the UAE, as well as in the commercial register.
- c. Every supplier or contractor to whom an invitation is sent to be engaged in a limited tender and for which no tender is submitted and who does not apologize for submitting it three consecutive times shall be blacklisted for a period of one year.
- d. The documents of participation in the limited tender shall be prepared by the Procurement Department, taking into account the following conditions:
 1. The Procurement Department, in coordination with the concerned authorities or departments at the University, shall prepare the full technical specifications of the items required to be supplied, or the services required to be performed or implemented in detail.
 2. In some areas of contracting, the University may require the agency participating in the tender to provide manuals, illustrations or samples of materials to be purchased.
- e. The basis for choosing the tender proposals shall be the lowest price, taking into account the extent to which they conform to the conditions and specifications/ following the appropriate procurement policy in the process of awarding the tender proposals (the appropriate supplier, the quality of the required materials, the appropriate price, and time).
- f. The Procurement Committee may, on the formal recommendation of the Technical Committee, accept a proposal of a higher price, provided that its decision to do so is justified and approved by the Chancellor.
- g. If the members of the competent technical committee differ in the trade-off between the convergent proposals in the conditions and specifications, the



dispute must be documented in the minutes and the majority opinion shall prevail if the votes are equal, and the side that includes the President shall prevail.

- h. The Procurement Department shall follow up with the contracting authority the procedures for the implementation of the contract until supply or implementation.

14. Practice:

- a. Tender practice is a special method for selecting the contractor that is resorted to in limited cases, and the procedures for tendering are applied in all cases that are not provided for in the policies and procedures.
- b. The purchase shall be made through the tender practice within the limits of the financial authority of the Procurement Committee and a decision shall be issued regarding its composition by the Chancellor, according to the conditions and restrictions set out in the policies and procedures. The purchase shall be made through the tender practice within the limits of the authorities mentioned and listed in the table of authorities.
- c. The purchase of items or the implementation of services or works shall be by tender practice in the following cases:
 - 1. The categories and work contracts cannot wait until the tender procedures are completed, or their value is not commensurate with the costs of conducting the tender.
 - 2. Items and business contracts that have been previously tendered but for which no bids have been submitted, or for which unacceptable bids have been submitted, or for which a single bid has been submitted, and the need does not allow for re-tendering.
 - 3. The tender practice may be conducted between more than one supplier who had submitted tenders for the tender containing equal prices or conditions or high prices, and the need does not allow for re-tendering.
 - 4. The monopolized manufactured or imported categories, or those only supplied by a specific dealer or agent.

5. Categories that are difficult to identify with exact specifications.
 6. Technical works to be carried out by specific technicians or specialists.
 7. Supplying items, completing works, performing maintenance or providing services instead of the supplier or contractor who is in default or behind schedule or in case of contract termination.
 8. If it aims to conduct research or experiments that require a certain method of implementation that is different from the tendering method.
- d. The Procurement Committee shall obtain the proposals of some contractors, and submit the tender practice's proposal within the period specified in the application, signed and stamped by the bidder, with all the required documents and papers attached.
 - e. The Procurement Committee shall meet on the set date, and after opening the bids, the Committee shall check through reviewing the attached papers the fulfillment of the conditions required of the bidders and the exclusion of those who did not meet the aforementioned conditions, and it shall read the name of each bidder and the total value thereof.
 - f. In carrying out the tender practice's procedures, the Committee shall take into account clauses (4,5,6,7), and shall decide to select the bidder with the best price and quality as a result of its tender practice with the applicants.
 - g. The Committee shall submit the recommendations to the competent authority for the approval of the result of the tender practice according to the rules established in the policies and procedures.
 - h. The rules related to limited tendering stipulated in clause (7, 11) shall be applied to the tender practice to the extent that they do not conflict with the nature of the tender practice and the provisions stipulated in the policies and procedures.
 - i. The contracting procedures of public tenders shall be followed in contracting in tender practice if the value of the single contract exceeds fifty thousand dirhams. If the value of the contract is less or if the receipt of items or the work is terminated within a period not exceeding ten days, it will then suffice to take a written declaration by the contractor in which he undertakes to implement the subject of the tender practice without exceeding that period. The contractor is exempt from paying the insurance if the items to be purchased are under his possession or in his store, or if they can be examined and received definitively upon completion of the contract.



15. Direct purchase:

- a. Direct purchase: It is the purchase excluded from the tenders, and it is done in urgent cases only that do not necessitate the tender procedures, and this is done according to the following procedures:
 1. Items and services issued or controlled by forced prices, global exchanges or specific tariffs.
 2. Items, tasks and services that are not produced, supplied or performed except for by a specific entity, and without which it is not possible to conduct the tender or tender practice.
 3. Items, works and services whose availability is necessary, provided that their direct purchase is limited to the minimum quantity required by work at the University so that the procedures for selecting the contractor are fulfilled by other methods.
 4. Items, works or services where the public interest requires that they be conducted confidentially.
 5. Items, services or works carried out for the University by the departments and entities of the UAE, the Emirate and its public institutions, or companies whose capital is contributed by the UAE or the Emirate by not less than (51%), according to a contract issued by the University with these entities directly.
 6. Items, works or services of any kind not exceeding ten thousand dirhams.
 7. Services and works that require specialized competencies and high qualifications, by a general invitation that includes a statement of the conditions of those qualifications and competencies addressed to the competent authorities so that the selection is made through a technical committee formed by the Chancellor based on a proposal from the Vice-Chancellor.
 8. Books, periodicals, works, tapes, manuscripts and slides that are needed for laboratories.
 9. Hotel reservations, purchases of spare parts and car rentals.
- b. The contractor shall be selected by direct purchase by one of the following means:
 1. Through the Procurement Committee within the limits of the specified authorities.

2. Through a representative assigned directly by the Director of the Procurement Administration to purchase, and provide a receipt for the value of the purchases, in cases where the materials, works or services do not exceed (two thousand dirhams), or if their value is of a specific tariff.

16. Competition:

- a. A competition is a special method whereby a contractor is selected to develop studies, designs or technical plans for a specific project following the stipulated rules.
- b. The competition shall be conducted based on a pre-planned program that shall specify in detail the purposes, specifications and scope of the project, the prizes and rewards to be awarded to the winners, the compensation that may be awarded to the losers, and the fate of the ownership of the winning and non-winning reports, studies, designs and schemes.
- c. Individuals are invited to participate in the competition in the manner in which the bidders are invited in the public tender or the limited tender, provided that they have the specialized world-class skills and experience in drafting the reports, drawings, designs and plans required for the project.
- d. Applications for participation in the competition, reports, drawings, designs and accompanying schemes shall be submitted to the formed arbitration committee, which shall study them and decide on the winning application, and its decision shall be subject to approval by the competent authority. For this purpose, it may convene the participants in the competition and discuss their designs, drawings and plans, and it shall be entitled to make any amendments it wishes.
- e. The arbitration committee shall record its procedures in a minute mentioning the proposals submitted in the bid, and then indicate the reasons on which it based its winning proposal and the observations or reservations it deems necessary.
- f. The committee shall be entitled to decide that a participant in the competition is not entitled to all or some of the prizes, rewards or compensation if it deems that the reports, plans, designs and drawings do not comply with the conditions of the competition or fail to meet the required technical level.



- g. For the winner of the competition, the same contracting procedures shall be applied to the winner of the public tender.

17. General Provisions:

First: Contract implementation procedures

- a. The period set for contract execution shall commence as of the day following the contract signature or as of handing over the site to the contractor, as the case may be unless the contract stipulates otherwise.

If the contractor or his representative fails to attend to receive the contract on the specified date, a record shall be drawn up and a copy of it shall be officially notified. The date of notice receipt shall be the date approved for implementation commencement.

- b. In the event of the contractor's bankruptcy or insolvency, the University has the right to terminate the contract, confiscate the final bond and implement the contract at the contractor's expense, while preserving its right to compensation.
- c. In the event of the contractor's fraud, deception or bribery, the University shall have the right to terminate the contract, confiscate the final bond, and execute the contract at the contractor's expense, while preserving its right to compensation.
- d. In the event of the contractor's death, the University has the right to terminate the contract by returning the bond to the heirs or retaining the contract while allowing the heirs to continue with implementation.
- e. The University shall have the right to amend the quantities of the items or services mentioned in the contract by increasing or decreasing the same categories under the contract prices without authorization, within (20%) of the contract amount.
- f. In exceptional cases, the limit stipulated in item (e) may be exceeded, provided that there is a budgetary provision for this, and provided that the contractor's consent is obtained not to increase the prices mentioned in the contract if these prices are still appropriate and do not exceed the market prices. The

amendment referred to in this item may also include the addition of items, services, works or maintenance that are not mentioned in the contract, but are closely related to its implementation, and can then be consulted with the original contractor directly.

- g. The limit referred to in clause (e) shall be calculated based on increases that are separate from decreases, whether the two types of operations are performed in close proximity or isolation.
- h. All amendments shall be submitted to the Procurement Committee, as the case may be, for decision, subject to approval by the authority that approved the original tender, and then an annex to the contract shall be organized to be signed by the contracting parties.
- i. The contractor shall execute the contract according to the conditions and rules stipulated therein, otherwise, he shall be subject to the penalties stipulated in the contract.
- j. If the contractor submits documents proving that the delay in the contract implementation resulted from force majeure or because of mismanagement within fifteen days as of the date of the occurrence of the incident or reason, the matter shall be submitted to the Procurement Committee for consideration, and this period may be waived if the Committee deems it justified and its decision is adopted from the Vice- Chancellor.
- k. The contractor may not assign the contract except after obtaining the written consent of the University. In the event of waiving the contract, the contractor shall remain responsible in ways of solidarity with the assignee for contract implementation.
- l. The contract may include provisions allowing advance payment within the limits and conditions regulated by the contract, and the payment must be against a bank bond of the same value and currency.
- m. If the contractor delays contract implementation for more than the prescribed period, the provisions of policies and procedures shall apply.
- n. The Chancellor shall form the necessary committees and organize their procedures to verify the results of implementing the University contracts if the receipt is what is required for contract implementation, without prejudice to the special rules stipulated in the policies and procedures.



Second: Procedures for implementing supply contracts

a. If the supplier is behind schedule in supplying all or part of the required quantities within the time specified in the contract - including the rejected materials or the materials that have not been supplied - the University has the right to take one of the following actions:

1. Give the supplier an additional grace period for procurement if it is considered in the interest of the University, provided that its prior approval is obtained and that the additional grace period may not exceed fifteen days, as approved by the Procurement Committee, provided that the decision is ultimately approved by the Chancellor.

If the supplier is behind schedule in supplying all or some of the required materials, a fine of (1%) of the value of the materials that have been delayed in supply is expected for the first week or less, and then the fine increases to (2%) after that for each week or part thereof, and a maximum of (10%) of the value of the items or materials that the supplier has delayed in supply after the deadline.

2. Procure the items or materials that the supplier failed to supply from others at his expense, and charge him the price differences and administrative expenses by (10%) of the value of the materials purchased at his expense, and this does not preclude the imposition of the delay fine provided for in clause (1).
 3. Terminate the contract with confiscation of the final bond, and claiming the necessary compensation from the supplier, and this does not preclude the imposition of the delay fine provided for in clause (1).
- b. When the items are supplied on the specified date, they are temporarily received at the place specified by the University under the contract. The supplier is given a temporary receipt document signed by the warehouse keeper (if it is received in the main warehouses) or by those who exercise their authority if the delivery is made at the work site and approved by the official of the receiving party, until they are examined and finally accepted.
- c. Upon temporary receipt, the employee shall ensure that the items belonging to the University conform to the contents included in the supply contract and taken from the samples themselves or (catalogs) approved, and that they

conform to the supplier's invoice in terms of number, weight, size or delivery authorization, and to reserve that this receipt is temporary and that the items are under examination and testing, until the procedures for examining the items are completed and finally received.

- d. One or more committees shall be formed for examination and receipt within seven days as of the date of receipt by a decision of the Chancellor and instruction of the Vice- Chancellor, provided that the financial and warehouse administrations are represented by the said committee/s, in addition to the requesting party if the nature of the items so requires and their value exceeds fifty thousand dirhams.
- e. The Examination and Receipt Committee shall meet within seven days at most as of the date of temporary receipt of the items or as of the date of completing the examination after being notified by the warehouses of the items' receipt date. The department chair shall notify the suppliers of the Committee's meeting date to attend or delegate a representative if the nature of the items so requires. The Committee shall undertake the following:
 1. Examine and receive the supplied items following the conditions and specifications contained in the contracts and related documents and in the light of the approved samples or catalogs, and the committee shall be responsible for the decisions it takes as soon as it signs the minutes of examination and receipt.
 2. Call for the assistance of any technical body to verify the conformity of the supplied items with the contract terms, so that the report of the technical body or the requesting party, as the case may be, is considered among the receipt documents.
 3. Examine the items received from abroad during the period mentioned in the insurance contract in the presence of a representative of the insurance company, and they are compared with the commercial invoice after verifying the integrity of the seals, marks and boxes that contain the items, and the committee must document the shortage, increase, damage, breakage or violation of the specifications to determine the responsibility of the insurance company or the supplier company, as the case may be, and following the agreed on terms.



4. Exclude the items rejected for return to the supplier at his expense according to the general provisions of the guarantee.
5. Write the minutes of the examination and receipt, including in particular all the procedures taken and the results of its examination and inspection of the items. The committee's decision to accept or reject in whole or in part shall be applicable, provided that the minutes are signed by the chairman of the committee and its members, and the minutes are sent after approval to the Procurement Department.
- f. When items are received from outside the country before the invoice and the examination and receipt committee deems it necessary to receive them for justified reasons, all the receipt procedures stipulated in the policies and procedures are taken, and the supplier is required to send the commercial invoice immediately, and the initial invoice can be approved as a document until the submission of the commercial invoice, and if any difference appears between the items and the initial invoice, the final receipt is postponed until the final commercial invoice is received.
- g. The minutes of receipt shall be presented to the Procurement Committee to decide what is stated therein, in the following cases:
 1. If there is a disagreement between the committee members and the technical member/s thereof (provided that each party drafts a report clarifying its point of view).
 2. If there is a disagreement between the supplier and the Inspection and Receipt Committee.
 3. If the committee accepts some alternative items that are very close to the specifications under the contract and the attached documents, and decides that they are suitable for the purpose for which they are required, and that their acceptance does not cause any harm to the University's interests, provided that they are accepted in this case either at the same or a lower value at the discretion of the Procurement Committee.
- h. The warehouse keeper shall keep the rejected items separately until they are delivered to the supplier. The Procurement Department shall also notify the supplier of the rejection and the underlying reasons by a registered letter with acknowledgment of arrival, to withdraw these items and supply a replace-

ment within the period specified in the letter. If the supplier refuses or delays receiving the rejected items on the specified date, storage expenses fine of (1%) shall be imposed weekly on the value of the rejected items up to a maximum of (10%) of that value, as of the date of the period specified by the Service Department without exceeding four weeks, and upon the expiry of that period, the University shall have the right to sell them in a public auction and to meet all expenses and fines, provided that the supplier will receive the surplus amount (if any).

- i. The University shall not be responsible for the damage that may occur to the rejected items until the day they are withdrawn by the supplier or disposed of by the Department.
- j. If the supplier requests a reanalysis or technical examination of the rejected materials because they do not conform to the specifications in force in the UAE for the approved sample or both - and the University accepts this - the expenses of the second analysis and inspection shall be at the expense of the supplier unless the result is in his favor.
- k. The technical body that analyzes or technically examines the items must indicate in the analysis or inspection reports the results of its work compared to what is written in the terms and specifications on which the contract was concluded, and the items are accepted or rejected based on these results.

18. Contracts that generate revenue for the University

- a. These contracts include the sale or lease of items or materials belonging to the University, and it is decided to sell or lease them by one of the following means:
 - 1. Direct agreement.
 - 2. Tender practice.
 - 3. Bidding.
- b. The direct agreement is resorted to in the following cases:
 - 1. If the sale is to be made to a public authority in the UAE.
 - 2. If the value of sales each time does not exceed five thousand dirhams.



3. It is permissible to rent whatever the rent amount is by direct agreement through a committee specially formed by a decision of the Chancellor (and in choosing its members, it is taken into account that their functions are commensurate with the importance of the items and their value or the materials prepared for rent), including the procedures that must be followed by the Committee.

In all cases, the sale or lease is decided and the results are approved by the Chancellor.

The sale and lease shall be made by direct agreement through the Committee referred to in clause (3), and the Committee shall have the right to obtain written proposals from the parties wishing to purchase.

- c. The tender practice is resorted to in the following cases:

1. If the bid fails.
2. If the value of sales is not more than AED 100,000.

- d. The sale in tender practice shall be subject to the following rules:

1. The Procurement Department of the University shall establish an estimated value for the materials or items to be sold, and in so doing the Department shall depend on the cost value, market prices and duration of use (and allotted depreciation), and shall observe strict confidentiality concerning the price or the underlying rental value it estimates.
2. The Procurement Department informs the other government departments of the University's desire to sell, attaching a list of assets with details in terms of type, quantity or number and any necessary data and clarifications, and asks these departments to express their desire to buy within a certain period to be specified in their sent letter.
3. If any department does not wish to benefit from the materials or the items to be sold (whether in writing or in case of failure to respond within the specified period), the Procurement Department shall request proposals from the entities wishing to purchase, either by a public invitation within the specified period, or by contacting the authorities directly if necessary, according to what the Vice-Chancellor estimates based on a reasonable offer from the Director of Procurement Department.

4. The Procurement Committee shall review the submitted proposals and choose the best price in light of the estimated value of the items and materials to be sold, and hereby drafts the minutes that shall include all the procedures it has taken, especially the proposals and prices, and its decision in this regard. The minutes shall be approved by the Chancellor, and shall be considered the basis for organizing the contract concluded with the buyer.

Bidding:

- a. The sale shall be made by auction when the estimated value of the items or materials exceeds AED 50,000, or when the Committee deems it necessary to follow this method regardless of the value of the materials, provided that the auction is made according to the following:

- 1. Closed Envelopes Bidding:**

The bidder of the best proposal, which includes the highest price, is chosen by the auction committee, which is composed of a decision of the Chancellor based on a recommendation from the Vice-Chancellor, and if this method fails, it is implemented by:

- 2. General Bidding:**

Under the supervision of the auction committee referred to in the preceding clause, it shall be held in a public session in which those who wish to meet the conditions required to participate in the auction shall participate. The committee shall set an initial price for the opening of the auction process.

- b. The following rules and procedures shall apply when conducting the bid:
 1. The Procurement Department shall determine the estimated value of the assets to be sold, and the value of the bonds that must be performed when participating in the auction before conducting it, provided that this value is approved by the Vice-Chancellor.
 2. Participation in the auction shall be announced following the rules prescribed in the tenders. In all cases, the auction shall be canceled if the University does not obtain a price equal to or exceeding the estimated value of the materials.
 3. The tender practice is resorted to if the auction is canceled and after conducting it once.



- c. The sold items shall be delivered to the winner of the auction after payment of the value. If the buyer does not pay the price within one month of the date of the award and without an acceptable excuse, the University has the right to confiscate the final bond and resell the items. However, in case of payment, the bidder must withdraw the purchased items from the University's warehouses within one month as of the date of the award. If the bidder is late for the mentioned period, he shall be charged storage and guarding fees or any other expenses at the rate of (1%) per day of the value of the awarded items, and a maximum of (10%) of the value of those items, and shall pay them in cash before handing them over.
- d. The provisions of the procedures for the sale of items and materials belonging to the University stipulated in the previous articles shall apply to the rental of the places offered by the University, provided that before the auction for the lease, the Auction Committee shall set an appropriate minimum rent for these places.

Primary bond:

- a. The tender must be accompanied by a primary bond ranging from 2% to 5% of the tender value, provided that the tender is limited to a lump sum for tenders for which the financial equivalent cannot be accurately determined. Each tender not accompanied by such a bond shall be rejected. The primary bond shall be in the form of a letter of guarantee issued by one of the banks operating in the UAE so that it shall be valid for a period starting as of the date of tender submission and extending to at least sixty days after the end of the tender validity period. If the University extends the validity period for an additional period following the provisions of the previous clause, the bidder shall, after being notified, extend the period of the letter of guarantee to that of the additional period. Otherwise, the University shall confiscate the primary bonds.
- b. The primary bond shall be returned to the unsuccessful bidders without the need to file a request as soon as the tender validity period expires or before that if the final bond is collected from the acceptable bidder.
- c. If a bidder renounces his bid before the date specified for opening the envelopes - and this is done by a letter submitted to the University - the primary bond provided by him for the benefit of the University shall be confiscated and shall be considered among its revenues without the need for a warning or taking any judicial procedures.

Final bond:

- a. The final bond shall be 10% of the tender value, and no interest shall be levied on this bond, and it shall take the same form as stated in the primary bond.
- b. The final bond shall be fixed at a lump sum for contracts for which the exact amount of money cannot be determined.
- c. The winner shall not be obliged to provide a final bond if the period of supply under the contract does not exceed ten days as of the date of its signature, provided that the validity period of the primary bond is extended to ensure covering contract implementation if its validity period is not sufficient.
- d. The final bond may be reduced gradually according to the rate of contract execution, provided that it is not less than the guarantee necessary for the implementation value of the contract's remaining part, for ongoing or executed supply contracts as required or for service contracts, excluding consultancy contracts.
- e. The validity period of the letters of guarantee provided shall be (90) days, after the expiry of the contract period for supply and service contracts, and after the completion of the final receipt for work contracts and the provision of engineering services. The Committee may extend this period as the case may be.
- f. If the winner is late in paying the value of the final bond within fifteen days as of the date of being notified of accepting his bid, the University may confiscate the primary bond and implement the tender in whole or in part at his expense, without taking any judicial procedures and without prejudice to his right to claim any other compensation and deduct it from his dues with any other party or claim it legally.

It is also permissible to cross his name out from the register of suppliers and contractors at the University for a period determined by the Chancellor based on the proposal of the Procurement Committee.

- g. The final bond shall be kept in full at the University, until the contract is executed or until the final receipt of materials and works for the supply and work contracts is completed, fulfilling all conditions and specifications, and then it, or the remaining part thereof, shall be returned to the owner, and the contractor or his creditors may not seize the amount of bond before that.



- h. If the value of the bond decreases as a result of deducting any amounts thereof, or if the works, supplies and services become more than what is stated in the contract, the contractor must complete the final bond as prescribed within fifteen days of the claim date, and if he delays in completing the bond, the University shall be entitled to deduct the required amount from his entitlements under this contract or any other contract under its control.

19. Duties of the Warehouse management

a. Warehouse keeper

1. The warehouse keeper is responsible for the warehouse in general.
2. Cleaning is carried out once a month and when necessary, under the supervision and presence of the warehouse keeper.
3. Not allowing unauthorized people to enter the warehouse.
4. Inspecting the warehouse and making an inventory of all materials in the warehouse periodically.
5. Receiving and storing incoming goods for the warehouse and supervising workers during the process of adding stocks.
6. Disbursing materials according to the established regulations.
7. Arranging the items in the stores according to the nature of each item for easy access (optimal use of storage spaces).
8. Following up on requests of disbursement from departments and faculty and following up on their implementation.
9. The requesting party shall indicate the desired materials in terms of specifications/ quantities/ name of the recipient/ date and time of receipt.
10. The request must take place by sending a request or sending an email, while requests made by phone shall not be accepted.
11. Making the item card for each item separately and recording the quantities received and issued and updating the cards with every receipt and delivery.

12. Ensuring the availability of sufficient stocks of items in the store to meet the needs of colleges and departments and notifying the immediate supervisor by enough time before the quantities are exhausted to provide them to avoid work disruption.
13. Submitting periodical reports to the immediate supervisor on all surplus, damaged and standing materials in the warehouse for necessary action
14. Making daily records of items in the warehouse, the recipient and the disbursement according to the established systems and updating those records.
15. Submitting a monthly report to the immediate supervisor to indicate what has been achieved and what has been postponed during the month, giving the reasons thereof.

b. Material disbursement

First: Materials in the warehouses

1. The warehouse keeper shall disburse the items in the warehouse using the warehouse disbursement form, and no item shall be disbursed unless the person requesting the form signs the form, except in highly urgent conditions.
2. The warehouse keeper shall disburse the older stock first.
3. The recipient has the right to claim a copy of the form.
4. The warehouse keeper must include all of the following data on the form:
 - a. Serial numbering of the disbursement forms.
 - b. The description of the materials to be disbursed shall be written in Arabic and English so that the details of the materials are briefly mentioned in Arabic and a detailed statement of the materials in English (trademark, sizeetc.).
 - c. The recipient of materials shall write his/ her full name, adding the signature and date.
 - d. Approving the form by the warehouse keeper after reviewing it and verifying the data.



Second: Materials supplied by companies

1. Upon receiving the materials, the warehouse keeper shall ensure that the quantities are correct and conform to the approved technical specifications before receiving them with the help of the employee who supervised the follow-up of the request related to the materials to be received.
2. The warehouse keeper shall disburse the materials supplied by the companies to the colleges or departments to the requesting authorities under a disbursement receipt form.
3. The recipient has the right to claim a copy of the form.
4. The warehouse keeper must include all of the following on the form:
 - a. Serial numbering of the disbursement forms.
 - b. Description of the required materials in question shall be in English with details such as (trademark, sizeetc.).
 - c. The person receiving the materials shall write his/ her full name, signature and date.
 - d. Approval of the form by the warehouse keeper after reviewing and confirming that the details are correct.

20. General Provisions

Establishing or amending policies and procedures for financial matters, and its subordinate departments, shall be approved by the Deans' Council and the Chancellor.



Policies and Procedures

*Tenth:
Transparency and
Credibility*



Tenth: Credibility and Transparency

1. Intellectual property and copyrights:

- a. If a researcher at the University invents or discovers something as a result of his research, the University encourages him to register a patent to preserve his rights.
- b. The Chancellor shall issue the procedures regulating the financial and in-kind duties and rights of both the University and the researcher.
- c. The University does not support any research or patents that violate copyright policies.
- d. The University helps faculty members, employees and students to preserve their intellectual rights in the books, research, reports, art production, trademarks and others they publish.
- e. The Chancellor and Vice-Chancellor shall be responsible for the application of such policies.

2. Suspending programs:

If any academic programs offered by the University are suspended, the University shall be fully responsible for the student's completion of their study in the program until obtaining the certificate, whether the completion of studies is at Al Qasimia University or any other university cooperating with it.

3. Publication policy:

- a. The University shall be committed to credibility, transparency and the observance of all intellectual property rights in all its publications.
- b. The University shall be committed to maintaining the utmost accuracy and credibility in all its paper or electronic publications like Policies and Procedures, University guidebook, and brochures used in introducing programs and others directed to the students or the public.

- c. The University is committed to the full credibility and accuracy of the information it provides to the Academic Accreditation Authority in the United Arab Emirates and all parties in the county or abroad.

4. Public relations:

The University and all its employees are committed to transparency and credibility in all their internal and external dealings, and this standard is considered one of the pillars of the University's core values.

5. General Provisions:

Establishing or amending policies and procedures relating to transparency and credibility is the responsibility of the Vice Chancellor for Academic Affairs, College Boards, Quality Assurance, Institutional Effectiveness and Accreditation, and is approved by the Deans' Council and the Chancellor.



Policies and Procedures

Eleventh: Community Engagement



Eleventh: Community participation

1. Community engagement policy:

- a. The University is keen on interacting positively with the local and international community by attracting students from all over the world, offering joint academic programs and conducting joint research.
- b. The vision and mission of Al Qasimia University provide for interaction with all civilizations and the reconciliation of views under the teachings of the tolerant Islamic religion and human morality.

2. General Provisions:

Establishing or amending policies and procedures for community participation is the responsibility of the Vice Chancellor for Academic Affairs, College Councils, Quality Assurance, Institutional Effectiveness and Accreditation, and shall be approved by the Deans' Council and the Chancellor.

