His Highness

Sheikh Dr. Sultan Bin Mohammed Al Qassimi

Member of the Supreme Council, Ruler of Sharjah
President of the University of Sharjah
In the Name of Allah, the Most Merciful and Most Compassionate

Chancellor’s Message

Developing Progress Requirements towards Internationalization

The supreme directives of His Highness Sheikh Dr. Sultan Bin Mohammed Al Qasimi, Member of the Supreme Council, Ruler of Sharjah, and President of the University of Sharjah, call for raising the profile of the University internationally. This has required taking many measures regarding all aspects of work at the University in order to realize the necessary requirements for this progress and development and to ensure practical and sound results and international acclaim. Among such requirements requiring development were the University’s regulations, procedures and general work policies, whether academic, cultural or social. A committee of senior academics, legal and research experts and administrators was therefore formed at the University to study the regulations, procedures and bylaws governing various work components as well as the future prospective and objectives of such. All members of the committee worked according to a well-defined strategy not only to derive the best policies but also to derive those most compatible with raising the profile of the University internationally to fulfil the aspirations and wise vision of His Highness, President of the University.

After a great deal of work, diligence, time and effort as well as many modifications and revisions, you will find the outcome of these efforts within the pages of this booklet, inclusive of University bylaws and regulations.

Wishing you all success.

Professor Hamid M.K. Al Naimiy,
Chancellor of the University of Sharjah
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Decree of Law No. (2) for the Year (2016)
Regarding the Establishment and Organization
of the University of Sharjah

- We, Sultan Bin Mohammad Al-Qasimi, Ruler of The Emirate of Sharjah,
- Having considered the Federal Law Number (4) for the year 1992 regarding the establishment and organization of the Ministry of Higher Education and Scientific research
- And Law Number (2) for the year 1999 regarding the establishment of the Executive Council for the Emirate of Sharjah
- And Law Number (3) for the year 1999 regarding the establishment of the Advisory Council for the Emirate of Sharjah
- And Law Number (2) for the year 2001 regarding the establishment and organization of the University of Sharjah
- And the Emiri Decree Number (1) for the year 1997 regarding the establishment of the University of Sharjah
- And the decision of the Minister of Higher Education and Scientific Research Number (1) for the year 1992 regarding rules and procedures for licensing institutions of higher education in the State,

Do hereby issue the following law:
Chapter One

Definitions

Article (1)
The following terms shall have the meanings set against them unless the context indicates otherwise:
The State : The United Arab Emirates
The Emirate : The Emirate of Sharjah
The Government : The Government of Sharjah
The Ruler : His Highness The Ruler of Sharjah
The University : University of Sharjah
The President : President of the University
The Board : Board of Trustees
The Chancellor : Chancellor of the University
The Dean : College Dean or whomever may hold a similar position

Article (2)
In accordance with this law, an Arab Islamic University shall be established called the (University of Sharjah) with its main campus in the Emirate of Sharjah. It shall be permitted to establish branch locations in the Emirate or outside and shall be an autonomous, non-profit, academic corporate body, enjoying financial and administrative autonomy owned by the Government of Sharjah.

Article (3)
a. The Ruler shall be the President of the University.
b. The Ruler or whomever he authorizes shall be the Chairman of the Board.
Chapter Two
University Objectives

Article (4)
The University seeks to achieve the following objectives:

a. Raise the profile of scientific research and innovation at the University to an international level.

b. Develop the necessary infrastructure for research.

d. Expand graduate studies to offer specializations appropriate at an international level.

c. Promote excellence in teaching, provide an advanced infrastructure, and improve learning in all academic programs, including extra-curricular activities.

e. Attract talented students from different nationalities, as well as teaching and administrative staff members, and create a suitable environment that encourages creativity, innovation, and the quest for knowledge.

f. Promote the development of students, prepare them to lead by supporting their personal, social, academic, and professional development so that they may become future leaders in their work and their careers.

g. Form strategic partnerships with the local community, including the industrial sector in order to meet the social and economic needs of the community by conducting sound applied research.

h. Contribute to the progress of society culturally, economically, scientifically, psychologically, and socially by responding to its needs and interacting with it.

i. Establish an optimal relationship with graduates from the University in order to disseminate the mission of the University.

j. Develop effective and solid academic and administrative procedures to encourage excellence in education, research, and community service.
Chapter Three

University Colleges, Institutes, Centers and Scientific Foundations

Article (5)
The University by-laws shall determine the colleges, institutes and centers of the University.

Article (6)
The languages of instruction shall be Arabic and English, depending on the nature of the program concerned.

Chapter Four

University Budget

Article (7)
The University shall have an independent budget that shall be approved by the President following its referral to the Board.

Article (8)
The University revenues shall consist of the following:

a. Annual allocations in the government’s budget.

b. Savings from previous years.

c. Fees prescribed by the University.

d. Revenues realized from fixed and movable assets.

e. Revenues realized from different scientific activities of the University.

f. Other revenues the Board approves of accepting.
Article (9)
The fiscal year of the University shall commence on September the first and end on the thirty first of August of the following year.

Chapter Five
University Administration

Article (10)

a. The following bodies shall carry out the administration of the University in accordance with the provisions herein:
   1. Board of Trustees and its subcommittees
   2. Executive Committee
   3. Chancellor of the University
   4. Deans Council
   5. Academic Advisory Council

b. An office has been established at the University of Sharjah called “The Compliance and Internal Audit Office” which is directly connected to the Board of Trustees and supervised administratively by the Chancellor.

c. The by-laws shall determine the formation, tasks and responsibilities of each of the said bodies and job responsibilities and powers of the Chancellor.

Article (11)
The by-laws shall determine the aspects relating to the appointment, promotion, tasks and job responsibilities of the academic staff as well as administrative and financial matters relating thereto.

Article (12)
The by-laws shall determine aspects relating to the appointment, promotion, tasks and job responsibilities of non-academic University staff as well as financial and administrative matters pertaining thereto.
Article (13)
The by-laws shall determine all the objectives and procedural provisions relating to financial matters including the preparation of the budget and the method of its implementation.

Chapter Six
General Provisions

Article (14)
The President or whomever the Board may approve from the University administration shall have the power to sign the contracts on behalf of the University.

Article (15)
Without prejudice to the generality of the provision regarding its powers, the University shall transact all its legal activities and acts that fulfill its objectives and policies within this law and by-laws issued in accordance herewith.

Article (16)
The University is an inviolable place whose security shall be maintained by its own organizations. The by-laws shall specify the powers and duties of these organizations in maintaining discipline on campus.

Article (17)
The executive by-laws of this law and other organizational by-laws shall be issued by a decision of the President after the approval of the Board is obtained.

Article (18)
Law No. (2) of the year 2001, regarding the establishment and organization of the University, shall be rescinded.
Article (19)
All decisions and rules issued by the University prior to the promulgation of this law shall be deemed valid and effective as if the same have been issued in accordance herewith until the said decisions and rules are either amended or revoked in accordance with the provisions hereof or the provisions of by-laws issued in accordance herewith.

Article (20)
This law shall become effective as of the date of issue and to be published in the Official Gazette.

Issued on: 1st. Ramadan 1437 AH
Corresponding to: 06/06/2016

Sultan Bin Mohammed Al Qasimi,
Ruler of the Emirate of Sharjah

* This law has been amended at the Board of Trustees meeting No. (40), dated 31st January 2016.
Section Two
President’s Decision No. (3) for the Year 2016 of the Executive By-Laws Pertaining to Law No. (2) for the Year (2016) Regarding the Establishment and Organization of the University of Sharjah

- We Sultan Bin Mohammad Al Qasimi, the Ruler of Sharjah
- After consulting the Federal Law Number (4) (1992) on the establishment and organization of the Ministry of Higher Education and Scientific Research
- And Law Number (2) (1999) on the establishment of the Executive Council of the Emirate of Sharjah
- And Law Number (3) (1999) on the establishment of the Consultative Council for the Emirate of Sharjah
- And Law Number (2) for the year 2016 regarding the establishment and organization of the University of Sharjah
- And the Emiri Decree Number (1) for the year 1997 regarding the establishment of the University of Sharjah
- And Decision Number (1) (1992) issued by the Minister of Higher Education and Scientific Research on the Rules and Procedures of Licensing Institutions of Higher Education in the State

And the approval of the Board of Trustees, we issue the following decision:
Chapter One
The Structure of the University
and its Administration Definitions

Article (1)
These by-laws shall be called (Executive By-Laws at the University of Sharjah) and shall become effective as of the date of issue and to be published in the Official Gazette.

Article (2)
The following terms shall have the meanings set against them unless the context indicates otherwise:

The State : The United Arab Emirates
The Emirate : The Emirate of Sharjah
The Government : The Government of the Emirate of Sharjah
The Ruler : His Highness, the Ruler of Sharjah
Law : Law No. (2) of (2016) regarding the establishment and organization of the University of Sharjah
By-Laws : Executive by-Laws pertaining to Law No. (2) of (2016) and any other applicable regulations, by-laws, or decisions issued in accordance with it

The University : University of Sharjah
The President : President of the University
The Board : University Board of Trustees
The Chancellor : Chancellor of the University
The Dean : College Dean or whoever holds a similar position

Article (3)

a. The University, its colleges, institutes, and all its academic, administrative, financial, and social departments shall abide by the laws and by-laws in effect in all their activities.

b. The University shall confer the certificates and academic, professional, and honorary degrees in accordance with its by-laws.
c. The President shall issue detailed by-laws to govern the University’s academic, administrative, and financial activities as well as its students’ affairs.

d. The President shall issue all other regulations upon recommendations by the Chancellor.

Chapter Two

The University Colleges, Institutes, Centers and Scientific Foundations

Article (4)

The University consists of the following Colleges, Institutes, Centers and Scientific Foundations

Colleges:

1. The Colleges of Sharia and Islamic Studies
2. The College of Arts, Humanities and Social Sciences
3. The College of Business Administration
4. The College of Engineering
5. The College of Health Sciences
6. The College of Law
7. The College of Fine Arts and Design
8. The College of Communication
9. The College of Dental Medicine
10. The College of Medicine
11. The College of Pharmacy
12. The Community College
13. The College of Graduate Studies
14. The College of Sciences
Deanships:

1. Deanship of Academic Support Services
2. Deanship of Student Affairs (men’s)
3. Deanship of Student Affairs (women’s)
4. Deanship of Quality Assurance, Institutional Effectiveness, and Accreditation

Institutes:

1. Research Institute of Medical and Health Sciences
2. Research Institute of Sciences and Engineering
3. Research Institute of Humanities and Social Sciences
4. Institute for Leadership in Higher Education

Centers and Foundations:

1. Sharjah Center of Space Sciences and Astronomy
2. The Center for Continuing Education and Professional Development
3. Sharjah Islamic Center for Economy and Finance Studies
4. Disabilities Resource Center
5. Sharjah International Foundation for the History of Arab and Muslim Sciences

The Board may decide to establish other Colleges, Institutes, Centers and Scientific Foundations.

Chapter Three

Administrative Structure

Article (5)

First: The Board of Trustees

a. The Board shall oversee the administration of the University.
b. The Board shall consist of a minimum of nine (9) and a maximum of (15)
members. Its meetings shall be considered lawful if an absolute majority of its members are in attendance, and its decisions shall be adopted by an absolute majority of those present except in cases requiring a specific quorum. When there is a tie, the side on which the chairman votes shall carry the motion.

c. Membership in the Board shall be for a renewable term of three years. The starting and termination dates of membership shall be specified by decision of the Board.

d. The following parties shall be taken into account in forming the Board membership:

1. The Chancellor
2. A number of public figures from the community
3. A number of distinguished scholars

By decision of the President, membership may be increased or decreased taking into account item (b.) of Article (4).

e. The President shall issue a decision regarding the formation of the Board.

f. Procedures: (Robert’s Rules of Order) shall apply in conducting the meetings of the Board, provided they do not conflict with the laws or by-laws.

g. Termination of Membership: Membership may be terminated by decision of the President of the Board.

h. Filling Membership Vacancies: The President of the Board may appoint the successor of any member who vacates his/her membership for any reason whatsoever in order to complete the remaining period of the said member’s term.

Second: Compliance and Internal Auditing Office

a. The Compliance and Internal Auditing Office shall perform its duties as an autonomous office directly connected to the Board of Trustees and supervised administratively by the Chancellor.

b. The primary functions of the Compliance and Internal Auditing Office are to:
1. Assist the Board of Trustees in fulfilling its mandate related to the integrity of University financial statements, systems of internal control, performance of internal auditing, compliance and governance.

2. Establish a system to ensure compliance with policies, plans, procedures, laws and regulations, which could have a significant impact on the University.

3. Ensure the existence of adequate controls to safeguard assets and verify their existence.

4. Develop annual internal auditing plans, apply compliance measures and prioritize internal auditing plans based upon risk analysis that takes into consideration the immediate and long-term goals and objectives of the University.

5. Determine and follow up on points of weakness and findings and recommendations from internal auditing and compliance reviews.

6. Work closely with the Department of Human Resources as necessary to address issues of non-compliance and violations of laws, regulations and policies.

7. Provide updates on internal auditing to the Board when appropriate.

Chapter Four

The Board’s Jurisdiction

Article (6)

To carry out its duties, the Board shall be empowered to do the following:

a. Appointing the Chancellor upon the recommendation of the President,

b. Approving the appointment of Vice-Chancellors and Assistants, Deans, and those in similar positions upon the recommendation of the Chancellor,

c. Deciding the general policies and plans related to the University to be implemented by the Chancellor,
Chapter Five

The Board’s Meetings

Article (7)

a. The Board shall hold at least three regular meetings per year. It shall determine the time, date, and location for each meeting and notify its members in writing at least thirty days ahead of the meeting.

b. Extraordinary meetings may be held upon the request of the President or a written request by at least three members of the Board. In this case, the members of the Board shall be notified at least two weeks ahead of the meeting.
Chapter Six

The Board’s Executive Committee

Article (8)

a. The Executive Committee shall consist of the President, the Chancellor, and three other members nominated by the President and approved by the Board. The Committee shall serve for a renewable period of two years.

b. The meetings of the Executive Committee shall be chaired by the President or the member of the Committee authorized by him.

c. If the membership of anyone on the Executive Committee is terminated for any reason, the Board shall appoint a replacement in a regular or extraordinary meeting for the remainder of that member’s term.

d. The Executive Committee shall convene upon an invitation by the President or the member authorized by him or upon a written request by two of its members.

e. The Executive Committee shall have the full powers of the Board in the periods falling between meetings except for the power to legislate. The Committee shall then inform the Board of its activities in the Board’s next meeting.

Chapter Seven

Standing Committees

Article (9)

a. Taking into account item (f.) in Article (5) of these by-laws, the Council shall form the following standing committees:

1. Financial Resources Development Committee
2. Academic Committee
3. Finance Committee
4. Compliance and Internal Audit Committee
b. The Executive Committee shall nominate the members and chairpersons of the standing committees to the Board. Membership shall be for a renewable period of two years. If a seat is vacated, the President shall appoint a replacement for the remainder of the vacating member’s term from among the members of the Board.

c. The Committee for Financial Resources Development shall be concerned with the following:

1. Developing the University’s relationship with public and private institutions on both the Emirate and State levels, and publicizing the University’s mission and role in the overall process of development;
2. Creating an endowment in the name of the University to enhance its financial resources;
3. Urging institutions and commercial companies to establish scholarships for outstanding and poor students;
4. Enabling the University to obtain the financial support necessary for implementing its academic and social functions and serving the needs of its students;
5. Performing any other tasks assigned to it by the Board or the Executive Committee.

d. The Academic Committee shall be concerned with the following:

1. Recommending to the Board the establishment of colleges, institutes, and centers and the approval of new academic programs;
2. Drafting by-laws governing the conferral of academic degrees, certificates, and honorary degrees and laying down principles and procedures for the promotion of academic staff for approval by the Board;
3. Reviewing the Council of Deans’ decisions regarding the promotion and appointment of academic staff and submitting appropriate recommendations to the Board;
4. Endeavoring to improve the academic environment of the University;
5. Performing any other tasks assigned to it by the Board or the Executive Committee.
e. The Financial Committee shall be concerned with the following:

1. Studying the draft budget submitted by the administration of the University for the financial year in light of the University’s objectives, resources, available and expected funds before submitting it to the Board;
2. Studying the reports of the internal and external auditors;
3. Studying the final financial report and submitting it to the Board for approval;
4. Performing any other tasks assigned to it by the Board or the Executive Committee.

f. The Compliance and Internal Audit Committee shall be concerned with the following:

1. Financial reporting process,
2. The system of internal control,
3. The audit process,
4. The University’s process for monitoring compliance with laws and regulations and the code of conduct.

Chapter Eight

Minutes, Quorum, and Rules

Article (10)

Without contravening the provisions of the Law and these by-laws, a standing committee may lay down its own rules to regulate its activities. A quorum is obtained by the presence of an absolute majority of its members, and decisions shall be taken on the strength of an absolute majority of the members present. In case of a tie, the side on which the chairperson has voted shall carry the motion. The committee shall keep regular minutes of its deliberations and it shall be responsible for its activities to the Board.
Chapter Nine

The President

Article (11)
The President shall be empowered to perform the following:

a. Chairing the Board;
b. Chairing the Executive Committee;
c. Nominating the Chancellor for appointment to the Board;
d. Approving the appointment of vice chancellors and deans;
e. Issuing by-laws to regulate the academic, administrative, and financial activities of the University;
f. Issuing organizational decisions;
g. Performing all other functions authorized by the Board.

Chapter Ten

The Chancellor

Article (12)

a. The Chancellor shall be appointed by a decision of the President, to whom he is responsible in carrying out his duties. The President shall determine his salary and financial and other privileges.
b. The Chancellor shall be empowered to perform the following:

1. Act as the head of all University administrative and academic staff and be responsible before the President and the Board;
2. Implement the policies set forth by the Board to conduct the University’s affairs, develop its purpose, and enhance its status;
3. Undertake all business and activities he deems effective in carrying out his responsibilities and duties in the endeavor to achieve continual development of the University in accordance with the laws and regulations in effect and the decisions and directives issued by the President and/or the Board;
4. Head all public academic occasions and represent the University before all external parties; he may also delegate whomever he views appropriate to represent him on such occasions;

5. Submit reports to the President, the Board, and the Executive Committee on the activities and affairs of the University;

6. Perform any other business related to his position mandate referred to him by the President;

c. The Chancellor may authorize whomever he deems appropriate from among his specialized staff to carry out some of his duties.

Chapter Eleven

The Vice Chancellor

Article (13)

a. The President may decide to appoint one or more vice-chancellors.

b. The President upon the recommendation of the Chancellor shall determine the Vice Chancellor’s job description. The President shall also determine the Vice Chancellor’s salary and his financial and other privileges.

Chapter Twelve

The Assistant Chancellor

Article (14)

a. The Chancellor may appoint one or more assistants by decision of the President.

b. The authorities and mandate of the Assistant Chancellor shall be determined by decision of the President based upon the recommendation of the Chancellor. The President shall also determine his financial and other benefits.
Chapter Thirteen

Academic Faculty Members

Article (15)

a. The University’s academic faculty members consists of
   • Full Professors
   • Associate Professors
   • Assistant Professors

b. Faculty members are appointed by a decision from the Academic Committee of the Board of Trustees upon the recommendation of the Chancellor of the University.

Chapter Fourteen

Colleges and Departments

Article (16)

a. Without contravening the jurisdiction of the Board, the President, the Executive Committee, or the Chancellor, the college and its departments shall be empowered to do the following:
   1. Recommending teaching methods and safeguarding academic standards;
   2. Recommending academic courses;
   3. Recommending appointments, promotions, and all other things related to their employees;
   4. Suggesting study plans and programs and forwarding them through the Dean for approval;
   5. Recommending that those who have completed the graduation requirements be awarded their degrees.

b. The President shall issue detailed regulations on the appointment, promotion, rights and duties of academic Faculty and the by-laws that regulate their administrative and financial affairs.
Chapter Fifteen

Non-Academic Staff

Article (17)
The President shall issue detailed regulations on the appointment, promotion, rights and duties of non-academic staff and the by-laws that regulate their administrative and financial affairs.

Chapter Sixteen

Financial and Administrative Affairs

Article (18)
a. The University’s financial year starts on the first day of September of each year and ends on the 31st of August of the following year.
b. The President shall issue by-laws governing the University’s financial and administrative affairs.

Chapter Seventeen

Editing and Implementation of the Official Documents

Article (19)
Only the President or someone from the University authorized by the President with the approval of the Board shall have the right to enter into agreements with foreign counterparts.
Chapter Eighteen

Amendments

Article (20)
The Board may amend these or any other by-laws or subsequent decisions by means of another decision issued by the President upon the approval of a two-thirds majority of the active members in a regular or an extraordinary meeting.

Chapter Nineteen

Conflict of Interest

Article (21)
a. Members of the Board shall not have interests in conflict with those of the University.

b. Any member who has an interest in conflict with a matter put to the vote by the Board shall forfeit the right to vote on it, and his attendance shall not count on considering the quorum requirements for the meeting. The existence of the conflict and the member’s non-participation in the voting and in the question of the quorum requirements shall be recorded in the minutes.

c. Paragraphs (a) and (b) of this Article shall not be taken to mean that the member concerned cannot express his opinion or that he cannot answer questions raised by the other members of the Board on the matter under consideration.
Chapter Twenty
General Provisions

Article (22)

a. The University shall defray all expenses incurred by the members of the Board while performing tasks directly related to the functions of the University.
b. The University shall defray all expenses incurred by any of its employees, or any of the people attached to it or performing tasks on its behalf provided that such tasks are directly related to the functions of the University and that they have had the prior approval of the proper authority in the University.
c. No member of the Board, University employee, or any of those attached to the University, or a third party shall have any share in moneys accruing from the sale of University holdings or any of its other revenues.

Article (23)

These by-laws shall apply to colleges, institutes, centers, or similar entities that may be established in the future.

Article (24)

The provisions of these by-laws shall become effective as of the date of issue and to be published in the Official Gazette and all contravening texts and decisions shall be rescinded.

Article (25)

The Chancellor, Vice Chancellors and Assistants to the Chancellor, Deans and Directors shall be responsible for the implementation of these by-laws.

Issued on: 1st. Ramadan 1437 AH
Corresponding to: 06 /06 /2016

Sultan Bin Mohammed Al Qasimi,
President of the University

* These by-laws were amended at the Board of Trustees meeting No. (40), dated 31st January 2016.
Section Three
President’s Decision No. (4) for the Year 2016
Regarding Academic Organization By-Laws
Issued in Accordance with Article (3)
of the Executive By-Laws
of Law Number (2) for the Year (2016) Regarding the
Establishment and Organization of the University of Sharjah

Chapter One
Definitions

Article (1)
These by-laws shall be called (Academic Organization by-law at the University of Sharjah) and shall become effective as of the date of issue and to be published in the Official Gazette.

Article (2)
The following terms shall have the meanings set against them unless the context indicates otherwise:

The University : University of Sharjah
The President : President of the University
The Board : Board of Trustees
The Chancellor : Chancellor of the University
The College : Concerned College
The Institute : Concerned Institute
The Department : Concerned Academic Department
The Deans Council : Deans Council of the University
The Advisory Council : University Academic Advisory Council
Chapter Two
Deans Council

Article (3)
The Deans Council consists of the following:
1. Chancellor (Chairman)
2. Vice/Assistants Chancellor
3. College Deans
4. Other Deans, Directors of Institutes and their counterparts.
The Chancellor may invite whomever he views appropriate for consultation on
the discussion of the Deans Council.

Article (4)
The Deans Council will meet at least once every fortnight at the invitation of
the Chancellor, and the meeting will be deemed to have a quorum if the absolute
majority of the members are present. Decisions and recommendations will be
issued by the absolute majority, and the Chancellor will have a casting vote.

Article (5)
The meetings of the Deans Council will be presided over by the Chancellor or
the Vice Chancellor if the Chancellor is absent.

Article (6)
The Chancellor will appoint at the commencement of each academic year a
Secretary to the Council to take the minutes of the meetings and keep them
in a special record that will be signed by the Secretary and the Chancellor or
whomever deputizes for him.

Article (7)
The Deans Council will oversee academic and teaching matters as well as
academic staff affairs, scientific research and publications. In particular, the
Council will have the following powers and responsibilities:
1. Approval of the necessary regulations, requirements and producers for the award of the scientific degrees at all levels including the approval of study curricula and study plans and the development thereof;

2. Working out a detailed academic calendar for the University in accordance with study needs and subject to general state directives and determining holidays;

3. Deciding upon academic promotion of staff in accordance with applicable rules;

4. Promoting academic research, translation and publication in accordance with rules and conditions laid down by the Deans Council and approved and issued by the Chancellor following their approval by the President;

5. Recommending the establishment of scientific societies and organizing scientific and cultural seminars;

6. Organizing scientific contacts with external scientific centers after the approval of the President or whomever he may deputize has been obtained;

7. Granting academic and honorary degrees and certificates;

8. Recommending academic chairs;

9. Recommending the establishment of academic Departments, their merger or cancellation;

10. Approval of plan of extracurricular activities at the University;

11. Laying down the regulations and conditions of student admission and transfer from and to the University;

12. Determining the number of students admitted to programs according to the University’s capacity each academic year;

13. The Council will form permanent and ad hoc committees from its members to study cases referred to it and to submit detailed reports thereon for discussion and taking appropriate decisions in regard therewith;

14. Considering any business or responsibilities referred to the Council by the Board.
Chapter Three
The University Academic Advisory Council

Article (8)

a. Council Objectives:
The objectives of introducing the University Academic Advisory Council (UAAC) are to promote and encourage the active participation of faculty members and students, together with the University Administration, in matters related to academic strategic directions, institutional effectiveness, and academic services and activities in support of teaching and research. The University Academic Advisory Council (UAAC) shall also review all proposals submitted by the colleges and provide consultations and recommendations to the Deans Council with respect to adopting such proposals.

b. Formation of the Council:
The University Academic Advisory Council (UAAC) shall be comprised of the following members:

1. One faculty member from each of the 14 Colleges, including the College of Graduate Studies, who shall be elected by the faculty members in each of the colleges and to serve for a term of one year.

2. Seven (7) students representing the following colleges and elected for a term of one year by the students of the colleges they represent:
   • One (1) representative on behalf of the College of Sharia and Islamic Studies and the College of Law
   • One (1) representative on behalf of the College of Arts, Humanities and Social Sciences and the College of Communication
   • Two (2) representatives on behalf of the Medical Colleges and College of Health Sciences
   • One (1) representative on behalf of the College of Engineering and the College of Sciences
• One (1) representative on behalf of the College of Business Administration, the College of Fine Arts and Design, and the Community College
• One (1) representative on behalf of graduate studies students

3. The President of the Alumni Association or another member designated by the Executive Council of the Alumni.

4. Ex-official members (non-voting members): Vice Chancellors and assistants, Deans and their counterparts.

c. Mandate of the Council:

The mandate of The University Academic Advisory Council (UAAC) shall be to review all proposals and recommendations raised by the various College Councils related to academic affairs as well as the services and activities in support thereof prior to forwarding such matters to the Deans Council. The University Academic Advisory Council (UAAC) shall also discuss and review reports from the Deanship of Quality Assurance, Institutional Effectiveness and Accreditation, the Deanship for Academic Support Services, the two Deanships of Student Affairs and the Deanship of Graduate Studies. The Council shall discuss and provide recommendations and consultations to the Deans Council on the following matters:

1. Introducing new academic programs.
2. The annual study plans prepared by the Colleges.
3. Establishment of new academic Departments, their merger or cancellation as proposed by the Colleges.
4. General policies concerning the regulations and by-laws for the promotion of faculty members, with the exception of discussing individual promotion cases.
5. By-laws and regulations for appointing faculty members according to established policies without discussing the individual appointments themselves.
6. Granting of honorary and academic degrees.
7. Institutional effectiveness, performance indicators and the standing of the University in comparison to other universities.
d. Council Meetings:

1. Members of the University Academic Advisory Council (UAAC) shall elect a permanent secretary each year from among professors on the Council holding the rank of full professor who are also members of the Deans Council. The Permanent Secretary shall be responsible for recording the minutes of each meeting and shall sign the written minutes.

2. The University Academic Advisory Council (UAAC) meetings shall be chaired by the Vice Chancellor for Academic Affairs.

3. The University Academic Advisory Council (UAAC) shall convene at least once each semester upon notice from the Chairperson of the Council or the Permanent Secretary. The meeting announcement shall include a proposed agenda for the meeting. The presence of at least 50% of the Council members plus one (an absolute majority) shall constitute a meeting quorum.

4. The University Academic Advisory Council (UAAC) may invite other members of the University, as appropriate, to attend the Council meetings as non-voting participants.

5. The outcomes of the Council discussions from each meeting shall be submitted to the Deans Council in the form of a written report, which shall include all viewpoints in opposition to the recommendations.

Chapter Four

College Council

Article (9)

a. Every College will have a Council that will be designated the College Council and will be chaired by the Dean and have the following as members:

1. Deputy Deans.

2. Chairpersons of Departments.
3. A representative for each academic Department to be approved by the Chancellor upon the recommendation of the Dean.

b. The Dean will invite whomever he deems appropriate to seek his opinion in the discussions of the College Council.

Article (10)
The College Council will meet at least once every month upon the invitation of the Dean. The meeting will be deemed to have a quorum if the absolute majority of the members are present. Decisions and recommendations will be made by the absolute majority, and the Dean will have a casting vote.

Article (11)
The meetings of the College Council will be presided over by the Dean or his deputy in case of the Dean’s absence.

Article (12)
The Dean will appoint in the first meeting at the commencement of each academic year a secretary to take down the minutes and keep them in a record which he and the Dean will sign.

Article (13)
The College Council will oversee academic, instruction, administrative and financial affairs as well as student affairs in accordance with the policies laid down by the Board and within the provisions of the by-laws. In particular, the College Council will have the following powers and responsibilities:

a. Proposing of study plans in the college and the conditions for granting academic degrees therein;

b. Approving of curricula proposed by Departmental Councils;

c. Coordinating of postgraduate studies, appointing of supervisors and forming discussion panels;

d. Supervising study in the college and coordinating amongst Departments therein;
e. Holding examinations, supervising them, and discussing results submitted by different Departments and the approval thereof;

f. Recommending to the Council of Deans the awarding of academic degrees and certificates;

g. Proposing by-laws for the college and submitting the same to the Deans Council for approval. Such by-laws will come into force after they have been approved by the Chancellor and issued;

h. Preparing of annual budget for the college;

i. Supervising and promoting of academic research in the college;

j. Making recommendations on matters related to academic staff members and instructors in their college;

k. Discussing of annual reports of Departments;

l. Setting up permanent and ad hoc committees from amongst its members to review matters within its jurisdiction;

m. Considering issues referred thereto by the Dean;

n. Studying and linking evaluation and assessment results from the Departments to learning outcomes and preparing a final annual report to be forwarded to the Chancellor with the Department reports from the college.

Chapter Five

College Dean / Director of Institute

Article (14)

a. Each college shall have a Dean who is responsible for the administration of academic, administrative and financial affairs and the scientific research matters of the college, which shall be in accordance with the provisions of the law and by-laws issued in this regard. The Dean shall implement the decisions of the College Council and abide by the decisions of the Board of Trustees and Deans Council.

b. The Dean shall be responsible for the proper functioning of the teaching and research processes and for maintaining discipline and applying of the
laws, by-laws and decisions of the college. The Dean will be responsible of the strategic plan accomplishment as per its indicators.

c. Those appointed as Deans shall hold the rank of full professor. When necessary, a faculty member from another rank may be appointed as acting Dean of the college.

d. The appointment of the Dean shall be by decision of the Board of Trustees, based upon the recommendation of the Chancellor, for the period of three renewable years for one time only.

e. The Dean shall submit a detailed report to the Chancellor at the end of the academic year, inclusive of the college activities and educational and research affairs in the college.

f. The Dean shall supervise all evaluation and assessment procedures conducted in the college, follow up on them, evaluate Department chairpersons taking into account their performance in the evaluation and assessment process, and present the annual performance report to the Chancellor.

g. The provisions of this article shall apply to the directors of concerned Institutes.

Article (15)

Deans other than College Deans may be appointed to handle other kinds of activities at the University and perform tasks set in the by-laws. Such appointments will be made by a decision of the Board of Trustees upon the recommendation of the Chancellor for three renewable years normally and for one time only.

Article (16)

a. The Chancellor appoints one or more deputies to the Dean at the recommendation of the Dean for two renewable years normally and for one time only. Such appointees will hold the academic rank of professor, but holders of other ranks may also be appointed in this position if need arises.

b. The Dean designates one of his deputies to take his place and perform his duties during his absence. In the absence of a deputy or when there is vacancy in the position of the Dean, the Chancellor designates one of the faculty members as an acting Dean until the position is filled.
**Article (17)**
The Executive By-laws will identify for each Deanship the Departments it comprises and the specializations within each college. Such Departments will be set up by a decision of the Chancellor after the approval of the Board has been obtained.

**Chapter Six**

**Departmental Council**

**Article (18)**
Each Department in the college will have a Council comprising all the academic staff members.

**Article (19)**

a. The Departmental Council will meet at least once every month during the semester at the invitation of the Chairman who will preside over the meeting. Decisions of the Council shall be made by the absolute majority, and the head of the Department shall have a casting vote.

b. The Department Chairperson may invite representative from the non-faculty members, including lecturers, language instructors, or research and teaching assistants to attend Department meetings whenever s/he finds it appropriate.

**Article (20)**
The Department will select in the first Departmental meeting a secretary from amongst the faculty members to take the minutes of meetings and maintain them in records, which he and the Department head shall sign.

**Article (21)**
Each Department will constitute an autonomous academic entity and will supervise the teaching of courses within its specialization at the level of the University.
Article (22)

The Departmental Council will oversee academic, educational, administrative and financial matters and student affairs in the college in accordance with the policies of the Board of Trustees, the Deans Council and the College Council and within the provisions of the law, the by-laws and regulations decisions issued in accordance therewith. The Departmental Council will in particular have the following powers and undertake the following responsibilities:

a. Submission of proposals to the Council regarding study plans in the Department;

b. Coordination of curricula in the Department, course textbook and reference selection and facilitating their access to the students and organizing the exams as per the university by-laws.

c. Promoting academic research and coordinating it in the Department, including community service;

d. Proffering opinions on matters relating to academic staff, including appointments, promotions and holidays, subject to the provision that no staff member may take part in the promotion and/or appointment of a staff member of a higher rank;

e. Distribution of courses amongst instructors in the Department;

f. Organization of academic advising in the Department and provision of guidance and pastoral care to students;

g. Recommendation to the Council of lists of graduates;

h. Proffering opinions on matters referred to it;

i. Review the plan to evaluate the learning outcomes of the Department, discuss and approve it, follow up on the plan to review it, amend it, and update it to take appropriate measures to develop the educational process in the Department in accordance with learning outcome results;

j. Review, study and prepare program files presented for academic accreditation and complete them with the required documents.
Chapter Seven

Chairman of the Department

Article (23)

a. The Department Chairperson is responsible for ensuring that teaching, research and academic activities are carried out professionally and in a manner that does not contravene the provisions of the law and the by-laws, rules, regulations and decisions issued in accordance thereof. In particular, the Chairperson shall have the following powers and responsibilities:

1. Preparing a statement on the Department’s needs and submitting it to the Dean at the appropriate time after consultation with the Department so that it can be taken into consideration when the budget is prepared.

2. Maintaining records on the activities of the Department, records of University documents relating to the Department and supervising their use in accordance with rules and practices followed by the University.

3. Supervising the selection of course textbooks and references for the courses offered by the Department.

4. Proposing the distribution of the faculty-teaching load and submitting it to the Department Council.

5. Promoting scientific research and assisting faculty in undertaking such work.

6. Distributing students among academic advisors and following up on their progress in completing their study plans.

7. Preparing all reports that the Dean’s Office and/or the University Administration require from the Department.

8. Preparing documents related to teaching quality and academic accreditation.

9. Supervising the preparation of the Department plan to evaluate courses offered by the Department in terms of compliance with program study plans their objectives, outcomes and means of implementation.
b. The Chancellor shall appoint a member of the Department who holds of the rank of ‘professor’ upon the recommendation of the dean. When necessary, he may appoint a member of faculty from the Department who does not hold the rank of professor as an ‘acting Department chairperson’. In the absence of a Department chairperson, the Dean shall chair the Department Council.

c. The Chairman will submit to the College Council, after discussions with the Departmental Council, a full and detailed report at the end of each academic year on the academic and educational affairs of the Department and on academic research, publications and community service.

d. The Chancellor shall issue the executive regulations on the steps for appointing the Department Chairperson and the attributes required of him/her.

Chapter Eight

Academic Departments and Scientific Degrees

Article (24)

College of Shari’a and Islamic Studies

a. The College of Sharia and Islamic Studies consists of the following Departments:

1. Jurisprudence and its Foundations
2. Foundations of Religion

b. The University awards the following academic degrees in Sharia specializations (major) or (major/minor):

2. Bachelor in Sharia – Foundations of Religion
3. Bachelor in Sharia and Law
4. Master in Exegesis and Hadith
5. Master in Jurisprudence and its Foundations
6. PhD in Hadith and its Sciences
7. PhD in Quran Exegesis and its Sciences
8. PhD in Jurisprudence and its Foundations

Article (25)

College of Arts, Humanities and Social Sciences

a. The College of Arts and Sciences consists of the following Departments:
   1. Department of Arabic Language and Literature
   2. Department of English Language and Literature
   3. Department of History and Islamic Civilization
   4. Department of Sociology
   5. Department of Education
   6. Department of International Relations
   7. Art History and Museum Studies Program

b. The University awards the following academic degrees in Arts, Humanities and Social Sciences (major) or (major/minor):
   1. Bachelor of Arts in Arabic Language and Literature
   2. Bachelor of Arts in English Language and Literature
   3. Bachelor of Arts in History and Islamic Civilization
   4. Bachelor of Arts in History and Islamic Civilization - Tourist Guide track
   5. Bachelor of Arts in Sociology
   6. Bachelor of Art History and Museum Studies
   7. Bachelor in International Relations
   8. Professional Diploma in Teaching
   9. Master of Arts in Arabic Language and Literature
   10. Master of Arts in English Language (Translation)
   11. Master of Arts in History and Islamic Civilization
12. Master of Arts in Applied Sociology
13. PhD. in Applied Sociology

Article (26)

College of Business Administration

a. The College of Business Administration consists of the following Departments:
   1. Department of Finance and Economics
   2. Department of Management
   3. Department of Accounting
   4. Department of Management Information Systems
   5. Master in Executive Business Administration Program.

b. The University awards the following academic degrees in Business Administration (major) or (major/minor):
   1. Bachelor of Science in Accounting
   2. Bachelor of Science in Business Administration - Management
   3. Bachelor of Science in Business Administration - Marketing
   4. Bachelor of Science in Finance
   5. Bachelor of Science in Management Information Systems
   6. Bachelor of Science in Public Administration
   7. Executive Master in Business Administration (EMBA)
   8. Master of Business Administration.

Article (27)

College of Engineering

a. The College of Engineering consists of the following Departments:
   1. Department of Civil Engineering and Environment
   2. Department of Electrical and Computer Engineering
3. Department of Architectural Engineering
4. Department of Industrial Engineering and Engineering Management
5. Department of Nuclear Engineering
6. Department of Mechanical Engineering
7. Department of Sustainable and Renewable Energy Engineering

b. The University awards the following academic degrees in Engineering (major) or (major/minor):
1. Bachelor of Science in Civil Engineering
2. Bachelor of Science in Electrical and Electronic Engineering
3. Bachelor of Science in Computer Engineering
4. Bachelor of Architectural Engineering
5. Bachelor of Science in Industrial Engineering and Engineering Management
6. Bachelor of Science in Sustainable and Renewable Energy Engineering
7. Bachelor of Science in Nuclear Energy Engineering
8. Bachelor of Science in Mechanical Engineering
9. Master of Science in Civil Engineering
10. Master of Science in Computer Engineering
11. Master of Science in Electrical and Electronic Engineering
12. Master of Science in Engineering Management
13. PhD in Engineering Management

**Article (28)**

**College of Health Sciences**

a. The College of Health Sciences consists of the following Departments:
   1. Department of Medical Lab Sciences
   2. Department of Medical Diagnostic Imaging
   3. Department of Nursing
   4. Department of Physiotherapy
5. Department of Health Services and Hospitals Administration
6. Department of Environmental Health
7. Department of Clinical Nutrition and Dietetics

b. The University awards the following academic degrees in Health Sciences (major) or (major/minor):
1. Bachelor of Science in Medical Laboratory Sciences
2. Bachelor of Science in Diagnostic Imaging
3. Bachelor of Science in Nursing
4. Bachelor of Science in Health Services Administration
5. Bachelor of Science in Physiotherapy
6. Bachelor of Science in Environmental Health Sciences
7. Bachelor of Science in Clinical Nutrition and Dietetics
8. Master of Science in Medical Laboratory Sciences
9. Master of Science in Nursing: Intensive Care for the Elderly

**Article (29)**

**College of Law**

a. The College of Law consists of the following Departments:
   1. Department of Public Law
   2. Department of Private Law

b. The University awards the following academic degrees in Law (major) or (major/minor):
   1. Bachelor in Law
   2. Master in Private Law
   3. Master in Public Law
   4. PhD in Private Law
   5. PhD in Public Law
Article (30)

College of Fine Arts and Design
a. The College of Fine Arts and Design consists of the following programs:
   1. Fine Arts Program
   2. Fashion Design with Textile Program
   3. Graphic Design and Multimedia Program
   4. Interior Architecture and Design Program
b. The University awards the following academic degrees in Fine Arts and Design (major) or (major/minor).
   1. Bachelor of Arts in Interior Architecture and Design
   2. Bachelor of Arts in Fine Arts
   3. Bachelor of Arts in Fashion Design with Textile
   4. Bachelor of Arts in Jewelry Design
   5. Bachelor of Arts in Graphic Design and Multimedia

Article (31)

College of Communication
a. The College of Communication consists of the following Departments:
   1. Department of Mass Communication
   2. Department of Public Relations
b. The University awards the following academic degrees in Law (major) or (major/minor):
   1. Bachelor of Arts in Communication - Print Journalism
   2. Bachelor of Arts in Communication – Graphic Design and Multimedia
   3. Bachelor of Arts in Public Relations
   4. Bachelor of Arts in Mass Communication
   5. Bachelor of Arts in Communication – Electronic Media
   6. Master of Arts in Communication
Article (32)

College of Medicine

a. The College of Medicine consists of the following Departments:
   1. Department of Basic Medical Sciences
   2. Department of Clinical Sciences
   3. Department of Family and Community Medicine and Behavioral Sciences

b. The University awards the following academic degrees in Medicine:
   1. Bachelor of Medicine and Surgery (MBBS)
   2. Master in Molecular Medicine and its Clinical Applications
   3. Master of Science in Leadership in Health Professions Education
   4. Master in Diabetes
   5. PhD in Molecular Medicine and its Clinical Applications
   6. Diploma in Ultrasound Applications
   7. Diploma in Simple Surgical Intervention (Laparoscopic Surgery)

Article (33)

College of Dental Medicine

a. The College of Dental Medicine consists of the following Departments:
   1. Department of Oral and Craniofacial Health Sciences
   2. Department of Preventative and Restorative Dental Medicine

b. The University awards the following academic degrees in Dentistry:
   1. Bachelor of Dental Surgery (BDS).
   2. Master of Science in Oral and Maxillofacial Surgery
   3. Master of Science in Restorative and Esthetic Dentistry
Article (34)

College of Pharmacy

a. The College of Pharmacy consists of the following Departments:
   1. Department of Pharmacy Practice and Pharmacotherapeutics
   2. Department of Pharmaceutics and Pharmaceutical Technology
   3. Department of Medicinal Chemistry

b. The University awards the following academic degrees in Pharmacy (major without minor) or (major/minor):
   1. Bachelor of Pharmacy (B. Pharm.).

Article (35)

Community College

a. The Community College consists of the following Departments:
   1. Department of Administrative and Financial Sciences
   2. Department of Information Technology
   3. Department of Basic Sciences
   4. Department of Health and Medical Sciences
   5. Department of Law

b. The University awards the following academic degrees in the specialization offered by Community College:
   1. Diploma in Administrative and Financial Sciences - Accounting
   2. Diploma in Administrative and Financial Sciences - Business Administration
   3. Diploma in Administrative and Financial Sciences - Secretariat and Office Management
   4. Diploma in Information Technology
   5. Diploma in Library and Information Systems
   6. Diploma in Documents and Electronic Archiving
7. Diploma in Food Safety
8. Diploma in Environmental Health and Safety
9. Diploma in Pharmacy Assistant
10. Higher Diploma in Dental Laboratory Technology
11. Diploma in Surveying
12. Diploma in Building Technology and Construction
13. Professional Diploma in Law
14. Diploma in Human Resources Management

**Article (36)**

**College of Graduate Studies**

The College of Graduate Studies consists of the following Departments:

1. Department of Graduate Studies

**Article (37)**

**College of Sciences**

a. The College of Sciences consists of the following Departments:

1. Department of Computer Sciences
2. Department of Mathematics
3. Department of Chemistry
4. Department of Applied Physics and Astronomy
5. Department of Applied Biology

b. The University awards the following academic degrees in the Sciences (major) or (major/minor):

1. Bachelor of Science in Computer Sciences
2. Bachelor of Science in Chemistry
3. Bachelor of Science in Applied Physics
4. Bachelor of Science in Mathematics
5. Bachelor of Science in Biotechnology
6. Bachelor of Science in Information Technology - Multimedia
7. Master of Science in Computer Science
8. Master of Science in Biotechnology

Article (38)
The postgraduate by-laws and it’s regulations shall specify all the requirements needed for awarding each degree at both levels of Ph.D. or M.Sc. which is being awarded by the University.

Article (39)
The undergraduate regulations shall specify all the requirements needed for awarding each Bachelor degree awarded by the University.

Article (40)
The Diploma regulations shall specify all the requirements needed for awarding each Diploma degree awarded by the University.

Chapter Nine
Deanship of Quality Assurance,
Institutional Effectiveness and Accreditation

Article (41)
The Deanship of Quality Assurance, Institutional Effectiveness and Accreditation University have the following mandate:

1. Coordinating and preparing for national and international accreditation and determining factors that are critical in obtaining institutional accreditation and assuring that the University of Sharjah implements effective plans to address those factors;
2. Preparing and updating the University portfolio of programs by developing and implementing an institutional database for the University of Sharjah that will integrate data from all sources of information in all University colleges;

3. Harmonizing the institutional effectiveness activities with the aim of ensuring that all academic and administrative units achieve their outcomes and ensure consistency in all campus locations;

4. Identifying gaps in data and developing procedures to maintain quality data, ensure the proper use of results on internal and external assessment data;

5. Enhancing the implementation of appropriate learning and teaching methodologies suitable for each program;

6. Designing and updating evaluation and assessment methods appropriate for each category of programs and verifying all development plans;

7. Ensuring that all existing and planned curricula meet the required standards and have well-defined outcomes;

8. Preparing progress reports at all levels and periodically reviewing and evaluating the implementation of strategic plans and directions.

Chapter Ten

General Provisions

Article (42)
The provisions of these by-laws shall become effective as of the date of issue and to be published in the Official Gazette and all contravening texts and decisions shall be rescinded.

Article (43)
The Chancellor shall issue the necessary regulations needed for the implementation of these by-laws.
Article (44)
The Chancellor, Vice Chancellors and Assistants to the Chancellor, Deans and Directors shall be responsible for the implementation of these by-laws.

Issued on: 1st. Ramadan 1437 AH
Corresponding to: 06 /06 /2016

Sultan Bin Mohammed Al Qasimi,
President of the University

* These by-laws were amended at the Board of Trustees meeting No. (40), dated 31st January 2016.
President’s Decision No. (5) for the Year 2016 Regarding Academic Faculty By-Laws Issued in Accordance with Article (3) of the Executive By-Laws of Law Number (2) for the Year (2016) Regarding the Establishment and Organization of the University of Sharjah

Chapter One

Definitions

Article (1)
These by-laws shall be called (Academic Faculty by-law at the University of Sharjah) and shall become effective as of the date of issue and to be published in the Official Gazette.

Article (2)
The following terms will have the meanings set against them, unless the context indicates otherwise:
The University : University of Sharjah.
The President : President of the University
The Board : Board of Trustees
The Chancellor : Chancellor of the University
The Deans Council : Deans Council of the University
The Dean : Concerned College Dean
The College : Concerned College
The Department : Concerned Academic Department
The Faculty members : Members of the faculty at the University
The Non-Faculty members: Lecturers and Language Instructors at the University
Article (3)
The faculty members at the University shall consist of:
- Full Professors
- Associate Professors
- Assistant Professors

Chapter Two
Appointment

Article (4)
a. To be appointed as a faculty member at the University with the rank of assistant professor or higher, a person, in addition to the other conditions and qualifications provided for in these by-laws, must:

1. Hold a Ph.D. degree or the appropriate higher level qualification for the academic discipline from a university recognized by the Ministry of Education in the United Arab Emirates.

2. Be physically fit in accordance with a recommendation from a Medical Committee approved by the University.

b. Faculty members shall be appointed to one of the following tracks:

1. Teaching and Research Track: In this case, the faculty member shall be evaluated on their teaching and research performance and the requirements of such tasks as well as on University and community service in accordance with these by-laws and its regulations for this track.

2. Teaching Track: In this case, the faculty member shall be evaluated in accordance with the approved regulations for this track at the University.

c. Appointment in the College of Fine Arts and Design in accordance with the following conditions:

1. Candidates should have a terminal degree in related Specializations.
2. If a candidate has a terminal degree which is a master’s degree, they must have an experience of not less than four years in the field of specialization and after obtaining the degree.

3. A candidate should present documents and certificates to prove that s/he have original contributions in the field of art that meet accredited standards.

4. A candidate should prove s/he can teach effectively in accordance with the latest technologies and developments in the field.

Chapter Three

Teaching Load and Qualifications

Article (5)

a. The Teaching load for faculty member shall be according to the track for which they are appointed as follows:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Teaching &amp; Research Track</th>
<th>Teaching Track</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>12</td>
<td>-</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>12</td>
<td>15</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>12</td>
<td>15</td>
</tr>
</tbody>
</table>

b. The teaching load of Deans, Vice Deans and anyone at this level, shall be reduced by (6) credit hours whereas the teaching load of Department Chairpersons shall be reduced by three (3) credit hours, regardless of academic rank. None of these individuals may receive additional pay for teaching, whether for teaching the reduced hours or for teaching beyond these hours. This provision is with the aim of allowing persons in these positions to give full attention to the administrative and academic duties assigned to each of them so that they may carry out their duties to the fullest and in the best interest of the University.

c. The Chancellor may reduce the teaching load stated in item (b.) based upon the size of a department or college and other faculty duties in the best interest of work performance.
d. Despite what is stated in item (b.) above, the Chancellor may rescind his decision that reduces the teaching load of any of the said individuals if they do not comply with the concept of the decision.

e. Upon a decision of the Chancellor, the faculty member may be assigned on a full-time or part-time basis, tasks other than teaching that may serve the objects of the University.

f. The Chancellor may reduce the teaching load of a faculty member by an appropriate number of credit hours to enable him/her to conduct research in a topic that has been approved. Full costing of the release time shall normally be covered by external research grants.

**Article (6)**

A committee will be set up under the chairmanship of the Chancellor for the purpose of academic certificate equivalence and recommendation academic ranks at the University. The Chancellor may add to this committee other specialized persons to act as permanent or temporary members. The committee may consult any educational institution or otherwise inside or outside the country. The decisions of this committee regarding certificate equivalence and recommendation academic ranks in the University shall be final after the approval of the Chancellor.

**Article (7)**

To hold a position of full professor, a person:

a. Must have normally spent at least ten years since obtaining his Ph.D. or an equivalent qualification from a recognized university.

b. Must have normally occupied the rank of associate professor for at least five years in a recognized university inside or outside the country.

c. Must have normally conducted and published, at the rank of associate professor, creative and original research in his field of specialization in refereed journals.

d. Must have normally carried out academic, educational or research activities of high quality that qualify him to occupy the rank of professor. In appointing a person as a professor, the supervision of Master’s and Ph.D. theses will be taken into account.
Article (8)
To hold a position of an associate professor, a person:

a. Must normally hold a Ph.D. or an equivalent qualification from a recognized university and must have held the position of assistant professor for at least five years in a recognized university.

b. Must have normally conducted original research or carried out creative work in his field of specialization.

c. Must have normally carried out educational or research activities of high quality that qualify him to occupy the rank of associate professor after obtaining his Ph.D.

Article (9)

a. For a person to hold a position of an assistant professor, s/he must hold a Ph.D. from a recognized university and must be qualified to teach and carry out research at the University.

b. Adjunct Clinical Assistant Professor may be appointed as per the following qualifications:

1. Highest professional postgraduate degree and professional recognition from professional medical bodies such as the Royal Colleges of the UK, Ireland, Canada, Australia, and New Zeland (e.g. MRCP, FRCS, MRC, Psych, FFARCS, MRCOG, FRCR), or

2. Terminal medical degree and certification by a US Medical Board, or

3. Terminal medical degree and certification by the Arab Board of Medical Specialization, or

4. Other terminal qualifications recognized by the institution as equivalent to the PhD in Basic Sciences, which allow the holder to be appointed as a Consultant in the Ministry of Health or other recognized health care organizations.

Article (10)
Taking into account Article (7), professors from outside Universities may be hired if the following nomination criteria are fulfilled.
a. He must have normally spent at least fifteen years after obtaining his Ph.D. degree or an equivalent qualification.

b. He must have normally conducted original and creative research of high quality in his field of specialization.

c. He must normally demonstrate the competence and meet the conditions required for teaching at the University in accordance with the rules, regulations and procedures set thereby.

**Article (11)**

Subject to the provisions of article (8) hereinabove, associate professors from outside the University may be hired if the candidate meets the following conditions:

a. He must have normally spent at least eight years since he has obtained his Ph.D. degree or an equivalent qualification.

b. He must have normally conducted and published original research after he has obtained his Ph.D. degree or equivalent qualification.

c. He must have normally carried out excellent academic activities in his field of specialization.

d. He must normally demonstrate the competence and meet the conditions required for teaching at the University in accordance with the rules, regulations and procedures set thereby.

**Chapter Four**

**Faculty Selection and Contract Renewal Committee**

**Article (12)**

a. At the beginning of each academic year, a committee called the Central Committee for Faculty Selection and Contract Renewal shall be formed and headed by the Chancellor or whomever he delegates. Its membership shall consist of at least six faculty members, normally at the rank of full professor. The committee shall follow up on the implementation of plans
approved by the Board of Trustees regarding the faculty hiring needs of the University and the renewal of faculty contracts.

b. At the beginning of each academic year, each college shall form a committee called the Committee for Faculty Selection and Contract Renewal chaired by the College Dean or whomever s/he delegates. Its membership shall consist of a representative from each department at the rank of full professor or associate professor. The committee shall ensure meeting the faculty hiring needs of the college departments and consider the renewal of contracts for faculty in the departments.

c. Colleges and centers shall provide the committee with their faculty hiring needs for each academic year, within a period of no more than one month from the commencement of the academic year. Their hiring request shall take into account the various specializations and academic ranks required. Colleges and centers are also required to specify any special criteria to be met by the candidates.

d. Vacancies for faculty members shall be advertised only once a year at a suitable time to be determined by the committee, which shall also oversee the preparation of the advertisements and determine their duration as well as type of media and advertising locations. In special cases, job vacancies may be advertised more than once a year.

**Article (13)**

a. A Job applications for positions advertised by the University must be submitted to the University, along with academic qualifications, experience certificates, publications, etc within the time limits set in the advertisement.

b. Applications will be referred to deanships concerned so that they can be studied and opinion can be given in regard therewith in accordance with selection criteria and preference set by a decision issued by the Committee.

c. The Central Committee for Faculty Selection and Contract Renewal shall review the nominations received from college councils in light of the set criteria and take necessary decisions.

d. The Committee shall send its recommendations for hiring the candidates to the Chancellor who shall present them to the Board of Trustees for approval.
Article (14)
As an exception to the provisions of Articles (12) and Article (13) hereinabove, a faculty member may be hired by a decision from the Chancellor and after the approval of the Supreme President without advertising the position in the following cases:

a. If the candidate is nominated for an academic administrative position;
b. If the applicant is a national who has fulfilled all appointment requirements for appointment as a faculty member;
c. If the applicant has a rare specialization and enjoys a distinguished academic status that cannot be available through advertising.

Chapter Five
Duties of Faculty Members

Article (15)
The duties of faculty members at the University shall be in accordance with the track for which they are appointed:

a. The Teaching and Research Track includes the following duties:
   1. Undertaking teaching and invigilating/proctoring exams;
   2. Conducting innovative research and studies;
   3. Supervising University theses/dissertations, student research and reports, and student academic and social activities;
   4. Providing student advising;
   5. Participating on University councils and committees and on councils and committees in which the University is participating or those it has approved;
   6. Devoting him/herself to academic duties at the University and maintaining standards appropriate to the high stature and reputation of the University in the fields of research, teaching, advising and administration.
7. Performing any tasks assigned by the Chancellor or College Dean that are compatible with the nature of his/her work.

8. Serving the local community and meeting its needs in accordance with the regulations in effect at the University.

9. Preparing his/her teaching plan, which shall include the objectives and teaching/learning outcomes, and conducting all regular classroom evaluation and assessment procedures required and expected by the Department Council.

b. The Teaching Track shall include all duties stated in paragraph (a) above with the exception of point number (2), which refers to the special regulations of the track.

**Article (16)**

Faculty members are required to work (40) hours a week with work distributed across the following areas:

a. Teaching and research for those appointed on the teaching and research track

b. Teaching for those appointed on the teaching track

c. Academic advising

d. Student office-hours

e. Participation on councils and committees

f. Supervision of theses/dissertations and student research

g. University and community service

**Article (17)**

In May of each academic year, the faculty member will submit to the Chairperson of his department or coordinator of his section an annual report detailing his academic activities in the areas of teaching, supervision, academic research and non-academic activities in the field of community service, committee membership, etc. The chairperson or coordinator will then submit his assessment to the College Dean in accordance with Articles (26, 27, 28) of these by-laws.
Article (18)

a. Upon the Chancellor approval base on the Dean recommendation, a faculty member may do work, such as lectures, consultations and technical services outside the University.

b. A faculty member may not teach outside the University for a remuneration or for free without the prior approval of the Chancellor upon a recommendation from the Dean and after the chairperson’s opinion has been sought, provided that the total number of lectures given every week is not in excess of three during the academic semester.

Chapter Six

Holidays, Delegation and Assignment

Article (19)

a. The faculty member at the University is entitled to have an annual holiday of sixty days to be distributed between the semesters in accordance with instructions issued by the Chancellor. In all cases, the holiday shall be annual and may not be cumulative over the years.

b. The Chancellor will have the right to instruct a faculty member to work during the holiday in return for a remuneration to be determined by the Chancellor.

c. The Chancellor or whoever he delegates may, after seeking the Dean’s opinion, grant a faculty member a two-week leave to perform Pilgrimage. The faculty member shall be entitled to such a holiday only once during his employment with the University.

d. Faculty members are entitled to sick-leaves in accordance with the following:

1. A paid short sick-leave of not more than seven days in accordance with a medical report approved by the University Clinic.

2. Long sick-leave: a faculty member is entitled to fully paid a sick-leave of no more than two months. If this faculty member is unable to resume
his duties after the two months, the Chancellor or whoever he delegates may extend the leave for two more half-paid months in accordance with a report from the specialized medical body. The Chancellor or whoever he delegates may extend the leave for the same faculty member for two more months with just a quarter of his monthly salary in accordance with a report from the same medical body. In case the medical committee decides that the faculty member may not recover from his illness after the third leave, terminating his contract shall be considered.

3. The Chancellor, upon the recommendation of the concerned dean and department, may grant a faculty member an unpaid leave for not more than two months a year if the excuse for the leave is accepted (accompanying a spouse, child, parent, or sibling for treatment inside or outside the country). Extension for a similar period may be granted if necessary. Any other extension has to be approved by the President of the University.

e. A faculty member is entitled to an emergency leave as follows:

1. A faculty member is entitled to an emergency leave for not more than seven days whether separate or in a succession during an academic year. In such a case, the faculty member has to submit a written report to his dean explaining the reason for his absence. This report has to be approved by the concerned dean and Vice Chancellor. Otherwise, the leave shall be unpaid.

2. The Human Resources Department shall follow up on the matter in order to take the necessary action in this regard.

**Article (20)**

a. The Chancellor, upon the recommendation from the College Council and the department concerned, may grant an associate professor or a professor a sabbatical leave inside or outside the country for one whole year or two separate semesters for each six years he spends in the employ of the University. The faculty member should submit upon his return a report about his research activities during the sabbatical year to the Dean.

b. Conditions and controls for the sabbatical leave will be determined by a decision of the Chancellor.
Article (21)

The Chancellor may, in special cases, grant a faculty member an unpaid emergency leave for a period of no more than one semester upon the recommendation of the departmental council and the college council.

Article (22)

Female faculty members are entitled to a fully paid (90) days maternity leave, which is granted two weeks prior to the anticipated date of delivery based upon a certified doctor’s report from the concerned doctor.

Article (23)

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. However, a non-Muslim female faculty member whose husband passes away is entitled to a leave of seven days. A faculty member whose wife or next of kin passes away is entitled to a fully paid four days leave.

Article (24)

a. A faculty member may be delegated on academic or official business inside or outside the country in accordance with instructions from the Chancellor.

b. A faculty member may be assigned to perform other administrative tasks or may be seconded to a governmental or international organization in accordance with instructions from the Chancellor.

Chapter Seven

Secondment and Personal Contracts

Article (25)

Faculty members may be hired by either secondment or personal contracts in accordance to the following conditions and provisions:

a. A candidate shall be hired according to the academic rank approved by the University and of which he was informed in writing when he was nominated.
b. Salaries of faculty members shall be determined according to the scale of salaries, increments and remunerations. The faculty member is entitled to his annual increment at the end of his first year at the University, subject to satisfactory performance. Normally previous years of experience shall be counted for salary purposes as of the date of obtaining the academic rank according to which he was hired by the University. If the work experience was not in teaching, normally half of the number of years shall be counted.

Article (26)

a. The first term of contract with a faculty member will be for two years. During the first year, the appointee will be on probation, and the University may terminate the contract prior to the end of the first year without giving any reasons. In such a case, the faculty member is entitled to a compensation equal to the total of his salary for six months, or the total of his salary for the remaining period of the first year of his contract, whichever is less.

b. Faculty members holding the rank of assistant professor or higher shall be evaluated at the end of the first year of their contract in accordance with the track on which they have been appointed (either teaching and research or teaching) and in the areas of community and University service at the level of the Department, College, and the University Central Committee for the Selection of Faculty Members. Faculty members shall be informed of the University’s decision six months prior to the end of their contract term. The decision shall be either non-renewal or renewal of contract for one or two years in the teaching track or one to four years maximum in the teaching and research track.

Article (27)

The faculty member holding the rank of assistant professor or higher shall be evaluated (in accordance with the track for which they have been appointed) in the first month of the third year at the level of the Department, College and the Central Committee for the Selection of Faculty Members at the University for his/her overall performance at the University in teaching, academic research, and university and community service. The Faculty member shall be informed of the University decision six months prior to the end of the contract term. The decision shall be either no renewal of contract or renewal for four years.
**Article (28)**

A faculty member on a four-year contract may apply for a rolling contract in the first month of the fourth year of his/her contract and shall be evaluated at the level of the department, college and the Central Committee for the Selection of Faculty Members at the University of Sharjah. If the faculty member receives a positive evaluation, s/he will be granted a rolling contract for four years. Any faculty member with a rolling contract shall be evaluated annually and shall be renewed for four years if the evaluation is positive. If the evaluation is negative for two consecutive years, the faculty member shall forfeit the rolling contract and be subject to Article (27).

**Article (29)**

**First: A contract may be terminated before its expiration by decision of the Chancellor and upon the approval of the President in the following cases:**

a. Accepting a resignation: For a resignation to be accepted, it must be submitted six months prior to the end of the contract. Faculty members who insist on terminating their contract without observing this condition shall forfeit their end-of-service gratuity as well as travel payment for themselves and their family;

b. Cancellation of the position or termination in the interest of the public: in such cases, the faculty member shall be provided compensation equal to the total sum of his/her six months’ salary or his/her salary for the remaining period, whichever is less;

c. Permanent disability preventing adequate work performance;

d. Disciplinary termination of contract;

e. Conviction of a crime involving moral turpitude or breach of contract.

**Second: The contract of a faculty member shall be terminated in the following cases:**

a. Reaching the age of (65) in the case of assistant professors.

b. Reaching the age of (65) in the case of professors and associate professors, after which the contract may be renewed for one year or more until the age of (70) by decision of the Chancellor based on the approval of the President.
Third: When considering the renewal of the contract of an assistant or associate professor, the number of years spent in the rank at the University of Sharjah without being promoted to the higher rank shall be considered as follows:

a. The contract of an assistant professor shall not be renewed if s/he has held this rank without being promoted to the rank of associate professor for the period of ten years since first attaining this rank at any university.

b. The contract of an associate professor shall not be renewed if s/he has held this academic rank without being promoted to the rank of Full Professor for twelve years since first attaining this rank at any University.

**Article (30)**

a. The University will give the faculty member who is hired on secondment or by means of a personal contract, his wife and three dependents under the age of eighteen return economy plane tickets to his work place or country, as the case may be, once in every academic year. He will be entitled for reimbursement if he wishes to travel on his own. This right, however, will be forfeited if the faculty member leaves the employ of the University without giving the University a six month’s notice prior to the end of his contract or if his contract is terminated by a disciplinary decision.

b. By dependents is meant:

1. Children who have not attained the age of eighteen;
2. Children who pursue their university education inside the country until the end of the first degree and have exceeded this age;
3. Daughters who are unmarried, widowed or divorced and are not engaged in gainful employment.

**Article (31)**

If both the husband and the wife are in the employ of the University:

a. Accommodation is assigned to one of them.

b. Tickets or reimbursement therefore, as the case may be, will be given to the spouse according to the rules applied by the University.
**Article (32)**
Faculty members shall be entitled to a cash amount for the purpose of shipping luggage or personal items in accordance with the decision issued by the Finance Committee. This entitlement shall be withheld if the faculty member ends his/her services without the approval of the University or in the case of dismissal from service due to disciplinary action.

**Article (33)**
The faculty member is entitled to an annual gratuity that is equal to one month salary for each full academic year. The annual gratuity is paid at the end of each year of service.

**Article (34)**
The Dependent members of the family of the faculty member who is hired on secondment or by means of a personal contract, will be offered, in case of his demise, the following:

a. The total of one month’s salary for the month in which the death occurs.

b. The total of the next three months’ salary.

c. End of service gratuity.

d. The preparation of the diseased, transporting his body to his country and the expenses of the return of his family and its belongings will be borne by the University.

**Article (35)**
If one of the dependents of a faculty member passes away while his contract is still valid, the University shall bear the costs of preparing and transporting the body to the country of origin in addition to the costs of a return ticket for one person from his family.
Chapter Eight

Promotion

Article (36)

First: Promotion Criteria

The criteria for faculty promotion at the University of Sharjah include evaluating the performance of faculty members in the following three areas:

1. Research
2. Teaching (Teaching and Academic Advising)
3. University and Community Service

1- Research

This criterion refers to research and publications in the faculty member’s field of specialization. Research admissible for purposes of promotion includes:

a. Research published (or accepted for publication) in recognized multi-disciplinary periodicals and journals, provided that such periodicals and journals are refereed and are in the applicant’s field of specialization or a closely related field and are regularly published by universities, academic or scholarly societies, associations or academies, scientific research centers, or international publishing houses in accordance with standards approved by the University. A maximum of two articles based upon master’s or doctoral theses (provided the applicant was the main supervisor or co-supervisor) may be considered for promotion to the rank of associate professor and a maximum of three such articles may be considered for promotion to the rank of full professor.

b. Research articles published regularly in the proceedings of academic conferences organized in the applicant’s field of specialization by universities, academic associations, or research centers. These articles shall have been evaluated by at least two referees in the field of specialization prior to publication. Only one such article may be considered for promotion.
c. Case studies in the applicant’s field of specialization published (or accepted for publication) in refereed academic journals. Only one such article may be considered for promotion.

d. Research published in specialized books in the applicant’s field of specialization. These books shall have been evaluated by at least two referees in the applicant’s field of specialization and shall have been published by a university, an academic association, or an international publishing house. Only one such work may be considered for promotion.

e. Published books that contribute new knowledge in the applicant’s field of specialization provided that their contents are of a substantial nature and that they have been evaluated by at least two referees in the applicant’s field of specialization prior to publication and published by a university, an academic association, or an international publishing house. Each book shall be considered equivalent to a research article and a maximum of two such books may be considered for promotion.

f. Published university (textbooks) in the applicant’s field of specialization, provided that their contents are of a substantial nature. A maximum of one such textbook may be considered for each promotion, which shall be considered equivalent to a published research article of the second class (B) category.

g. Heritage books that have been refereed, reviewed, and published by a university, an academic association, a reputable publishing house or a refereed scientific journal, provided they are in the applicant’s field of specialization and have been evaluated prior to publication by at least two referees in the field of specialization. Each such book is equivalent to one research article and only one such book may be considered for promotion. The refereed book shall be considered as published research in the second class (B) category.

h. Artistic and creative works of art, in the case of fine arts and design specializations, which have been displayed in museums and/or at international art exhibitions may be considered for promotion purposes. Each new work of art is considered equivalent to one research article provided that the work of art appears in a publication issued by the museum or art exhibition where the work of art was exhibited in accordance with criteria approved by the University.
i. Under all circumstances, the total number of books referred to in items (E), (F) and (G) above shall not exceed two for promotion to the rank of associate professor and three for promotion to the rank of full professor.

j. Under all circumstances, if any of the books referred to above have not been refereed prior to publication; the University shall send such books to at least two external referees before they may be considered for the purposes of promotion.

2- Teaching and Academic Advising

The applicant’s performance in teaching and academic advising shall be evaluated in accordance with the following criteria:

a. Effectiveness of the applicant’s teaching according to student evaluations for courses taught at the University of Sharjah.

b. Effectiveness of the applicant’s teaching according to peer evaluations of a sample of courses taught at the University of Sharjah.

c. The variety of courses taught by the applicant in his/her specialization at the University of Sharjah.

d. The applicant’s contribution to graduate studies (if offered in the concerned college) through teaching graduate courses and/or supervising theses/dissertations if applying for promotion to the rank of full professor.

e. The applicant’s contribution to developing study plans and programs, including proposing new courses or modifying already existing courses at the University of Sharjah.

f. The applicant’s contribution to improving the teaching process by introducing effective learning and teaching methodologies and writing instructional materials based on preparing and/or publishing case studies or publishing the results of various applied teaching methodologies.

g. Utilizing modern educational technologies in teaching.

h. Organizing and participating in student academic advising.

i. Participating in seminars, conferences and workshops pertaining to improving and developing teaching methodology.
3- University and Community Service

The applicant’s performance in University and community service shall be evaluated in accordance with the following criteria:

a. Serving on departmental, college and university committees.

b. Contributing to the activities of local, regional, or international academic and professional associations in the applicant’s field of specialization.

c. Contributing to training and/or educational activities inside or outside the University.

d. Providing academic or professional consultations in the applicant’s field of specialization.

Second: Academic Promotion

Promotion to the Rank of Associate Professor:

An assistant professor applying for promotion to the rank of associate professor is required to:

a. Have spent a minimum of five years as an assistant professor, of which at least one year has been at the University of Sharjah.

b. Submit a minimum of six original publications in his/her field of specialization, or a closely related field, for which s/he is the sole or main author of at least three. In the case of collaborative research, applicants are required to specify their contribution for each research project and verify this by the main researcher. Articles that have joint authorship shall be considered only if they are viewed as class (A) or class (B) research.

c. Have had at least three articles actually published.

d. Have had research articles accepted for publication after obtaining the rank of assistant professor that have not been used to fulfill earlier academic degree requirements (i.e. master’s or Ph.D. degrees). In this case, applicants may submit, up to two research publications published after obtaining their Ph.D. that are not related to their Ph.D. dissertation; the candidate shall not have been at the rank of an assistant professor and the articles shall have been published in journals with at least a (B) ranking.
e. Have at least two articles published (or accepted for publication) while working at the University of Sharjah.

f. Submit at least one research article published in a class (A) journal and two articles in class (B) journals or four articles published in class (B) journals. Applicants for promotion must be the main author of at least one article published in a class (A) journal and a class (B) journal or the main author of three articles published in class (B) journals. Books authored or edited by the applicant do not count for the purposes of promotion. Papers having more than one author published in class (C) journals do not count for the purpose of promotion.

g. Applicants who obtained their Ph.D. from a foreign university are required to include at least two articles published (or accepted for publication) in foreign journals of at least a class (B) ranking.

h. Have taught at the university level for the period stated in item (a.) above and received an overall evaluation in teaching and academic advising of at least “very good” in accordance with the form designated for this purpose.

i. Have contributed to university and community services and received an overall evaluation of at least “good” in accordance with the form designated for this purpose.

Promotion to the Rank of Full Professor:

An associate professor applying for promotion to the rank of full professor is required to:

a. Have spent five years as an associate professor, of which at least two years has been at the University of Sharjah.

b. Submit a minimum of nine original publications in his/her field of specialization, or a closely related field, and be the sole or main author of at least five. In the case of collaborative research, applicants for promotion shall specify their contribution and verify this by the main researcher. Articles that have joint authorship shall be considered for promotion only if they are published in class (A) or class (B) journals.

c. Have had at least five article actually published.
d. Have had research articles accepted for publication after obtaining the rank of associate professor that have not been used to fulfill earlier academic degree requirements (i.e. master’s or Ph.D.). In this case, applicants may submit up to three research publications published after their promotion to associate professor, the candidate shall not have been at the rank of an associate professor and the articles shall have been published in journals with at least (B) ranking.

e. Have had at least four articles published (or accepted for publication) during his/her employment at the University of Sharjah.

f. Submit at least two research articles published in a class (A) journal and four research articles published in class (B) journals. The applicant shall be the main researcher for at least one of the research papers published in a class (A) journal and three research papers published in class (B) journals. Books authored or edited by the applicant do not count towards fulfilling this criterion. Papers having more than one author published in class (C) journals do not count for the purposes of promotion.

g. Applicants applying for the rank of full professor who obtained their Ph.D. from a foreign university are required to include at least two articles published (or accepted for publication) in foreign journals, one of which shall be in at least a class (A) journal and the second in at least a class (B) journal.

h. Have taught at the university level for the period stated in item (a.) above and received an overall evaluation in teaching and academic advising of at least “very good” in accordance with the form designated for this purpose.

i. Have contributed to university and community services and received an overall evaluation of at least “good” in accordance with the form designated for this purpose.
Third: Standards and procedures for accreditation of academic journals and periodicals for the purpose of promotion:

Academic journals and periodicals shall meet the following conditions for promotion purposes:

a. The journal or periodical should be published by a recognized university, a specialized academic society, an academic research center, or an international publishing house.

b. The journal or periodical should have a specialized editorial board comprising members of a high academic standing.

c. Prior to publication, the journal or periodical should have evaluated the research paper by at least two referees who should not be members of the editorial or advisory boards, provided that the journal or periodical explicitly states that the publications are subject to evaluation. The Promotion Committee may, if required, request the applicant to present the reports of the referees.

d. The journal or periodical should have published its rules and regulations for publishing articles and research papers therein.

e. The journal or periodical should state that the published articles and research papers meet the standards of academic publication insofar as the structure citation, editing are concerned.

f. The journal or periodical should be published regularly and should be still in circulation.

g. The journal or periodical should have a national or international standardized serial number.

h. The periodical or journal should have been published regularly for at least the three years preceding the date of publishing the article or research paper.

i. In addition to the aforementioned standards, journals and periodicals are classified into the following three levels for the purpose of promotion:

1. First level (a): if the journal or periodical publishes articles and papers in the specific or general field of specialization and is covered by the recognized indexing and abstracting services.
2. Second level (b): if the journal or periodical publishes articles and papers in the specific or general field of specialization.

3. Third level (c): if the journal or periodical publishes articles and papers dealing with topics that overlap or are related to some other academic journals (interdisciplinary journals) or if the journal or periodical is general.

j. The Impact Factor shall be taken into consideration if it is a standard in the classification of the journal.

k. In special cases (such as the cases of journals published in the Arab World), a journal from Level (b) can be classified as Level (a) by approval from the Central Faculty Promotions Committee.

l. In special cases (such as the case of Nature Science) a journal from Level (b) can be classified as Level (a) if a strong justification is given.

Fourth: Promotion Procedures at the Departmental Level

The following procedures shall be followed at the Department level for the purpose of Faculty promotion:

a. Applications for promotion shall be submitted to the chairperson of the Department (on the form specified for that purpose) during the first week of January, April, or October of each year. Applicants should attach to the application a dossier, including a copy of the applicant’s curriculum vitae (CV), the submitted academic research work, evidence of the applicant’s contribution to teaching and academic advising and university and community services, and a brief description of the applicant’s contribution to academic research. The chairperson shall then refer the application to the Academic Promotion Committee of the Department for review.

b. The Academic Promotion Committee of the Department shall comprise all Department council members of a rank equivalent to or higher than the rank for which the applicant is applying, provided that a member of this Committee is not a member in a higher-level committee for the same purpose. The Committee shall be chaired by the Department Chairperson, if he/she is a full professor, or by a full professor in the Department. In the case that there is no such rank in the Department, the chairperson may chair the Committee when considering a promotion application for a rank equivalent to his/her rank.
c. The Department Promotion Committee shall review the promotion application to ensure that each application satisfies the promotion requirements. The Committee may ask the applicant for more information and evidence pertaining to the contents of the promotion dossier. The Committee shall prepare a detailed report stating the result of the review process, and a recommendation of whether or not to proceed with the promotion process. The chairperson of the concerned Department shall refer the report of the Committee, together with the application documents submitted by the applicant, to the Dean of the College within a maximum period of one month from the date of receipt of the application dossier.

d. If the number of Faculty Members in the Department holding a rank equivalent to or higher than the one applied for is less than three, the Dean, in consultation with the Department chairperson, shall satisfy the minimum requirement of three members by selecting members from outside the Department who are from within the field of the applicant’s specialization, provided they are of an academic rank equivalent to or higher than the rank applied for.

Fifth: Promotion Procedures at the College Level

Applications for promotion of Faculty shall be processed at the College level as follows:

a. In September of each year, the College Council forms a committee for promotion called the College Academic Promotion Committee, chaired by the Dean of the College, if he/she is a full professor, or by any professor in the College. Members of the Committee shall include a full professor representative from each Department in the College. In the case that a Department does not have full professors, an associate professor may represent the Department on this Committee. However, associate professors, under no circumstances, shall participate in reviewing promotion applications for the rank of full professor.

b. The College Academic Promotion Committee shall review the promotion applications received from the College Departments to ensure that each application satisfies the promotion requirements. The Committee may ask the applicant for more information and evidence pertaining to the contents of the promotion dossier. The Committee shall prepare a detailed report
stating the result of the review process, and a recommendation of whether or not to proceed with the promotion process. If the recommendation is to proceed with the promotion application, the College Dean shall refer the report of the Committee and a list of the referees (together with the application documents submitted by the applicant and the report of the concerned Department Promotion Committee) to the chairperson of the Central Faculty Promotion Committee at the University within a maximum period of one month from the date of receipt of the report of the concerned Department Promotion Committee.

c. The Dean of the College, in consultation with the Department chairperson and the members of the College Academic Promotion Committee of full professor rank, shall nominate a confidential list of ten specialized referees of the full professor rank in the applicant’s field of specialization from outside the UAE, provided none of these referees nominated to evaluate the research of the applicant supervised the applicant in the master’s and/or the Ph.D. stages, or co-authored any of his/her studies or research articles. The Dean shall attach to the list of referees a CV of each potential referee indicating his/her current position, specialization, and his/her recent publications.

d. If the number of members in the College Academic Promotion Committee holding a rank equivalent to or higher than the one applied for is less than three; the Dean shall follow the same procedure mentioned above at the Department level.

Sixth: Promotion Procedures at the University Level

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

a. At the beginning of each academic year, a committee called the Central Faculty Promotion Committee is formed, chaired by the Chancellor or his/her delegate. The Committee consists of at least six members of full professor rank from the various Colleges of the university.

b. The Central Faculty Promotion Committee shall review the promotion applications to ensure that they satisfy the promotion requirements, taking into consideration the reports of the Departmental and College Promotion
Committees. This Committee may ask the applicant for more information and evidence pertaining to the contents of the promotion dossier.

c. The Chancellor, or his/her purpose of promotion, shall select four referees from the list nominated by the College to evaluate the research that meets the promotion requirements. The Chancellor, or his/her delegate, may add additional specialized referees after consulting with the members of the Central Faculty Promotion Committee. The Chancellor, or his/her purpose of promotion, shall undertake all correspondence with the referees.

d. Each referee shall be sent a copy of the applicant’s CV, the university promotion regulations, the research papers accepted by the Central Faculty Promotion Committee, and the forms for evaluating research papers. The Chancellor, or his/her delegate, may send the dossier to an alternative referee if any of the original referees does not respond within a period of three months.

e. The Central Faculty Promotion Committee shall review and discuss the evaluation results after receiving the responses of at least three referees, provided the average of the evaluation of the referees is not lower than ‘Good’. Otherwise, the review shall await the response of the fourth referee. The Committee shall make its recommendation in relation to the promotion application in accordance with the following:

1. The overall average of the evaluations of the three referees of the applicant’s work should not be lower than ‘Good’ for the rank of associate professor.

2. The overall average of the evaluations of the three referees of the applicant’s work should not be lower than ‘Very Good’ for the rank of full professor.

f. The Chancellor shall refer the recommendations of the Central Faculty Promotion Committee to the Council of Deans for consideration. The decision of the Council of Deans whether to approve or reject a promotion application shall be taken by a simple majority of votes cast by the attending members of full professor rank in case of promotion to the rank of full professor and by a simple majority of votes cast by the attending members of full professors and associate professors ranks in case of promotion to the rank of associate professor.
g. The Chancellor shall refer the decision of the Council of Deans to promote an applicant to the Board of Trustees for approval. The Chancellor shall issue the decision to approve a promotion by the Board of Trustees; whereas the promotion shall be effective as of the date of the Chancellor’s decision.

h. In the case that the Central Faculty Promotion Committee does not recommend the promotion applied for, the Council of Deans does not approve the promotion, or the board of trustees does not endorse the promotion, the Chancellor shall notify the applicant of this decision in writing. The Faculty Member, in such a case, may reapply for promotion after a minimum of one year from the date of notification, provided he/she submits new scientific work equal to two papers where the applicant is a sole or principal researcher in at least one of them and at least one of them is published (or accepted for publication in a level (b) journal, for promotion to the rank of associate professor, or three papers where the applicant is the sole or principal researcher in at least two of them and at least one of them is published (or accepted for publication in a level (a) journal or two of them in level (b) journals for promotion to the rank of full professor.

**Seventh: Preparing the Promotion Dossier:**

a. An applicant for promotion shall submit seven copies of the promotion dossier. The dossier should include the following:

1. A printed application form completed by the applicant.

2. The applicant’s CV indicating academic degrees and the dates they were obtained, academic ranks the applicant earned before and after joining the University, all of his/her research work, experience in teaching and academic advising, and university and community services.

3. Copies of the research work submitted for the purpose of promotion.

4. Information about the journals and periodicals in which the research work was published (or submitted for publication), including the editorial board, process of refereeing, publishing rules, whether the journal or periodical is indexed or not, the institution issuing the journal or periodical, and the standard for the Impact Factor, if any.
5. A list of the research work submitted for promotion and a list of the works that cite any of the applicant’s works.

6. Evidence to prove the applicant’s contribution to teaching and academic advising, including peer evaluation reports and student evaluations.

7. Evidence to prove the applicant’s contribution to university and community services.

b. One of the dossiers shall include original copies of the research work submitted for promotion.

Eighth: General Provisions:

a. The University shall not consider the promotion or academic rank granted by other universities to the Faculty Members while working at the University unless the Faculty Member is on official secondment, provided that the number of the published research works meets the requirements of the University.

b. An assistant or associate professor may apply for promotion to a higher rank four months before the completion of the statutory period stipulated for applying to the higher rank, provided that the other provisions required for the rank are satisfied.

c. If the procedures of promotion are completed before the end of the statutory period, the promotion to the higher rank shall only take effect at the end of this period.

d. A Faculty Member known for being productive in scientific research may apply for promotion after completing four years in the academic rank from which he/she wishes to be promoted.

e. All correspondence, reports, and deliberations pertaining to promotions at the Department, College, or university shall be strictly confidential.

f. As much as possible, no one may participate in evaluating the academic contribution of an applicant for promotion on more than one level. In exceptional cases, such a person shall not have a vote in the higher level.

g. An applicant for promotion may apply to the Chancellor to review the recommendations of the Promotion Committees at the level of the Department, College, or university in the case that any of these committees refuses to process the application, provided the applicant provides evidence of procedural irregularities.
Ninth: Code of Conduct in Scientific Research:

Academic integrity is at the heart of any scholarly and educational enterprise such as universities and research institutes. The University has the responsibility to foster an environment that promotes intellectual integrity and professional conduct in all areas of scientific research.

The policy of the University is based on a number of ethical and professional standards for scientific research. These standards include the following:

a. Using scholarly and scientific rigor and integrity in obtaining, recording and analyzing data, and in reporting and publishing results (not fabricating or falsifying data or results).

b. Recognizing the substantive contributions of all collaborators; using unpublished work of other researchers and scholars only with permission and explicit acknowledgment.

c. Ensuring that authorship of published work includes all persons, and only those persons, who have materially and significantly contributed to the contents of the publication.

d. Obtaining the written consent of the author before using information or data originally obtained through access to confidential manuscripts, refereeing research papers, participation in refereeing of research projects submitted by other researchers for funding to implement these projects.

e. Seeking or obtaining approval by the scientific research committees of the College of Medicine and College of Health Sciences before engaging in any research involving human subjects, while fully complying with the approved research protocols in the performance of the research.

f. Disclosing in writing to the parties sponsoring the research, the University, other universities, journals or funding, agencies, any material conflict of interest, whether financial or otherwise, that might influence the decision of these parties or whether the individual should be asked to review manuscripts or funding applications of research projects, to test products, or be permitted to undertake work sponsored from outside sources.
Misconduct in research is not limited to any deviation from the aforementioned modes of behavior. The University is responsible for investigating allegations of misconduct in research involving its researchers. Where any misconduct in research is identified, the University shall take all necessary action to rectify the situation.

For more information on the research code of conduct, all Faculty Members can refer to the policy of the University pertaining to this issue.

Chapter Nine

Health Insurance, Housing, and Education of Children

Article (37)
Faculty members, Non-Faculty Academic Staff, and their family members shall receive health insurance in accordance with medical services procedures followed in this regard.

Article (38)

a. The University shall bear the annual tuition fees, inclusive of textbook fees, in the maximum amount of 25,000 Dirhams per one child and a maximum amount of 75,000 Dirhams for children who qualify from KG1 until the end of their secondary education for all Faculty members and Non-Faculty Academic Staff. These fees shall be reimbursed upon submission of official receipts.

b. The University shall grant two scholarships for two children studying concurrently at the University of Sharjah, covering all tuition fees of the overall number of credit hours required to complete a bachelor’s degree in any of the programs offered by all colleges of the University.

Article (39)

a. The University shall provide Faculty members appointed for the main campus in Sharjah with suitable accommodation in the housing compounds of the University.
b. When a suitable accommodation is not available, a Faculty member shall be entitled to a housing allowance equal to a three months basic salary or the actual rent amount, whichever is lower. When the actual rent exceeds this amount, an amount of 70,000 Dirhams, inclusive of services fees, may be approved by the Chancellor or Vice Chancellor for Academic Affairs.

c. A Faculty member appointed to other branches of the University and living in the Eastern Province shall be entitled to a maximum three months basic salary or the rent amount, whichever is lower. When the actual rent exceeds this amount, an amount of 55,000 Dirhams, inclusive of services fees, may be approved by the Chancellor or Vice Chancellor for Academic Affairs.

d. A Faculty member shall be entitled to a furniture allowance of 30,000 Dirhams. This amount covers a period of four-year service at the University. However, in the event the service ends before this period, a Faculty shall pay back the balance amount of the furniture allowance based on years of use or depreciation of the furniture.

e. Female Faculty members living off-campus shall be entitled to accommodation allowance, provided that the husband is not receiving housing allowance from a government or non-government department.

f. Non-faculty Academic Staff member shall be entitled to a three months full salary as accommodation allowance. However, the University shall provide a suitable accommodation for those appointed for the University campus.

g. Non-faculty Academic Staff member shall be entitled to a furniture allowance of 30,000 Dirhams. This amount covers a period of four-year service at the University. However, in the event the service ends before this period, the member shall pay back the balance amount of the furniture allowance based on years of use or depreciation of the furniture.
Chapter Ten

Disciplinary Measures

Article (40)
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 reputation or that of its employees and consequently exposes himself to the disciplinary measures specified in these by-Laws.

Article (41)

a. The Chancellor shall appoint, on his own initiative and or upon the request of the Dean, a faculty member to interrogate the faculty member accused of certain offenses.

b. The faculty member doing the interrogation shall be of a rank at least equivalent to that of the member to be interrogated. The results of the interrogation shall be submitted in a detailed report containing a definite recommendation to the Chancellor, who may then pursue any action that he might think appropriate: stop any further proceedings; issue a letter of reprimand to the accused; or send the case, together with the interrogator’s findings and recommendations to the Disciplinary Council. All transactions in this regard shall be kept strictly confidential and be carried out in accordance with proper legal procedures.

Article (42)

a. 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 interest of the investigation to do so. The period of suspension may not be extended except by a decision by the Disciplinary Council.
b. Unless the Disciplinary Council provides otherwise, suspension from duty entails suspension of salaries as of the date on which the decision to suspend is taken.

c. If the case under investigation is not referred to the Disciplinary Council within a month after the decision to suspend has been issued, the suspension shall be revoked, after which the Disciplinary Council’s decision on the matter shall be enforced.

**Article (43)**

The Chancellor or someone authorized by him shall send the faculty member under investigation a detailed report regarding the charges against him/her, together with a copy of the interrogator’s findings via registered mail at least fifteen days before the disciplinary session is to be held.

**Article (44)**

The faculty member whose case has been referred to the Disciplinary Council shall have the right to be informed of the findings, and to ask a lawyer or another faculty member to defend him/her in front of the Disciplinary Council.

**Article (45)**

The Chancellor shall set up Disciplinary Council for faculty members as follows:

a. 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 should not occupy this position.

b. The Dean of the college to which the faculty member under investigation belongs.

c. A faculty member chosen by the Chancellor. This faculty member appointed to interrogate the accused in accordance with Article (41) above may not serve as a member of the Disciplinary Council.

**Article (46)**

The disciplinary measures that can be taken against a faculty member are:

a. Warning.
b. Reprimand.

c. Reprimand with a one-year suspension of annual increment, or reprimand with one-year suspension of promotion to a higher rank

d. Reprimand with partial or total suspension of payment of salary for a period not exceeding six months

e. Termination of contract, but with full rights to salaries and indemnities

f. Termination of contract with partial; or total withholding of salaries and indemnities.

**Article (47)**

Disciplinary actions cited in Article (46) above are issued in the following manner:

a. The Chairman of a Department may issue the penalty of a warning but the faculty member may appeal to the Dean within seven days from being notified of the penalty.

b. The Dean may issue the two penalties mentioned in (a) and (b) of Article (46) and the faculty member against whom these penalties were issued may appeal to the Chancellor within seven days of being notified. The Dean may form a committee to investigate the violations attributed to the faculty member before issuing such penalties.

c. The Chancellor may impose the penalties in sub-seating: (a), (b), (c) and (d) of Article (46).

d. The disciplinary Council may issue any penalty mentioned in Article (46) above.

**Article (48)**

Decisions by the Disciplinary Council shall be final, and yet complaints against them may be directed to the President within two weeks of notification. The President’s decision on the matter shall be final and not subject to appeal elsewhere.
Article (49)
The case under investigation shall not be rendered void if the faculty member being investigated submits his/her resignation.

Article (50)
The 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.

Chapter Eleven
Non-Faculty Members

Article (51)
Non-Faculty members at the University refers to:

a. Lecturers
b. Language Instructors

Article (52)
Non-Faculty members appointed at the University are required to meet the following conditions:

a. Lecturers shall have obtained a master’s degree, or the equivalent thereof, from a University recognized by the UAE Ministry of Education;

b. Language instructors shall have obtained a minimum of a master’s degree from a University recognized by the UAE Ministry of Education; the degree should indicate the language teaching qualification in accordance with regulations approved by the University;

c. Be fit in terms of health based upon a report from the medical authority approved by the University;

d. Fulfill any other conditions that the University might require.
Article (53)

Duties of Non-Faculty members include:

a. Teaching courses of a practical nature, languages and general courses;

b. Undertaking a teaching load of (15) credit hours for the lecturers and (20) credit hours for the language instructors;

c. Invigilating / proctor examinations for the courses assigned to him/her in accordance with the approved regulations of the University;

d. Allocating office hours for student visits;

e. Implementing tasks assigned by the Department Chairperson, Center Director, College Dean or Chancellor;

f. Devoting him/herself fulltime to his/her academic duties at the University and maintain the University’s high stature and reputation;

g. Undertaking community service and endeavor to meet the needs of the community in accordance with the guidelines set by the University;

h. Supervising student research, reports and activities related to the courses they teach; this does not include student graduation research or projects (lecturers only);

i. Assisting faculty with the task of student academic advising (lecturers only);

j. Performing (40) hours of work per week distributed across the above mentioned duties.

Article (54)

Non-Faculty members shall be subject to the provisions regarding violations and irregularities calling for investigation and questioning as stated in Chapter Ten (Articles 40 to 50) of these by-laws.

Article (55)

Contracts and Renewal:

a. Determining Non-Faculty member hiring needs, nomination and appointment of candidates shall be subject to the procedures set forth in Articles (12, 13, 14) of these bylaws.
b. The first contract term for Non-Faculty member shall be two years of which the first year is considered a probationary period, during which the University reserves the right to end the contract without providing a reason. In this case, the Non-Faculty member is entitled to at least the total sum of six months’ salary or the his/her remaining salary until the end of the year.

c. Non-Faculty member shall be evaluated at the end of the first year of the contract in the areas of teaching and university and the community service at the levels of department/center, college and the Committee for the Selection of Non-Faculty members. Concerned Non-Faculty members shall be notified of the University decision six months prior to the end of their contract. The decision will be either non-renewal or renewal of contract for a maximum period of two years.

Article (56)
Non-Faculty members Rights: The provisions in Articles (19, 21, 22, 23, 24, 30, 31, 32, 33, 34, 35, 37, 38, 39) of these by-laws shall apply to Non-Faculty members.

Article (57)
Contract Termination for Non-Faculty members:

1. The contract of a Non-Faculty member may be terminated for any of the reasons stated in Article (29/1) of these by-laws.

2. The service of a Non-Faculty member shall end when s/he reaches (60) years of age. By decision of the Chancellor, his/her service may be extended for one or more years until the age of (65).

Chapter Twelve
Lecturers and Visiting Professors

Article (58)

a. When need arises, the Chancellor may decide to invite visiting professors from among the scholars, thinkers, or experts, or from among current or former faculty members at Arab or foreign universities to teach courses
offered by the University on a temporary basis, to deliver public lectures, or participate in symposia or debates in accordance with procedures and criteria issued by the Chancellor. The decision to invite someone shall include the duration of the visit, the reason for it, and the remuneration due to the visitor in accordance with University by-laws.

b. If need arises, the Chancellor may hire visiting professors for one semester or for a whole year and their salaries and compensations shall be determined according to criteria set by the Chancellor in accordance with the University by-laws.

c. If need arises, the concerned Vice Chancellor may hire part-time lecturers holding the ranks of full professor, associate professor, assistant professor, lecturer, or instructor according to their qualifications. They shall be paid for each teaching hour in accordance with criteria set by the University Chancellor and the University by-laws.

d. All visiting professors appointments should be within the approved faculty compliment in each departement.

Chapter Thirteen
General Provisions

Article (59)
The Deans Council shall decide on cases not stated in these by-laws and on problems arising from their implementation.

Article (60)
The provisions of these by-laws shall become effective as of the date of issue and to be published in the Official Gazette and all contravening texts and decisions shall be rescinded.

Article (61)
The Chancellor shall issue the necessary regulations needed for the implementation of these by-laws.
**Article (62)**

The Chancellor, Vice Chancellors and Assistants to the Chancellor, Deans and Directors shall be responsible for the implementation of these by-laws.

Issued on: 1st. Ramadan 1437 AH  
Corresponding to: 06 /06 /2016

Sultan Bin Mohammed Al Qasimi,  
President of the University

* These by-laws were amended at the Board of Trustees meeting No. (40), dated 31st January 2016.
Section Five
President’s Decision No. (6) for the Year 2016 Regarding Graduate Studies By-laws Issued In Accordance With Article (3) of the Executive By-Laws of Law No. (2) for the Year 2016 on the Establishment and Organization of the University of Sharjah

Chapter One

Definitions

Article (1)

These by-laws shall be called (Graduate Studies by-law at the University of Sharjah) and shall become effective as of the date of issue and to be published in the Official Gazette.

Article (2)

The following terms shall have the meanings set against them unless the context indicates otherwise:

The University : University of Sharjah
The Board : Board of Trustees at the University
The Chancellor : Chancellor of the University
The Deans Council : Deans Council at the University
The Deans : Dean of the College of Graduate Studies
The College : College of Graduate Studies
The Graduate Studies Council: Graduate Studies Council
The Department : Concerned Academic Department
Chapter Two

Goals of Graduate Studies

Article (3)

In establishing graduate studies and conferring graduate degrees, the University aims to achieve the following objectives:

a. To enrich human knowledge in all fields through specialized programs of study and serious research aiming at making original contribution in sciences and practical applications and discovery of new scientific facts.

b. To pay particular attention to Arab-Islamic studies by expanding their scope and publishing their findings.

c. To provide high-quality scientific and professional training to individuals working in the various fields of knowledge, theoretical and applied, to carry out the comprehensive development plans of the United Arab Emirates.

d. To encourage those working in science to be abreast of fast-paced scientific and technological knowledge and to motivate them to be creative and innovative, to offer scientific and technical consultations to public and private institutions in the state and to encourage the scientific approach in dealing with the social problems in the UAE and the Arab World.

e. To enable outstanding undergraduate students to pursue their higher studies locally.

f. To enhance the quality of current university-level programs by interacting with the graduate programs, and to reinforce the University’s status as a center for intellectual and cultural activity by opening channels to scientific research worldwide.
Chapter Three

The Organizing of Graduate Studies

Article (4)

A deanship of Graduate Studies shall be established to supervise and coordinate all graduate programs in the University, recommend their approval and evaluate and subject them to constant review.

Article (5)

A Graduate Studies Council shall be set up to oversee all matters related to graduate studies. The council shall be empowered to take all the necessary and relevant decisions in accordance with the provisions of these by-laws. It shall:

a. Propose, amend and coordinate the general graduate studies policies in all colleges and centers, and ascertain their implementation after their approval;

b. Propose subsidiary by-laws in coordination with the academic departments and colleges regarding the organization of graduate studies;

c. Propose, implement, and supervise admission criteria.

d. Recommend the approval of new programs after studying them and harmonizing them with existing programs;

e. Recommend the approval of the decisions of graduate studies and their amendments along with changes and modifications to study plans.

f. Recommend graduate degree titles in both Arabic and English based on the recommendations of college councils;

g. Recommend the conferral of academic degrees;

h. Approve the proper decisions regarding all graduate students’ affairs.

i. Approve the formation of academic committees to supervise and examine theses.

J. Lay down the general framework for research proposals, thesis-format guidelines, and the forms to be used by examining committees;
k. Conduct periodic evaluations of graduate programs in consultation with internal and external specialized committees or bodies

l. Review the annual reports on graduate studies submitted by academic departments at the University;

m. Study matters referred to it by the Deans Council, the Chancellor, or by the Dean of Graduate Studies and submit recommendations thereon.

**Article (6)**

a. The Graduate Studies Council shall consist of the following:
   1. Dean of Graduate Studies (Chairman)
   2. Vice Dean of Graduate Studies
   3. Chairperson (general secretaries) of the graduate studies committees as associate Professor at least.
   4. Directors of the research institutes
   5. Director of the Institute of Leadership in Higher Education
   6. Three members of faculty holding the rank of professor nominated by the Dean of the College of Graduate Studies and appointed by decision of the Chancellor for the period of one renewable year.

b. The Graduate Studies Council shall convene upon an invitation by the chair at least once a month. The meeting shall not be deemed legal if less than two-thirds of its members are present. Decisions shall be taken by a simple majority of the members present. In case of a tie, the side on which the chairman has voted shall carry the motion. The Graduate Studies Council may also form standing or ad-hoc committees from among its members or others to study matters referred to them.

**Article (7)**

Taking into consideration the followings, the Deans Council shall lay down detailed criteria for the approval of graduate programs recommended by the Graduate Studies Council:

a. That the academic department has a sufficient number of specialized professors and associate professors in the area of the program.
b. That research facilities such as libraries, laboratories, computer facilities, etc. are available to ensure the success of the program in term of teaching, supervising and research.

**Article (8)**

The Deans Council shall recommend the granting of the following academic degrees:

a. Graduate Studies Diploma
b. Master
c. Doctorate (PhD)

**Article (9)**

Taking into consideration the provisions of Article 5, the Department shall submit to the College Council a detailed description of the program it wishes to offer, in which it points out the following:

a. The objectives of the program and its relevance to the UAE society.

b. The nature of the program with regard to its academic, professional and scientific orientation.

c. The significance of the program and its rationale compared to programs offered by similar departments within the University and other universities in the UAE.

d. Available or requisite manpower needed to offer a high-quality program, both pedagogically and professionally, with special reference to the main areas of research in the Department.

**Article (10)**

The Graduate Studies Council shall study the proposed program and coordinate its requirements with those of existing programs, if any, to avoid duplication. Thereafter, a recommendation shall be submitted to the Deans Council to decide on the matter.
Article (11)
Changes in courses, program requirements, or admission criteria shall be made by a decision taken by the Deans Council upon the recommendation of the Graduate Studies Program and in coordination with the departments concerned.

Article (12)
The University may offer joint programs administered by two or more departments or colleges in accordance with rules laid down by the Deans Council upon the recommendation of the Graduate Studies Council and in coordination with the departments concerned.

Chapter Four
Admission and Registration

First: Admission Requirements

Article (13)
The Council shall determine, upon the recommendation of the Colleges and Department Councils, the number of students to be admitted into the Graduate Studies Programs each year.

Article (14)
Applicants for admission to Master or Ph.D. degree programs are required to:
   a. Applicants for Master degree programs shall hold a Bachelor degree or its equivalence from a recognized University;
   b. Applicants for Ph.D. degree programs shall hold both a Bachelor and Master degree or their equivalent from a recognized University;
   c. Hold University degrees shall be in the field of specialization to which the candidate is applying or a closely related field;
   d. Candidates shall provide letters of recommendation from two professors.
   e. Candidates are required to fulfill the English language requirements in accordance with the criteria approved by the University.
Article (15)
The minimum admission requirement for the Masters degree is a grade of Good in the first degree and a cumulative grade-point average (CGPA) of not less than 3.0 on a 4-point scale. Applicants whose CGPA is less than 3 may be admitted conditionally in accordance with the executive instructions of the University and pursuant to the decisions of the Ministry of Education and Scientific Research. The Graduate Studies Council may, upon recommendation from the department, add other conditions it deems necessary for admission.

Article (16)
Applicants shall satisfy all the other admission requirements stipulated by the Department concerned.

Article (17)
Each applicant to the doctorate program shall have had at least a very good standing (3.00 out of 4.00 points) on the master’s level.

Article (18)
Admission to the master’s or doctorate programs in areas other than those of the applicant’s area of specialization may be granted upon the recommendation of the Department and College Councils and the approval of the Graduate Studies Council.

Article (19)
The Department concerned may recommend admission to the Master’s and Doctorate programs provided that the candidate passes a number of pre-requisite courses within a period not exceeding two semesters.

Article (20)
Candidates shall be admitted by decision of the Graduate Studies Council upon the recommendation of the Graduate Studies Committee in the Department. The Dean shall convey the decision to the applicant, the relevant department, the college, and the two departments of Admissions and Registration to complete the student’s registration.
**Article (21)**
No student shall be allowed to join two graduate programs at the university at the same time.

**Article (22)**
Postponement and interruption of studies, transfer, dismissal from, or reinstatement in, the program shall all be governed by existing regulations. These actions shall be based on a decision by the Department Council and the approval of the College and the Graduate Studies Councils.

**Second: Educational System**

**Article (23)**
Study for the master’s degree shall take one of these two forms:
   a. Course work and a thesis.
   b. Course work and a research project

**Article (24)**
Study for the doctorate shall be by course work and a thesis.

**Article (25)**
The academic year consists of two semesters.

**Article (26)**
The time required to obtain the master degree shall be a minimum of three semesters and a maximum of eight semesters. The time required to obtain the PhD shall be a minimum of six semesters and a maximum of ten semesters for those who hold a master degree.

**Third: Tests and Examinations**

**Article (27)**
Tests and Examinations in graduate courses shall be governed by approved regulations.
Chapter Five

Scientific Thesis

First: Preparation and Supervision

Article (28)
Theses shall be written in Arabic or English in accordance with the policy of the Department, with an abstract provided in the other language.

Article (29)
Supervision of theses is the responsibility of full and associate professors. However, assistant professors may be permitted to supervise theses in the Master’s level, based on the approval of the Council.

Article (30)
The Council may permit supervision to someone of distinguished experience and scientific knowledge from outside the teaching staff.

Article (31)
A co-supervisor from outside the Department of specialization may be appointed when the need arises.

Article (32)
The maximum number of thesis that can be supervised at any time is four for the full professor, three for the associate professor, and two for the assistant professor. The Council, however, may increase the number if necessary.

Article (33)
A supervisor may be replaced by another in accordance with the same procedures followed in the appointment of the first if compelling circumstances arise requiring such a replacement.
Second: Thesis Defense

**Article (34)**

The defense committee shall be appointed and a date therefore shall be set by a decision of the Dean based on a proposal from the supervisor, the recommendation of the Postgraduate Studies Committee in the Department and the approval of the College Postgraduate Studies Committee.

**Article (35)**

The examination committee shall submit its recommendation to the Dean of Graduate Studies through the Department’s Chair within one week from the defense date.

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**Chapter Six**

**General Provisions**

**Article (36)**

The Deans Council shall decide on cases not covered in these by-laws and on problems arising from their implementation.

**Article (37)**

The provisions of these by-laws shall become effective as of the date of issue and to be published in the Official Gazette and all contravening texts and decisions shall be rescinded.

**Article (38)**

The Chancellor shall issue the necessary regulations needed for the implementation of these by-laws.
**Article (39)**

The Chancellor, Vice Chancellors and Assistants to the Chancellor, Deans and Directors shall be responsible for the implementation of these by-laws.

Issued on: 1st. Ramadan 1437 AH
Corresponding to: 06 /06 /2016

Sultan Bin Mohammed Al Qasimi,
President of the University

* These by-laws were amended at the Board of Trustees meeting No. (40), dated 31st January 2016.
Section Six
Chapter One

Definitions

Article (1)

These by-laws shall be called (Scientific Research by-law at the University of Sharjah) and shall become effective as of the date of issue and to be published in the Official Gazette.

Article (2)

The following terms shall have the meanings set against them unless the context indicates otherwise:

The University : University of Sharjah
The Board : Board of Trustees at the University
The Chancellor : Chancellor of the University
The Deans Council : Deans Council at the University
The Vice Chancellor : Vice Chancellor for Research and Graduate Studies Affairs.
The Scientific Research Board: Scientific Research Board at the University
The Research Institute: Concerned Research Institute at the University
The Director of the Institute: Director of the Concerned Research Institute
Chapter Two

Scientific Research Board

Article (3)
Research institutes shall implement the research policies in accordance with the University by-laws.

Article (4)
a. The Scientific Research Board shall be formed under the chairmanship of the Vice Chancellor and its membership shall include:
   1. Directors of institutes.
   2. Dean of the College of Graduate Studies.
   3. A representative from each college holding the rank of full professor.

b. The Scientific Research Council may invite any persons concerned with research affairs to participate in its meetings without the right to vote.

Article (5)
The Scientific Research Council shall convene its meetings upon invitation from the chairperson at least once every regular semester and whenever necessary. It shall take its decision by the majority vote of those in attendance.

Article (6)
The duties of the Scientific Research Council are the following:
   a. Developing the scientific research policy at the University in accordance with the strategic plan, review it and follow up on it;
   b. Reviewing and approving research activities at the University;
   c. Recommending the establishment of research centers, units, laboratories, and groups;
   d. Recommending the establishment of various research professorship chairs according to need;
e. Reviewing the reports on various University research activities;
f. Recommending the approval of research projects presented to the board;
g. Recommending the approval of the application of intellectual property rights in accordance with the University bylaws;
h. Developing mechanisms for cooperation with external institutions for funding research;
i. Recommending the approval of the annual budget for research centers, units, laboratories and groups.

Chapter Three

College Scientific Research Committee

Article (7)

a. The research committee in each college shall be formed and chaired by a faculty member holding the rank of full professor:

b. The committee shall be responsible for the following:

1. Considering various research projects and activities and the recommendations regarding them.

2. Submitting reports regarding research activities and outcomes in the colleges and forwarding them to the University Administration.

3. Following up on the implementation of the strategic plan for research in the colleges, in coordination with the relevant research institute.

Article (8)

Research institutes may offer specialized or multi disciplinary graduate studies programs for research purposes, in cooperation and coordination with the concerned colleges.
Chapter Four

Researchers, Research Assistants, Research Grants and Research Groups

Article (9)
a. Researchers shall be:
   1. Members of faculty according to their rank.
   2. Researchers appointed in accordance with the rank of peer faculty members to work directly in the research institutes for research purposes.
   3. Researchers appointed with the rank of research professor under the funding from research professorship chairs at the University.
   4. Researchers appointed in accordance with the rank of peers faculty members for post-doctorate research purposes.
   5. Visiting researchers appointed for research purposes for a period of no more than one year.

b. Research assistants may be appointed in accordance with the regulations in this regard.

Article (10)
The Chancellor shall reduce the teaching load of researchers from among faculty members or those outside to a minimum of three credit hours.

Article (11)
The University of Sharjah provides appropriate support for research projects conducted by faculty members working at the University. The funded projects include seed projects, competitive projects, collaborative research and targeted research in accordance with the detailed guidelines of the Scientific Research Regulations at the University.
Article (12)

The University of Sharjah encourages the formation of research groups within and among disciplines that aim to activate scientific research in various fields of research which contribute to social, economic and scientific development, and provides appropriate support for their continuity.

Chapter Five

Scientific Publishing and
The Journal of the University of Sharjah

Article (13)

The University shall support research publications in the form of authored and refereed books, specialized scientific journals, specialized research event proceedings, and technical reports published by the Research Publishing Unit in accordance with the by-laws and regulations.

Article (14)

The University publishes a scientific refereed journal entitled “The University of Sharjah Journal”. The Chancellor shall appoint an editorial board and issue the executive regulations for the journal.

Chapter Six

Collaborative Research Agreements

Article (15)

The University is committed to strengthening cooperation in the field of research with local and regional research institutes and shall sign cooperation agreements with external institutions in accordance with the University by-laws.
Chapter Seven
General Provisions

Article (16)
The University shall ensure that scientific research projects are not in conflict with the teachings of Islam, public morals, and the legal requirements of the Emirate of Sharjah and the United Arab Emirates.

Article (17)
The Deans Council shall decide on cases not covered in these by-laws and on problems arising from their implementation.

Article (18)
The provisions of these by-laws shall become effective as of the date of issue and to be published in the Official Gazette and all contravening texts and decisions shall be rescinded.

Article (19)
The Chancellor shall issue the necessary procedures needed for the implementation of these by-laws.

Article (20)
The Chancellor, Vice Chancellors and Assistants to the Chancellor, Deans and Directors shall be responsible for the implementation of these by-laws.

Issued on: 1st. Ramadan 1437 AH
Corresponding to: 06 /06 /2016

Sultan Bin Mohammed Al Qasimi,
President of the University

* These by-laws were amended at the Board of Trustees meeting No. (40), dated 31st January 2016.
Section Seven
Section Seven
President’s Decision No. (8) For the Year 2016
Regarding the Non-Faculty Employees By-Laws
Issued In Accordance With Article (3)
of the Executive By-Laws
of Law Number (2) For the Year (2016) Regarding the
Establishment and Organization of the University of Sharjah

Chapter One
Definitions

Article (1)
These by-laws shall be called (Non-Faculty Employees by-law at the University of Sharjah) and shall become effective as of the date of issue and to be published in the Official Gazette.

Article (2)
In these by-laws, the following terms will have the meanings set against them unless the context indicates otherwise:
The University : University of Sharjah
The President : President of the University
The Board of Trustees : Board of Trustees at the University
The Chancellor : Chancellor of the University
The Deans Council : Deans' Council at the University
The Vice-Chancellor : Vice-Chancellor for Administrative and Financial Affairs
The Dean : Dean of College, or any other Dean
The Department : Human Resources Department
The Committee : Employees Affairs Committee
The Employee : Every person appointed by a decision from the competent authority as per the provisions of these by-laws
Article (3)

The University annual budget will specify the number of positions with details of the grades/ranks for each position, its financial allocations of salaries, increments, and allowances.

Article (4)

a. The Chancellor will, upon the committee’s recommendation, approve the organizational structure of the University.

b. The grades and its levels will be as follows:

<table>
<thead>
<tr>
<th>Grade level</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice (s)-Chancellor</td>
<td>11</td>
</tr>
<tr>
<td>Deans, Institute Directors</td>
<td>10</td>
</tr>
<tr>
<td>Directors</td>
<td>9</td>
</tr>
<tr>
<td>Head-I</td>
<td>8</td>
</tr>
<tr>
<td>Head-II</td>
<td>7</td>
</tr>
<tr>
<td>Team Leader-I</td>
<td>6</td>
</tr>
<tr>
<td>Team Leader-II, Sr. specialist</td>
<td>5</td>
</tr>
<tr>
<td>Specialist, Sr. Officer</td>
<td>4</td>
</tr>
<tr>
<td>Officer</td>
<td>3</td>
</tr>
<tr>
<td>Senior Clerical / Technical</td>
<td>2</td>
</tr>
<tr>
<td>Clerical / Technical</td>
<td>1</td>
</tr>
</tbody>
</table>
Chapter Two

Employees Affairs Committee

Article (5)

The Employees Affairs Committee will be formed by a decision of the Chancellor, upon a suggestion from the Vice-Chancellor and with the membership of the following:

- The Vice-Chancellor    Chairman
- Director of Human Resources Department    Member
- Director of Finance Department    Member
- Professor from the College of Law    Member
- Three persons whom the Committee deems fit    Members

Article (6)

The Chancellor shall specify the areas of concern of the Employees Affairs Committee as follows:

a. Suggesting conditions and specifications required for vacant posts at the University, along with defining qualifications and experiences for each post.
b. Considering the real requirements of all University units for technical and human resources.
c. Doing employment interviews for all the units requirements for human resources.
d. Studying complaints submitted by the University workforce and giving recommendations in this concern.
e. Revising the organizational structures of the units.
f. Studying and revising the budget of the jobs at the University.
g. Regularly revising job descriptions and the units of the University.
h. Reviewing the evaluation of staff members.
i. Any other authorities mentioned in these by-laws or delegated by the Chancellor or the Vice-Chancellor.
Article (7)
The Committee will convene at least once per month, upon a request from the Chairman of the Committee and the meeting will be considered legal by the attendance of the majority of members. All decisions are taken by absolute majority of the attending members. In case of tie vote, the committee chairman will have a casting vote. The Committees decisions, however, are not considered valid and in force unless approved by the Chancellor. The Committee shall invite any person to attend any meeting without his vote.

Article (8)
The Committees discussion are secret and copy of the minutes of the meetings shall not be disclosed without order of the Chancellor or the Committee Chairman.

Chapter Three
Appointments

Article (9)
Through its Human Resources Department, the University will attract and appoint different administrative qualified persons from inside or outside the country. Priority in appointing will always be given to UAE Nationals, Gulf Cooperation Council countries, Arab Nationals, and other Nationalities, respectively. The University will follow, the latest scientific and technical approaches in choosing, appointing, and giving job descriptions in order to ensure having the optimum qualified cadres in its units, which will help achieve the University goals.

Article (10)
The types of positions will be defined within the job classifications as per the job description approved by the competent authorities as per the table of salaries and allowances attached with these by-laws.
Article (11)

Staff shall be appointed at the University according the following job categories (grades):

a. Employees in grades 9 and 8: by decision of the Chancellor, based upon the approval of the Finance Committee of the Board of Trustees.

b. Employees in grades 7 and lower: by decision of the Vice Chancellor, based upon the recommendation of the committee.

Appointment provisions

Article (12)

For appointments in one of the University positions mentioned in Article (11), the appointee should meet the following provisions:

a. Should be a UAE national. Otherwise, priority will be given to nationals of the Gulf Cooperation Council countries, Arab nationals, and other nationalities, respectively.

b. Should have the qualifications and experiences required for the position as per Article (16) of these by-laws.

c. Should have a good reputation and conduct.

d. Should not be less than 18 years old.

e. Should successfully pass all tests and interviews pertinent to the position.

f. Should not have been convicted with a criminal penalty or restricting penalty in a disgracing or honesty crime, unless s/he has been pardoned by the competent authorities or has been rehabilitated as per the law.

g. Should not have been dismissed of his/her job by a final disciplinary decision, unless this has been done at least four years ago.

h. Should pass the medical exam carried out by competent authorities.

i. Should have a good feedback from his/her previous employer.
Article (13)

Appointment in positions mentioned in Article (11) will be according to the following rules:

a. In case some positions require tests, appointments will be according to the test results. In case some appointees get equal test results, qualifications experience will be taken into consideration.

b. Appointments may be done from candidates lists in the latest interview, provided that interview should have been done in the last six months as a maximum.

c. The employee will be employed according to the positions grade. Salary will be determined according to his/her qualifications and experiences.

d. Observing Article (11), employees may be appointed temporary contracts and for a limited time not more than one year and for once only, upon recommendation of the Committee and the an approval of the Chancellor.

e. An ex-employee may be re-appointed in his/her previous position or in a position equal in grade and salary. If the ex-employee has got a higher qualification or has gained appropriate experience, s/he might be appointed in a higher grade. This is provided, however, that leaving should not be for more than five years, and should not have occurred by compulsion according to disciplinary decision.

Article (14)

If an employee does not report to his/her work within (15) fifteen days after receiving the notification of the date of his appointment, he will lose his right to the appointment.

Article (15)

a. A first-time employee will be under six-month probation period since the date of his commencement of work.

b. During the probation period, an employees services may be terminated by a decision from the appointment-related authorities if the employee proved to be unfit for the position. Otherwise, the employee is considered instated in his/her position and the probation period will be included in his/her service time.
Qualifications required for appointment

Article (16)
An employee should have the following qualifications in order to be appointed at the University of Sharjah:

   a. Appropriate qualifications and experience for grades (1).

   b. High School Certificate or Diploma or equivalent for the grades (2), along with appropriate experience.

   c. University degree or equivalent for grades (3 and higher), in addition to appropriate experience in the field of position.

Position announcements

Article (17)

   a. Vacant administrative positions shall be announced through local and foreign newspapers, websites, and recruiting agencies if necessary after first verifying, in the database of the Sharjah Government Directorate of Human Resources, the non-availability of qualified UAE nationals to fill these positions.

   b. Vacant positions shall be announced upon the approval of the Vice Chancellor.

   c. All announcements should be done in local newspapers. If some positions are not filled, then abroad announcements will be done.

   d. A University employee may apply for the announced positions if he/she meets the requirements. This is subject to the approval of director of the competent Department or College, each in s/he authority provided that this is done after the passage of one year on the employee’s appointment in recent position. Occupation of the new position is considered a reappointment. Still, the employee will retain his/her previous years of service, along with s/he status being settled in accordance with the new position, and will be entitled to regular raises as per the provisions of these by-laws.
Chapter Four

Work Times, Work Hours and Vacations

Article (18)

a. Official work hours for the University employees will be (8) hours per day excluding the rest period, with a total of (40) hours per week from Sunday to Thursday.

b. The Chancellor, or whomever he may deputize, is authorized to change work timings.

Overtime

Article (19)

Upon the Chancellor approval and based on the recommendation of the respective Dean or Director, the employees of grade (6) and below may be asked to carry overtime-work which will be paid on the basis of the basic salary rate.

Annual leave

Article (20)

Employees are entitled to an annual vacation upon his request and a pre-approval of his direct Chairperson as follows:

a. Forty five days for grades (9-7), 40 days for grades (6-5), 35 days for grades (4-3) and 30 days for grades (2-1).

b. The employee is entitled to receive all his/her salary for the annual vacation prior to the start of the vacation.

Article (21)

An employee is entitled to have an annual vacation after the probation period during which the employee is not entitled to a vacation for periods he/she spends in study leaves, scientific missions, special unpaid vacation or secondment.
Article (22)
If necessary, the employee may be called during his/her annual vacation to do the duties of his/her position or any other position in his department or any other department after obtaining the approval of the concerned department, and the payment for the days he/she was recalled to work on shall be according to basic salary.

Article (23)
Without prejudice to any of the disciplinary rules and provisions, the employee who does not report to his/her work immediately after the end of the vacation will have his/her salary suspended starting from the first day after the end of the vacation. In case the employee stops working for 20 consecutive or 30 separate days, he/ she shall be deemed to have resigned. Human Resources Department shall take the procedures of terminating their services. The Chancellor, upon recommendation from the Vice-Chancellor may decide on deducting the period of delay/stoppage from the employee’s annual vacation and give the employee his/her salary for that period, or consider it unpaid vacation in case the employee does not have vacation balance.

Emergency leave

Article (24)

a. Employees are permitted to take leave due to emergency reasons for which they are unable to give advance notice such as illness, accompanying first-degree relatives for treatment (in emergency cases only) or accidents that they may experience themselves that prevent them from coming to work. This is provided that the emergency leave does not exceed four intermittent or consecutive days in total per annum.

b. The employee should present to the Director of his/her department an explanation of the reasons of his/her absence after the vacation to be approved by the competent Department, Center, or College. In case reasons of absence are not accepted, days of absence will be deducted from the vacation balance, if any. Otherwise days of absence will be considered unpaid leave. All this is done without prejudice to the disciplinary procedures, if necessary.
Sick leave

Article (25)

An employee is entitled to sick leave according to the following:

a. Short sick leave:

1. Employees are permitted up to five (5) consecutive days at a time for each sick leave at a maximum of (15) days per year, provided they submit a sick leave certificate from an certified medical authority. Any leave beyond this period, if not part of a long sick leave, shall be deducted from the employee’s annual vacation balance if available; otherwise, the extra days shall be deducted directly from the employee’s salary.

2. The employee must notify their department of sick leave within five working days via a formal letter.

b. Long sick leave:

Employees are entitled to a maximum of (2)-month full-salary sick leave for every year they spend in work. In case the employee is not able to come back to work after the end of this sick leave, the Vice-Chancellor may allow him/her to extend the leave for another similar period with half the salary paid, and another similar period with quarter the salary, based on the mentioned medical report. If the medical committee after the third extension decided that there is a possibility that the employee will not recover, the employees services may be terminated.

c. Upon the medical situation of the employee, the Chancellor may approve a maximum of (6)-months sick leave with full salary.

Hajj vacation

Article (26)

The employee will be entitled to a maximum of (20) days of Hajj vacation for one time during his/her work with the University provided that the employee has spent at least one year with the University.
Parturition vacation

Article (27)

a. Female employees at the University are entitled to a fully paid parturition (maternity) leave for the period of 90 days, which may be granted two weeks prior to the expected date of delivery based upon a medical report prepared (and signed) by the concerned doctor.

b. After their maternity leave, female employees are also entitled to a “nursing period” of one year, which they may take at the beginning or end of the workday as follows:

1. Two (2) hours per day during the first six months following their maternity leave.
2. One (1) hour per day during the next six months.

c. The maternity leave, annual leave and unpaid vacation leave periods may be combined for up to 120 days at most, starting from the beginning of the maternity leave with condition that the leave must be undisconected.

d. Male employees with newborn children residing inside the country are entitled to a paid paternity leave of three (3) consecutive workdays during the first month of the child’s birth.

e. Maternity leave shall expire in the case of a newborn child’s death, and the female employee shall be entitled to the following:

1. Maternity leave of (40) days beginning as of the delivery date or the period remaining if the baby dies during this time.
2. If the baby dies after the maternity leave stated above, the employee shall be entitled to a demise leave of five (5) days, beginning from the date of the baby’s death.
3. The employee shall be entitled to the maternity leave if the baby dies during or on the same day of delivery.

f. If a miscarriage occurs during pregnancy, the female employee shall not be eligible for the maternity leave but shall be entitled to a sick leave if the concerned medical authority grants the sick leave, provided it is approved in accordance with the regulations in effect in this regard.
Special vacation

Article (28)

The Chancellor may, upon recommendation from the committee, allow the employee to have a special, unpaid vacation to accompany his/her spouse. This is only in case of the employee or the spouse is dispatched abroad for more than three months, whether in a delegation, study vacation, training course, secondment, official mission, or is transferred to a job outside the country or joins some international bodies or Arab or foreign government. This vacation, however, shall not exceed the period designated for the spouses official mission, course, delegation, etc. In case an employee is given a vacation for more than one year, a substitute employee may be appointed and his/her employment’s status will be considered at that time.

Article (29)

a. Non-national employees may be granted a periodic leave, which shall be deducted from their vacation balance, to accompany first-degree relatives for treatment outside the country, provided that the leave is based upon a certified medical report clearly stating the condition and the need for someone to accompany the patient. If the vacation balance runs out, the employee shall be granted a fully paid leave of one month or the remaining period (whichever is less).

b. The articles stated in Law No. (6) of 2015, regarding human resources in the Emirate of Sharjah, and applicable executive by-laws, shall be applied in the case of national male and female employees who seek a leave to accompany relatives, whether inside the country or abroad.

c. Upon the approval of the Chancellor, the leave may be extended for a period approved by the relevant medical authority if it recommends the need for the patient to be accompanied during the treatment period.

Unpaid vacation

Article (30)

a. If the employee has no balance of his annual leave, he is entitled to have a maximum of one month of unpaid leave upon the approval of his direct Chairperson and it could be renewed for similar period upon the approval of the Vice-Chancellor.
b. No vacation balance may be granted to the employee during their unpaid vacation neither the University shall pay pensioner percentage for the unpaid leave period for the National employee as well as the employee of the Gulf Cooperation Council (GCC). In addition, the non-National employee shall not be paid an end service payment for the period of such leave.

Demise vacation

**Article (31)**

a. A Muslim female employee whose husband passes away is eligible to take a fully paid leave for the period of four (4) months and (10) days from the date of her husband’s death.

b. Employees are entitled to a leave of mourning for the period of three (3) consecutive days in the event of the death of a spouse or the death of one of the following relatives (parents, children, brothers and sisters), provided that a death certificate is presented.

**Article (32)**

In case of the demise of a University employee:

a. The corpse companion from the University is given a seven-day paid vacation in case the corpse is to be dispatched abroad.

b. The corpse companion from the University is given a two-way ticket in addition to 1500 AED as travel expenses.

c. The family of the deceased shall be entitled to the following (unless the deceased otherwise wills):

1. The total salary of the month in which death occurs
2. The total salaries of the following three months
3. The end of service gratuity for the period spent at work
Chapter Five

Assignment, Transfer and Secondment

First: Assignment

Article (33)

a. In case some employees are absent, or a position is vacant, the employee may be assigned inside the University to do other job duties provided that the duties are of the same employees grade or in one grade higher than the employees. The assignment decision shall be issued by the Chancellor or whomever assigned - upon recommendation from the Vice-Chancellor or the respective Unit Director.

b. Assignment may be done at the same time in addition to the employee original job. The employee shall not be assigned to more than one unit at the same time, and assignment period shall not be more than one year and may be extended for another year only.

Article (34)

An employee assignment for more than three (3) months shall be granted a monthly compensation for the period of assignment in the amount of (20%) of the beginning of the salary range of the employee grade to which s/he is assigned if the assignment is in addition to the staff member’s normal work.

Second: Transfer

Article (35)

a. The employee may be transferred from one unit to another by a decision from the Vice-Chancellor after consulting with the competent Director of Department.

b. The Director of Department may transfer the employee from one position to another equal position inside the same department.

c. This transfer, however, shall not result in the delay of seniority promotion.
Third: Secondment

Article (36)

a. Upon the Chancellor approval, the University employees may be seconded to the following organizations:

1. Local government bodies, local and federal establishments and bodies, and ministries.

2. Corporations in whose capital the Emirate or the State participates.

3. Arabic, Foreign, Regional, and International organizations.

b. The seconded employee by the University will get his/her salary and benefits from the borrowing party.

c. The seconded employee will get his/her vacation from the party to whom he/she was seconded as per its applicable rules.

d. The seconded employee will take up his/her position again after the end of secondment period. Still, the concerned authority may appoint someone in the seconded employees position. In this case, the seconded employee will keep his/her original position in person, provided that his/her situation will be settled in another vacant post of a financial grade equal to his/her original one.

e. The secondment period will be calculated with the whole work period in the calculation of regular raise, salary, or end of service benefits. The seconded employee will also retain all the position’s advantages he/she had before the secondment.

f. The competent authority may approve the secondment of the employee for another time, provided that this is done after the employee has spent a period at the University equal to his/her first secondment period.
Chapter Six

Employee Delegation

Internal delegation

**Article (37)**

Employees may be delegated on an official missions by a decision from the Chancellor, upon recommendation from the Vice-Chancellor or Director of Department, each within his/her authority as per the approved regulation for this.

External delegation

**Article (38)**

a. Employees subject to the provisions of these by-laws are classified into the following Categories:

- First category: Vice-Chancellor
- Second category: Directors of Departments and Centers
- Third category: Other employees

b. For the first category delegation is done by a decision from the Chancellor and for the other categories delegation is done by a decision from the Vice-Chancellor. The delegation decision should include details on the nature of the mission, names of people to whom mission is assigned, whether it is a delegation or one person, and the destination and required period to complete the mission.

**Article (39)**

The delegated employee may leave the country before the date of the mission, and come back after the end of the mission if the nature of the mission implies so. This extra period shall not, under any circumstances, exceed three days, and the employee should explain the reasons for this extra period. In case the employee travels within this grace extra period, the extra days shall be approved by the Chancellor and will be included in the calculations of travel allowance and expenses.
**Article (40)**

The University shall undertake the expenses of the delegation employees of different categories as follows:

a. The Vice-Chancellors on the Business Class or equivalent in other means of transportation.

b. All others employees of different grades on the Economy Class or equivalent in other means of transportation.

**Article (41)**

a. Employees delegation on an official mission abroad shall be entitled to a daily travel and transportation allowance as follows:

   • Vice-Chancellor: AED 2200
   • Assistant Chancellor or their Counter Parts: AED 1800
   • Department Directors: AED 1500

b. Other Employees: according to their grades:

   • Grades 8 - 6: AED 1000
   • Grades 5 - 3: AED 800
   • Grades 2 - 1: AED 600

This allowance shall be provided for each day or partial day that the employee is delegated abroad to perform the mission assigned to him/her.

**Article (42)**

In case the hosting party is offering full entertainment, the delegated employee shall be entitled for (50 %) of allowance spent out in the mission.

**Article (43)**

The travel allowance indicated in Article (41) will be increased by 20 % for the head of delegation dispatched to represent the University in a conference, symposium, or meeting held by any of the international organizations or bodies.
Article (44)
Subject to the Chancellor’s approval, the university may undertake the expenses of the delegations and dispatched employees. Those expenses are necessary for the completion of the mission (other than personal expenses), such as:

a. Fees for participation in conferences, symposiums, and meetings.

b. Fees for obtaining entry visas to hosting countries.

c. Fees of departure at airports.

d. Fees of transporting luggage and official documents and papers.

Delegation for training courses

Article (45)
Employees may be delegated to training courses for the purpose of following up the latest developments and improving their skills and capabilities as per approved regulation in this respect.

Chapter Seven
Salaries

Article (46)
The University shall set a schedule of salaries showing the levels of positions and the salaries defined for them including studying the grades of each category and the minimum and maximum of salaries and allowances.

Article (47)
A UAE national employee who gets PhD Degree will be given an increase of AED (1500) on his monthly salary and that who gets Master Degree will be granted a Degree Raise worth AED (750) provided that the Degree is in accordance with the type of work of the employee as per the consideration of the appointment authority. If the Degree is in not in accordance with the type of work of the employee, then the increase for the PhD will be AED (1000) and for the Master will be AED (500).
**Article (48)**

The following regulations shall apply regarding the housing allowance:

a. If the husband and wife are both in the service of the government (Government of Sharjah only) or if one of them is in its service and the other is working at a public institution, authority or company to which the government contributes, the housing allowance shall be paid as follows:

1. The housing allowance shall be granted to whoever receives the highest salary.

2. If both spouses work at different places within a distance of no less than 100 kilometers, the single status category shall apply to each.

3. If one of the spouses receives a housing allowance, the other shall not receive it.

b. The wife is entitled to the (single category) housing allowance in full if the husband works in the private sector and receives a housing allowance from his place of work (except in the case of institutions of which the government owns more than 25% of their capital).

c. The wife is entitled to the single status housing allowance if the husband is retired, works independently, or is unemployed.

d. The single status category shall apply to the married female employee whose husband has passed away or if she is divorced and without dependent children. The married status category shall apply if the female employee has dependent children and if her husband has passed away or is unable to work, or if she is divorced and her ex-husband is unable to work so long as she provides evidence of such certified by the relevant UAE authority. Child dependency alone is not sufficient to be granted the married category status. Rather, the two conditions must be met.

**Employment contracts**

**Article (49)**

Employees are appointed at the University as per the following contracts:

a. Unlimited Contracts (for UAE Nationals):
The contract with the employee is for an unlimited time whereupon the employee shall carry out duties and work tasks on a continuous basis according to the job description for his/her position.

b. Fixed Term Contracts (for Non-UAE Nationals):

The contract with the employee is for a fixed term whereupon the employee shall carry out duties and work tasks on a continuous basis throughout the contract term. The employee shall be notified in writing of the contract renewal; otherwise, it shall be deemed terminated. The decision to renew the employee’s contract shall be taken based upon his/her job performance during the contract term.

c. Temporary Contracts:

The contract with the employee is for limited work on a non-continuous basis as required by the nature of the task, the completion of which shall take place in a period not to exceed six months. The contract may be extended for a similar period one time only and the employee’s service shall conclude at the end of this period or when the work is completed, whichever is less.

Rights of contracted employees

**Article (50)**

a. Employees with temporary contracts are not entitled to tickets.

b. Employees with unlimited contracts are given tickets and children education allowances, medical insurance as per the approved regulations.

c. The employees salaries will be paid and transferred to their bank accounts via the bank which the University is dealing with, whenever this is possible.
Increments and allowances-in-kind advantages

Article (51)
Employee is eligible for annual increments in accordance with their job grade, provided that they receive a score of at least “meet expectation” on their annual employee evaluation.

Article (52)
Upon the Chancellor or Vice-Chancellor approval, based on the direct Chairperson recommendation, the employee who is reported to have outstanding may be given additional bonus as per the approved procedures. An employee, however, shall not have more than one bonus in less two years.

Educational allowance

Article (53)

a. The University shall cover the cost of annual tuition fees for children of administrative staff enrolled in primary school (KG1) through high school inside the country in the amount of at most (AED15,000) for one child and at most (AED30,000) for three children in accordance with the benefits table and the tables approved by the University Administration.

b. The payment of these fees and tuition fees shall be paid against original receipts or invoices.

c. Regarding study at the University, the University shall cover the cost of tuition for two children at a time for all University employees, including nationals and non-nationals in accordance with the approved procedures in this regard.

Travel tickets

Article (54)
Employee is entitled to get air tickets when they go on their annual vacation as per the approved procedures in this regard.
Health Care and Health Insurance

Article (55)

Administrative Staff, and their family members shall receive medical treatment in accordance with medical services procedures followed in this regard..

Chapter Eight

Performance Reports

Article (56)

a. The employee shall be evaluated annually by the administrative performance system as approved by the University administration which starts through setting the aims (performance indicators) by the employee himself and his direct chairperson and thereafter these aims shall be evaluated at the end of the performance cycle which will be connected to the annual increment.

b. The annual evaluation shall be according to the following Table of the grads:

<table>
<thead>
<tr>
<th>Annual evaluation (as per the performance management system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding</td>
</tr>
<tr>
<td>Exceed expectation</td>
</tr>
<tr>
<td>Meet expectation</td>
</tr>
<tr>
<td>Below expectation</td>
</tr>
</tbody>
</table>
Chapter Nine

Promotions

Article (57)
The employee shall be promoted according to the provisions of the Article (58) of these by-laws and per the following conditions:

a. Promotion will be within the same job level that the employee works.

b. If the grade to which the employee is being promoted is in the next higher job level, the employee is required to apply for the position in accordance with the University’s recruitment policy.

Article (58)
Promotion to a position within the same employee level will be to the grade immediately following the current grade of the employee in accordance with the following provisions:

a. Promotion to grades (9) and (8), the position of an administrative director, will be in accordance with the administrative organizational chart in the University, which may not be changed through establishing new departments unless upon the approval of the Board of Trustees.

b. Promotion of other grades from (7) and below will be in accordance with the following provisions:

1. Promotion from one grade to another:

Promotion of the employee from grade to another shall be approved by the Chancellor upon recommendation of the employee director, the Department, Committee and Vice-Chancellor as per the following provisions:

• Promotion must be requested by line manager and supported with the proper justification according to the need and benefit of the University.

• Ensure that the position title or the grade is available in the organization chart and approved in the budget.

• The employee must have the relevant experience and qualifications to carry out this job.
• The employee must complete minimum (4) years in same current position and grade.

• The annual employee’s performance evaluation during the last (2) years must not be less than (Exceed Expectation).

• The employee will be given one grade only for each promotion and must not be given (2) grades in one promotion.

2. Promotion from one job title to another:

Promotion of the employee from job title to another shall be approved by the Chancellor upon recommendation of the employee director, the Department, Committee and Vice-Chancellor.

3. Financial promotion (salary increase):

Financial promotion (salary increase) of the employee shall be approved by the Chancellor upon recommendation of the employee director, the Department, Committee and Vice-Chancellor as per the following provisions:

• Promotion must be requested by the employee director and supported with the proper justification according to the need and benefit of the University.

• The annual employee’s performance evaluation during the last (2) years must not be less than (Exceed Expectation).

**Article (59)**

Promotion decisions issued by the concerned party and shall be considered effective from the date specified in the promotion decision. The promoted employee shall be entitled to be upgraded to the first salary step of the grade to which s/he is being promoted to or a one-step increase above his/her current salary.
Chapter Ten

Duties

Article (60)

The employee should carry out the duties assigned to him/her by himself in a precise, honest way and should dedicate the work times to do the duties of his/her job. Employees should also observe the provisions of laws, by-laws, rules, and instructions of Directors. An employee may be assigned a job in times other than official working times if necessary within the framework of rules and by-laws effective in this respect.

Article (61)

It is prohibited that an employee commits any act that is inconsistent with the duties of his/her job, or against the code of ethics and morals. The following is particularly prohibited:

a. To reveal any information or data he/she might know as part of his job.

b. To have any personal mediate or through a third party interests in any business or contracts of the University.

c. To carry out paid or free work for others during the official working times or other times without prior permission from the Chancellor or vice-Chancellor.

d. To buy or hire real properties or movables from the University or use them in a field relevant to his/her job.

e. To commit any acts against honor or respect due to the job.

f. To ask for, or accept, for himself or others, any kind of gifts or advantages or promises in return for doing his/her duties.

g. To keep the origin of any of the official work papers and documents even if the papers are part of some job assigned to him/her.
Chapter Eleven

Investigation, Liability and Penalties

**Article (62)**

Without prejudice to the civil criminal responsibility (when necessary), employees violating the duties stipulated in these by-laws, or breaking the rules while doing their duties, shall be punished according to the disciplinary measures.

**Article (63)**

a. A disciplinary Council is formed by a decision from the Chancellor, or whomever he may deputize. The Council will be chaired by the Vice-Chancellor, with the membership of two of the faculty members one of them shall be from the College of Law, and two of the Directors of Departments. The members grades shall not be less than the grade of the employee presenting before the Council.

b. The Council’s meeting shall not be considered legal unless two thirds of the members attend the meeting. Decisions are issued with a majority of votes.

**Article (64)**

Competent authorities may suspend the employee from work, as a precautionary action, if the investigation welfare requires so. This suspension shall not be for more than three months, and this period shall only be extended by a decision from the competent Disciplinary Council. Once the employee is suspended, half his/her salary will be deducted starting from the date of suspension. This matter shall be put before the Disciplinary Council immediately within one month of notifying the council of it, otherwise the employee will be paid full salary. In case the employee is found innocent, or is punished by a warning or notice, or the investigation is closed, the deducted salary will be paid back. In case the employee is punished by a stronger penalty, the punishing authority will decide on the deducted amount of the salary.
Article (65)
If an employee is imprisoned in a verdict, he/she will be considered suspended from his/her work and will be deprived of his/her total salary as long as he/she is in custody. If the employee is/proved to be innocent, or has spent the time of his/her sentence, his/her situation is put before the Chancellor to decide what he deems fit about the employees salary and disciplinary responsibility. If the employee is found not liable for what happened, he/she will be paid the amounts deducted from his/her salary.

Article (66)
Disciplinary Penalties imposed on employees and vary according to grades, as follows:

First: Penalties for employees in grades 9 & 8 are:
   a. Written Warning.
   b. Notice
   c. Unpaid Suspension from work for a period not more than three months.
   d. Expulsion from service, along with reserving the right of receiving salary or compensation, or deprivation of a maximum of quarter of any of them.

Second: Penalties on employees in grades 7 and below:
   a. Written warning.
   b. Notice.
   c. Deduction of salary with a maximum of two months per annum in a maximum of quarter the salary.
   d. Deprivation of the regular raise (annual raise).
   e. Half-salary suspension from work for a period not more than three months, or lowering salary within the grade’s limits, or demotion, or both.
   f. Expulsion from service, along with reserving the right of receiving salary compensation, or deprivation of a maximum of quarter of any of them.
Article (67)

First: Penalties stipulated in Clause (First) of the previous Article will be imposed as follows:

1. By a decision from the Vice-Chancellor for penalties mentioned in sub-clauses (a, b, c).
2. By a decision from the Disciplinary Council for the expulsion from service.

Second: Penalties stipulated in Clause (Second) of the previous Article will be imposed as follows:

1. By a decision from the Vice-Chancellor for penalties mentioned in sub-clauses (a, b, c, d, e, f).
2. By a decision from the Director of Department for penalties mentioned in sub-clauses (a, b, d).
3. By a decision from the Disciplinary Council for all penalties mentioned in this Clause for employees in grades from (2) and above.

Article (68)

a. An investigative committee shall be formed by decision of the Chancellor and shall be reformed annually.

b. An investigative committee may call upon whomever it views appropriate to complete procedures and measures regarding the cases forwarded to it.

c. The decision to refer an employee to the Disciplinary Council shall be issued by the Chancellor, based upon the recommendations of an investigative committee, and shall include a statement of facts, together with supporting documents, and the accusations leveraged against him/her.

d. The employee shall be informed of the referral decision and the date of the council session. The employee may defend him/herself and be heard before an investigative committee and the Disciplinary Council.

Article (69)

The Disciplinary Council shall, while deciding on one of the punishments mentioned in these by-laws, observe the proportionality between the punishment and the violation committed. It is not allowed also to impose two penalties at the same violation.
**Article (70)**

The Disciplinary Councils decisions shall be issued with statement of its reasons and causes. These reasons and causes shall be extracted from the data presented in the investigations and shall be based on the enforced rules and laws. Delivery of decision will be done in the session set for that purpose and the employee will be notified of the decision in writing within two weeks of its issue.

**Article (71)**

For disciplinary decisions issued by the Chancellor, employees in grades (6) and above may complain to the President or his designee. For other grades, complaints will be submitted to the Chancellor. Complaint should be submitted within ten days after the employee is notified in writing of the decision. The complaint is considered accepted if it is not decided on within 30 days after it is submitted. On the other hand, if the employee does not submit a complaint within the set period, the decision will be considered final.

**Article (72)**

In case the employee is suspended from work, for investigation purposes or because of being under protective custody, or submitted to disciplinary investigation, he/she will retain his/her right to promotion if this promotion is due during the period of suspension or investigation. Here, if the employee is proved innocent or punished with a penalty not more than deducting five-day salary, promotion will be retrieved. But if the penalty is stronger, the employee will be deprived of the promotion for one year of the date of its due time.

**Article (73)**

The employee’s resignation shall not be a reason for not proceeding in the procedures of disciplinary action. It is prohibited, however, to approve an employee’s resignation when he/she is put before the Disciplinary Council.

**Article (74)**

Disciplinary action or investigation shall not be valid after the passage of three years of violation commitment. The same applies to the cases of the demise of the employee or the passage of three years at the end of his/her services with the university.
**Article (75)**

In case an employee is being charged with a capital offense, or dishonesty or breach of trust crime, he/she shall not be promoted. Still, the employee will retain his/her right to promotion if the promotion is due during the time of trial. In case the employee is found not guilty, his/her promotion will be reactivated as of its due date.

**Article (76)**

a. Disciplinary actions imposed on employees will be cancelled by the passage of the following periods:

1. Six months for cases of warning, blame, notice, and deduction of salary for no more than five days.
2. One year for cases of deduction of salary for more than five days.
3. Two years for cases of deprivation of regular raise.

b. The cancellation will be by a decision from the Chancellor if it is proved by reports that the employee’s conduct and performance were satisfactory since the date of imposing the penalty. The cancellation of the penalty will revoke it, for the future considerations. In this case the employee will be entitled to all due rights and compensations, and the penalty documents will be removed from his/her folder.

**Chapter Twelve**

**End of Service**

**Article (77)**

The services of a University employee will be terminated for the following reasons:

1. Reaching the age of retirement on pension, which is sixty Gregorian calendar years.
2. Proof of Health unfitness by a decision from the competent medical authority.
3. Accepting resignation.
4. Dropping or withdrawing UAE Nationality, for UAE Nationals.
5. Termination of service.
6. Being convicted with imprisonment in Capital Offense or dishonesty or breach of trust crime.
7. Expulsion from service by disciplinary action or judicial verdict.
8. End of the employee's contract.

**Article (78)**

Upon recommendation from the Committee, employees service may be extended after he/she has reached the age of retirement. This extension will be for one year at each time and for a maximum of five years, provided that the extension decision is issued prior to retirement.

**Article (79)**

The employee may submit his/her written resignation from his job and thus the employee shall be informed of the reply within (30) days of submitting the resignation, otherwise the resignation is considered accepted. The acceptance of a resignation may be postponed if the employee is put to investigation or suspended from work or punished by any other disciplinary actions. In case investigations prove the employee not guilty, or the employee is punished by a penalty not more than expulsion from work, here the resignation may be accepted and the employee is entitled to his/her salary until the date of notifying him/her of accepting the resignation, or until the passage of the period after which the resignation is considered accepted.

**Article (80)**

By a decision from the Chancellor, the employee whose services are terminated for any of the reasons mentioned in these by-laws may be kept in his/her position for a period not more than three months in order to have him/her deliver what is his/her custody. In this case the employee will be given a lump sum bonus for the period he/she spends after the end of services. The bonus will be calculated based on the last total salary the employee had with the University before the end of his/her services.
**Article (81)**

The University shall inform the employee in writing of the end of his/her services and the reasons for it. This shall be done prior to the end of employees services as per the nature of the contract, unless the contract is for a limited time or stipulates another specific period of notice.

**Article (82)**

The employee shall not be paid any remunerations or end of service compensation until he/she completes all necessary transactions and procedures of ending his/her services. This will include all transactions needed to be done by expatriates like retrieving any permits/licenses given to him/her as part of the University surety or because of his/her work with the University.

**Article (83)**

In case the employee resigns and insists on resignation without observing the notice period, he/she will be deprived of the end of service remunerations. The notice period is as follows:

a. Grade 9 : Four months
b. Grades 8 - 2 : Two months
c. Grades 1 : One month

**End of service remunerations**

**Article (84)**

The University will pay end-of-service remunerations to employee who complete one year in service. The remuneration will be calculated based on the employees last basic salary. The employee subjected to the pension law (UAE and GCC employees) will be excluded from this provision.
Chapter Thirteen
General Provisions

Article (85)
The Chancellor may deputize some of their authorities mentioned in these by-laws.

Article (86)
The periods and terms mentioned in these by-laws are calculated according to the Gregorian calendar.

Article (87)
The Chancellor and the Vice-Chancellor will decide on cases not stated in these by-laws or any problems arises from its implementations.

Article (88)
The provisions of these by-laws shall become effective as of the date of issue and to be published in the Official Gazette and all contravening texts and decisions shall be rescinded.

Article (89)
The Chancellor shall issue the necessary procedures and decisions needed for the implementation of these by-laws.

Article (90)
The Chancellor, Vice Chancellors and Assistants to the Chancellor, Deans and Directors shall be responsible for the implementation of these by-laws.

Issued on: 1st. Ramadan 1437 AH
Corresponding to: 06 /06 /2016

Sultan Bin Mohammed Al Qasimi,
President of the University

* These by-laws were amended at the Board of Trustees meeting No. (40), dated 31st January 2016.
Section Eight
President’s Decision No. (9) for the Year 2016
Regarding the Financial By-Laws
Issued In Accordance With Article (3)
of the Executive By-Laws
of Law Number (2) for the Year (2016) Regarding the
Establishment and Organization of the University of Sharjah

Chapter One
Definitions

Article (1)
These by-laws shall be called (Financial by-law at the University of Sharjah) and shall become effective as of the date of issue and to be published in the Official Gazette.

Article (2)
The following terms shall have the meanings set against them unless the context indicates otherwise:

The University : University of Sharjah
The President : President of the University
The Board : Board of Trustees
The Chancellor : Chancellor of the University
The Deans Council : University Deans Council
The Vice Chancellor : Vice Chancellor for Financial and Administrative Affairs
The Dean : College Dean or other Dean at the University
The Department Director: Director of any department at the University
The Finance Director : Director of the Finance Department at the University
The Finance Employee: The accountant and auditor at the University and any staff member in the Finance Department entrusted with receiving, keeping, and disbursing its funds and maintaining and utilizing its accounting records.
Chapter Two

Budget and Financial Accounts

Article (3)

a. The University shall have an independent annual budget based upon the University Strategic Plan.

b. The Chancellor shall issue the “budget regulations” upon their approval by the Finance Committee at the beginning of each fiscal year. The regulations shall indicate the short-term goals and modifications recommended to the administrative procedures at the University that require additional study, in addition to the Strategic Plan when drafting the budget.

c. The budget shall become effective upon its approval by the Board of Trustees.

d. Procedural amendments may be made to the budget for transfers that take place during the fiscal year to meet urgent operational requirements.

e. Each year the new budget shall be subject to evaluation in comparison to the approved budget of the previous year and the latest budget forecasts.

Article (4)

In cases when the budget is issued late (i.e. after the beginning of the new fiscal year), work will continue based on last years estimated costs and revenues till the new budget is issued. In this case, expenditures and revenues of that period will be added to the new budgets calculations after it has been issued. Expenses may not exceed the proportion of one-twelfth of the new budget.

Article (5)

The annual University budget shall include all revenues staffing costs, and operational and capital expenditures.

Article (6)

The University’s draft annual budget is prepared in light of the annual requirements estimated by the different colleges, centers and departments in the administration as per the plans and programs approved by the Board of Trustees.
Article (7)

a. The Vice Chancellor shall issue instructions on the dates for submitting the budget and data disclosure based upon the recommendation of the Director of the Finance Department.

b. The Director of the Finance Department shall be responsible for managing the budget cycle.

Article (8)

a. The Chancellor shall present the draft budget for approval to the Board of Trustees together with the recommendation of the Board of Trustees Finance Committee after it has been studied by the relevant parties at the University and discussing it with the Finance Committee.

b. The Vice Chancellor shall present the budget to the Board of Trustees.

Article (9)

a. Additional provisions may be allotted as an appendix to the budget, in the cases that the Board of Trustees finds necessary, on condition that the same procedures used in the preparation of the annual budget of the University and its organization be followed, except the articles related to the dates of its submission.

b. It is not permitted to use any of the provisions in the budget or its appendices for purposes other than those specified in that budget or those appendices.

Article (10)

Expenditures in the budget shall be approved in accordance with each of the budget chapters and shall be distributed in accordance with each of its chapters:

a. **Chapter One:** Salaries, wages and supplementary benefits that include remunerating the University faculty and administrative staff members their salaries, wages, cash and in-kind benefits.

b. **Chapter Two:** Operational expenses that include University expenditures required for its regular activities.
c. Chapter Three: Capital expenditures that include capital items which require use for more than one fiscal year and exceed the amount of AED 5,000.

Article (11)

a. The transfer of expenditures from one chapter to another requires the recommendation of the Vice Chancellor and Chancellor and the approval of the Board of Trustees Finance Committee. The transfer from one account to another within the same chapter of the same account may be processed upon the recommendation of the Director of the Finance Department and approval of the Vice Chancellor in the maximum amount of AED25,000 per request and by decision of the Chancellor for amounts exceeding this.

b. Expenditures may be transferred from one account to another within the same chapter upon the decision of the Vice Chancellor in the maximum amount of AED25,000 per request and by decision of the Chancellor for requests exceeding this amount.

Article (12)

The supplementary budget shall be approved by the President.

Article (13)

Payments and obligations related to development projects are made within the limits of the provisions allotted partially or completely to them in the budget, additional expenditures, estimated or requested, for any projects that have been contracted may be paid from the budgets of the coming years within the limits estimated or requested funds defined, subject to the approval of the Board of Trustees.

Article (14)

The number of full-time faculty and administrative staff included in the University budget shall be limited in accordance with the year for which the budget has been planned. This number may not be increased except upon the approval of the Board of Trustees. The Chancellor may approve the transfer of human resources between departments and units. In exceptional cases, the Chancellor
may approve additional human resources, provided that the necessary financing for such is available in accordance with the bylaws and upon the approval of the Board of Trustees in its first meeting.

**Article (15)**

a. The capital budget may be shifted to the following year upon the approval of the Finance Committee.

b. The operating budget contained in the budget may not be shifted to the following year.

**Chapter Three**

**Duties and Responsibilities**

**Article (16)**

The Chancellor is responsible for the University funds and the person authorized to issue payment orders in accordance with its budget after it is approved by the Board of Trustees. The Chancellor may delegate in writing any of his authorities stipulated in this by-law to the Vice-Chancellor and he retains the right to cancel this authorization.

**Article (17)**

a. The Finance Department at the University is the responsible party for all University financial affairs in accordance with the University bylaws, regulations and decisions issued by the University Administration.

b. The Director of the Finance Department at the University shall report to the Vice Chancellor and is responsible for University accounts, financial transactions, and records and for safeguarding University funds and ensuring the application of the articles in these bylaws.

c. All finance employees in the University shall report to the Director of the Finance Department and are responsible for the financial responsibilities they carry and organize entries, accounts and bookkeeping in accordance with the articles of these bylaws and the regulations issued pursuant thereto.
d. Each employee at the University shall be personally responsible for any material or property loss of the University that occurs as a result of negligence or error. The University shall seek to collect the value of such loss by the means it views appropriate.

Chapter Four

Expenditures

Article (18)
Expenditures are disbursed from amounts allotted in the budget, according to orders for payment issued by the Vice-Chancellor.

Article (19)
The Vice Chancellor shall issue special instructions regarding all that is related to the implementation and monitoring of financial transactions in accordance with the University financial bylaws approved by the Board of Trustees.

Article (20)
Payment procedures shall not be completed directly until after transactions are completed by specialists, each according to their specialization (transaction preparer, auditor and approval person).

Article (21)
Actual payment of University expenditures is in cash, checks or transfer orders as per instructions issued by the Vice-Chancellor.

Article (22)
It is not allowed to commit any amount for recurrent expenditures or for payment, except in the limits specified in the budget.
Article (23)
The President shall designate the persons authorized to sign checks, money orders and other banking transactions issued by the University and determine their authorities and signature categories.

Article (24)
Received funds that have not been requested shall be transferred to other sources of income after three years have passed from the date that they were received. The concerned parties may follow up on this by retrieving these funds after presenting the necessary documents for a period of up to five years.

Article (25)
External purchases, including subscription in journals and periodicals, are paid through letter of credit or bank remittances. Payments may be done in one payment or several payments on account or in advances provided that guarantees are obtained to ensure that the purchases are delivered on time and as per the required specifications.

Article (26)
a. The Chancellor, or the Vice-Chancellor may approve the payment or settlement of certain amounts when payments or expenditure could not be supported by documents or receipts for any reason, provided that such amounts will not exceed AED (3000) for each payment. The person who makes such a disbursement must present a written statement with his signature showing the amount expanded and providing that it was spent in the interest of the University or in activities related to it, on condition that it be approved by the Vice-Chancellor.

b. The Chancellor, or the Vice-Chancellor may approve the payment of amounts against substitute documents for lost originals for amounts of a maximum of AED (3000) for each payment provided that reasons for such loss are verified and ensuring no previous payment was made and that the beneficiary undertakes not to make any claims regarding these amounts in future.
Chapter Five

Revenues

Article (27)

a. The Director of the Finance Department shall approve the design and coordination of all receipt vouchers and forms upon the approval of the Vice Chancellor.

b. The collection of funds for University accounts shall be completed in exchange for original receipts provided to the payer. All collected funds shall be entered in the relevant chapter and account for that month. The Vice Chancellor shall issue regulations on the procedures for collecting, recording, saving and depositing these funds, in addition to the necessary procedures to be followed in case of the loss of any financial document.

c. Upon the approval of the Director of the Finance Department, receipt booklets may be provided to staff outside the Department of Finance with the aim of collecting funds for University activities. The names of those carrying receipt booklets shall be recorded, and collected funds shall be returned to the Finance Department in order to deposit them in the bank after the end of the event or periodically for continuous activities. These funds may not be used for any expenditure.

Article (28)

Funds coming into the University accounts will be refunded to payer in the following cases after the Chancellor’s approval upon a recommendation from the Vice Chancellor:

a. Refunds to students shall be based upon the applicable policies in effect. The approval of the Vice Chancellor is required in exceptional cases.

b. If a refund is requested by a supplier, justification and the approval of the Vice Chancellor are required.
Chapter Six
Non-Budgetary Accounts

Article (29)
First: Advances

a. Continuous Cash Advance: This is a cash advance that is provided to each department or college for their operational requirements. Approval of the list of names entrusted to the advance cash is required from the Director of the Finance Department, based upon the approved budget for each department or college and in accordance with its operational requirements.

b. Temporary Cash Advance: This is a cash advance that is provided for a short activity or specific event, which shall be settled at the end of such an event.

The use of cash advances shall be in accordance with the regulations issued by the Director of the Finance Department.

Article (30)
The Chancellor and the Vice Chancellor have the authority to approve the payment of cash advances in the following cases:

a. Daily expenses paid as a cash advance to persons officially assigned with certain tasks or to attend conferences or training sessions.

b. Salary advances to newly appointed employees, provided that the advance does not exceed the amount of AED 5,000 and that it is deducted from the employee’s salary (not more than 10% per month) starting from the following month of the cash advance date.

c. A cash advance may be paid to suppliers in accordance with the terms agreed upon for the receipt of check or bank guarantees for amounts of not less than AED100,000.

d. A research advance may be paid to any researchers entitled to receive grants in accordance with the regulations in effect at the University. These advances are required to be paid back on time.

e. The Chancellor may grant an advance in the maximum amount of AED50,000 and the Vice Chancellor may grant an advance in the maximum amount of AED25,000.
f. The Chancellor and Vice Chancellor have the exclusive authority to grant exceptions to the above regulations of this article.

g. A tender advance may be paid to the supplier as per unconditional bank guarantees that University can take without his objection if he fail of his commitments.

**Article (31)**

Without prejudice to the provisions of Article (30) of these by-laws, the following rules shall be observed:

1. Advances shall be settled at the end of the purpose for which they are paid within two weeks in the maximum, or at the end of the year during which the advance is paid, which comes first.

2. The Vice-Chancellor shall issue a decision on regulating the procedures and conditions of paying advances in cases mentioned in Article (30) of these by-laws and how to settle them.

3. The employee to whom the advance was paid shall be responsible for its value and present documents proving that the advance was spent for the specified purposes.

**Second: Security Accounts**

**Article (32)**

Amounts which were not received by their owners, and the amounts submitted by others to the University as part of their payables will be kept in the Securities accounts. These amounts will be recovered when the reasons of their seizure are not valid any more.

**Article (33)**

Securites are paid back upon a request from beneficiaries signed by the Competent Unit to indicate that works for which these securities were paid are completed. These securities shall also be signed to indicate that they were paid back.
**Article (34)**
In case the security depositor does not complete all the works for which securities were deposited, or part of them, or in case the depositor is indebted to the University with amounts he/she ignores, the securities, or part of them will be settled to the Revenues Account or other pertaining accounts.

**Article (35)**
Securities exceeding AED 5000 that are not claimed within five years of the date of deposit will be considered as Revenues to the University Account. This is provided that the securities owners are notified to claim them, or announcements are made in this respect in a prominent location in the University, or by any other means specified by the Vice-Chancellor at least three months prior to the end of this period.

**Chapter Seven**

**Accounting System**

**First: Records**

**Article (36)**
University accounting transactions shall be documented in accordance with international accounting standards.

**Article (37)**

a. The Finance Department shall keep all of the necessary records to document financial transactions, including documents and papers supporting such records in order to clearly demonstrate the financial status of the University, particularly the following records:

1. Affiliate record
2. Revenue record
3. Received/collected funds record
4. Payments record
5. Notification, debit and credit record
6. General daily record
b. The Finance Department may keep other subsidiary accounting, regulatory and statistical records. It may also prepare all types of lists and statements to ensure the proper application of the accounting system at the University and its finance and accounting workflow in accordance with regulations and instructions issued by the Vice Chancellor after being presented by the Director of the Finance Department.

c. The regular update of the finance system shall be undertaken as appropriate to systematic practices in this area.

Second: Vouchers

Article (38)

Payment Vouchers, Receipt Vouchers, and Journal Vouchers are the basis of entry for any accountancy action. This intends to distinguish between the budget expenditure vouchers and non-budgetary entry vouchers. Vouchers will have serial numbers and will be issued in one original and many copies according to the usage requirements.

Article (39)

a. Invoices and receipts shall be prepared, supervised, and approved by competent staff at the University. These shall be accompanied by original documents that prove their authenticity and the legitimacy of the financial and accounting procedures mentioned in these documents. Substitute copies for lost documents will not be accepted unless approved by the Chancellor or the Vice Chancellor after investigating the loss of the original documents and making sure that the invoices/receipts have not been already paid; the beneficiary shall not undertake to claim these amounts in the future.

b. The authorized individual, or staff person delegated with a portion of his/her authority, shall issue invoice payments and the Director of the Finance Department shall issue payment receipts.

c. The authorized person or whomever he may authorize issues expenditures payment vouchers. Receipt vouchers, issue vouchers and security payment vouchers are issued by the Director of the Finance Department.
d. When amounts are to be paid in cash, it should be observed that this is done on the basis of net due amount, which is the gross amount less than all amounts that should be deducted, whether or not these amounts are in the form of amounts due to the University.

e. Checkbooks are obtained by a decision from both the Chancellor and the Vice-Chancellor from the bank at which the University funds are deposited.

f. After issuing the checks or the transfer order, all papers and documents and original documents will be stamped by (PAID) stamp.

Third: Keeping Records

Article (40)

All financial records, forms, and documents will be kept with the competent financial employees who will be responsible for receiving them as a trust and will be responsible for keeping it and keeping the secrecy of its contents.

Article (41)

When the employee in charge leaves his job or moves to another job, or stops working for any reason whatsoever, he has to deliver all financial records, forms, and documents in his custody to another employee by a receipt book/record signed by both parties and approved by the Director of the Finance Department and the Vice-Chancellor.

Article (42)

Financial records, forms, and documents used in the University will be kept in record for not less that ten years after they are no more used. After that, these records, forms, and documents may be destroyed or wasted according to instructions issued by the Chancellor upon recommendation from the Vice-Chancellor. The Chancellor may also approve delivering these records, forms, and documents to the competent official authorities to document them.

Article (43)

A copy of the financial records, forms, and documents are kept outside the campus in accordance with instructions issued by the Chancellor upon recommendation from the Vice-Chancellor.
Chapter Eight
Internal Auditing and Reports

**Article (44)**
All University financial actions will be subject to internal auditing. This control will have the following duties:

a. Controlling the movement of University assets in banks and other financial institutions on a continuous basis.

b. Controlling the movement of University assets in the stores and taking care of inventory in them.

c. Auditing payment vouchers before payment is done and entry vouchers before issuing them, as well as in issue vouchers before issue is done.

d. Signing on all financial obligations in order to secure funds in the budget.

e. Verifying that the figures in the final accounts are correct before presenting them to the competent authorities.

f. Ensuring the availability of the allotted amount in the budget and that it is not exceeded.

**Article (45)**
The Chancellor shall present the Annual Finance Report and final accounts to the Finance Committee for discussion and later to the Board of Trustees, in its first meeting, for approval and ratification.

**Article (46)**
The Board of Trustees, upon recommendation from the Financial Committee, appoints External Auditor every year to audit the University Accounts and issue the Financial Statements.

**Article (47)**
The Finance Department shall present a monthly report to the Vice Chancellor that indicates the financial status of the University in terms of revenues, expenditures, and cash flow so that the Vice Chancellor may present it to the Chancellor for its presentation to the Board of Trustees the Finance Committee.
Chapter Nine

General Provisions

Article (48)
The University Administration shall obtain insurance policies covering financial employees. The Chancellor shall determine on the insurance value upon proposal from the Vice-Chancellor after it is presented by the Director of Finance Department and approved by the Financial Committee.

Article (49)
The Director of the Finance Department will be provided with a copy of every contract or agreement that imposes any financial obligations or commitments on the University to be observed in the implementation of the contract or agreement.

Article (50)
Bad debts, deficits, and losses in University cash funds may be written off according to the following authorizations and based on proposals of a committee formed by the Chancellor for this purpose:

a. by a decision of the Chancellor and the Vice-Chancellor if the amount does not exceed AED (10,000)

b. by a decision of the Board of Trustees upon recommendation from the Financial Committee if the amount exceeds AED (10,000)

Article (51)
In case of embezzlement or deficit in University funds, or any forgery in records or entries, the financial employee responsible for these funds, records, and entries must inform the Director of the Finance Department who will inform the Vice-Chancellor, who will inform the Chancellor to take proper actions.

Article (52)
The provisions of these by-laws shall become effective as of the date of issue and to be published in the Official Gazette and all contravening texts and decisions shall be rescinded.
**Article (53)**
The Chancellor shall issue the necessary regulations needed for the implementation of these by-laws.

**Article (54)**
The Chancellor, Vice Chancellors and Assistants, Deans and Directors shall be responsible for the implementation of these by-laws.

Issued on: 1st. Ramadan 1437 AH
Corresponding to: 06 /06 /2016

Sultan Bin Mohammed Al Qasimi,
President of the University

* These by-laws were amended at the Board of Trustees meeting No. (40), dated 31st January 2016.
Section Nine
President’s Decision No. (10) For the Year 2016 Regarding the Purchasing By-Laws Issued In Accordance With Article (3) of the Executive By-Laws of Law Number (2) For the Year (2016) Regarding the Establishment and Organization of the University of Sharjah

Chapter One
Definitions

Article (1)
These by-laws shall be called (Purchasing by-law at the University of Sharjah) and shall become effective as of the date of issue and to be published in the Official Gazette.

Article (2)
The following terms and expressions in these by-laws shall have the meanings set against them unless the context indicates otherwise:

The University : University of Sharjah
The President : President of the University
The Board : Board of Trustees
The Chancellor : Chancellor of the University
The Deans Council : Deans Council at the University
The Vice Chancellor : Vice Chancellor for Financial and Administrative Affairs at the University
The Dean : Dean of the College or any other Dean in the University
The Department : Purchasing Department
The Committee : The Purchasing Committee
The Contractor : Supplier or contractor who enters into a contract with the University to provide supplies or services
Chapter Two

Contracts Concluded at the Expense of the University

Article (3)

The contractor, with respect to the contracts that are governed by these by-laws, shall be selected by one of the following methods:

a. Limited Tender

b. Negotiation

c. Direct Purchasing

d. Competition

Article (4)

Licensing shall be made by the means of the contractor selection method and approval of the result of determination and cancellation by the following parties within the value set against each in the following schedule:
<table>
<thead>
<tr>
<th>Authority / Method of purchasing</th>
<th>Amount</th>
<th>Director of Facilities &amp; Maintenance</th>
<th>Procurement Director</th>
<th>Vice Chancellor, Finance &amp; Admin</th>
<th>Purchasing Committee</th>
<th>Chancellor</th>
<th>Finance Committee</th>
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<tr>
<td>Direct Orders/ Single Source</td>
<td>Up to 5,000</td>
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<td>Over 50,000 up to 100,000</td>
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<tr>
<td>Practice/ Preferred Vendor/ Tenders with less than 3 Qualified Quotations</td>
<td>Up to 5,000</td>
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<td>Over 5,000 up to 25,000</td>
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<td>Over 25,000 up to 200,000</td>
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<td>Over 200,000</td>
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<td>√ *</td>
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<tr>
<td>3 or more Qualified Quotations Limited Tenders or open tenders</td>
<td>Up to 50,000</td>
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<td>Over 50,000 up to 250,000</td>
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<td>Over 250,000 up to 500,000</td>
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</table>

- √* In addition to the Chancellor, a minimum of two members of the financial committee of the Board of Trustees.
- √ The Required Signatures.
Provision of services, materials and items by direct purchasing may not be made in excess of (20%) of the appropriation specified in the item, with the exception of direct purchasing cases set forth in Article (24) of these by-laws, provided that the contract will be signed by the Chancellor or his designee.

**Article (5)**

a. The Committee Open Tenders shall be formed by decision of the Chancellor and the nomination of members shall be based upon the recommendation of the Vice Chancellor. The mandate of the committee shall be to open the tender envelopes at the determined time. The committee shall consist of five members and the opening of the envelopes may be undertaken in the presence of three members.

b. The Tenders Review Committee shall be formed by non-members of the Committee to Open Tenders upon decision of the Chancellor and based upon the recommendation of the Vice Chancellor as follows:

1. Director of the Purchasing Department (Chair)
2. Director of the Finance Department (member)
3. Director of Services Department (member)
4. Professor from the College of Law (member)
5. Permanent Secretary (member)
6. By invitation from the committee chairperson to the dean/director of the party or technical employee placing an order.

c. The Tenders Review Committee shall convene its meetings upon invitation from its chairperson whenever necessary. Any meeting shall be considered lawful if its chairperson or whomever s/he delegates in his/her absence is present as well as half of its membership. The committee shall take decisions by an absolute majority or by the majority vote of its members present. When there is a tie in the vote, the side on which the chairperson votes shall carry the motion.

d. The mandate of the Tenders Review Committee shall be to review the tenders and decide on the issuance of recommendations to the Vice Chancellor for Financial and Administrative Affairs.
**Article (6)**

The Purchasing Department shall be responsible for taking necessary procedures to conclude services contracts in accordance with the general provisions and within the limits specified in the by-laws. Permission to purchase items may not be given if sufficient funds are not available in the budget if the project is not included in the budget, or if its overall cost is not mentioned particularly with regard to works and maintenance contracts.

**Article (7)**

A contractor or supplier who enters into contracts with the University must meet the following requirements:

1. Must be a UAE national: individual or corporate.
2. Must be registered in one of the chambers of commerce and industry and holding a license from one of the governmental departments in the country.
3. Must not be an employee at the University or a member of the Tenders or Negotiations Committees or the Competition Judging Committee and must not have, either directly or indirectly, any connection with contracting with the University.
4. Must not be banned from dealing with the University unless the ban is lifted by the competent authority.
5. Must not be banned from dealing with the University as an individual or company / organization as working externally or providing services by communications.
6. Must fulfill the financial, technical and professional requirements provided for in the special conditions, if the University insisted upon such conditions.

**Article (8)**

a. The Purchasing Department shall maintain a record of the suppliers and contractors who submit registration applications with the University, and who fulfill the required conditions. Announcement of registration in the register shall be made annually by means of public advertisement, and must be made for every group of goods and major and secondary items respectively.
b. The register must include all main data about the suppliers or contractors, particularly the basis on which they will be selected. The person in charge of the register must review the names of those registered in the registry on a regular basis for the purpose of evaluating their dealings with the University.

Article (9)

The supplier or contractor in tenders or negotiations must attach or present the following data:

1. Name, address, P. O. Box number, telegraph number, and telephone numbers.

2. Name of person(s) in charge of contracting and sample of their signatures.

3. Names of agencies assigned to him.

4. The legal entities, commercial register number, branch if available, and registration at the local chamber of commerce and industry.

5. Previous experiences in implementation at other institutions, and the volume and types of works completed.

6. Types of goods dealt with, or the contracts and works practiced.

7. Name of the bank dealt with.

8. Evidence that no less than (51%) of the establishment’s capital is owned or shared by a UAE national, in accordance with the operating laws in this regard.

9. The capital of the company or establishment and its last budget approved by an auditor.

10. Any other additional data required by the University.

11. Copy of the commercial license to practice business from one of the government departments in the country, and a copy of valid membership card in the chamber of commerce in the country.

12. A list of the names of representatives of the company or establishment.
**Article (10)**

a. In applying the provisions of articles (7) and (9), the contractor shall be exempt from the conditions stated in articles (7/1, 7/2, 9/8). This applies to contracts signed outside, by correspondence or with companies in the Free Zone and is subject to the approval of the Chancellor upon the recommendation of the Vice Chancellor for Financial and Administrative Affairs.

b. As for maintenance contracts, items (1 and 2) stated in Article (7) shall apply.

**Limited Tender**

**Article (11)**

A limited tender is a tender in which some contractors and suppliers are invited for their competence or their specialization. The rules and procedures applicable to the general tender shall apply to the limited tender except for the public advertisement.

**Article (12)**

Invitation will be sent to the suppliers and contractors who are approved to deal within the required items or contracting works from the register of suppliers and contractors. However, it is allowed for those who are not registered in the register to participate in the tender provided they are registered in one of the local chambers of commerce and industry in the country as well as in the commercial register.

**Article (13)**

Every supplier and contractor who is invited to participate in a limited tender and does not submit a bid in response to it, and does not apologize for non submittal for three consecutive times, shall be banned from dealing with him for one year.

**Article (14)**

Limited Tender documents must be prepared by the Purchasing Department, subject to the following regulations:

a. The Purchasing Department shall, in coordination with the concerned departments at the University, prepare in detail the complete technical specifications of the items required for supply or the services to be carried out or implemented.
b. The University may, in some aspects of the contract, require the bidders participating in the bid, to submit brochures, illustrations or samples of the materials to be purchased.

**Article (15)**

a. Selection criteria for tender offers shall be based on the lowest price subject to conformity with conditions and specifications.

b. The Purchasing Committee may, upon official recommendation of the Technical Committee, accept a higher price offer provided its decision is justified and approved by the Chancellor.

**Article (16)**

In case members of the concerned Technical Committee have not reached an agreement on comparing the offers which are compatible in their conditions and specifications, this shall be placed in the record and the vote of the majority shall be taken. In the case of equal votes, the side supported by the Chairman of the Committee shall have the final say.

**Article (17)**

The Purchasing Department shall follow up with the contractor the procedures of the implementation of the contract up to supply or completion.

**Negotiation**

**Article (18)**

Negotiation is a special method for selection of the contracting party that is used in limited cases within these by-laws. Procedures for tender shall apply to negotiation in all matters not provided for in these by-laws.

**Article (19)**

Purchasing by means of negotiation shall be made within the financial jurisdictions of the Purchasing Committee who shall be formed by a decision of the Chancellor, in accordance with the authority and limitations set in these by-laws. Purchasing by means of negotiation shall be made within the above mentioned jurisdictions listed in the Article (4) on jurisdictions.
Article (20)

Purchasing of items or execution of services or works by means of negotiation shall be carried out in the following cases:

a. Items and works contracts that cannot wait until tender procedures are completed or whose value does not match the costs of conducting a tender.

b. Items and works contracts which have previously been submitted for bidding but no bids were offered against them or those whose bids were unacceptable or were given one bid only and thus there was no need to re-submit them in another tender.

c. Negotiation may be conducted among more than one supplier who submitted bids in the tenders that included equal prices or conditions or high prices and there was no need to re-submit them in the tender again.

d. Items whose industry or hoarding is monopolized or which are available from a certain exclusive dealer or agent.

e. Items which are hard to define in accurate specifications.

f. The technical works required for completion by technicians or certain professionals.

g. Supply of items or completion of works or maintenance works or provision of service in place of a supplier or a contractor due to his negligence, delay of implementation or upon the termination of the contract.

h. If the aim is to conduct research or experiments that require a certain method of implementation far different from the tender method.

Article (21)

The Purchasing Committee shall obtain the offers of a number of contactors, and shall submit the negotiation offers during the period specified in the application, signed and stamped by the applicant and accompanied by all required documents and papers.
Article (22)

a. The Purchasing Committee shall convene on the date set for it. After opening the tender documents, the Committee shall examine all papers attached with each offer and check for the bidders who meet the requirements, and eliminate those who did not meet the above requirements. Furthermore, the committee will read out the name of each applicant and his total value.

b. In administering the procedures of the negotiation, the Committee shall observe paragraphs (d, e, f, and g) of Article (20) of these by-laws, and determine the applicant with the best price and quality as a result of negotiating with the applicants.

c. The Committee shall submit its recommendations to the concerned department for approval of the result of the negotiation as per standard procedures in these by-laws.

Article (23)

a. Articles (7) & (11) concerning the rules of the limited tender shall apply to the negotiation in so far as they are compatible with the nature of negotiation and its provisions as provided for in these by-laws.

b. Procedures for contracting in general tenders shall apply in contracting by negotiation if the value of a contract is more than fifty thousand Dirhams. But if the value is less than that, or if delivery of items or completion of works will be made during a period no later than ten days, a written statement by the contractor undertaking to implement the subject matter of the negotiation in a time not beyond that period shall suffice. The contractor shall be exempted from payment of the insurance if the items to be purchased are available in his possession or in his store or if it was possible to inspect them and make final delivery immediately after concluding the agreement.

Direct Purchasing

Article (24)

Direct purchasing is made by means of issuing a purchase order to the supplier who is dealing with the required materials, in accordance with the following
procedures:

a. Items and services issued or governed by compulsory prices or international stock markets or specific tariffs.

b. Items, jobs, and services which are produced or supplied or conducted only by one party which makes it difficult to conduct a tender or a negotiation.

c. Items, works, and services that are urgently required, provided that direct purchasing shall be limited to the least quantity needed for operational requirements at the University until procedures of selecting a contractor by other methods are completed.

d. Items, works or services that must be conducted in a confidential manner in line with public interest requirements.

e. Items, services or works which are offered to the University by the public departments/services of the government or the emirate and its public institutions or corporations which the government or the emirate has at least (51%) of its share capital, by virtue of a contract signed by the University with these parties directly.

f. Items, works or services of any type and whose value does not exceed ten thousand Dirhams.

g. Services and works that require highly specialized competencies and qualifications pursuant to a general invitation that contains statement on the conditions of such qualifications and competencies, addressed to the competent authorities, where selection is made by a technical committee formed by the Chancellor upon recommendation of the Assistant to the Chancellor.

h. Books, periodicals, literature, tapes, manuscripts, and scientific slides necessary for laboratories.

i. Hotel reservations, purchasing spare parts, and car rental.

Article (25)

A contractor shall be selected through direct purchasing by any of the following means:

a. Through the Purchasing Committee, whose recommendations will be approved within the jurisdictions prescribed in Article (4) of these by-laws.
b. Through a representative directly appointed by the Director of the Purchasing Department for purchasing, who shall submit a receipt of the value of purchases, in the cases in which the value of the materials, or works or services does not exceed two thousand Dirhams or if they have fixed prices.

Competition

Article (26)
Competition is a special method under which a contractor is selected to prepare studies, designs or technical drawings for a certain project, as provided for in the relevant provisions.

Article (27)

a. The competition shall be conducted on the basis of a previously made program that defines in detail the goals, specifications and scope of the project, as well as the awards and prizes that will be granted for successful contestants and the compensations that may be given to unsuccessful contestants, and the future of the ownership of the successful and unsuccessful reports, studies, designs, and drawings.
b. Persons will be invited to participate in the competition in the same manner in which bidders are invited for a public tender or limited tender, provided they are highly-skilled and have specialized world-class experiences in preparing reports, drawings, designs and plans required for the project.
c. Applications for participation in the competition as well as the attached reports, drawings, designs, and plans shall be submitted for consideration by the judging committee which will be composed as per Article (5) of these by-laws, and which will examine and decide upon the successful application, subject to the approval of the concerned department. The committee may, for those matters, call upon the participants and discuss with them their designs, drawings, and plans, and it may also make whatever modifications it may deem appropriate.
d. The judging committee shall record its procedures in a report stating each and every presentation submitted and identifying the basis which the committee has adopted in the selection of the successful presentation, and the notes or the reservations it may deem necessary.
e. The Committee is entitled to decide non-eligibility of any of the participants in the competition for the prizes or the award or the compensations wholly or partly, if the Committee considers these reports, plans, designs and drawings do not comply with the conditions of the competition or if they are below the required technical standard.

f. The same procedures for contracting with a successful applicant in a general tender shall apply to a successful contestant in a competition.

**General Provisions for contracts**

**A. Procedures for the Implementation of the Contract**

**Article (28)**

The fixed term for the implementation of the contract will start following the day of signature of the contract or from the date of handing the location to the contractor as the case may be, unless otherwise provided in the contract.

If the contractor or his representative did not appear to hand over the contract in the specified date, this shall be recorded in a report and he shall be duly sent a copy thereof. The date of receiving the notification shall be the approved date for the implementation of the contract.

**Article (29)**

a. In case of the bankruptcy or insolvency of the contractor, the University is entitled to rescind the contract, confiscate the final insurance and implement the contract at the expense of the contractor while reserving its right for compensation.

b. In case the contractor commits fraud, swindling or receives bribe, the University is entitled to rescind the contract, confiscate the final insurance and implement the contract at the expense of the contractor while reserving its right for compensation.

c. In case of the death of the contractor, the University is entitled to rescind the contract, return the insurance to the heirs, or retain the contract and allow the heirs to continue implementation thereof.
Article (30)

a. The University is entitled to modify the quantities of any items or services specified in the contract either by increase or decrease in the same contracted categories of prices, without obtaining any authorization, within the limit of (20%) of the value of the financial counterpart of the contract.

b. In exceptional cases, it is allowed to exceed the limit specified in Item (a) provided that provision is made in the budget that permits so, and subject to the approval of the contractor for not increasing the prices specified in the contract, if these prices are still appropriate and do not exceed the market prices. Furthermore, the modification mentioned in the above Item may include addition of items, or services, or works or maintenance not specified in the contract, but relevant to its implementation, upon which consultation with the original contractor may be made directly.

c. Calculating the limit mentioned above in Item (a) of this Article shall be made on the basis of the increase processes separated from the decrease processes whether each of these two types of processes occurred at or within a short distance in space or time.

d. All modification processes shall be presented to the Purchasing Committee, as the case may be, in order to take the necessary decision in that regard subject to the approval of the party which approved the original tender. A contract supplement shall be prepared and signed by the two contracting parties.

Article (31)

a. The Contractor shall implement the contract in accordance with the terms and conditions specified therein; otherwise he shall be subject to the penalties set forth in the contract and in these by-laws.

b. If the Contractor submits documentary evidence that the delay in the implementation of the contract was due to force majeure or by cause from the management within fifteen days of the occurrence date of the force majeure or the cause, this matter shall be brought to the attention of the Purchasing Committee for consideration. However, this period may be waived if the Committee deems it valid and its decisions shall be approved by the Chancellor.
c. The Contractor may not assign this contract without the written consent of the University. In case the Contractor assigns the contract, he shall be jointly responsible with the assignee for the implementation of the contract.

**Article (32)**

The Contract may include provisions that allow payment of amounts in excess of the balance within the limits and conditions governed by the contract. Payment must be made in return of a bank guarantee in the same value and currency.

**Article (33)**

In case of the contractor delay in the implementation of the contract during the stated period, he shall be subject to provisions of Article (35) of these by-laws.

**Article (34)**

Without prejudice to the special regulations set forth in these by-laws, the Chancellor shall be responsible for setting up the necessary committees and regulate their procedures in order to ensure the results of the implementation of the University contracts, if receiving is a requirement for the implementation of the contract.

**B. Procedures for the Implementation of the Supply Contracts**

**Article (35)**

In case of suppliers delay in the delivery of the required quantities or part thereof on the time specified in the contract - including rejected materials or materials which have not been supplied - the University is entitled to take the following actions:

a. Give the supplier extra time for delivery if it deems this will best serve the interests of the University, provided that its prior consent is obtained. The extra time must not exceed fifteen days in the interest of the University as approved by the Purchasing Committee subject to the approval of the Chancellor. In case of supplier’s delay in the delivery of all or some of the required materials, a fine of (1%) shall be imposed on the supplier for the materials delayed for the first week or beyond. Afterwards, the fine will be raised to (2%) for every week or part thereof to a maximum of (10%) of
the value of the items or materials which the supplier failed to deliver after the expiration of the extra period of time.

b. Purchase from other supplier the items or materials which the supplier failed to supply and charge back the differences in the price increase and management expenses at (10%) of the value of the purchased materials on his account. The foregoing does not preclude the University from imposing delay charges pursuant to paragraph (a) of this Article.

c. Terminate the contract, confiscate the final insurance, and claim the required compensation. The foregoing does not preclude the University from imposing delay charges pursuant to paragraph (a) of this Article.

Article (36)

Upon delivery of the items on the specified time, they shall be temporarily received at the site designated by the University and in accordance with the terms of the contract. A temporary delivery receipt signed by the Storekeeper (if delivery is done through the Central Stores) or by his designee will be issued, if the delivery is made in the work location, to be approved by the responsible person of the receiving party, until the inspection and final acceptance of the items is made.

Article (37)

Upon temporary receiving of the items, the employee must ensure that the items belong to the University, that they match the contents specified in the supply contract and the same approved samples or (catalogs), and that they match the supplier bill in terms of count or weight or size, or delivery authorization, accompanied with a stipulation that this delivery is only temporary and that the items are under inspection and testing until all inspection and delivery procedures are finally completed.

Article (38)

A committee or more for inspection and receiving shall be established during seven days from the delivery date pursuant to a decision of the Chancellor upon recommendation of the Assistant to Chancellor. The Finance Department as well as the Stores Department shall be represented in these committees in addition to the requisitioning department, if the nature of the items requires so and if their values is in excess of (50000) Dirhams.
Article (39)

a. The Inspection and Receiving Committee shall convene within a maximum of seven days from the date of temporary receiving of the items or from the date of completion of inspection after being notified by the Stores with the date of delivery of the items. The Director of the Department must inform the suppliers of the date of the committee meeting so as to attend it or send their representatives if the nature of items requires so. This Committee shall be charged with the following:

1. Inspection and receiving of delivered items in accordance with the conditions and specifications specified in the contracts and relevant documents and in the light of the approved samples and catalogs. The Committee shall be responsible for its decisions once it signed the inspection and receiving report.

2. Seeking the assistance of any technical party to ensure that delivered items are consistent with the terms and condition of the contract. The report of the technical party or requisitioning department shall, as the case may be, be considered part of the receiving documents.

3. Inspection of the items delivered from abroad during the period specified in the insurance contract and in the presence of a representative of the insurance company. Items should also be checked against the commercial invoice after ensuring the safety of the seals, brands, and boxes in which items are stored. The Committee must record any increase, shortage, damage, breakage or any violation of the specifications, in order to establish accountability of the insurance company or the supplier, as the case may be, in accordance with the agreed terms and conditions.

4. Removal of rejected items so as to return them back to the supplier on his own account as per general provisions of the guarantee.

5. Preparing a report on inspection and receiving including particularly all procedures taken and the results of checking and inspection of the items. The Committee’s decision for whole or partly acceptance or rejection must be justified, provided that the report is signed by the Committee Chairman and its members. Reports shall be sent to the Services and Purchasing Department after approval.
b. Upon receiving items from outside the country prior to receiving of the commercial voucher, and the Inspection and Receiving Committee deemed it necessary to receive these items for justified reasons, all receiving procedures stipulated in these by-laws shall be taken, and the supplier will be required to send the commercial voucher immediately. However, the initial voucher may be approved as a document until the commercial voucher is presented. If any discrepancy exists between the items and the initial voucher, final delivery shall be postponed until the final commercial voucher is received.

**Article (40)**

The receiving minutes shall be submitted to the Purchasing Committee to decide upon it, in the following cases:

a. If disagreement in that regard occurs among the committee members and the technical member or members (provided that each party prepares a report clarifying its point of view).

b. If disagreement occurs between the supplier and the inspection and receiving committee.

c. If the Committee accepted some replacement items that have specifications corresponding to a great extent to the specifications and conditions set out in the contract and attached documents, and decided that they meet the requirements, and that their acceptance does not cause any harm to the interests of the University, provided they are accepted, in this case, either at the same price or less, at the discretion of the Purchasing Committee.

**Article (41)**

The storekeeper shall maintain the rejected items separately until they are delivered to the supplier. Furthermore, the Purchasing Department shall notify the supplier of the reasons for rejection by registered mail return receipt requested, in order to withdraw these items and supply replacements thereof during the period specified in the letter. In case the supplier fails or delays receiving the rejected items on the specified date, storage charges of (1%) shall be imposed on him weekly from the value of rejected items up to the maximum of (10%) of that value, effective from the date of the period specified by the Purchasing
Department, up to a maximum of four weeks. Upon the expiration of that period, the University shall be entitled to sell the items in a public auction and reimburse all expenses and fines provided that any extra amounts (if any) shall be returned to the supplier.

**Article (42)**

The University shall not be held responsible for any damage or impairment that might occur to the rejected items until the day they are withdrawn by the supplier or being handled by the Department.

In case the supplier requests a technical re-analysis or testing of the rejected items for failing to meet the standard specifications in the country for the approved sample or both together- and the University approved so- the expenses of the second analysis and testing shall be at the expense of the supplier unless the result was in his favor.

**Article (43)**

The technical party which is charged with the technical analysis or testing of the items must clarify in the analysis or test reports the results of its work in comparison with what is provided in the conditions and specifications on which the contract was based. Acceptance or rejection of the items will be based on these results.

**Chapter Three**

**University Income-Generating Contracts**

**Article (44)**

These contracts include the sale of University items or returned materials, or their rental or items being determined for sale or rental by any of the following methods:

a. Direct Agreement
b. Negotiation
c. Auctioning
Article (45)

Direct agreement is adopted in the following cases:

a. If the sale will be made to one of the public departments in the country.

b. If the value of sales in each time does not exceed five thousand Dirhams.

c. Rental may be conducted no matter the value of rental by direct agreement through a special committee set up for that purpose by decision of the Chancellor (members of the committee should hold positions that are consistent with the importance and the value of the items and materials to be rented) including the procedures that should be followed by the committee.

In all cases the Chancellor shall decide upon the sale or rental and approval of the results. Sale and rental by the direct agreement method shall be made through the above mentioned committee in paragraph (c). The committee is entitled to obtain written offers from the parties wishing to purchase.

Article (46)

Negotiation is used in the following two cases (specified in detail in Article 48):

a. In case the auction failed.

b. If the value of sales does not exceed (AED 100,000) one hundred thousand Dirhams. Procedures set forth in Article (48) shall apply in the implementation of this method.

Article (47)

The following rules apply to items offered for sale by negotiation:

a. The University Purchasing Department shall determine the estimated values of the materials or items offered for sale. The Department must take into account the cost value, market prices and the use period (and consumables that have been provided), and must observe strict confidence with regard to the price or the estimated basic rental value.

b. The University Purchasing Department shall inform other government departments of the University wish for sale, and attach a list of the assets including their details in terms of type, quantity, number, and any other particular information or necessary clarifications. The Department should
inquire from these departments about their wish to purchase during a specified period in the sent letter.

c. In case no department wishes to utilize the materials or items offered for sale (whether in writing or not responding during the specified period), the Purchasing Department shall request quotations from other departments wishing to purchase, either by a public invitation during the period specified for that purpose or by direct contact with these departments, if deemed necessary, at the discretion of the executive director upon a justified submission from the Director of the Purchasing Department.

d. The Purchasing Committee shall examine the submitted quotations and choose the best price depending on the estimated value of the items and materials that are to be offered for sale, and shall prepare a report containing all procedures taken by it especially the quotations and the prices and its decision in that regard. The report must be approved by the Chancellor and shall be considered the basis on which the contract will be concluded with the purchaser.

Auction

Article (48)

Sale by auction is conducted when the estimated value of the items or materials exceeds (AED 50000) fifty thousand Dirhams or when the Committee deems it necessary to use this method irrespective of the value of the materials, provided the auction is conducted in accordance with the following:

a. Auction by sealed envelopes:

The best quotation which includes the highest price is selected by the Auctions Committee which will be set up by a decision from the Chancellor upon a recommendation of the Assistant to the Chancellor.

If this method failed, sale will be implemented through:

b. Public auction:

Which is conducted under the supervision of the above-mentioned committee, in a public session in the presence of all parties wishing to participate and who fulfil the requirements for participation in the auction, where the committee will set an initial price to open the auction process.
**Article (49)**
The following rules and procedures shall apply upon conducting an auction:

a. The Purchasing Department will determine the estimated value for the items that are to be offered for sale as well as the insurance value that must be paid upon participating in the auction before it is conducted provided this value is approved by the Assistant to Chancellor.

b. The announcement of the auction shall be made as per standard procedures for tenders, and in all cases, the auction shall be cancelled if the University did not receive a price equivalent to the estimated value of the materials or above.

c. In case of canceling or conducting the auction for one time, the negotiation method shall be adopted.

**Article (50)**
The sold items shall be handled to the party who was awarded the auction after payment of the value. If the purchaser does not pay the price within a month from the award date and without acceptable reason, the University is entitled to confiscate the final insurance paid by the purchaser and resell the items. In case of payment, the purchaser must withdraw all purchased items from the University stores within one month from the date of the award date. In case the delay extends the above-mentioned period, the purchaser shall be charged the storage and maintenance fees or any other expenses or charges in the percentage of (1%) daily from the price of the items awarded to him, up to a maximum of (10%) of the value of these items, which he must pay in cash before handing the items to him.

**Article (51)**
The procedures for the selling of items and materials pertaining to the University provided for in the above articles shall apply to rental of spaces offered by the University for that matter, provided that prior to the auction which will be held for rental, the Auction Committee determines a minimum limit for the rental of such spaces.
Initial Insurance

**Article (52)**

The bid must be accompanied by an initial insurance within the percentage of 2% to 5% of the bid value, provided that the insurance is defined in a lump-sum amount with regard to tenders for which financial counterpart cannot be determined. Any bid which is not accompanied with such insurance shall be rejected. The initial insurance shall be in the form of a letter of guarantee issued by one of the banks operating in the country and must be valid for a period beginning from the date of submitting the bid and extends to the end of the duration of validity of the bid for at least sixty days. If the University extends the length of validity for the extra period in accordance with provisions of the previous paragraph, the bidder must, after due notification, extend the duration of the letter of the guarantee for as long as the extra period, otherwise the University will confiscate the initial insurance.

**Article (53)**

The initial insurance shall be reimbursed to bidders whose bids have been rejected without the bidders having to request so once the validity of the bid has expired or prior to that, if the initial insurance has been secured from the bidder whose bid has been accepted.

**Article (54)**

If one of the participants in the tender decided to withdraw his bid before the specified deadline for opening the envelopes – which must be done by a letter submitted to the Chancellor- the initial insurance submitted by him will be confiscated to the benefit of the University, and it shall be considered as part of its revenues without the need to issue a warning or take any legal action.

Final Insurance

**Article (55)**

a. The final insurance shall be determined by the amount of (10%) of the bid value, without calculating the interests of this insurance and it shall take the same form of the initial insurance.
b. The final insurance shall be determined by a lump-sum amount for contracts for which the financial counterpart cannot be determined.

c. The winning bidder need not submit a final insurance if the supply duration as specified in the contract does not exceed ten days from the date of its signature provided that the validity period of the initial insurance is extended in order to ensure coverage of the implementation of the contract if its duration was not sufficient.

d. The final insurance may be gradually reduced according to the percentage of the contract implementation provided it is not less than the required guarantee for the value of implementing the remaining part, the subject matter of the contract, with respect to the supply contracts which are continued or implemented upon request or to services contracts except for those pertaining to consultations.

e. The validity period of the guarantee letters submitted as final insurances will be extended to (90) days after the expiration of the term of the contract in respect of supply and services contracts, and after the final delivery in respect of works contracts and provision of engineering services. The Committee may extend that period as the case may be.

**Article (56)**

If the successful party failed to pay the final insurance within fifteen days of the notification of the acceptance of his bid, the University may confiscate the initial insurance and implement the subject matter of the tender wholly or partly at his expense without taking any legal action and without prejudice to its right to claim any other compensations and deduct them from his entitlements held by any other party or claim them by law. The University may also remove his name form the suppliers and contractors register for a period that shall be determined by the Chancellor upon recommendation of the Purchasing Committee.

**Article (57)**

Without prejudice to the provisions of Article (52) of these by-laws, the final insurance shall be fully retained by the University until the implementation of the contract or the final delivery of materials or works in respect of supply and works contracts, after fulfilling all conditions and requirements, at which time it shall be reimbursed or part of it for the party concerned, and the contractor or his creditors may not seize the insurance amount prior to that.
Article (58)
If the value of insurance decreases as a result of any deduction of any amounts thereof, or works and supplies and services increase more than what is specified in the contract, the contractor must complete the final insurance to the determined amount within fifteen days of the claim date. If the contractor delays completion of the insurance amount, the University shall be entitled to deduct the required amount from his entitlements under this contract or any other contract in its possession, without prejudice to the provisions of Article (52) of these by-laws.

Chapter Four
General Provisions

Article (59)
Regulations and procedures relating to the general tender provided for in the Emirate of Sharjah Executive Council Resolution No. (4) for the Year 2002 concerning the By-laws for Purchasing, Tenders, and Auctions for the Government of Sharjah Departments and Institutions shall apply in case there is necessity for adopting the general tender for the supply of materials or execution of works or provision of services for the University.

Article (60)
In the event a disagreement or dispute shall arise between the two parties, and if said disagreement or dispute cannot be settled amicably, the matter will be referred to arbitration through a panel of three arbitrators. Each party will select one arbitrator, and the two arbitrators will select the third arbitrator. The arbitration decision shall be binding upon both parties.

Article (61)
The Finance Committee of the Board shall decide on cases not covered in these by-laws.
**Article (62)**

The provisions of these by-laws shall become effective as of the date of issue and to be published in the Official Gazette and all contravening texts and decisions shall be rescinded.

**Article (63)**

The Chancellor upon the recommendation of the Vice Chancellor shall issue the necessary procedures needed for the implementation of these by-laws.

**Article (64)**

The Chancellor, Vice Chancellors and Assistants to the Chancellor, Deans and Directors shall be responsible for the implementation of these by-laws.

Issued on: 1st. Ramadan 1437 AH
Corresponding to: 06/06/2016

Sultan Bin Mohammed Al Qasimi,
President of the University

* These by-laws were amended at the Board of Trustees meeting No. (40), dated 31st January 2016.
University Regulations

2016
Scholarships
The Regulations for the Scholarships Issued in Accordance with the Article (61) of the Faculty By-Laws Issued Under Article (3) of the Executive By-Laws of the Decree No (2) for 2016 Concerning the Establishment and Organization of the University of Sharjah

Definitions

Article (1)
These regulations shall be called hereinafter (The Regulations for scholarships) and shall be effective as of the date they are issued and to be published in the Official Gazette.

Article (2)
The following terms shall have the meanings assigned to them unless the context indicates otherwise:

University : University of Sharjah
Chancellor : Chancellor of the University
College : The concerned college

General Specialization: The specialization associated with the academic department from which students are sent on scholarship

Narrow Specialization : The narrow specialization that falls under a general specialization in an academic department

Scholarship : A contract between the University of Sharjah and the applicant for a scholarship in which the applicant binds himself/herself to obtain the master’s and/or doctoral degree or their equivalent in the specialization for which he/she has been sent on scholarship to obtain from a university authorized by the University of Sharjah within the duration prescribed in the regulations as per the prescribed procedures and requirements.
The Authorized University: A university authorized by the scholarships committee of an academic department and a college scholarship in a specific specialization as per the requirements and criteria of authorization set out by the general committee for scholarships.

Scholarship Candidate: A candidate who meets the conditions for the scholarship and has been approved for a scholarship by the general committee for scholarships, and who has been nominated for this position by a decision from the Chancellor.

Scholarship Applicant: An applicant who meets the conditions for the scholarship and has been approved for a scholarship by the general committee for scholarships, and a decision has been issued by the Chancellor to send him/her on a scholarship as per the procedures and conditions prescribed in these regulations.

Scholarship Destination: The Authorized University to which the Scholarship Applicant has been decided to go to.

Scholarship Applicant’s Family: Husband/wife and three children

Funds: The monetary payments the Scholarship Applicant receives from the University during his/her study after joining the Scholarship Destination

Purpose of Scholarship

Article (3)
The purpose of a scholarship is to obtain the master’s and/or doctoral degree or their equivalent in the specialization for which a candidate is granted the scholarship in the Authorized University in accordance with the authorization criteria set out by the general committee for scholarships, provided that the specialization is not available at the University, for the purpose of occupying a position of a faculty member at the University. On recommendation from
the scholarships committees of the concerned department and the College, Scholarship Applicants of specializations which do not require a master’s degree may obtain the doctoral degree or its equivalent without the precondition of obtaining a master’s degree, provided that the duration of study is no less than 4 years.

Scholarships Committees

Article (4)
The general committee for scholarships at the University comprises the Vice Chancellor for Academic Affairs or his/her delegate, as a chairperson, and the following members:

1. Chairpersons of the scholarships committees of the colleges or their delegates.
2. Head of the Scholarships Section or his/her delegate.

Article (5)
The general committee for scholarships is responsible for the following:

a. Setting up the general policy for scholarships according to the University’s needs.

b. Revising and approving the general annual plan for the University’s scholarships and following-up its implementation.

c. Setting up the general criteria and requirements for authorization of other universities.

d. Making decisions on nominations of applications for occupying the position of Scholarship Applicant in light of the recommendations of college committees for scholarships.

e. Subject to the provisions noted in paragraph (d) of article (13), paragraph (e) of article (15), and paragraph (b) of article (2), making decisions on recommendations of departmental and collegial scholarships committees to withdraw a scholarship and revoke a position of a Scholarship Applicant for a student who is struggling in his/her study during the prescribed period for the scholarship.
f. Deciding on requests for changing the Scholarship Destination.
g. Deliberating on the scholarships annual report and making recommendations accordingly.
h. Looking into matters referred to the committee by the Chancellor.

**Article (6)**
The committee convenes once at least every academic semester and may convene during the Summer semester. The meetings of the committee are considered valid if attended by the majority of members, and the decisions made are passed by the majority of votes of the attendees. In the event of a hung vote, the chairperson has the casting vote.

**Article (7)**
The Dean of a College forms annually a scholarships committee that consists of the rapporteurs of the departmental scholarships committees and is chaired by him/her or his/her delegate.

**Article (8)**
The College Scholarships Committee is responsible for the following:

a. Preparing the annual scholarships plan for the college in line with the general scholarships plan of the University in terms of numbers, specializations, and criteria a candidate should meet.

b. Looking into the reports submitted by the departmental scholarships committees regarding the applications for the position of Scholarship Applicant and submitting its justified recommendation of nominations or rejections to the General Scholarships Committee.

c. Making recommendations in relation to extending or lack thereof of a scholarship duration for a scholarship student.

d. Authorizing universities for scholarships relevant to the specializations of the College in line with the recommendations of the departmental scholarships committees as per the requirements and criteria of authorization set out by the General Scholarships Committee.
e. Looking into issues referred by the Dean of the College.

f. The chairperson of the committee, or his/her delegate, is authorized to recommend extending or terminating a scholarship and authorizing study in a university different to the scholarship destination.

**Article (9)**

Every year, the Department Council forms a scholarships committee consisting of 3 to 5 members with the department chair being the rapporteur of the committee.

**Article (10)**

The departmental scholarships committee shall be responsible for the following:

a. Preparing the annual scholarships plan for the department in line with the annual scholarships plan of the College in terms of numbers, specializations, and criteria a candidate should meet.

b. Looking into the applications for the positions of Scholarship Applicants, conducting personal interviews with the applicants, and submitting its recommendation to the scholarships committee of the college.

c. Monitoring the academic progress of scholarship students, making recommendations related to scholarship extension applications, and making recommendations to the scholarship committee of the college regarding the termination of scholarship students who are struggling academically during the prescribed scholarship duration.

d. Proposing universities for scholarships for the various specializations of the department according to the requirements and criteria of authorization set out by the General Scholarships Committee.

e. The chairperson of the committee, or his/her delegate, is authorized to recommend extending or terminating a scholarship and authorizing study in the summer period.
Nomination and Appointment Conditions for a Scholarship Candidate

**Article (11)**

A candidate nominated for a scholarship must meet the following conditions:

a. He/she must be a citizen of the United Arab Emirates.

b. He/she must be of good character and behavior, and he/she must not have any previous conviction of crime or felony related to breach of public morality or trust.

c. He/she must not exceed thirty-five years of age when the appointment application is submitted.

d. He/she must be medically fit.

e. He/she must have a bachelor’s degree or its equivalent with a rating of ‘Very Good’ at least.

f. For applicants for a doctoral degree scholarship, he/she must have a master’s degree or its equivalent with a rating of ‘Very Good’ at least.

g. He/she must score 550 on the TOEFL exam or its equivalent.

h. He must have completed or has been exempted from the National Service.

i. He must sign the scholarship contract on the form designated by the University.

**Article (12)**

The Scholarships Section shall be responsible for announcing the vacancies for scholarships, receiving the applications for scholarships, following up on matters related to the appointees and the formalities of their appointments, supervising the implementation of the prescribed scholarships regulations, and preparing the agenda for the General Scholarships Committee.
Article (13)

In addition to satisfying the conditions noted in Article (11), the following should be observed:

a. The candidate for a scholarship is appointed in the concerned academic department for a period of one year renewable for no more than one more year on a monthly award basis.

b. The candidate for a scholarship is bound to give monetary collaterals (bond or mortgaging a property) to the University that would be written off when the scholarship candidate has met all liabilities noted in these regulations.

c. A candidate for a scholarship must report to the Scholarship Destination after two regular semesters at least from the date his/her nomination is approved by the General Committee for Scholarships. In the event that the candidate fails to do so, his/her nomination shall be cancelled unless the departmental and collegial scholarships committees approve extension of the joining period to no longer than one additional year maximum.

d. In the event that granting approval to study required attending an interview or an exam as per the requirements of the university a candidate is nominated for, the candidate may be sent, once only, to the Scholarship Destination on an academic mission for that purpose, and he/she is appointed as a scholarship student.

e. If a candidate does not get approval to study in an authorized university, he/she may be sent on a scholarship for one year, provided that he/she gets approval to study language or to join a qualifying program from an academic institution authorized by the scholarships committee of the department. If the candidate obtains an academic approval from an authorized university during the meantime, this period is counted in the scholarship duration. Otherwise, his/her nomination is cancelled and his/her scholarship is withdrawn by a decision from the Chancellor without the need to present the case before the departmental and collegial committees for scholarships and the General Scholarships Committee.
**Article (14)**

In nominating applicants for scholarships, the following procedures must be adhered to:

a. The scholarships committee of an academic department interviews all applicants who meet the conditions of a scholarship according to the criteria noted in the designated interview form and prepares a report about the outcome of the interviews including names of the candidates to be submitted to the Dean of the concerned College who would present it before the scholarships committee of the College.

b. The scholarships committee of the College submits its justified recommendations of nominations or rejections to the General Scholarships Committee.

c. In the event that an applicant is not physically available for an interview for justifiable reasons, the scholarships committee of an academic department and college may conduct the interview via the video conferencing media.

**Article (15)**

The following must be adhered to:

a. Subject to the provisions of paragraph (e) of article (13), the designated duration of a scholarship is:
   1. Two years for obtaining the master’s degree.
   2. Three years for obtaining the doctoral degree only.
   3. Five years for obtaining the master’s and doctoral degrees together.

b. The commencement of the scholarships starts as of the date of commencement of study noted in the student’s notice of acceptance issued by the authorized university.

c. In the event that the designated duration of a scholarship noted in foregoing paragraph (a) lapses, it is possible to extend for appropriate duration to a maximum of one year in each degree with the same designated awards and funds, subject to the approval of the scholarships committee of the relevant college and on recommendations from the scholarships committee of the concerned academic department and the supervisor assigned to supervise the progress of the scholarship student.
d. If a student does not obtain the degree for which he/she has been sent on scholarship to achieve during this year, the scholarship shall be automatically withdrawn by a decision from the Chancellor without the need for presenting the case before the committees for scholarship of the concerned academic department and college or the General Scholarships Committee.

e. If a student, whose scholarship has been cancelled due to expiry of the designated duration of the scholarship, obtains the doctoral degree within a year from the cancellation date of the scholarship and applies within three months from the date of obtaining the doctoral degree for appointment in a position of a faculty member at the University, he/she may be approved by a decision from the Chancellor to that effect, provided that he/she does not fail to meet any of the scholarship conditions. The period from the cancellation date until the date of appointment shall in this case be counted as a study leave without pay or funding, and his/her bond to repay the expenses of study shall be dropped.

**Article (16)**

A scholarship student must complete his/her study during the period designated for the scholarship, attend lectures regularly, complete academic tasks and assignments, be of good conduct, maintain the good reputation of his/her country, and respect and abide by the laws, systems, and traditions of the country he/she is sent on scholarship to.

**Article (17)**

A scholarship student may not do any work during the scholarship duration except when the work is connected to the subject of the scholarship and does not affect his/her academic progress, in which case the work must be approved by the scholarships committee of the college upon recommendations from the scholarships committee of the academic department and the academic supervisor.

**Article (18)**

A narrow specialization may not be changed without prior approval from the scholarships committee of the concerned department and the scholarships committee of the concerned college, provided that the new specialization is within the general specialization of the academic department.
**Article (19)**
The scholarship destination may not be changed without a prior recommendation from the scholarships committee of the concerned department, the scholarships committee of the concerned college, and the General Scholarships Committee, provided that the scholarship student applies for change of scholarship destination within a period of no less than six months from the commencement of study in the university he/she desires to transfer to and attaches the admission acceptance documents.

**Undertaking to Submit Academic Reports**

**Article (20)**

a. A scholarship student undertakes in writing to send copies of his/her academic reports regularly to the Scholarship Section. In the event that the reports or exam results are delayed to more than a maximum period of six weeks from the end of an academic semester, the Scholarship Section may stop the scholarship funds temporarily until receipt of the aforementioned reports in which case the funds are resumed again. A scholarship student authorizes in writing the Scholarship Section to write to the student’s university to request the academic reports or check on the student’s academic progress.

b. A student’s scholarship funds will stop automatically if he/she withdraws the undertaking noted in the previous paragraph.

c. The funds will be stopped if a year lapses without receiving academic reports, and the case will be presented before the General Scholarships Committee to decide on continuation of the scholarship.

**Commitment to Study Load**

**Article (21)**

a. A scholarship student must be committed to the full study load prescribed by the university he/she is registered in; otherwise, he/she has to present the reasons for the default.
b. In the case the reasons presented are not valid and the scholarship student registers again for less than the study load noted in paragraph (a) above, his/her funds will be reduced by 25% upon recommendation from the scholarship committee of the concerned academic department.

c. If registering for less than the required study load persists, the case is referred to the General Scholarships Committee for a decision on the case.

d. Any period spent by the scholarship student in the scholarship destination without being enrolled in his/her study shall result in suspending the funds for that period without any compensation. If the discontinuation from study continues for more than one academic semester without valid justification, the General Scholarships Committee may suspend the scholarship upon recommendation from the scholarships committees of the concerned department and concerned college.

Commitment to Adequate Academic Average

Article (22)

a. The scholarship student must maintain a semester grade point average and cumulative point average that is compatible with the requirement of his/her university. Essentially, the average must not fall below three out of four points or its equivalent.

b. In case the average is below the required for the first time, the scholarship section serves the scholarship student with a warning, upon recommendation from the concerned academic department, advising him/her to improve his/her academic status and requesting an explanation of the reasons behind the drop in the average.

c. If the average falls below the required for the second time without valid reasons, 25% of the funds may be deducted until the average is raised upon recommendation from scholarships committee of the concerned academic department.

d. If the drop in the average persists for a third time, the case is presented before the General Scholarships Committee to decide on the continuation of the scholarship.
**Article (23)**

In addition to full adherence to the regulations related to study load, the following rules shall apply:

a. The scholarship student, when registered in a university, must commit himself/herself to completing the designated program in the specified duration.

b. The University has no obligation to pay the expenses of courses the scholarship student registers in that are outside his/her academic program.

c. The scholarship student must present an affidavit from his/her academic supervisor to the effect that his/her master’s or doctoral thesis fall within the field of the narrow specialization of his/her scholarship.

d. During his/her study in the master’s and doctoral program, the scholarship student must present an academic report together with an annual report from the thesis supervisor.

e. In the event the university to which a scholarship student is sent pays for his/her full tuition fees or part thereof, the scholarship student may not claim compensation for what is paid.

**Article (24)**

A scholarship student must commence work within a period of maximum three months from the date of completion of all the requirements for obtaining the academic degree from the university to which he/she was sent for a scholarship; otherwise, he/she will have to repay all expenses of the scholarship.

**Article (25)**

After obtaining the doctoral degree and being appointed as a faculty member at the University, he/she must work for the University for a period of no less than the period he/she spent in the scholarship duration; otherwise, he/she will have to repay 150% of the total expenses of the scholarship.
Article (26)
A period of study spent by a scholarship student on salary basis is counted as part of his/her time of service.

Article (27)
A scholarship student must submit an undertaking in writing and signed by him/her to the effect that he/she shall pay back all salaries and expenses incurred by the University until the date of the decision to withdraw his/her scholarship or to accept his/her resignation in addition to 50% of the total expenses paid to him/her. This amount shall be due after the date of the decision to withdraw his/her scholarship or to accept his/her resignation.

Suspending and Withdrawing a Scholarship

Article (28)
When a scholarship student submits his/her resignation, the resignation is considered effective as of the date a decision of acceptance thereof is issued by the Chancellor or if sixty days from the date of submission of the resignation have lapsed without a response. In such event, the University shall not be liable to any tuition expenses from the date of submission of the resignation.

Article (29)
In addition to full adherence to the regulations related to suspension of a scholarship, the following rules shall apply:

a. When necessary, a scholarship may be suspended for six months upon request from the scholarship student and a decision from the Chancellor based on a recommendation from the scholarships committee of the concerned academic department and approval of the scholarships committee of the concerned college. After completion of the master’s degree, a scholarship may be suspended for a maximum additional period of six months upon a recommendation from the scholarships committee of the concerned academic department and approval of the scholarships committee of the concerned college. In all circumstances, the scholarship funds are suspended during the entire period of suspension.
b. In the event that a scholarship student does not resume study after the lapse of the suspension periods, the scholarship is withdrawn and the position is cancelled automatically by a decision from the Chancellor without the need to present the matter before the scholarships committees of the concerned academic department and the concerned college or the General Scholarships Committee. However, the General Scholarships Committee may look into reinstating and completing the scholarships, for reasons it deems justifiable, with the approval of the scholarships committees of the concerned academic department and the concerned college, provided that six months have not lapsed since the suspension of the scholarship.

**Article (30)**

In addition to full adherence to the regulations related to obtaining the master’s degree, the following rules shall apply:

a. The scholarship student must seek approval for admission to the doctoral degree while studying for the master’s degree.

b. The University shall not pay tuition fees for a scholarship student who completes the master’s degree and does not get acceptance for admission to a doctoral degree, but these fees may be compensated for if the requirements for which these fees have been paid are counted towards the doctoral degree later on.

c. A student who has obtained the master’s degree is granted a funded three-months period which is automatically extended to another unfunded three-months period to obtain the acceptance for admission. This period is considered as part of the overall scholarship duration. In the event that an acceptance in the doctoral program has not been obtained in this period, the General Scholarships Committee looks into the continuation of the scholarship.

**Article (31)**

The General Scholarships Committee may recommend exempting a scholarship student from completing his/her scholarship in case he/she cannot complete his/her study for health reasons and submits a certificate certified by the Ministry of Health of the United Arab Emirates to that effect. In such case, he/she may not be liable to pay back any financial commitments. Additionally, all financial liabilities are dropped in the event of death of the scholarship student.
Article (32)
A student whose scholarship has been withdrawn for reasons other than exceeding the duration of the scholarship or academic failure may apply for reinstatement of his/her record as a scholarship student within the period specified in the University’s announcement as per the following conditions:

a. The student satisfies the conditions noted in the scholarships announcement advertised by the University.

b. The student has achieved a cumulative grade point average of no less than “Very Good” during his/her previous scholarship for a student who completed one academic semester at least.

c. When he/she lodges the application, no more than two years have lapsed since the previous scholarship has been withdrawn.

d. Priority for a position is given to new applicants.

Financial Provisions

Article (33)
The University shall pay travel expenses of the scholarship student and his/her family from the United Arab Emirates to his/her scholarship destination and their return to the United Arab Emirates upon completion of the scholarship as per the following procedures:

a. The scholarship student shall receive the travel expenses on economy class in cash to the nearest airport to his/her scholarship destination.

b. The University shall pay for 20 kg of excess luggage for the scholarship student and his/her family paid in cash upon departure to the scholarship destination. Additionally, the University shall pay for the expenses of excess luggage shipment of the scholarship student upon his/her return after achieving the objective of the scholarship for around 20 kg. if travelling by air and 100 kg for each member if by land or sea, in addition to shipping expenses of no more than AED 5,000.
**Article (34)**
A scholarship student shall be paid the travel expenses on economy class in cash for his/her travel from the scholarship destination to the United Arab Emirates and back in the following cases:

- a. When his/her health condition requires his/her return to the United Arab Emirates and a certified medical certificate is presented to that effect.
- b. When his/her travel is on regular holiday once a year, provided that he/she notifies the scholarships section and the duration remaining for the end of the scholarship is no less than six months.

**Article (35)**
A scholarship student who has joined the scholarship destination shall be paid the funds agreed upon in the contract drawn between him/her and the University.

**Article (36)**
A scholarship student shall be paid the travel expenses on economy class in cash for study related travel once only for both master’s and doctoral degree student, provided that the travel is by recommendation from the supervisor and approval from the scholarships committee of the concerned department. He/she shall also be paid the funds he/she would receive in the scholarship destination for a maximum period of six months which, if exceeded, will result in the funds being suspended.

**Article (37)**

a. A scholarship student is allocated a total amount of AED 12,000 or its equivalent throughout the scholarship duration to cover conference and specialized workshops expenses.

b. A scholarship student must obtain a recommendation from the supervisor and approval of the scholarships section as per the designated regulations to attend conferences and specialized workshops.

c. A scholarship student must provide a copy of the ticket to the scholarships section which will reimburse him/her and calculate the other due expenses connected with his/her stay. This amount will be deducted from the fund allocated to attending conferences and specialized workshops.
d. The scholarship student must submit to the scholarships section a report explaining the usefulness of an attended conference or a workshop within thirty days from his/her return. Failure to do so will result in him being denied approval to attend conferences and specialized workshops.

**Article (38)**

A scholarship student shall be paid tuition and exam fees whenever they are part of study requirements.

**Article (39)**

The University shall be responsible for the education expenses of a scholarship student’s children accompanying him/her as per the policies and procedures governing education allowance for a faculty member’s children.

**Article (40)**

The scholarship student shall be paid textbook allowance and an allowance for an amount of AED 5,000 or its equivalent annually for subscription to academic journals that are relevant to his/her field of specialization, and he/she shall also be paid a maximum amount of AED 8,000 or its equivalent as an allowance for a computer once only throughout his/her study depending on what he/she presents of substantiating documents.

**Article (41)**

The University shall pay a maximum amount of AED 3,000 or its equivalent for the printing expenses of a thesis of a master’s degree student and a maximum amount of AED 5,000 for the printing expenses of a dissertation for a doctoral degree student depending on what he/she presents of substantiating documents.

**Article (42)**

A scholarship student who obtains the doctoral degree before the lapse of the duration designated duration shall be paid the funds for the remaining duration of no more than six months as an incentive. Such amount shall be paid after the return of the student and submission of relevant substantiating documents to the scholarship section.
Article (43)
The University shall also be responsible for the following:

a. Health insurance expenses for the scholarship student and his/her family members accompanying him/her in the scholarship destination as per the health insurance system in force in the University.

b. The expenses of sending the body of a deceased scholarship student or any of his/her family members to the United Arab Emirates in addition to the return tickets for the rest of the family members.

General Provisions

Article (44)
The General Scholarships Committee shall decide on issues not covered by the above regulations.

Article (45)
These regulations shall be effective as of the date of issue and to be published in the Official Gazette, and all other provisions or decisions that are in conflict with these regulations shall be null and void.

Article (46)
The Chancellor, Vice-Chancellors, Deans, and Directors shall be responsible for the implementation of these regulations.

Issued on: 1st. Ramadan 1437 AH
Corresponding to: 06/06/2016

Chancellor
Professor Hamid M.K. Al Naimiy
Granting the Doctorate Degree
The Regulations for Granting the Doctorate Degree Issued in Accordance with the Article (38) of the Graduate Studies By-Laws Issued Under Article (3) of the Executive By-Laws of the Decree No (2) for 2016 Concerning the Establishment and Organization of the University of Sharjah

Article (1)

The regulations hereinafter shall be called (The Regulations for Granting the Doctorate Degree at the University of Sharjah) and shall be effective as of the date they are issued and to be published in the Official Gazette.

Definitions

Article (2)

The following terms shall have the meanings assigned to them unless the context indicates otherwise:

University : University of Sharjah
Chancellor : Chancellor of the University
Council : Council of Graduate Studies
Deanship : Deanship of the College of Graduate Studies
Dean : Dean of the College of Graduate Studies
College : The concerned academic college
Department : The concerned academic department
Doctorate : Doctorate of philosophy in the filed in which a candidate is accepted
Requirements of the Doctorate Degree

Article (3)

For the doctorate to be earned, the following criteria shall be satisfied:

1. The candidate must successfully complete 42 credit hours of coursework distributed as follows:
   a. 18 credit hours of the doctorate courses listed in the authorized study plan.
   b. Minimum of 9 credit hours of mandatory courses.
   c. Minimum of 18 credit hours for the dissertation distributed as follows:
      - 3 credit hours for confirmation of the dissertation after successfully completing the Knowledge Competency Exam.
      - The remaining credit hours for the dissertation are spread over the remaining academic semesters.

2. The candidate’s Cumulative Grade Point Average (CGPA) at the time of submitting the dissertation and graduation shall not be less than 3 out of 4 points.

3. The candidate must pass any remedial or supplementary courses, provided that he/she takes such courses before commencing the courses of the program within a period of no more than two academic semesters.

4. The candidate must pass the Knowledge Competency Exam in the field of specialization (Also known as the specialization exam in some colleges) before registering the dissertation.

5. The candidate must complete any other additional requirements recommended by the Graduate Studies Committee of the concerned Department and approved by the Council.

6. The dissertation must meet the following provisions:
   a. The dissertation must be written in Arabic or English as the concerned Department and College requires, and the abstract must be in both languages.
b. The dissertation must include original contribution in the field of specialization.

c. Two research papers from the content of the dissertation must be published or accepted for publication in a scholarly journal rated B or above. One of the papers can be substituted by one research paper that is accepted and presented in a conference in the candidate’s field of specialization and published in the conference’s proceedings after being refereed.

d. The dissertation must pass the external refereeing.

**Article (4)**

The minimum duration for earning a doctorate degree is 6 regular academic semesters and whereas the maximum duration is 10 regular academic semesters with the possibility of deferment or voluntary and involuntary discontinuation for 3 regular academic semesters, thus raising the maximum duration for earning a doctorate degree to 13 academic semesters. The maximum duration for earning a doctorate degree can be extended further in justifiable circumstances and for the purpose of defending the dissertation for no more than 2 academic semesters on recommendation from the supervisor and approval of the Dean and the Council. In the latter case, the candidate shall be liable to paying monetary fees as per the followed regulations.

**Article (5)**

The academic year consists of two academic semesters of 15 weeks each, with the possibility of offering courses in the Summer semester in special cases with the approval of the Dean.

**Article (6)**

The study load for doctoral candidates in one semester is 6-12 credit hours, with the possibility of reducing it in special circumstances by approval from the Dean.

**Article (7)**

The candidate must attend the course he/she is registered in regularly.
Admission

Article (8)
On recommendation from the College Council and submission from the Department Council, the Council specifies the number of candidates to be accepted in each program per year.

Article (9)
The application to join the doctoral programs is submitted to the Deanship on a special form prepared by the Deanship. The application is then referred to the concerned Department for the appropriate recommendation within two weeks from receipt of the application, taking into consideration the admission requirements and the selection process.

Article (10)
Admission to the doctoral programs shall be subject to the following conditions:

a. The candidate must hold a master’s or an equivalent degree with a minimum rating of ‘Very Good’ and a bachelor’s degree with a minimum rating of ‘Good’ from a university, college, or institute recognized by the University of Sharjah and the UAE Ministry of Education. Holders of a master’s degree with a rating of ‘Good’ may be provisionally admitted.

b. The master’s and the bachelor’s degree must be in a field that qualifies the candidate to join the doctoral program corresponding to the requirements for each program. However, a candidate may be admitted to a program outside his/her field on recommendation from the concerned Department as in Article (13).

c. Meeting the English language (proficiency) requirements:
   1. Candidates for programs whose language of instruction is English: The candidate must score 550 in the TOEL or 6 in the IELTS exams.
2. Candidates for programs whose language of instruction is Arabic:
   a. For programs that do not require a language proficiency exam, the candidate must successfully complete a remedial English language course in the first semester he/she joins the University. The candidate, however, will be exempt from this course if he/she scores 450 on the TOEFL exam or an equivalent mark in another language proficiency exam.
   b. For programs that require a language proficiency exam, the recommendation of the Academic Accreditation Commission concerning the language proficiency exam shall be followed.

3. Exemption:
   a. Candidates who are native English speakers and have completed the bachelor’s or the master’s degree in English in a country where English is the official language shall be exempt from the language proficiency exam requirement.
   b. Candidates who graduate from a university where the language of instruction for the bachelor’s or the master’s degree is English shall be exempt from the language proficiency exam requirement, provided that he/she scores 500 or above on the TOEFL exam or an equivalent mark on an equivalent exam when joining the bachelor’s program or 550 or an equivalent mark on an equivalent exam when joining the master’s program.
   c. The candidate must pass the admission exam or the interview prepared by the Department.
   d. The Department Council may impose additional provisions for admission or re-admission on approval from the Council.

**Article (11)**

Selection is done on competitive basis according to the candidate’s CGPA in the master’s degree and the admission exam or the interview.
Article (12)
Subject to the provisions of article (34) of these regulations, the Council may, on recommendation from the Graduate Studies Committee, require the candidate to study remedial and additional courses from the bachelor’s or the master’s degrees in the first year of joining the program. These remedial courses shall not be included in the calculation of the CGPA or the time duration for graduation.

Article (13)
In special cases, subject to the provisions of article (34) of these regulations, a candidate may be admitted in a field different from the field of his/her bachelor’s or master’s degree on recommendation of the Department Council and approval of the Council, in which case the Department identifies remedial courses from the bachelor’s or the master’s degrees for the student to take.

Article (14)
A candidate is admitted on a decision from the Council and recommendation from the Graduate Studies Committee of the Department. The decision is communicated to the Dean, the candidate, the Department, the College, and the Registration Department to complete the admission process as per the followed procedures.

Article (15)
If a candidate is dismissed from a program, he/she shall not be accepted in the same program again.

Article (16)
A candidate may not join two doctoral programs at the University concurrently.
Advising

Article (17)
The concerned Department assigns an advisor or more from among faculty members, and the Department Chair notifies the Dean of the names of the advisor(s).

Article (18)
The academic advisor, together with the candidate, prepare a study schedule on a departmental form designated for this purpose that includes the mandatory, elective and remedial courses in accordance with the program plan and the candidate’s admission conditions. This schedule is reviewed semester by semester to monitor a candidate’s progress in the program.

Transfer

Article (19)
A candidate may transfer from one doctoral program in another university to its equivalent at the University upon a decision from the Council and recommendation from the Graduate Studies Committee of the concerned Department, if the candidate meets the admission requirements of the program he/she is transferring to, following the regular admission procedures and taking into consideration the following conditions and guidelines:

a. The Graduate Studies Committee of the Department may recommend to the Dean the transfer of no more than 12 credit hours of the equivalent courses, provided that the grade average in each of these courses no less than ‘Very Good’ (B) or its equivalent. Such courses shall not be counted in the candidate’s new CGPA.

b. The candidate has not been dismissed from the university he/she is transferring from.

c. No more than five years at the longest have passed since the completion of the equivalent courses.

d. An academic semester is deducted from the maximum duration for earning the doctorate for every 9 credit hours transferred for the candidate.
Deferment

Article (20)
Subject to the provisions of article (4) of these regulations, a candidate who completes at least one academic semester in a program may apply for deferment for a duration that does not exceed three consecutive or interrupted semesters on a decision by the Dean and recommendation of the Graduate Studies Committee of the concerned Department, provided that this takes place in the first half of an academic semester. The candidate, Director of the Registration Department and the concerned Department shall accordingly be notified of such decision.

Article (21)
Inevitably, a candidate is considered deferred if he/she is counted as withdrawn from all courses due to exceeding absence limit for reasons accepted by the Dean. This duration shall be included in the total period of deferment.

Withdrawal from Courses

Article (22)
A candidate may withdraw from a course or more during the first week of an academic semester without the course being entered in the candidate’s record, and he/she may withdraw from one course or more during the second week of an academic semester using a special form prepared by the Deanship with the code “Withdrawn” recorded next to the relevant course(s) on his/her academic record.

Article (23)
The Dean may approve the withdrawal of a candidate from a number of courses leaving only three credit hours if the candidate presents convincing justification accepted by the concerned Department and Dean.

Article (24)
On a special form prepared by the Deanship, the Dean may approve the withdrawal of a candidate from all courses he/she is enrolled in at least two weeks before the commencement of the final exams in the presence of a convincing justification. In such case, the candidate is considered deferred if he/she has not exceeded the prescribed deferment duration according to the regulations.
**Article (25)**

The Dean may approve the withdrawal of a candidate from a program, on approval from the Council, at least two weeks before the commencement of the final exams, and the candidate may re-register in the same program if his/her CGPA is at least 3 out of 4 points.

**Article (26)**

When a candidate discontinues from his/her program for two consecutive or interrupted semesters, he/she shall be considered expelled from the program, and he/she shall not be able to continue in the program without approval from the Council.

**Probation**

**Article (27)**

The Deanship shall issue the candidate with probation in the following two cases:

a. If he/she does not achieve a CGPA of 3 out of 4 points at the end of any academic semester.

b. If the supervisor (or associate supervisor) deems that the candidate has been negligent in writing his/her dissertation.

**Article (28)**

The Deanship issues a candidate, when his/her CGPA has fallen short below the required, with a first probation then a second probation in the following semester. When the candidate meets the criteria for the third probation, he/she shall be dismissed from the program. However, the deferment shall not be counted as part of the probation period.
Dismissal and Re-admission

Article (29)
A candidate is dismissed from the program on a decision by the Dean in the following cases:

a. If he/she withdraws from all courses in the first semester of his/her study.
b. If he/she fails a course twice.
c. If he/she fails two courses from the study plan throughout the program.
d. If he/she fails in the Knowledge Competency Exam twice.
e. If he/she does not achieve the minimum CGPA (3 out of 4) at the third probation.
f. If he/she exceeds the maximum number of academic semesters or the deferment duration allowed by these regulations.
g. If he/she commits an infringement that incurs dismissal according to the rules and regulations of the University.
h. If he/she fails in the defense of his/her doctoral dissertation.
i. If he/she fails any of the remedial courses.

Article (30)
A candidate who discontinues from his/her study, withdraws from the program, or withdraws from all the courses in the first semester of his/her study may apply for re-admission. Provided that he/she meets the admission requirements of his/her program, the candidate is re-admitted following the regular admission procedures, keeping his/her full academic record and continuing the program according to the authorized plan at the time of re-admission, on the condition that the discontinuation period does not exceed a maximum of five years and his/her CGPA is not less than 3 out of 4 at the time of re-admission.

Article (31)
A candidate who has been dismissed from the University (not the program) for violating the rules and regulations of the University shall not be re-admitted.
Exams and Grades

Article (32)

The grades assigned to courses in letters and points shall be as follows:

<table>
<thead>
<tr>
<th>Grade out of 100 (Percentage)</th>
<th>Grade in Letters</th>
<th>Grade in Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 to 100</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>85 to below 90</td>
<td>B+</td>
<td>3.5</td>
</tr>
<tr>
<td>80 to below 85</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>75 to below 80</td>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>70 to below 75</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>Below 70</td>
<td>F</td>
<td>Zero</td>
</tr>
</tbody>
</table>

Article (33)

The following ratings shall be assigned to the CGPA:

<table>
<thead>
<tr>
<th>Points</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.70-4</td>
<td>Excellent</td>
</tr>
<tr>
<td>3.00-3.69</td>
<td>Very Good</td>
</tr>
<tr>
<td>2.50-2.99</td>
<td>Good (Does not meet the graduation requirements)</td>
</tr>
<tr>
<td>Below 2.50</td>
<td>Fail</td>
</tr>
</tbody>
</table>

Article (34)

The pass mark for each course of the doctoral program is (B). Similarly, the pass mark for the remedial courses is (B) but shall be recorded as Pass/Fail only.

Article (35)

The minimum CGPA required to pass is 3 out of 4 points.

Article (36)

A candidate is allowed to repeat a maximum of three courses throughout the program for the sake of raising the CGPA, and the higher grade scored in a course shall be included in the calculation of the CGPA.
**Article (37)**

If a course in which a candidate has failed is not offered for more than one semester from the date the candidate has failed the course, he/she may take an alternative elective course. The grades for elective courses taken over the courses listed in the study plan are not included in the calculation of the CGPA but will still be listed in the transcript.

**Article (38)**

Upon a request from a candidate or initiative from the course instructor, the mark in a course, in case of a mistake, may be reviewed for amendment upon a request submitted to the Graduate Studies Committee of the concerned Department who notifies the Dean to present the case before the Council within two weeks from the announcement of the course grade supported with the documents that prove the change of grade. If the Council approves the change, the Dean, Registration Department, and the concerned Department shall be notified accordingly.

**Article (39)**

If a candidate misses a final exam for a medical reason or reasons beyond his/her control accepted by the Dean according to regulations of the University, he/she will be assigned grade ‘I’ (Incomplete) for that course on a special form prepared by the Deanship. The ‘I’ grade will have to be removed by the end of the immediately following semester excluding a Summer semester and a deferred semester; otherwise, the Registration Department shall assign grade zero for the final exam grade or the missing grade.

**Article (40)**

If the make-up exam for the ‘Incomplete’ grade is held as scheduled, the course instructor completes the Incomplete Grade Removal form which gets signed by the Department Chair and authorized by the Dean. A copy of the duly signed form is then kept in the Deanship, the concerned Department, and the Registration Department.
Attendance

**Article (41)**
When a candidate’s absence from the total number of hours of a course that requires attendance exceeds 25% without a reason acceptable by the instructor and authorized by the Dean, the candidate shall be banned from taking the final exam, shall be given grade ‘F’ for the course, and shall not be allowed to withdraw from the course even if the withdrawal period is still valid as prescribed by the regulations. However, if the absence is for medical reasons or reasons beyond the candidate’s control acceptable by the course instructor and authorized by the Dean as required by the University rules, the candidate shall be considered as withdrawn from the course and his/her record is marked accordingly.

Registration of a Dissertation

**Article (42)**
The dissertation of a candidate must be written in Arabic or English as the Deanship’s guide the concerned Department require, provided that it has an abstract in the other language.

**Article (43)**
On a decision from the Dean and recommendation of the Graduate Studies Committee of the concerned Department, a candidate is assigned a supervisor for the dissertation (and associate supervisor, when necessary) from among the faculty members of the concerned Department, taking into consideration as much as possible the candidate’s preference.

**Article (44)**
A doctoral dissertation is supervised by a professor. An associate professor may be considered as a dissertation supervisor on approval from the Dean if he/she has research activities in the field of the dissertation. When necessary, as deemed appropriate by the Dean, it is possible for an assistant professor to participate in the supervision of a dissertation upon a recommendation from the
Graduate Studies Committee of the concerned Department and approval of the Dean of Graduate Studies. It is also possible, in special circumstances, for a faculty member from outside the concerned Department or for a faculty member with broad experience and adequate academic qualifications to participate in supervising a candidate as an associate supervisor upon a decision from the Council. In addition, faculty members from other universities that are bound by cooperation agreements or joint projects with the University may fully or partially supervise a candidate.

**Article (45)**

The conditions for a principal supervisor faculty member shall apply to an associate supervisor faculty member as well.

**Article (46)**

The supervision application should include the dissertation structure and an updated copy of the supervisor’s curriculum vitae if he/she is a dissertation supervisor for the first time or an external supervisor. The supervisor must have scholarly publications published or accepted for publication in the last five years prior to the date of supervision.

**Article (47)**

The maximum number of dissertations, for master’s and doctoral degrees, a supervisor may be simultaneously undertaking is as follows:

a. Full Professor: 4 dissertations
b. Associate professor: 3 dissertations
c. Assistant professor: 3 dissertations (co-supervisor)

The Dean may increase the number of dissertations for each supervisor as the need justifiably arises upon recommendation from the Graduate Studies Committee of the concerned Department. Associate supervision is given half of what the full supervision in terms of teaching load.

**Article (48)**

Under compelling and justifiable circumstances, a supervisor may be changed under the same conditions that apply to assigning a supervisor.
**Article (49)**

On a decision from the Council and recommendation from the Graduate Studies Committee of the concerned Department, a faculty member on sabbatical or unpaid leave may continue to supervise or co-supervise a candidate’s dissertation.

**Article (50)**

A dissertation may be registered after a candidate completes all mandatory courses and remedial courses, passes the Knowledge Competency Exam, and satisfies all admissions requirements.

**Article (51)**

The dissertation structure is approved as per the following procedure:

a. The candidate lodges the registration application to the Department Chair attached with the dissertation structure on the designated form prepared by the Deanship for this purpose according to the relevant guide.

b. The Department Chair openly announces within two weeks from the date of the application a date for discussing the structure to be attended by the supervisor, members of the Graduate Studies Committee, faculty members of the concerned Department, and candidates of graduate studies.

c. After the open discussion attended by the supervisor, the Graduate Studies Committee of the Department endorses the structure after the required amendments have been made and refers it to the Deanship.

d. The Dean gives his/her approval, rejection, or suggestions for amendment to the structure within two weeks from the date of receipt.

**Article (52)**

At the end of every academic semester, the supervisor submits to the Department Chair, with a copy to the Dean, a detailed report about the candidate’s progress in the dissertation.
Article (53)

Three credit hours shall be allotted to the dissertation proposal for the purpose of confirming the dissertation structure, and the remaining hours are spread over the following semesters. Generally, the dissertation is proposed for zero or multiples of 3 credit hours (subject to the provisions of article 6 of these regulations). The candidate must re-register the dissertation for zero credit hours after completing registration of all dissertation hours in all the semesters in which he/she works on the dissertation until the defense is completed.

Article (54)

On a decision from the Dean, the dissertation structure or title may be amended, if necessary, stating the justifications for the amendment the same way the dissertation confirmation is done.

Article (55)

Faculty members carrying out administrative duties at the University may supervise a dissertation in special justifiable circumstances, and they get paid for the supervision of the third candidate or more if their teaching and administrative loads are complete.

Dissertation Defense

Article (56)

When a candidate finishes writing the dissertation according to the academic standards and the Deanship’s guide, the supervisor recommends to the Department Chair forming a panel of examiners, attaching a copy of the dissertation in its final form.

Article (57)

Defense of dissertation may not be done before the dissertation satisfies the provisions noted in paragraph 6 of article (3) of these regulations; the candidate completes all the courses including the remedial courses and any other provisions, and achieves a CGPA of no less than 3 out of 4 points.
**Article (58)**

The panel of examiners and date of discussion are decided by a decision from the Dean and on a submission from the supervisor and recommendation from the Graduate Studies Committee of the concerned Department.

**Article (59)**

In forming the panel of examiners, the following is observed:

a. The panel, chaired by the supervisor, includes at least four members; one of whom (or more in case of programs done jointly with other universities) is from another university, who meet the selection criteria for supervision (excluding the co-supervisor).

b. The decision of the panel is taken by the majority of votes.

c. In special circumstances, a member of the panel of examiners may be selected from non-faculty academic staff members if he/she has broad experience and adequate academic qualifications for the task.

**Article (60)**

The procedure for the dissertation defense shall be as follows:

a. The supervisor (chair of the panel of examiners) leads the discussion and introduces the panel members and the candidate.

b. The candidate presents an exposé of his/her dissertation in 25-40 minutes.

c. The chairperson of the panel leaves the floor for the members to ask any questions they deem appropriate to the candidate.

d. The panel meets in private, without the supervisor or co-supervisor, to deliberate.

e. The supervisor (chair of the panel of examiners) and the co-supervisor may not influence the decision of the panel.

f. The panel announces its decision in the form of:

   1. Pass
2. Pass after making a number of amendments recorded in the panel’s report, in which case the candidate is given no less than one month and no more than three months from the date of the defense to make the changes.

3. Requires defense of the dissertation again after making major amendments recorded in the panel’s report, in which case the candidate is given no less than six months and no more than one year from the date of the defense.

4. Fail, in which case the reasons are documented in the panel’s report.

g. The panel makes a public announcement of its decision in the presence of the candidate, and the original report is submitted to the Department Chair then to the Dean for endorsement and supplying the Registration Department of a copy of the decision.

h. After the candidate makes the amendments required by the panel, the dissertation is presented to the panel members so they sign a report as per the designated form prepared by the Deanship which gets endorsed by the Department Chair and the Dean. A copy of the report is supplied to the Registration Department to complete the procedures for the result of the dissertation.

i. If the candidate does not complete the dissertation as per the panel’s report within the period granted by the panel, he/she shall fail, and a decision for his/her dismissal from the program shall be issued from the Deanship and communicated to the Registration Department and the concerned Department and College.
Dissertation Specifications

Article (61)
Every dissertation must be attached with two abstracts, one in English and one in Arabic, of approximately 350 words each with the keywords identified for the purpose of indexing and a written consent letter giving the University the permission to photocopy the dissertation fully or partially for the purposes of scientific research or exchange with other universities and academic institutions.

Article (62)
The title page, signatures page, and other elements of the dissertation must be prepared according to the guide prepared by the Deanship.

Article (63)
Dissertation formatting and typing specifications are to be done according to the criteria noted in the graduate studies guide prepared by the Deanship.

Article (64)
The candidate submits to the Deanship five copies of the dissertation in its final form signed by the members of the panel of examiners and bound as required. A copy is lodged in the Department, another is lodged in the Dissertation Filing Center, two copies are lodged in the library, and a copy is given to the Deanship, in addition to the copies given to the panel of examiners.

Article (65)
A complete copy of the dissertation on a CD-ROM is lodged at the Deanship for the purpose of indexing.
Knowledge Competency Exam

Article (66)
The Knowledge Competency Exam aims at measuring the candidate’s ability to comprehend fundamental concepts and his/her general understanding of the knowledge system specific to the field of specialization. It also aims at measuring the candidate’s ability in critical, analytical, and creative thinking in problem solving and proposing appropriate solutions. However, the Knowledge Competency Exam is not another exam in the courses studied by the candidate.

Article (67)
A candidate may not register for the Knowledge Competency Exam before completing all the mandatory and remedial courses in the study plan, satisfy all other conditions for admission to the program, achieving a minimum CGPA of 3 out of 4, and getting the approval of the Dean.

Article (68)
The written Knowledge Competency Exam is held only in Fall and Spring without the possibility of holding two exams in one semester. The candidate registers zero credit hours for the exam for the purposes of registration, and grades ‘Pass’ or ‘Fail’ are entered in his/her record. However, the Graduate Studies Committee of the concerned Department may assign part of the mark to an oral examination.

Article (69)
A candidate may take the Knowledge Competency Exam twice only, and he/she is dismissed from the program in case of failure for the second time.

Article (70)
The Graduate Studies Committee of a Department is responsible for organizing the Knowledge Competency Exam through:

a. Specifying the topics to be covered in the Knowledge Competency Exam and announcing them to the candidates (the topics are different from the courses).
b. Forming committees of faculty members from the concerned Department to confidentially prepare the exam questions and mark the exam.

c. The Knowledge Competency Exam is prepared on two separate papers for two separate days, allowing no less than three hours for each.

d. Studying the results of the Knowledge Competency Exam and assigning a grade of ‘Pass’ or ‘Fail’ next to each name on a special list.

Article (71)

The Dean confirms the results of the Knowledge Competency Exam on recommendation from the Graduate Studies Committee of the concerned Department.

Granting the Degree

Article (72)

After submitting the amended version of a dissertation and completing all the requirements of the program achieving a CGPA of no less than 3 out of 4, the candidate is granted the Doctor of Philosophy (PH.D.) degree on a decision from the Board of Trustees upon a recommendation from the Council of Deans, submission from the Graduate Studies Council, and submission from the concerned Department.

Committees and Powers

Article (73)

At the beginning of every academic year, the Department Council forms a Graduate Studies Committee of 3-5 faculty members chaired by the Department Chair or his/her delegate; observing the rank, specialty, and years of experience of the faculty member upon selection.

Article (74)

At the beginning of every academic year, the College Council forms a Graduate Studies Committee chaired by the Dean or his/her delegate and consisting of
the chairs of the Graduate Studies Committees of the Departments that have graduate studies programs and two other high rank faculty members from the College when needed.

**Article (75)**
The Graduate Studies Committee of a Department is responsible for the following:

a. Looking into the applications for admission to the doctorate’s degrees and making recommendations thereof to the Dean.

b. Organizing and supervising the comprehensive exam and the Knowledge Competency Exam and reporting the results to the Dean.

c. Studying the structures of the doctorate’s dissertations, supervising their discussion, and submitting the results to the Dean.

d. Proposing members of the panel of examiners, identifying dates for the defense of dissertations, and making submissions thereof to the Dean.

e. Advising the Dean of the issues related to deferment, extension, transfer, and giving credit and equivalency to courses.

f. Any other matters related to graduate studies delegated by the Department Council or assigned by the relevant rules, regulations and decisions.

**Article (76)**
The Graduate Studies Committee of a College is responsible for the following:

a. Coordinating activities related to graduate studies among the Departments of the concerned College.

b. Endorsing new plans and programs in the College.

c. Any other matters related to graduate studies delegated by the College Council or assigned by the relevant rules, regulations and decisions.
Scholarships

Article (77)

The University dedicates a number of scholarships for candidates who excel as research and teaching assistants in each of the doctoral programs at the beginning of every academic year. The scholarship covers the fees for the credit hours only and includes a monthly financial award according to the following procedures:

a. The admission applications are submitted to the Deanship on a specific application for candidates who are new or at the beginning of every academic semester for candidates who are not new.

b. The applications are referred to the academic Departments for review and referral to the Council.

c. The scholarships are granted on competitive basis based on recommendation from the Council and approval of the Chancellor. Subsequently, the Dean notifies the Registration Department, Finance Department, and the concerned academic Department for necessary action.

d. The candidate must be dedicated full time to his/her study, not receiving any scholarship or grant from any other party, and shall be responsible for the information he/she provides concerning being dedicated to study full time.

e. The candidate granted the scholarship shall be obliged to work 20 hours a week in the Department as instructed by the Deanship.

f. The concerned Department provides the Dean with a report about a candidate’s performance every semester. When a candidate is found to be incompetent or not committed to the tasks assigned to him/her, the Dean may terminate the scholarship on a submission from the Department.

g. The study load for a candidate on scholarship is 6-9 hours with the possibility of increasing or decreasing the load by one credit hour on submission from the concerned academic Department and approval of the Dean.
Supervision and Financial Issues

**Article (78)**
The minimum number of candidates accepted in any of the doctoral programs is five per semester with the possibility of accepting less number of candidates on submission from the Council and approval of the Chancellor in special circumstances.

**Article (79)**
When his/her teaching load is full, a supervisor is paid a financial award of AED 2,500 per dissertation for every academic semester for a maximum period of four semesters. In case of a joint supervision, half of this amount shall be paid. When his/her teaching load is incomplete, a supervisor is paid for one credit hour per dissertation within his/her teaching load for a duration of four semesters. The award is paid at the end of every academic semester.

**Article (80)**
An internal examiner of a dissertation from within the University is paid an award of AED 1,500. An external examiner from within the country is paid an award of AED 2,000. An external examiner from outside the country is paid an award of AED 3,000 in addition to a return ticket on economy class and full suitable stay for no more than three nights. However, the award does not include the supervisor of the dissertation under all circumstances.

**Article (81)**
For the purpose of calculating the teaching load in the doctoral courses, the credit hour of doctoral courses is counted as equal to 1.5 credit hours.

**Joint Programs**

**Article (82)**
The general provisions noted in these regulations apply to the joint programs unless there are any specific contrary provisions related to the joint program.
General Provisions

Article (83)
The Council may accept graduate studies students as visiting students from other universities for a limited duration, in which case the student pays the regular university fees or the fees are handled as per the provisions of the cooperation agreement with the other university. The special acceptance in this case is not for the purpose of granting the doctorate degree from the University of Sharjah except in the case of a joint program between the University of Sharjah and other universities.

Article (84)
The Dean is authorized to decide on issues considered within the powers of the Council in cases of emergencies during public holidays or when it is not possible for the majority members of the Council to convene. All decisions taken outside the Council are presented before the Council in the first meeting after such event for approval.

Article (85)
Graduation certificates are granted at the end of every academic semester where two graduation ceremonies are held during the academic year.

Article (86)
The Council of Deans shall decide on issues not covered by the above regulations or issues resulting from the implementation thereof.

Article (87)
These regulations shall be effective as of the date of issue and to be published in the Official Gazette, and all other provisions or decisions that are in conflict with these regulations shall be null and void.
Article (88)

The Chancellor, Vice-Chancellors, Assistants to the Chancellor, Deans, Director of the Admissions Department, and Director of Registration Department shall be responsible for the implementation of these regulations.

Issued on: 1st. Ramadan 1437 AH
Corresponding to: 06 /06 /2016

Chancellor
Professor Hamid M.K. Al Naimiy
Granting the Master’s Degree
The Regulations for Granting the Master Degree Issued in Accordance with the Article (38) of the Graduate Studies By-Laws Issued Under Article (3) of the Executive By-Laws of the Decree No (2) for 2016 Concerning the Establishment and Organization of the University of Sharjah

**Article (1)**

The regulations hereinafter shall be called (The Regulations for Granting the Master’s Degree at the University of Sharjah) and shall be effective as of the date they are issued and to be published in the Official Gazette.

**Definitions**

**Article (2)**

The following terms shall have the meanings assigned to them unless the context indicates otherwise:

- **University**: University of Sharjah
- **Chancellor**: Chancellor of the University
- **Council**: Council of Graduate Studies
- **Deanship**: Deanship of the College of Graduate Studies
- **Dean**: Dean of the College of Graduate Studies
- **College**: The concerned academic college
- **Department**: The concerned academic department
Requirements of the Master’s Degree

Article (3)
The study load for the master’s degree is a minimum of 33 credit hours, where 9-24 credit hours are for mandatory courses and 6-15 credit hours for elective courses from the specific track of the thesis or 9-27 credit hours for mandatory courses and 9-15 for elective course in the comprehensive track. Mandatory course, however, may be increased in the case of programs that require more than 33 credit hours.

Article (4)
There are two tracks in the master’s degree: thesis track (minimum of 24 credit hours and a thesis equal to 9 credit hours) or comprehensive track (minimum of 33 credit hours, three of which are for a research project, in addition to a comprehensive exam).

Article (5)
On recommendation from the concerned academic Department, the Council may admit students either in the thesis track or the comprehensive track.

Article (6)
The duration of study for earning the master’s degree:

   a. Full-time students: Minimum of three academic semesters and maximum of eight academic semesters, with the possibility of deferment or withdrawal for two academic semesters, thus raising the maximum duration of study to 10 academic semesters, excluding Summer semesters.

   b. Part-time students: Minimum of six academic semesters and maximum of ten academic semesters, with the possibility of deferment or withdrawal for four academic semesters.

In both cases, it is possible to extend the maximum duration under justifiable circumstances and for the purpose of defending the thesis only for no more than one academic semester on recommendation from the supervisor and approval from the Dean and the Council.
**Article (7)**

The academic year consists of two academic semesters of 15 weeks each, with the possibility of offering courses in the Summer semester in special cases with the approval of the Dean.

**Article (8)**

The study load for a master’s student in one semester is 6-12 credit hours for the full-time student and 3-6 hours for the part-time student, with the possibility of reducing it by approval from the Dean (for the full-time student) to less than six credit hours in special circumstances related to the student or the program.

**Article (9)**

Master’s students must attend the course that requires attendance regularly, and the instructor of the course must take attendance on special attendance records that must be kept until the end of the following academic semester.

**Admission**

**Article (10)**

On recommendation from the College Council and submission from the Department Council, the Council specifies the number of students to be admitted annually to each program.

**Article (11)**

The application to join the master’s programs is submitted to the Deanship on a special form prepared by the Deanships. The application is then referred to the concerned Department for the appropriate recommendation within two weeks from receipt of the application, taking into consideration the admission requirements and the selection process.
Article (12)

Admission to the master’s programs shall be subject to the following conditions:

a. The applicant must hold an undergraduate (bachelor’s) degree with a minimum grade of ‘Good’ and a Cumulative Grade Point Average (CGPA) of 3 out of 4 or its equivalent from a university accredited by the UAE Ministry of Education. Holders of a bachelor’s degree with a CGPA 2.5 to 2.99 may be provisionally admitted, provided that the student registers for a maximum of 6-9 credit hours in his/her first academic semester in the program and achieves a grade of B. Failure to satisfy these two conditions will result in the student being dismissed from the program.

b. The bachelor’s degree must be in an area that qualifies the student to join the master’s program. However, a student may be admitted to a program outside his/her field on recommendation from the Department and the College and approval of the Council, provided that the student completes the remedial courses decided by the Department.

c. The student must have attended no less than 75% of the attendance hours required for graduation in the bachelor’s program. However, the Council may consider some special cases where the student has completed a bachelor’s degree through a system of distance education.

d. The student must satisfy the language proficiency requirement:

1. Students of programs where the language of instruction is English: The student must score 550 in the TOEL or 6 in IELTS exams.

2. Students of programs where the language of instruction is Arabic: For programs that do not demand a language proficiency exam, the student must successfully complete a remedial English language course in the first semester he/she joins the University. The student, however, will be exempt from this course if he/she scores 400 on the TOEFL exam or an equivalent mark on another equivalent language proficiency exam. For programs that demand a language proficiency exam, the recommendation of the Academic Accreditation Commission concerning the language proficiency exam shall be followed.
3. A student who is a native English speaker and has completed the bachelor’s degree in English in a country where English is the official language shall be exempt from the language proficiency exam requirement. Additionally, a student who graduates from an academic institution where the language of instruction for the bachelor’s degree is English shall also be exempt from the language proficiency exam requirement, provided that he/she scores 500 or above on the TOEFL exam an equivalent mark on another equivalent language proficiency exam when joining the master’s program.

e. The Department Council may propose additional provisions for admission and re-admission on approval from the Council.

**Article (13)**

Selection is done on competitive basis according a student’s CGPA in the bachelor’s degree. The Council, however, on recommendation from the concerned Department, may require other conditions for the competition as long as it does not constitute more than 20% of the selection criteria in the competition.

**Article (14)**

Subject to article (40) of these regulations, the Council, on recommendation from the Graduate Studies Committee of the concerned Department and College, may require a student to take some remedial courses in the first year of joining the program. These remedial courses shall not be included in the calculation of the CGPA or the time duration for completing a degree (an academic semester is added for every 6-9 credit hours).

**Article (15)**

Subject to the provisions of article (40) of these regulations, a student may be admitted in a field different from the field of his/her bachelor’s degree on recommendation from the Department Council (and College Council) and approval of the Council, in which case the Department specifies remedial courses for him/her to take for a period of no more than two academic semesters (maximum 24 credit hours) to be taken before the master’s courses. In such a case, an additional academic semester is added to the maximum period allowed for a student to graduate for every 12 credit hours of remedial courses.
Article (16)
A student is admitted by a decision from the Council and on recommendation from the Graduate Studies Committee of a Department. The decision is communicated to the Dean, the student, the Department, the College, and the Registration Department in order to complete the admission procedures as per the followed regulations.

Article (17)
If a student is dismissed from a program, he/she shall not be accepted in the same program again.

Article (18)
A student may not join two master’s programs at the University simultaneously.

Article (19)
The minimum number of students admitted to any of the master’s programs is five students per year. In special cases, a fewer number of students may be considered for admission on submission from the Council and approval of the Chancellor.

Advising

Article (20)
The Department assigns a student an academic advisor or more from among faculty members, and the Department Chair notifies the Dean of the names of the advisor(s).

Article (21)
The academic advisor, together with the student, prepares a study schedule on a departmental special form that includes the mandatory, elective and remedial courses in accordance with the program plan and the student’s admission conditions. Such schedule is reviewed on semester by semester basis in order to be up-to-date with the student’s progress in the program.
Transfer within the University

Article (22)
By approval from the two concerned Departments and following the regular admission procedures, a student may transfer from one master’s program to another at the University after regularly attending for at least one semester, taking into consideration the following conditions and guidelines:

a. The student must meet the admission requirements of the program he/she is transferring to in terms of CGPA, availability of vacancies, and any other conditions.

b. The Graduate Studies Committee of a Department may recommend to the Dean the transfer of no more than 12 credit hours of the equivalent courses the student has previously completed, provided that such courses are counted in the calculation of the student’s new CGPA.

c. The student’s registration has not been cancelled and he/she has not been dismissed from the university.

d. An academic semester is deducted from the maximum period required for earning the master’s for every 6 to 9 credit hours credited to the new program.

Transfer from another University

Article (23)
A student may transfer from a master’s program in another university to its equivalent at the University upon a decision from the Council and recommendation from the Graduate Studies Committee of the concerned Department if the he/she meets the admission requirements of the program he/she is transferring to, following the regular admission procedures and taking into consideration the following conditions and guidelines:

a. The Graduate Studies Committee of the Department may recommend to the Dean the transfer of no more than 9 credit hours of the equivalent courses, provided that grade in each of these courses is no less than ‘Very Good’ (B) or its equivalent, which shall not be counted in the student’s new CGPA.
In special cases and on submission from the Graduate Studies Committee of the concerned Department, approval of the Dean and endorsement from the Chancellor, more than 9 credit hours may be transferred.

b. The student has not been dismissed from the university he/she is transferring from.

c. An academic semester is deducted from the maximum duration for earning the master’s for every 6-9 credit hours transferred for the student.

d. No more than four years at the longest have passed since the completion of the equivalent courses.

**Deferment**

**Article (24)**

Subject to the provisions of article (6) of these regulations, a student admitted to a master’s program may apply for deferment for a duration that does not exceed two consecutive or interrupted academic semesters (for students who are admitted on full-time basis) or four consecutive or interrupted academic semesters (for students who are admitted on part-time basis) on a decision by the Dean and recommendation of the Graduate Studies Committee of the concerned Department, provided that this takes place in the first half of an academic semester. If the student is accepted conditionally, meeting the admission requirements may not be postponed until the following semester. In such case, the student, the Director of Admissions and Director of Registration Department and the concerned Department are notified accordingly.

**Article (25)**

Inevitably, a student is considered deferred if he/she is counted as withdrawn from all courses due to exceeding absence limits due to valid reasons accepted by the Dean. This duration shall be included in the period of deferment.
Withdrawal from Courses

Article (26)
A student may withdraw from a course or more during the first week of an academic semester without the course being entered in the student’s record, whereas he/she may withdraw from one course or more during the second week to the tenth week of the academic semester using a special form prepared by the Deanship with the code “Withdrawn” recorded next to the relevant course(s) on his/her academic record.

Article (27)
The Dean may approve the withdrawal of a student from a number of courses leaving only three credit hours if the student provides convincing justification accepted by the Dean for that to happen.

Article (28)
On a special form prepared by the Deanship, the Dean may approve the withdrawal of a student from all courses he/she is enrolled in at least two weeks before the commencement of the final exams in the presence of convincing justification. In such case, the student is considered inevitably deferred if he/she has not exceeded the prescribed deferment duration according to the regulations.

Article (29)
The Dean may approve the withdrawal of a student from a program no later two weeks before the commencement of the final exams, and the student may not re-register in the same program if his/her CGPA is less than 3 out of 4.

Article (30)
When a student discontinues from his/her program for two consecutive or interrupted semesters, he/she shall be considered withdrawn from a program, and he/she shall not be able to continue in the program without the approval of the Council.
Probation

Article (31)
The Deanship shall issue the student with probation in the following two cases:
   a. If he/she does not achieve a CGPA of 3 out of 4 points at the end of any academic semester.
   b. If the supervisor (or associate supervisor, if any) deems that the student has been negligent in working on his/her thesis.

Article (32)
The Deanship issues the students, when his/her CGPA has fallen short, with a first probation then a second probation in the following semester. When the student meets the criteria for the third probation, he/she shall be expelled and the deferment shall not be counted as part of the probation.

Dismissal and Re-admission

Article (33)
A student is dismissed from a program on a decision by the Dean in the following cases:
   a. If he/she withdraws from all the courses in the first semester of his/her study.
   b. If he/she fails a course twice.
   c. If he/she fails three courses from the study plan throughout the program.
   d. If he/she fails in the comprehensive exam twice.
   e. If he/she does not achieve the minimum CGPA (3 out of 4) at the third probation.
   f. If he/she exceeds the maximum number of academic semesters for graduation or he/she exceeds the deferment duration allowed by these regulations.
   g. If he/she commits an infringement that incurs dismissal according to the rules and regulations of the University.
   h. If he/she fails in defending his/her master’s thesis.
   i. If he/she fails any of the remedial courses.
Article (34)

A student dismissed from a program at the University may not be re-admitted to the same program, but he/she may apply for re-admission to another program at the University on the conditions of the new program, in which case he/she may be granted equivalency for a maximum of 12 credit hours for the courses that are equivalent or identical between his/her old and new programs, provided that no more than four years have passed since successfully completing the such courses. Excluded from this rule are students who have been dismissed due to withdrawing from all courses during his/her first semester of study, in which case the student may apply for the same program he/she has been dismissed from according to the previous provisions noted in this article.

Article (35)

Excluded from article (34) are students dismissed from the program due to failing to achieve the required CGPA, in which case he/she, on approval from the Dean as a “Special Study” student, may take no more than 9 credit hours for the purpose of raising the CGPA, and he/she will be re-admitted to the original program when his/her CGPA has been raised to 3 under the following conditions:

- a. His/her CGPA when the dismissal decision is issued is no less than 2.5 out of 4.
- b. The student may continue under the “Special Study” category for no more than two semesters which are considered as part of the maximum period of study to earn the master’s degree.

Article (36)

A student who discontinues his/her study or withdraws from the program may apply for re-admission. Provided that he/she meets the admission requirements of his/her previous program, the student is re-admitted following the regular admission procedures, keeping his/her full academic record and continuing the program according to the authorized study plan at the time of re-admission, on the condition that that the discontinuation period does not exceed a maximum of 4 years and his/her CGPA is no less than 3 out of 4 at the time of re-admission.
**Article (37)**

A student who has been dismissed from the University (not the program) for violating the rules and regulations of the University shall not be re-admitted.

**Exams and Grades**

**Article (38)**

The grades assigned to courses in letters and points shall be as follows:

<table>
<thead>
<tr>
<th>Grade out of 100 (Percentage)</th>
<th>Grade in Letters</th>
<th>Grade in Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 to 100</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>85 to less than 90</td>
<td>B+</td>
<td>3.5</td>
</tr>
<tr>
<td>80 to less than 85</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>75 to less than 80</td>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>70 to less than 75</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>Less than 70</td>
<td>F</td>
<td>Zero</td>
</tr>
</tbody>
</table>

**Article (39)**

The following ratings are assigned to the various CGPA ranges:

<table>
<thead>
<tr>
<th>Points</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.70 - 4</td>
<td>Excellent</td>
</tr>
<tr>
<td>3.00 - 3.69</td>
<td>Very Good</td>
</tr>
<tr>
<td>2.50 - 2.99</td>
<td>Good (Does not meet the graduation requirement)</td>
</tr>
<tr>
<td>Less than 2.50</td>
<td>Fail</td>
</tr>
</tbody>
</table>

**Article (40)**

The pass mark for each course of the master’s program is (C+). On the other hand, the pass mark for remedial courses is (B) but will be recorded as Pass/Fail only.
**Article (41)**

The minimum CGPA required to pass is 3 out of 4.

**Article (42)**

A student is allowed to repeat two courses maximum throughout the program for the sake of raising the CGPA, and the higher grade scored in a repeated course shall be included in the calculation of the CGPA.

**Article (43)**

In the event a course a student has failed in is not offered for more than one semester from the date a student has failed the course, he/she may take an alternative elective course. The grades for elective courses taken over the courses listed in the study plan are not included in the calculation of the CGPA but shall still be listed in the transcript.

**Article (44)**

Upon a request from a student or initiative from the course instructor, the mark in a course, in case of a mistake, may be looked into for amendment upon a request submitted to the Graduate Studies Committee of the concerned Department who notifies the Dean to present the case before the Council within one week from the announcement of the course grade supported with the documents that prove the change of grade. If the Council approves the change, the Dean notifies the Registration Department and the concerned Department within two weeks from the date of approval.

**Article (45)**

If a student misses a final exam or course work for a course with due to a medical reason or for reasons beyond his/her control accepted by the Dean according to regulations of the University, he/she will be assigned grade ‘I’ (Incomplete) for that course on a special form prepared by the Deanship. The ‘I’ grade will have to be removed by the end of the immediately following semester excluding the Summer semester and a deferred semester; otherwise, the Registration Department will assign grade zero to the final exam grade or the missing course work grade.
**Article (46)**

When the make-up exam for an ‘Incomplete’ grade is held as scheduled, the course instructor completes the Incomplete Grade Removal form, a copy of which is then kept in the Deanship, the concerned Department, and the Registration Department.

**Attendance**

**Article (47)**

When a student’s absence from the total number of hours of a course that requires attendance exceeds 25% without an excuse acceptable by the instructor and authorized by the Dean, the student shall be banned from taking the final exam, given grade ‘F’ for the course, and allowed to withdraw from the course according to the followed procedures if the withdrawal period is still valid as prescribed by the regulations.

**Article (48)**

When a student’s absence from the total number of hours of a course that requires attendance exceeds 25% for medical reasons or reasons beyond the student’s control that are acceptable by the course instructor and authorized by the Dean as dictated by the University rules, the student shall be considered as withdrawn from the course and his/her record is shall be marked accordingly marked with “Withdrawn”.

**Thesis Registration**

**Article (49)**

A thesis must be written in Arabic or English as per the Deanship’s guide and as the concerned Department demands, provided that it has an abstract in the other language.

**Article (50)**

On a decision from the Dean and recommendation of the Graduate Studies Committee of a Department, a student is assigned a supervisor (and associate supervisor, when necessary) for the thesis from among faculty members of the concerned Department, taking into consideration as much as possible the student’s preference.
Article (51)
The master’s thesis is supervised by professors and associate professors. An assistant professor may be considered as a thesis supervisor, provided that he/she has been teaching at university level for two years and has at least two research papers in his/her field published or accepted for publication in a refereed scholarly journal recognized by the University. In special circumstances, a faculty member from outside the concerned Department or for a faculty member with broad experience and adequate academic qualifications may participate in supervising a student as an associate supervisor upon a decision from the Council.

Article (52)
The conditions for a principal supervisor faculty member shall apply to an associate supervisor faculty member.

Article (53)
The application for supervision of a thesis outline shall include an updated copy of the supervisor’s curriculum vitae if he/she is a thesis supervisor for the first time at the University. In addition, the supervisor must have at least two research papers published or accepted for publication in a refereed scholarly journal recognized by the University during the last five years preceding the date of supervision.

Article (54)
The maximum number of thesis a supervisor may be undertaking concurrently is as follows:

a. Professor: 5 thesis
b. Associate professor: 4 thesis
c. Assistant professor: 3 thesis

The Council may increase the number of thesis per supervisor as the need arises upon justifiable recommendation from the Graduate Studies Committee of the concerned Department.
**Article (55)**

Under compelling and justifiable circumstances, a supervisor may be changed subject to the same conditions that apply to assigning a supervisor.

**Article (56)**

On a decision from the Council and recommendation from the Graduate Studies Committee of the concerned Department, a faculty member on sabbatical or unpaid leave may continue to be a supervisor or associate supervisor a student’s thesis, provided that he/she is remaining in the United Arab Emirates during the leave.

**Article (57)**

A thesis may be registered after a student completes 12 credit hours and all remedial courses and satisfies all admission requirements including the English language proficiency requirement.

**Article (58)**

A thesis shall be registered as per the following procedure:

a. The student submits the registration application to the Department Chair attached with the thesis structure on the designated form and according to the relevant guide prepared by the Deanship.

b. Within two weeks from the date of the application, the concerned Department Chair openly announces a date for discussion of the plan to be attended by the supervisor, faculty members of the concerned Department, and students of graduate studies.

c. After the public discussion attended by the supervisor, the Graduate Studies Committee of the Department endorses the plan after the required amendments arising from the discussion session have been made, and refers it to the Deanship.

d. The Dean gives his/her approval, rejection, or suggested amendments to the plan within two weeks from the date of receipt.
Article (59)
At the end of every academic semester, the supervisor submits to the Department Chair, with a copy to the Dean, a detailed report, signed by the supervisor and the Department Chair, about the student’s progress in the thesis.

Article (60)
Three credit hours are assigned to the thesis in the semester of confirming the thesis structure, and the remaining hours are spread over the following semesters. A student may apply for defense of the thesis after completing one academic semester after the confirmation of the thesis structure. However, the student must re-register the thesis for zero credit hours in all the semesters in which he/she works on the thesis until the defense is completed.

Article (61)
On a decision from the Dean, the thesis structure or title may be amended, if necessary, stating the justification for the amendment the same way the thesis confirmation is done.

Article (62)
  a. When his/her teaching load is full, a supervisor is paid a financial award of 2000 Dirhams per thesis for every academic semester for a maximum period of three semesters. In case of joint supervision, half of the award shall be paid. When his/her teaching load is incomplete, a supervisor is paid for one credit hour per thesis within his/her teaching load for a duration of three semesters within his/her teaching load, and the award for the third semester is paid after the student defends the thesis and the thesis is handed in.

  b. Faculty members carrying out administrative duties at the University may supervise a thesis in special circumstances and when necessary, and they get paid for the supervision of the third student or more if their teaching and administrative loads are complete.
Thesis Defense

Article (63)
When a student finishes writing the thesis according to the academic standards and the Deanship’s guide, the supervisor recommends to the Department Chair forming a panel of examiners, attaching a copy of the thesis in its final form.

Article (64)
A thesis defense may not be done before the student completes all the courses including the remedial courses, publishes a paper in a refereed scholarly journal, satisfies any other provisions, and achieves a CGPA of no less than 3 out of 4.

Article (65)
The panel of examiners and date of defense are assigned by a decision from the Dean and on recommendations from the supervisor and the Graduate Studies Committee of the concerned Department. However, the student must hand in the thesis to the examiners three weeks before the date of defense.

Article (66)
In forming the panel of examiners, the following criteria shall be observed:

a. The panel, chaired by the supervisor, shall include at least three members, one of whom shall be from another department or university, who meet the selection criteria for supervision (excluding the associate supervisor).

b. The decision of the panel is taken by the majority of votes (2/3, 3/4, 4/5).

c. A member of the panel of examiners may be selected from the non-faculty academic staff members if he/she has broad experience and adequate academic qualifications for the task.

Article (67)
The procedure for the thesis defense shall be as follows:

a. The supervisor (chair of the panel of examiners) leads the discussion and introduces the panel members and the student.
b. The student presents an exposé of his/her thesis in 15-20 minutes.

c. The chairperson of the panel leaves the floor for the members to ask the student any questions they deem appropriate.

d. The panel meets in private for deliberation.

e. The panel announces its decision in the form of:

1. Pass

2. Pass after making a number of amendments recorded in the panel’s report, in which case the student is given no less than one month and no more than three months from the date of the defense to make the amendments.

3. Requires defense of the thesis again after making major amendments recorded in the panel’s report, in which case the student is given no less than six months and no more than one year from the date of the defense.

4. Fail, in which case the reasons are documented in the panel’s report.

f. The panel makes an open announcement of its decision in the presence of the student, and the original report is submitted to the Department Chair then to the Dean for endorsement within two days from the defense. Subsequently, the Deanship supplies the Registration Department with a copy of the decision.

g. After the student makes the amendments required by the panel, the thesis is presented to the panel members so they sign a report, as per the designated form prepared by the Deanship, which gets endorsed by the Department Chair and the Dean. The Deanship then supplies a copy of the report to the Registration Department to complete the procedures for the result of the thesis.

h. In the event the student does not complete the amendments as per the panel’s report within the period granted by the panel, he/she shall fail, and a decision for his/her dismissal from the program shall be issued from the Deanship and communicated to the Registration Department, the concerned Department, and the concerned College. However, the regulations of granting the higher postgraduate diploma may be applicable to the student, if there is such an accredited program available at the concerned College.
**Article (68)**
An internal examiner of a thesis from within the University or the country is paid an award of AED 1,000, whereas an external examiner from outside the country is paid an award of AED 2,000 Dirhams in addition to a return ticket on economy class and a suitable full stay for no more than three nights. However, the award does not include the supervisor of the thesis under all circumstances.

**Thesis Specifications**

**Article (69)**
Every thesis must be attached with two abstracts, one in English and another in Arabic, of approximately 350 words each with the keywords identified for the purpose of indexing and a written consent letter giving the University the permission to photocopy the thesis fully or partially for the purposes of scientific research or exchange with other universities and academic institutions.

**Article (70)**
The title page, signatures page, and other elements of the thesis must be prepared according to the guide prepared by the Deanship.

**Article (71)**
Thesis formatting and typing specifications are to be done according to the criteria noted in the graduate studies guide prepared by the Deanship.

**Article (72)**
The student submits to the Deanship five copies of the thesis in its final form signed by the members of the panel of examiners and bound as required. A copy is lodged in the Department, another is lodged in the Thesis Filing Center, two copies are lodged in the library, and a copy is given to the Deanship, in addition to the copies given to the panel of examiners.

**Article (73)**
A complete copy of the thesis on a CD-ROM is lodged at the Deanship for the purpose of indexing.
The Comprehensive Exam

Article (74)

The track is defined for the student on admission, but change from one track to the other is permissible once only on recommendation from the Graduate Studies Committee of the concerned Department and the Dean.

Article (75)

The comprehensive exam aims at measuring the student’s ability to comprehend the fundamental concepts, his/her general understanding of the knowledge system specific to the field of specialization, his/her ability to make connections between them, employ that in problem solving, and propose appropriate solutions. However, the comprehensive exam is not another exam in the courses studied by the student.)

Article (76)

A student may not register for the comprehensive exam before obtaining the Dean’s approval when he/she has successfully completed 27 credit hours from his/her study plan’ including the course of Research Methods or its equivalent and all the remedial courses, has satisfied all other previous conditions for admission to the program, and has achieved a minimum CGPA of 3 out of 4.

Article (77)

The written comprehensive exam is held only in Fall and Spring in the third month of the semester without the possibility of holding two exams in one semester. However, on recommendation from the concerned Department, the Dean may approve holding the comprehensive exam during a Summer semester. The student registers zero credit hours for the exam for the purposes of registration, and grades ‘Pass’ or ‘Fail’ are entered in his/her record. However, the Graduate Studies Committee of the concerned Department may dedicate a portion of the mark to an oral examination.
**Article (78)**
A student may take the comprehensive exam twice only. If the student fails for the second time, he/she is dismissed from the program but can apply to the Department to be granted the higher postgraduate diploma if such accredited program is available at the College.

**Article (79)**
The Graduate Studies Committee of a Department is responsible for organizing the comprehensive exam through:

a. Specifying the topics to be covered in the comprehensive exam and announcing them to the students (the topics are different from the courses).

b. Forming a committee of faculty members from the concerned Department to confidentially prepare and mark the exam questions.

c. The comprehensive exam is prepared on two separate papers for two separate days, allowing no less than three hours for each.

d. Studying the results of the comprehensive exam and assigning a grade of ‘Pass’ or ‘Fail’ next to each name on a designated form.

**Article (80)**
The Dean approves the results of the comprehensive exam on recommendation from the Graduate Studies Committee of the concerned Department.

**Granting the Master’s Degree or Higher Postgraduate Diploma**

**Article (81)**
After satisfying all the requirements of the program with a CGPA of no less than 3 out of 4, a student is granted the master’s degree on a decision from the Board of Trustees upon a recommendation from the Council of Deans, nomination from the Graduate Studies Council, and submission from the concerned Department.

**Article (82)**
The higher postgraduate diploma for a master’s student is granted to a student if a corresponding accredited program is available at the College upon a decision
from the Council of Deans, recommendation from the Council, and submission from the concerned Department in the following situations:

a. If a student fails in the defense of the thesis.

b. If a student fails in the comprehensive exam twice.

c. If a student has exhausted the maximum time allowed since registering at the University and has completed 33 credit hours according to the comprehensive program structure with a CGPA of no less than 3 out of 4.

d. If the Graduate Studies Committee of the concerned Department submits a report to the Council to the effect that the student is incapable of completing the thesis after one year has lapsed since the confirmation of his/her thesis structure.

e. If a student, after the confirmation of his/her thesis structure and completion of the maximum number of semesters required for the program, applies in writing to the Council through the concerned academic Department requesting to be granted the higher postgraduate diploma.

Committees and Powers

Article (83)

At the beginning of every academic year, the Department Council appoints a Graduate Studies Committee of 3-5 faculty members chaired by the Department Chair or his/her delegate, observing the rank, specialty, and years of experience of the faculty member upon selection.

Article (84)

At the beginning of every academic year, the College Council appoints a Graduate Studies Committee, chaired by the Dean or his/her delegate and consisting of the chairs of the Graduate Studies Committees of the Departments that have graduate studies programs and two other high rank and experienced faculty members from the College when needed.
Article (85)
The Graduate Studies Committee of a Department is responsible for the following:

a. Looking into the applications for admission to the master’s degrees and making recommendations to the Dean accordingly.
b. Organizing, supervising, and reporting to the Dean the results of the comprehensive exam.
c. Studying the structures of master’s theses, supervising their defense, and making submission thereof to the Dean.
d. Suggesting members for the panel of examiners, identifying dates for the defense of theses, and making submission thereof to the Dean.
e. Advising the Dean of any issues related to deferment, extension, transfer, and granting credit and equivalency to courses.
f. Any other matters related to graduate studies delegated by the Department Council or the rules, regulations and decisions.

Article (86)
The College Graduate Studies Committee is responsible for the following:

a. Coordinating activities related to graduate studies among the Departments of the concerned College.
b. Endorsing new plans and programs in the College.
c. Any other matters related to graduate studies delegated by the College Council or the rules, regulations and decisions.

Grants

Article (87)
The University dedicates a number of grants for students who excel as research and teaching assistants in each of the master’s programs (thesis track only) at the beginning of every academic year. The grant covers the fees for the credit hours only and includes a monthly financial award according to the following procedures:
a. The admission applications are submitted to the Deanship on a specific application form for students who are new or at the beginning of every academic semester for students who are not new.

b. The applications are referred to the concerned academic Departments for review and referral to the Council.

c. The grants are offered on a decision from the Council. Subsequently, the Dean notifies the Admissions and Registration Department, Finance Department, and the concerned academic Department for necessary action.

b. The CGPA of the student must not be less than 3.25 out of 4. In addition, the student’s CGPA in the bachelor’s and master’s degree (for a students who is not new) and his/her academic experience and skills such as English language, computer skills, should be taken into consideration in the selection process.

e. The student must be dedicated full time to his/her study as per his/her thesis track only and must not be receiving any scholarship or grant from any other party. The student shall be responsible for the information he/she provides concerning being dedicated to studying full time.

f. The student offered the grant shall be obliged to work 20 hours a week in the Department as instructed by the Deanship.

g. The concerned Departments provide the Dean with a report about the student’s performance every semester. When a student is found to be incompetent or not committed to the tasks assigned to him/her, the Dean may terminate the grant according to a submission from the Department.

h. The study load for a student given a grant is 6-9 hours with the possibility of increasing or decreasing the load by one credit hour on recommendation from the concerned academic Department and approval of the Dean.
General Provisions

Article (88)
The Dean may accept graduate studies students as visiting students from other universities for a limited duration, in which case the student pays the regular university fees or the fees are handled as per the provisions of the cooperation agreement with the other university. However, the special acceptance in this case is not for the purpose of granting the master’s degree from the University of Sharjah.

Article (89)
For the purpose of calculating the teaching load in the master’s courses, the credit hour of master’s courses is counted as equal to 1.2 credit hours.

Article (90)
The Dean is authorized to decide on issues considered within the powers of the Council in cases of emergencies during public holidays or when it is not possible for the majority members of the Council to convene. All decisions taken outside the Council are presented before the Council in the first meeting after such event for approval.

Article (91)
Graduation certificates are granted at the end of every academic semester, where two graduation ceremonies are held during the academic year.

Article (92)
The Council of Deans shall decide on issues not covered by the above regulations or issues resulting from the implementation thereof.

Article (93)
These regulations shall be effective as of the date of issue and to be published in the Official Gazette, and all other provisions or decisions that are in conflict with these regulations shall be null and void.
**Article (94)**

The Chancellor, Vice-Chancellors, Assistants to the Chancellor Deans, Director of Admissions Department, and Director of Registration Department shall be responsible for the implementation of these regulations.

Issued on: 1st. Ramadan 1437 AH
Corresponding to: 06 /06 /2016

Chancellor
Professor Hamid M.K. Al Naimiy
Admission Rules for the Bachelor’s Degree
The Regulations and Admission Rules for the Undergraduate Programs Issued in Accordance with the Article (7) of the Academic Organization By-Laws Issued Under Article (3) of the Executive By-Laws of the Decree No (2) for 2016 Concerning the Establishment and Organization of the University of Sharjah

Definitions

Article (1)
The regulations hereinafter shall be called (The Regulations and Admission Rules for the Undergraduate Programs at the University of Sharjah), and shall be effective as of the date they are issued and to be published in the Official Gazette.

Article (2)
The following terms shall have the meanings assigned to them unless the context indicates otherwise:

University : University of Sharjah
Board : Board of Trustees of the University
Chancellor : Chancellor of the University
Vice Chancellor : Vice Chancellor for Academic Affairs at the University
Dean : Dean of the concerned college
College : The concerned college
Department : The concerned academic department
Admissions Department: Admissions Department of the University
Registration Department: Registration Department of the University
Student : Male or female student
Admission Rules and Conditions

Article (3)

Students shall be admitted to the various Colleges of University in the undergraduate programs in accordance with the general policy established by the Board.

Article (4)

Prior to every academic year, the administration of the University shall decide on the number of students that may be admitted to each program offered by the University based on recommendations from the concerned college councils.

Article (5)

a. A student shall be admitted to the College based on an application submitted by the deadlines specified by the University prior the start of study in Fall and Summer semesters and after settlement of the reservation fees which shall be non-refundable in case the student withdraws or does not enroll in the concerned program. Reservation fees, however, shall be considered as an advance payment of the tuitions fees.

b. The Admissions Department may consider applications submitted after the specified deadlines on a decision from the Chancellor and recommendation of the Admissions Department, if there are vacancies available in the concerned program.

Article (6)

Students shall be admitted to the University according to the following conditions:

a. The student must have the UAE General Certificate of Secondary Education or an equivalent certificate as decided by the Equivalence Committee of the University.

b. The student’s Certificate of Secondary Education must be one that qualifies him/her to be admitted to the concerned college provided that the student has achieved the average required for the major as per the following criteria:
1. Holders of the scientific track Secondary Education Certificate or an equivalent certificate can apply to join any of the colleges of the University.

2. Holders of the literary track Secondary Education Certificate or an equivalent certificate can apply to join the College of Sharia and Islamic Studies, College of Law, College of Business Administration, College of Fine Arts and Design, and College of Arts, Humanities, and Social Sciences.

3. Holders of Technical Secondary Education Certificate (industrial, commercial, or legal) may apply for admission to one of the suitable colleges.

c. The student has not been expelled from the University of Sharjah or any other university, community college, or higher institute for academic or disciplinary reasons.

d. The student must have obtained the Secondary Education Certificate or its equivalent no longer than three years prior to submitting the application to the University.

e. When a student has exceeded the time limit specified in 6 (d) above, and he/she wishes to join one of the scientific or literary programs at the University that still has vacancies, the student may be provisionally admitted, on approval from the Chancellor, provided that he/she completes at least 20 credit hours successfully with a Grade Point Average (GPA) of no less than 2.00 points. If a student does not obtain the required GPA, he/she shall be expelled from the University.

f. Paragraphs 6 (d) and 6 (e) shall apply to all colleges and programs at the University except for the College of Medicine and College of Dentistry which have their own rules and regulations where the student must have obtained the General Secondary Education Certificate or its equivalent no longer than one year prior to submitting the application to the two colleges.

g. Students to the College of Medicine and College of Dentistry shall pay an advance payment of the tuitions for their applications to be considered as part of the admissions competitive process. This fee is non-refundable if the student is rejected.
Article (7)

a. Depending on the type of certificate and grading system, calculation of the average for holders of General Secondary Education or equivalent certificate for the purpose of admission to the University shall be done as per the following criteria:

1. International Baccalaureate (IB):

<table>
<thead>
<tr>
<th>International Baccalaureate (IB) Grading Scheme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scale</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>100</td>
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<tr>
<td>90</td>
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<tr>
<td>80</td>
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<tr>
<td>70</td>
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<tr>
<td>60</td>
</tr>
<tr>
<td>50</td>
</tr>
</tbody>
</table>

- The student must have completed at least 12 years of study when obtaining the IB diploma and must submit official documentation to that effect.
- The diploma must be authenticated by the Ministry of Education in the UAE.
- The student must have successfully completed at least 6 subjects during secondary school distributed over 4 subject areas: mathematics, science, social studies and humanities, and languages. The six subjects must include at least two subjects at high level (HL).
- The student must have scored a total of no less than 24 points out of 45.
- The diploma’s study track, whether literary or scientific, and the grade average are determined by the subjects studied in the International Baccalaureate certificate. For a diploma to be counted as scientific track, the student must have studied at least two science subjects and one mathematics subject.
- Students to the Medical Colleges (Medicine, Dentistry, or Pharmacy) must have studied under the science subject area: chemistry, physics and biology over the three years of secondary education (Grades 10, 11, and 12) distributed as follows: two courses of biology, two courses of chemistry, and
at least one course in physics. In addition, the student must have achieved a minimum grade of (5) in biology or chemistry in the IB diploma.

- The University may award up to (12) credit hours for a student who has successfully achieved a grade of (5) or higher in specific high-level (HL) subjects, provided that he/she takes substitute courses instead from the authorized elective courses.

2. **American High School Diploma:**

<table>
<thead>
<tr>
<th>American High School Diploma</th>
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</thead>
<tbody>
<tr>
<td>Scale</td>
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<tr>
<td>95</td>
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<tr>
<td>85</td>
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<tr>
<td>75</td>
</tr>
<tr>
<td>65</td>
</tr>
<tr>
<td>55</td>
</tr>
</tbody>
</table>

- The student must have completed at least 12 years of study when obtaining the American High School Diploma and must submit official documentation to that effect.

- The certificate must be authenticated by the Ministry of Education in the UAE.

- The student must have successfully completed at least 6 subjects during secondary school distributed over four subject areas: mathematics, science, social studies, and languages, provided that the student has studies English as well.

- The certificate’s study track, whether literary or scientific, and the grade average are determined by the subjects studied in the twelfth grade. For a certificate to be counted as scientific track certificate, the student must have studied at least two science subjects and one mathematics subject in the twelfth grade.

- To be admitted to the Colleges of Medicine, Dentistry, or Pharmacy, the student must have studied under the science subject area: chemistry, physics and biology over the three years of secondary education (Grades 10, 11, and 12) distributed as follows: two courses of biology, two courses
of chemistry, and at least one course in physics. In addition, the student must have achieved a minimum grade of (B) in chemistry or biology in the twelfth grade certificate.

3. **British Secondary Certificates (IGCSE, GCSE, GCE) for students with the high school certificate obtained from a school that follows the British curriculum:**

   a. The student must have completed at least 12 years of study when obtaining the certificate and must submit official documentation to that effect.

   b. The highest grades obtained in the British certificate will be calculated as follows:

   1. A minimum grade of C in 5 O-Level subjects, and a minimum grade of D in 2 A.S.-Level subjects, or

   2. A minimum grade of C in 6 O-Level subjects and a minimum grade of E in one A-Level subject

   3. The subjects must cover at least four subject areas: science, mathematics, languages, humanities and social sciences, and fine arts & design.

   c. In addition to the requirements mentioned above, to be admitted to the Colleges of Medicine, Dentistry, or Pharmacy

   1. The student must have completed chemistry and biology subjects in the science subject area distributed over the O-Level and A.S.-Level or A-Level

   2. Chemistry and biology or one of them must be at the A.S.-Level with a minimum grade of (B) or at A-Level with a minimum grade of (C).

   d. For a student to be considered as a graduate of the science track in general secondary education, he/she must have successfully completed at least 2 science subjects and one mathematics subject at O-Level and A.S.-Level or A-Level.

   e. The University may award up to (12) credits for students who have successfully achieved a grade of (C) or above in specific A-Level subjects.

   f. For students who hold the British certificate but have not completed the subject area of humanities and social sciences, Arabic language or
Islamic studies in the school certificate of grade 12 may be considered as substitute for that, provided that the student has satisfied the number of required subjects as per Decree No. 200 of the Ministry of Higher Education.

g. Subjects taken outside school may be considered provided they are authenticated by the British Council and the student has completed 12 years of school.

<table>
<thead>
<tr>
<th>Calculation of British Certificate Grading System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
</tr>
<tr>
<td>Equivalent grade</td>
</tr>
<tr>
<td>A*</td>
</tr>
<tr>
<td>A</td>
</tr>
<tr>
<td>B</td>
</tr>
<tr>
<td>C</td>
</tr>
<tr>
<td>D</td>
</tr>
<tr>
<td>E</td>
</tr>
</tbody>
</table>

4.

<table>
<thead>
<tr>
<th>5 Points Certificate</th>
<th>4 Points Certificate</th>
<th>Grade Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points</td>
<td>Equivalent Grade</td>
<td>Points</td>
</tr>
<tr>
<td>5</td>
<td>95</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>85</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>75</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>65</td>
<td>1</td>
</tr>
</tbody>
</table>

5. **Iranian Secondary Education Certificate**: For Iranian certificates issued in and outside the UAE, the average of all grades of the high school and pre-university certificate shall be considered, taking into consideration the track of the certificate according the concerned college and major. Iranian certificates based on the American curriculum awarded inside the UAE are dealt with on the same grounds as the American High School Diploma.
6. **Kuwaiti certificates that follow the course system and certificates that follow the point (GPA) system:** The minimum required is 2.5 points, and the averages are calculated adding (1) to the cumulative average then multiplying the outcome by 20.

7. **Indian and Pakistani certificates or their equivalent:** 10% is added to the final total of the certificate due to the level of difficulty of such certificates.

8. **French Baccalaureate or its equivalent of grading system of (20 points):** It has been proposed to add 15% to the final total of the certificate as per the following equation:

\[
\text{Average} \times 5 + 15 = \text{Student Average}
\]

9. **Swedish certificates are calculated as follows:**

<table>
<thead>
<tr>
<th>Rating</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>MVG</td>
<td>A</td>
</tr>
<tr>
<td>VG</td>
<td>B</td>
</tr>
<tr>
<td>G</td>
<td>C</td>
</tr>
<tr>
<td>IG/U</td>
<td>F</td>
</tr>
</tbody>
</table>

10. **African certificates (WAEC) are calculated as follows:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>100</td>
</tr>
<tr>
<td>B2</td>
<td>95</td>
</tr>
<tr>
<td>B3</td>
<td>85</td>
</tr>
<tr>
<td>C4</td>
<td>85</td>
</tr>
<tr>
<td>C5</td>
<td>75</td>
</tr>
<tr>
<td>C6</td>
<td>75</td>
</tr>
<tr>
<td>D7</td>
<td>65</td>
</tr>
<tr>
<td>E8</td>
<td>65</td>
</tr>
<tr>
<td>F9</td>
<td>F</td>
</tr>
</tbody>
</table>
11. **Russian certificates or their equivalent:** Such certificates are accepted as per the followed procedures of admission (average and subject areas), provided that the student has completed 11 years of study, which is the condition for graduation in such certificates, and a certificate of equivalence from the UAE Ministry of Education is obtained. The average is calculated according to the following conversion table:

<table>
<thead>
<tr>
<th>Grade Point</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>95</td>
</tr>
<tr>
<td>4</td>
<td>85</td>
</tr>
<tr>
<td>3</td>
<td>75</td>
</tr>
</tbody>
</table>

b. Grades for behavior, attendance and any other extracurricular subjects are excluded when calculating the average of the General Secondary Education Certificate or its equivalent, except for the certificates that include the percentage for all subjects where the overall average is taken as is in the certificate.

c. Students who do not satisfy the requirements for the UAE Ministry of Education equivalence certificate, Decree No. (200), Decree No. (133), or any other decree issued by the Ministry of Education shall not be admitted to the University of Sharjah.

d. The University may specify a certain level of achievement in some subjects of the General Secondary Education Certificate or its equivalent that would qualify a student to join specific majors at the University.

e. Certificates that are not covered in the paragraphs above shall be decided upon by the Equivalence Committee of the University.

f. The University may require the student to meet some other conditions if deemed necessary.

g. For students missing a subject area in the American certificate or its equivalent in grade 12, certificates of grades 10 and 11 shall be referred to make up for the missing subject area.

h. In certificates where the Cumulative Grade Average is (GPA) stated, the GPA shall be considered instead of grade 12 average.
Article (8)

a. Students must indicate their order of preference for majors on the designated application form.

b. Students are accepted in the various colleges based on the quota for each college and each major according to their grades, their preferences, and the outcome of the competitive process, where priority of admission shall be given to UAE citizens and students with high averages.

Article (9)

Holders of the General Secondary Education Certificate or its equivalent may apply for admission to the University as per the following criteria:

a. Holders of the General Secondary Education Certificate or its equivalent in both the scientific and literary tracks:

1. Holders of the General Secondary Education Certificate or its equivalent in both the scientific and the literary tracks with an average of no less than 70% may apply for the following colleges:
   - Sharia and Islamic Studies
   - Arts, Humanities and Social Sciences
   - Business Administration
   - Law
   - Fine Arts and Design
   - Communication

b. Holders of the General Secondary Education Certificate or its equivalent in the scientific track:

Holders of the Secondary Education Certificate or its equivalent in the scientific tracks may apply for admission to the various scientific colleges as per the following averages:

- Students with no less that 70% pass average may apply for the College of Sciences
- Students with no less that 75% pass average may apply for the College of Engineering and College of Health Sciences
- Students with no less that 80% pass average may apply for the College of Pharmacy
- Students with no less that 85% pass average may apply for the College of Dentistry
- Students with no less that 90% pass average may apply for the College of Medicine

c. **Holders of Technical Secondary Education Certificates may apply for admission to the various colleges of the University as per the following criteria:**

1. Holders of Legal Secondary Education Certificate or its equivalent with an average of no less than 75% may apply for the following colleges, excluding majors that are taught in English: Sharia and Islamic Studies; Law; and Arts, Humanities and Social Sciences.

2. Holders of Commercial Secondary Education Certificate or its equivalent with an average of no less than 80% may apply for the College of Business Administration.

3. Holders of Industrial Secondary Education Certificate or its equivalent with an average of no less than 85% may apply for a college that corresponds to the major of the certificate. Holders of certificates from technical institutes or their equivalent with an average of no less than 90% may also apply for the College of Engineering and College of Sciences (according to the major that corresponds to the major of the certificate).

d. **Holders of university degrees or their equivalent with a minimum GPA of 2.00 or rating of Satisfactory may be admitted to the General Diploma of Education in the College of Arts, Humanities, and Social Sciences.**

e. **Holders of the General Secondary Education Certificate or its equivalent (literary track) with an average of no less than 75% may apply to be admitted to the Nursing Program of the College of Health Sciences, provided they are nominated by the Ministry of Health.**
Bridging from a Diploma to a Bachelor’s Degree

Article (10)

Admission requirements for bridging programs are decided by the college that offers the target degree. A student with a diploma may seek to bridge to a bachelor’s degree in the same field of the diploma as per the following conditions:

a. General conditions:

1. The student must have obtained a General Secondary Education Certificate or its equivalent prior to getting the diploma. The student’s grade average in the diploma will be calculated instead of his/her secondary school grades.

2. The student must have completed a specialized academic diploma accredited by the Ministry of Education in the UAE.

3. Once admitted to a bridging program, under no circumstances shall the student be able to change the major he/she was admitted to.

b. Requirements for bridging to the College of Health Sciences:

1. To be admitted to the bridging program in Nursing, a student must have completed a 3 year specialized diploma, whereas a student must have completed a two or three year diploma to be admitted to the bridging program in Medical Diagnostic Imaging.

2. The student must have achieved a GPA of at least 70% or a letter grade of (C) in the diploma.

3. If the letter grade of the diploma is (D) or the GPA is less than 70% (60% - 69%) but all other conditions are satisfied, the student may be accepted on the following additional conditions:

   • The student must take a load of 6-12 credit hours (13 credit hours maximum by approval from the Dean) if the number of credit hours assigned for one of the courses is 4 or the student is taking 1 Lab. credit hour.

   • The student must maintain a Semester GPA of 2.0 or higher per semester to be allowed to continue in the program; otherwise he/she will be dismissed from the University.
c. Bridging from a Community College Diploma to a Bachelor’s Degree:

1. Holders of a diploma from a community college may apply for bridging to one of the programs listed in the table below:

<table>
<thead>
<tr>
<th>Major of the Diploma</th>
<th>Available Majors in the Field of the Diploma</th>
<th>Required GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>College</td>
<td>Major</td>
</tr>
<tr>
<td>Information Technology</td>
<td>Sciences</td>
<td>Information Technology - Multimedia</td>
</tr>
<tr>
<td></td>
<td>Business Administration</td>
<td>Management Information Systems</td>
</tr>
<tr>
<td>Management and Financial Sciences (Business Administration/Accounting)</td>
<td>Business Administration</td>
<td>Management Finance Marketing Accounting</td>
</tr>
<tr>
<td>Health and Environmental Safety</td>
<td>Health Sciences</td>
<td>Environmental Health Sciences</td>
</tr>
<tr>
<td>Food Safety</td>
<td>Health Sciences</td>
<td>Environmental Health Sciences</td>
</tr>
</tbody>
</table>

2. If the language of instruction for the community college diploma program is Arabic, the student must study one semester of 9 credit hours of remedial courses, achieve a minimum of grade (C) in each, and achieve a minimum of 500 on the TOEFL exam or an equivalent level of English language proficiency requirement before he/she can be admitted to the bridging program of the target major and the study plan thereof.

d. Bridging from Professional Diploma (3 years) from other than Community Colleges:

Students who hold a 3 years specialized diploma from an institution other than community colleges accredited by the UAE Ministry of Education are eligible to apply to the bridging program in the same specialization, provided that no more than three years have passed since obtaining the diploma when lodging the application and the student is accepted in the program of the field of the diploma.
Article (11)

a. TOEFL Exam: All students, new or transferred, admitted to the University and enrolled in one of the its departments where the language of instruction is English, must sit for the English Placement test (Institutional TOEFL) administered at the University after paying the prescribed fee. The level of proficiency is decided as follows:

1. Students who score 500 or above shall be qualified to join their respective colleges directly.

2. Students who score less than 500 shall join the Intensive English Program (IEP) for one semester or more, depending on their level, with a load of 25 credit hours per week.

OR

3. The student must submit evidence that he/she has taken the internet-based test (IBT) with a score of 61 or above, the computer-based test (CBT) with a score of 173 or above, or the paper-based (PBT) with a score of 500 or above.

4. The student must submit evidence that he/she has taken an equivalent international academic certification in language proficiency such as the international English language testing system (IELTS) with a score of no less than (5.0), provided that the student takes an IEP course relevant to the skill in which he/she scored less than (5.0). Students for the colleges of Medicine, Dentistry, Pharmacy, or Health Sciences cannot enroll in any course taught in English before achieving the (5) grade in all skills.

5. The certification must be still valid. The University may accept other language proficiency tests provided that the certification is equivalent to the TOEFL or the IELTS and is accredited by the UAE Ministry of Education.

6. Students accepted in the Mass Communication Arabic track programs (Public Relations, Journalism, Electronic Media, Graphic Design) are required to obtain a score of at least (450) on the TOEFL test, (45) on the IBT, or (4.5) on the IELTS academic test.
7. If a student presents a TOEFL or IELTS certificate from outside the University and the score attained does not represent his/her true level of English, the University reserves the right to subject the student to an English language proficiency test at the University to determine his/her English language level.

b. Physics and Mathematics exams: Students admitted to the College of Engineering must take a placement test in Mathematics and Physics. Students passing these tests shall be eligible to take Math and Physics courses. However, a student failing these tests will be required to take remedial courses in these subjects together with the other courses in the study plan.

c. The Personal Interview and Admission Test for the College of Communication: Candidates for admission to the College of Communication must pass the personal interview to join the College. No student shall be admitted to the College unless he/she has passed the interview and the test.

d. All students admitted to the College of Business Administration shall be enrolled in the general program of Business Administration. A student can decide on the desired major after completing 36 credit hours, 18 of which are from the mandatory college courses, provided that he/she has satisfied the requirements of the concerned department.

e. Admission to the English Language and Literature Major of the College of Arts, Humanities and Social Sciences: Candidates for admission to the English Language and Literature major of the College of Arts, Humanities and Social Sciences who have studied non-Arabic medium curricula shall be required to pass an Arabic language proficiency exam to be eligible for admission.

f. Admission to the Colleges of Medicine and Dentistry:

1. Students applying to be admitted to the colleges of Medicine and Dentistry are accepted on competitive basis according to the criteria prescribed the University.

2. To be considered in the competitive process, a student is required to pay the competition fees, which would be considered as an advance payment of the tuition fees if the student is successful. This fee is non-refundable
under all circumstances, including cases such as rejection of application, withdrawal, or failure to join the desired program …etc.

g. The Council of Deans may impose other conditions or admission tests, upon recommendation of the concerned Dean and academic department.

**Article (12)**

The student shall be notified of his/her admission to the relevant college in the University, and the Admissions Department shall provide the Dean of the concerned college with a list of the admitted students together with their student numbers before the start of the academic semester.

**Article (13)**

a. The Admissions Department prepares an individual file for each admitted student containing all documents related to him/her, and the file is filed and indexed in the Documents and Files Unit according to special systems designated for that purpose.

b. Taking a student’s file out or photocopying any documents from the file shall not be permitted without permission from the Director of Admissions Department and following the rules governing such process.

c. All paperwork and documents related to the student are referred to his/her file by the concerned department under the supervision of the Documents and Files Unit.

**Required Documents**

**Article (14)**

Applications are submitted to the concerned Admissions Department accompanied by the following documents duly legalized:

**First: General Documents:**

1. A copy of the student’s current passport.
2. A copy of the UAE Family Registry for UAE citizens.
3. A copy of the valid residence visa for expatriate students.

5. Four recent passport-size colored photographs (4x3 cm.) with the full name written on the back.

6. A medical checkup certificate (a form is available in the Admissions Department).


8. A copy of the birth certificate or an equivalent document.


10. A letter of exemption, postponement, or completion of the national service for male UAE national applicants.

11. AED (300) cash application fee (non-refundable).

Second: Additional documents for holders of foreign certificates:

1. A proof that the student has completed 12 years of school.

2. Duly certified copies of the certificates for grades 10, 11 and 12 and the secondary school completion certificate (graduation certificate).

3. A proof that the secondary school graduation certificate is accepted at government universities in the country of origin, or an equivalence certificate for the secondary school graduation certificate from the UAE Ministry of Education.

Third: Additional documents for students applying to join a bridging program:

1. An official transcript duly certified by the concerned authorities.

2. A copy of the graduation certificate (diploma) duly certified by the concerned authorities.

3. For holders of a diploma from outside the UAE, an equivalence certificate for the diploma from the UAE Ministry of Education.
Fourth: Additional documents for students transferring from other universities:

1. An official transcript duly certified by the concerned authorities.

2. Certified copies of course description for the courses the student has taken in the previous university.

3. For students transferring from outside the UAE, a letter of accreditation of the university of origin by the UAE Ministry of Education.

Fifth: Entering and maintaining personal details of a student in the Admissions system:

1. A student’s name is written in exactly the same form as it is written in his/her passport. In special circumstances, by approval from the Director of Admissions Department, reference can be made to other official documents such as, identity card, secondary school certificate, a letter from the relevant embassy, court order … etc.

2. The name is written void of any titles such as Sheikh, Excellency, Mr., Wife of …etc.

Postponement and Confirmation of Admission

Article (15)

a. Admitted students must enroll at the beginning of every semester during the registration period stated in the academic calendar, provided that the student indicates in the designated Advising Form, authorized by his/her advisor, his/her selection of the courses he/she is taking according to the study plan of the major he/she is admitted to.

b. Upon request and on approval from the Admissions Department, new students may defer their admission after payment of the required fees for the semester he/she is admitted in for a maximum of one semester in all programs except for the College of Fine Arts and Design where a student may defer for one year if he/she has a valid reason that prevents him/her from completing the registration procedures. The student must submit the deferment application before classes begin in the semester he/she is admitted in. Once that is done, the concerned college shall be duly notified. If the student, however, fails to register for the following semester, his/her admission shall be cancelled.
c. When a student does not register in the following semester, he/she may lodge an application for re-admission. However, the approval of such application shall depend on the availability of vacancies in the target program.

d. In cases that are beyond a student’s control; such as sudden illness, pregnancy, or giving birth; the Chancellor or his/her delegate may approve the deferment of admission in any of the programs offered by the University.

e. Subject to the provisions of paragraph (b) of this article, students who fail to enroll for the semester in which they are admitted or do not submit a request for deferment of admission shall be denied admission to the University and shall not have the right for a refund of the seat reservation fees.

f. Confirmation of admission to the colleges of Medicine and Dentistry:

1. Students admitted to either College must register during the registration period stated in the academic calendar at the beginning of each semester of the foundation year and at the beginning of the academic year for the remaining years of study in the undergraduate degree of medicine or dentistry, provided that they indicate in the designated Advising Form, authorized by their advisors, their selection of the courses they are taking during the foundation year or of the university requirements according to the study plan of the designated major.

2. Students new to the College of Medicine or College of Dentistry must pay the due tuition fees for the semester they are admitted in within two weeks at the latest from the date the acceptance is announced and must commence study in the semester they are accepted in. Failure to do so will result in cancellation of admission to the University.

**Transfer Students**

**Article (16)**

a. Applications for transfer from accredited universities, colleges, and higher institutes may be accepted on recommendation from the concerned Dean and approval of the Vice Chancellor according to the following rules and regulations:

1. The student must have successfully completed at least two semesters or one whole year in an accredited university and must have achieved an average of no less than ‘Good’ (2.50 out of 4.00 points).
2. He/she must meet the University’s admission criteria and the special requirements of the college to which he/she is transferring.

3. There are available places in the college to which he/she is transferring according to the admission plan of the concerned college established within the general policy of admission at the University.

4. The maximum number of credit hours that can be transferred from another accredited university according to the study plan applicable to the student at the University of Sharjah shall not exceed 60 credit hours in all colleges except for the colleges of Engineering, Health Sciences, and Pharmacy where the maximum number of transferrable credit hours shall not exceed 70. The counted credit hours shall not exceed 50% of the student plan.

5. The university from which the student is transferring must require full-time attendance and the transferring student must not have been expelled for academic or disciplinary reasons.

b. Subject to the provisions of paragraph (a) above, the Vice Chancellor, upon recommendation of the College Council and a recommendation from the concerned Department, may accept the transfer of a student who satisfies all the requirements except for the requirement of the secondary school average.

c. A Department may accept the transfer of credits for all or some of the courses that the student has completed successfully, on the condition that his/her final grade in any of them is no less than (C+).

d. Grades or averages that a student has achieved in the transferred courses shall not be counted in calculating the student’s Cumulative Grade Point Average (CGPA) at the University.

e. By a decision from the Chancellor and recommendation of the concerned College Council and the concerned Department, a student from an accredited higher institute or community college may transfer to a college at the University according to the following rules and regulations:

l. The student must have successfully completed at least two semesters or one whole year in a recognized higher institute or community college and must have achieved an average of no less than ‘Very Good’ (3.00 out of 4.00 points).
2. He/she must meet the University’s admission criteria and the special requirements of the College he/she is transferring to.

3. There are available places in the college to which he/she is transferring according to the admission plan of the concerned college established within the general policy of admission at the University.

4. The student must complete the required bridging program to transfer from his/her original program to the corresponding program offered by the University.

f. Subject to what is mentioned above in this article and upon recommendation of the College Council, a recommendation from the concerned Department and endorsement of the Admissions Department, the Chancellor may approve the transfer of a student who satisfies all the requirements except for the requirement of the secondary school average.

g. For the purposes of deferment, probation, and dismissal, a student transferring from another university, higher institute, or community college will be treated as a new student.

h. Students transferring from other universities, community colleges or higher institutes shall not benefit from their academic record if they have discontinued their studies for a period of four regular academic semesters or more.

**Article (17)**

Students enrolled in other academic institutions and wish to take some courses in the Summer semester at the University of Sharjah may do so as visiting students without being granted an academic degree as per the following regulations:

1. The student presents a letter from his/her university or college of origin consenting to him/her studying at the University of Sharjah and identifying the course the student wishes to study during the semester.

2. The student obtains approval from the Chancellor or Vice Chancellor for Academic Affairs.

3. The visiting student shall not be granted any academic degree from the University of Sharjah.
**Article (18)**

Students wishing to enroll as auditors may be accepted as long as a place is available and the fees are paid. The student shall be subject to the attendance policy but shall not sit for exams, and he/she shall be given a certificate of attendance.

**Re-admission of Students**

**Article (19)**

A student whose registration has been cancelled due to withdrawal or discontinuation may request to be re-admitted as a new student if he/she satisfies the conditions required for such case. By a decision from the Council of Deans based on a recommendation from the concerned College Council, the student may retain the grades he/she had achieved prior to the cancellation of his/her registration, provided that the discontinuation period did not exceed six regular and continuous semesters; otherwise, previous courses taken at the University shall not be counted and the student shall be treated as a new student. However, students applying to be re-admitted as new students shall be admitted by a decision from the Council of Deans taking into consideration their previous record.

**Article (20)**

a. The Documents and Files Unit shall issue students with identity cards (Student IDs) valid for 4 years and renewable for one year depending on the continuity of the student’s academic status.

b. A replacement for a lost or damaged card may be issued as per the procedures followed by the Admissions Department. The validity of the card shall depend on the continuity of the academic status of the student.

**Issuing Graduation Certificates**

**Article (21)**

a. Graduation certificates are granted at the end of every academic semester, where two graduation ceremonies are held during an academic year.
b. The Documents control section of the Admissions Department prepares the certificates for the graduates upon receiving the relevant decisions from the concerned College Councils at the end of every academic semester.

c. The graduate is granted a graduation certificate, an official transcript in Arabic and English, and the honorary certificate. In addition, a distinction certificate is issued for students who graduate with distinction. All documents shall be duly signed and certified.

d. The graduation certificate will have a smart chip that includes all the academic information and copies of the documents related to the graduate.

e. The UAE Ministry of Higher Education and Scientific Research shall be provided with a list and details of the graduates at the end of every semester.

f. To complete his/her graduation or withdrawal procedures, a student must present a clearance certificate from the University.

g. Graduation certificates and documents shall not be handed to anyone other than the graduates themselves, except where there is a power of attorney given by the graduate to another party, in which case the documents will be given as per the procedures and regulations of the University.

h. Any alteration or erasure of the personal and academic information of the student after issuing the graduation decision is prohibited, except in the case of a court order where the alteration is done on the reverse side of the document without altering the original details.

**Article (22)**

Personal, academic, financial or behavioral information; verbal, written or otherwise; related to a student shall not be given to any individual or party unless authorized personally by the student, or with approval from the Dean of Academic Support Services, in which case such information is given according to the regulations followed by the University.

General Provisions

**Article (23)**

The Council of Deans shall decide on issues not covered by the above regulations or issues resulting from the implementation thereof.
**Article (24)**

These regulations shall be effective as of the date of issue and to be published in the Official Gazette, and all other provisions or decisions that are in conflict with these regulations shall be null and void.

**Article (25)**

The Chancellor, Vice-Chancellors and Assistants to the Chancellor, Deans, Director of Admissions Department, and Director of Registration Department shall be responsible for the implementation of these regulations.

Issued on: 1st. Ramadan 1437 AH

Corresponding to: 06 /06 /2016

Chancellor

Professor Hamid M.K. AlNaimiy
Granting the Bachelor’s Degree:

First: Bachelor’s Degree for Colleges other than College of Medicine and College of Dentistry

Second: Bachelor’s Degree for the Colleges Medicine and Dentistry
The Regulations for Granting the Bachelor’s Degree
Issued in Accordance with the Article (39) of the Academic Organization By-Laws Issued Under Article (3) of the Executive By-Laws of the Decree No (2) for 2016 Concerning the Establishment and Organization of the University of Sharjah

First: Bachelor Degree for the Various Colleges of the University
Except for the College of Medicine and College of Dentistry

Definitions

Article (1)
The regulations hereinafter shall be called (The Regulations for Granting the Bachelor’s Degree at the University of Sharjah) and shall be effective as of the date they are issued and to be published in the Official Gazette.

Article (2)
These regulations shall apply to all registered and regularly attending students registered to earn the bachelor’s degree programs from the various colleges of the University excepts for the College of Medicine and College of Dentistry.

Article (3)
The following terms shall have the meanings assigned to them unless the context indicates otherwise:

University : University of Sharjah
Board : Board of Trustees of the University
Chancellor : Chancellor of the University
Council of Deans : Council of the Deans of the University
Vice Chancellor : Vice Chancellor for Academic Affairs at the University
Dean : Dean of the concerned college
College : The concerned college
Department : The concerned academic department
Admissions Department : Admissions Department of the University
Registration Department : Registration Department of the University
Study Plans

Article (4)
Upon recommendations from the various College Councils and submissions from the concerned Department Councils, the Dean’s Council approves the study plans that qualify a student to earn a bachelor’s degree in the majors offered by the Colleges.

Article (5)
a. Arabic and English languages are the media of instruction at the University. The Council shall decide on which language is the media of instruction for which academic Department.
b. The Council may decide on a different language in special circumstances where the nature of a course demands a different language.

Article (6)
a. The University follows the credit hours system, and study is organized on semester by semester basis. Accordingly, study plans are designed within the framework of this system.
b. The number of credit hours for a course in the study plan is calculated counting one theoretical hour per week as equal to one credit hour. As for practical hours, one credit hour shall equal two practical hours at least.
c. Study in an academic year is spread over two semesters of (15) weeks each with the possibility of adding one Summer semester of eight weeks. However, by a decision from the Chancellor and recommendation of the Council, a semester can be cut shorter than the aforementioned durations provided that the total number of study hours for each credit hour in a semester is not less than fifteen hours excluding time dedicated to advising, registration, and end of semester exams.

Article (7)
The minimum number of credit hours to earn a bachelor’s degree offered by the various Colleges of the University shall be as follows:
<table>
<thead>
<tr>
<th>College</th>
<th>Minimum number of credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharia and Islamic Studies</td>
<td>126</td>
</tr>
<tr>
<td>Arts, Humanities, and Social Sciences</td>
<td>123</td>
</tr>
<tr>
<td>Business Administration</td>
<td>123</td>
</tr>
<tr>
<td>Engineering</td>
<td>131</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>134</td>
</tr>
<tr>
<td>Law</td>
<td>126</td>
</tr>
<tr>
<td>Communication</td>
<td>123</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>155</td>
</tr>
<tr>
<td>Sciences</td>
<td>123</td>
</tr>
<tr>
<td>Fine Arts and Design</td>
<td>122</td>
</tr>
</tbody>
</table>

**Article (8)**

The number of credit hours required to earn a bachelor’s degree in all majors offered by the various Colleges of the University, whether single major or major/minor, are distributed as follows:

1. University requirements: 24 credit hours divided as follows:
   - Mandatory university requirements: 15 credit hours
   - Elective university requirements: 9 hours

2. College requirements: 15 to 50 credit hours

3. Major requirements: Minimum of 55 study hours distributed as follows:
   - Single major degree: A student completes the entire study plan of the major.
   - Major/minor degree: A student completes the study plan provided that the minor covers 18 to 25 credit hours.

Major requirements are divided into mandatory, elective, and supplementary.

4. Free requirements

5. Practicum where required in the authorized study plan.
Article (9)

a. A description of the course objectives, subject matter, and outcomes is designed to be compatible with the number of credit hours assigned to a course.

b. Each course is assigned a unique number that signifies the College, Department, level, domain, and the course serial number.

c. The pre-requisites and co-requisites are identified next to each course.

d. The number of theoretical and practical hours as well as the number of credit hours per course is identified next to the course.

e. A student may not take any course before completing the corresponding pre-requisite. Should this happen, the Registration Department shall cancel the student’s enrollment in the concerned course and notify the concerned party. However, with approval from the Dean of the College, a recommendation from the concerned Department, and submission from the student’s academic advisor, a student may take a course and its pre-requisite concurrently in a semester if his/her graduation is dependent on that or if he/she has previously taken the final exam of the relevant course but did not pass.

f. Courses in the study plan are classified into four or five levels, depending on the number of years, arranged in an ascending order.

Article (10)

a. Each Department shall submit an advising plan spread over eight or more semesters depending on the demands of the study plan of each major.

b. Mandatory courses in a plan are offered at least once in each academic year.

c. Elective courses in a plan are offered at least once in every four academic semesters.
Duration of Study and Study Load

Article (11)

First: The minimum and maximum duration for earning the bachelor’s degree are as follows:

a. The minimum duration of study for earning the bachelor’s degree in the Colleges of Sharia and Islamic Studies; Arts, Humanities, and Social Sciences; Business Administration; Engineering, Health; Law; Communication; Sciences; and Fine Arts and Design is six regular academic semesters, whereas the minimum duration for earning the bachelor’s degree from the College of Sciences, and Pharmacy is eight academic semesters.

b. The minimum duration of study for a student transferring from another university to earn a bachelor’s degree from the University is four regular academic semesters.

c. The maximum duration of study for earning the bachelor’s degree in the Colleges of Sharia and Islamic Studies; Arts, Humanities, and Social Sciences; Business Administration; Law; Communication; Sciences; and Fine Arts and Design should not exceed thirteen regular academic semesters, whereas the minimum duration for earning the bachelor’s degree from the Colleges of Engineering, Health Sciences, and Pharmacy should not exceed fifteen academic semesters.

d. Semesters in which a student is in the Intensive English Program or semesters of authorized discontinuation are not included in the duration of study.

e. Every fifteen credit hours from the study plan credited to a student after transfer or change of major, whether the transfer is from within the University or from an outside university, will count for one semester.

Second: The minimum and maximum study load:

a. The study load per student per semester ranges between a minimum of 12 credit hours, a maximum of 18 credit hours, and an absolute maximum of 21 credit hours.
b. A student may take less than 12 credit hours when enrolled in one of the Intensive English Program levels or when the number of credit hours remaining for graduation is less than 12 credit hours.

c. In special circumstances, decided by the Dean, the minimum study load may be increased to 13 credit hours and the maximum study load may be increased to 19 credit hours.

d. When deemed necessary, the study load may be decreased to 9 credit hours by approval from the Dean and recommendation of the academic advisor.

e. A student may register for an absolute maximum of 21 credit hours in any of the following cases:

1. If the student has a Cumulative Grade Point Average (CGPA) of no less than 3.60, rating of “Excellent”.

2. If the student has only 21 credit hours left for him/her to graduate at the end of the same semester.

f. The maximum study load allowed in the Summer academic semester is 7 credit hours. However, a student may sign up 10 credit hours if his/her CGPA is no less than 3.60 points (rating of “Excellent”) or if the student has only this number of credit hours left for him/her to graduate at the end of the Summer semester.

g. For courses that do have the weight of credit hours, the study load is calculated based on the number of attendance hours per week in the study schedule of the student.

**Third:** Students enrolled in a bachelor’s degree program are distributed over four or five levels as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Range</th>
<th>Credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First year</td>
<td>Zero  -30</td>
<td>Credit hours</td>
</tr>
<tr>
<td>Second year</td>
<td>31 -64</td>
<td>Credit hours</td>
</tr>
<tr>
<td>Third year</td>
<td>65 -98</td>
<td>Credit hours</td>
</tr>
<tr>
<td>Fourth year</td>
<td>99 -130</td>
<td>Credit hours</td>
</tr>
<tr>
<td>Fifth year</td>
<td>131 +</td>
<td>Credit hours or more</td>
</tr>
</tbody>
</table>
Attendance

Article (12)

a. A student must attend all theoretical lectures, laboratory hours, practical applications; participate in discussion sessions; and attend the exams relevant to the courses he/she is taking.

b. A student shall receive a first probation from the instructor of the course if he/she accumulates an absence of 10% or more of the teaching hours of a course and a final probation when this percentage reaches 15% of the teaching hours of the course.

c. If the percentage of absence reaches 20% of the teaching hours of a course, the student shall be banned from taking the final exam at the end of the semester and shall be given grade “FA” (Failure to attend) in the concerned course(s) and shall not be able to withdraw from the course. However, students representing the UAE or the University in official events shall be allowed an absence of no more than 25%.

When absence is for medical reasons or circumstances beyond the student’s control accepted by the Dean, the student shall be allowed to withdraw from a course and his/her academic record shall be marked with the letter (W) (Excused Withdrawal). However, the Registration Department shall be notified of the decision in all circumstances.

d. Whether with or without justified reason, all absences shall count towards the overall percentage of allowed absence.

Exams, Grades, and Averages

Article (13)

First: Teaching and Assessment:

a. The instructor of a course prepares a detailed course outline (syllabus) that outlines the objectives, outcomes, subject matter, teaching methodology, assessment, resources and required readings for the course. The course outline is distributed to students at the beginning of the academic semester and kept in the course file at the College.
b. For multi-section courses or courses taught by more than one instructor, the Department Council appoints one of the instructors of a course as a course coordinator who designs the course outline and specifies the dates for the common exams in collaboration with the other instructors of the course.

**Second:** Exam questions are prepared as per the following guidelines:

a. The questions are aligned with the objectives and outcomes outlined in the course outline.

b. The questions are proportionate to the time allotted for the exam.

c. The instructor of a course, individually or in collaboration with the other instructors of the course in case of a course taught by more than one instructor, prepares the questions clearly, specifying the grade assigned to each question.

d. The questions should vary in number and type in order measure a student’s knowledge and skills in recalling, understanding, application, and analysis.

e. The language used in the questions and answers of the exam must match the language of instruction of a course.

**Third:** Answer booklets:

a. Upon proposals from the Colleges and recommendations of the academic Departments, the Council shall be responsible for designing the regulations for documenting and keeping the answer booklets of the final exams for a period of no less than four regular academic semesters, after which they are discarded of under the supervision of a committee formed by the concerned College Council for this purpose.

b. The instructor of a course, in coordination with the Department Chair, identifies the format of the answer booklets of the exam and defines the appropriate regulations thereof, depending on the nature of the course.

c. The instructor of a course shall keep the grades of the exams of a semester for a period of one regular academic semester.

**Fourth:** Assessment of a student’s performance:

a. The final grade of each course is calculated by adding up the grade of the final exam to the other course work grades conducted throughout the semester.
b. The general framework of the exams shall be as follows:

1. Theoretical courses and theoretical courses that include a practical component:
   - 40% to 55% of the total grade shall be assigned to the end of semester exam, provided that it is a comprehensive written exam, covering the content of the course and meeting the objectives and outcomes of the course, held as scheduled in the academic calendar.
   - 45% to 60% of the total grade is assigned to the semester course work which includes one or two written exams, reports, research work, or any other kind of assessment. The grade for each of the above types of assessment is decided by the concerned Department Council and the distribution of the grades is approved by the College Council.
   - Where there is only one written exam given as part of the course work of a semester, it is held within weeks seven and nine of the regular semester and the fourth week of the Summer semester. However, when there are two written exams given, the first exam is given during the sixth week of the regular semester and the third week of the Summer semester and the second exam is given during the twelfth week of the regular semester and the fifth week of the Summer semester.
   - At the beginning of each semester, the instructor informs students of the distribution of the grades and the dates for the exams.

2. Practical courses:

College Councils, on recommendations from Department Councils, decide how the grades are distributed, and students are informed accordingly at the beginning of each semester.

c. Courses of special nature, as identified by the College Council, whose assessment is identified by the College Council as well based on a recommendation from the Department Council are excluded from the above regulations, provided that the Chancellor is provided with the decisions of College Councils issued in that regard attached with the rationale leading to identifying such courses as of special nature.

d. The Department Council of a College approves the course outline for each course individually observing the following:
1. The outline includes the rationale behind the content included in a course.

2. The self-learning activities of a course are made an integral part of the course outline and are motivating to the student to practice such activities seriously.

3. The proposed outline allows for objectivity of assessment when put into practice and enables the instructor to document its results, especially when assessing activities that focus on the student’s tasks and his/her interaction in the course.

4. The course outline is aligned with the objectives and the learning and educational outcomes targeted in the course.

5. The course outline ensures making use of its outcomes in developing the teaching process and students’ performance in the future.

e. The course instructor is responsible for marking exam papers of the courses he/she teaches and must document the final grades in figures and percentages on the designated forms correctly.

f. Exam answer booklets and semester course work activities must be returned to the student within a week from the date of the exam/activity, provided that the grades are submitted to the Department Chair a week later.

g. The final grade for each course shall be calculated and recorded in letters, identifying the number of credit hours thereof.

**Fifth:** The concerned College Council shall design the appropriate regulations and procedures for assessing the exams of the academic semester course work offered by the various departments of the college.

**Sixth:** The faculty member responsible for teaching a course shall mark the answer booklets and submit the results of a student’s performance in the course and the documents thereof detailing the percentages and final grades in letters within 48 hours from the date of the end of semester exam to the Department Chair who will submit it to the College Council for authorization. The documents shall include:

a. The answer booklets of the end of semester exam.

b. Exam attendance sheet.
c. Five copies of the end of semester exam paper.

d. Grades report with the grades after rounding decimals, if any, to the nearest whole number.

e. The extra unused answer booklets.

f. A report about the exam results that includes:
   1. Number of students registered in the course.
   2. Number of students allowed to take the exam.
   3. Number of students absent from the exam.
   4. Number of averages and their percentages.
   5. Percentages of students who passed and failed the course.
   6. Number and percentage of ‘I’ (Incomplete) students and students banned from taking the final exam.

The faculty member shall also enter the grades electronically on the Registration system directly. The Admissions Department, however, shall be responsible for documenting the grades and announcing them to the students.

**Seventh:** The Department Chair shall be responsible for the following:

a. Receiving the documents related to the results from the course instructor.

b. Verifying the results by matching the number of answer booklets with the number of students who attended the exam.

c. Submitting the documents related to the results of the exam for each course to the Dean as he/she receives them.

d. Submitting a report about the progress of exams and analysis of the results to the Dean. The report shall especially include:
   1. Number of students registered in the course.
   2. Number of students allowed to take the exam.
   3. Number of students absent from the exam.
   4. Number of averages and their percentages.
   5. Percentages of students who passed and failed the course.
6. Number and percentage of ‘I’ (Incomplete) students and students banned from taking the final exam.

7. Three copies of the end of semester exam booklets.

**Eighth: Monitoring the results of exams:**

The College Council shall study the comprehensive reports prepared by the Departments about the progress of exams and analysis of their results for the purpose of monitoring the teaching process and developing it.

**Ninth: Review of answer booklets:**

After paying the prescribed fees, a student may submit to the Dean of the College offering a course, through the Registration Department, a request for review of his/her answer booklet of the end of semester exam within two weeks from when the results of the academic semester are announced. If the request is approved, the answer booklet is reviewed by a committee formed by the Department Chair comprising the Department Chair as a chairperson and two other faculty members one of whom is the course instructor. The review process shall be limited to verifying the absence of material mistakes in tallying or transferring the marks or missing to mark a question or part thereof. In case a mistake is confirmed, correction is made by the course instructor and the corrected result is documented as per the followed procedures.

**Article (14)**

a. A student shall not be permitted to take the final exam unless he/she has settled all his/her financial obligations to the University.

b. If a student fails to attend the end of semester exam of a course without a reason approved by the Dean of the College offering the course, he/she shall be given grade “F” in that course, except in the following cases:

   1. When it is proven that a student’s absence from the final exam of a course was for medical reasons or reasons beyond his/her control accepted by the Dean of the College offering the course, the student shall be given grade ‘I’ (Incomplete) and the Dean will shall the Registration Department accordingly.
2. When a student is late in completing course requirements due to circumstances beyond his/her control accepted by the Dean, he/she may apply before the beginning of the exams for an extension to complete the requirements, in which case he/she shall be awarded grade ‘I’ (Incomplete) in the concerned course, and the Dean shall notify the Registration Department accordingly.

3. If the reason(s) is accepted, the student must remove the ‘I’ (Incomplete) grade within a period that starts from the date the reason(s) is accepted until the end of the first week of the following regular semester by taking a make-up exam or completing the remaining parts of the course requirements in coordination with the course instructor and the concerned Department. The final grade must then be submitted to the Registration Department during this period; otherwise, the Registration Department shall assign grade ‘F’ for the course.

4. If the circumstances for receiving an “I” grade persist within the period specified in paragraph b (2) of this Article, then the student’s College Council may consider the student as withdrawn without assigning grade ‘F’ for the concerned course(s), and the student shall be assigned grade ‘W’ (Excused Withdrawal).

5. Credit for incomplete courses will be assigned to the semester in which the courses were taken.

Article (15)

a. The minimum pass grade in letters is (D).

b. Grades are recorded in letters according the points assigned to them as per the table below. The letter (P) is used for (Pass), and the letter (F) is used for (Fail) for courses that require only Pass or Fail without grade average. These grades shall not be included in the calculation of the CGPA. Courses that continue into the following semester shall be assigned grade (IP) (Course in Progress)
c. Grade points for the Semester GPA and the CGPA shall be assigned the ratings assigned to them as per the following table:

<table>
<thead>
<tr>
<th><strong>Grade out of 100 (Percentage)</strong></th>
<th><strong>Grade in Letters</strong></th>
<th><strong>Grade in Points</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>85 to below 90</td>
<td>B+</td>
<td>3.5</td>
</tr>
<tr>
<td>80 to below 85</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>75 to below 80</td>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>70 to below 75</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>65 to below 70</td>
<td>D+</td>
<td>1.5</td>
</tr>
<tr>
<td>60 to below 64</td>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
<td>Zero</td>
</tr>
</tbody>
</table>

d. The above averages are calculated by multiplying the points for the course by the number of credit hours for that course and dividing the product on the total number of credit hours for all the courses.

e. The Semester GPA is calculated by calculating the average of the points for all the courses, passed or failed, taken by a student in that semester, and the student shall start to have a CGPA by the end of his/her second semester at the University.

f. Subject to the provisions of article (16) of these regulations, the CGPA shall be the average of the points for the entire course taken by the student, passed or failed, until the date of calculating the average.

g. The Semester GPA or CGPA is rounded to the nearest two decimals.

h. The names of students who achieve distinction shall be included in three honor lists: The Chancellor’s List, The Dean’s List, and The Dean of
Students Affair’s List according to the standards and procedures of the University.

i. Grades for IEP courses shall not be included in the calculation of the CGPA of a student.

j. Honors:
   1. Students graduating with a CGPA of 3.80 or above shall be awarded Distinction with the First Honors degree.
   2. A student graduating with a CGPA of 3.60-3.79 shall be awarded a Distinction with Honours degree.

k. All courses completed by the student shall be recorded in his/her academic record, whereas only the results of the courses included in his/her study plan shall be included in the calculation of his/her CGPA.

**Probation and Dismissal**

**Article (16)**

a. Students of IEP are subject to the IEP academic achievement procedures. Article (16), however, applies to all students registered in academic programs that offer the bachelor’s degree at the University.

b. A student is involuntarily transferred out of his/her major without the possibility of returning to the same major when his/her CGPA at the end of any semester falls below 1.00 points. Such involuntary transfer can happen only once throughout his/her study at the University.

c. A student is issued with the first probation at the end of any semester in which his/her CGPA falls below 2.00 points. The student must then remove the probation by the end of the following semester.

d. Students issued with an academic probation shall be subject to the following procedures:
   1. The maximum study load is 12 credit hours which can be increased to 15 credit hours by recommendation from the concerned Department and in coordination with the Admissions Department if such case would enable the student to graduate at the end of the same semester. The maximum
study load can also be increased to 13 credit hours if one of the courses taken is worth 4 credit hours or is a one credit hour laboratory work.

2. The student must register through his/her academic advisor or according to the procedure prescribed by the University.

3. A student must repeat a course he/she fails in within two semesters from the semester in which he/she fails the course. A student may also be asked to repeat a course in which he/she achieves less than grade C if the academic advisor deems necessary.

4. A student may not register in a course he/she has not successfully completed its prerequisite.

e. A student is issued with the second probation if he/she fails to remove the first academic probation in the semester that follows the semester in which he/she receives the first academic probation. A student issued with the first and second academic probations shall have the following options:

1. Continue in the same major and risk the academic consequences stated in paragraph (f) and sign an undertaking to that effect.

2. Change his/her major, in which case the required courses shall be identified and the CGPA for the new major shall be determined after he/she is accepted in it.

f. A student is dismissed from the University by a decision from the Council of Deans in the following situations:

1. If he/she receives three consecutive academic probations while studying in the same major.

2. If the student receives a total of five academic probations during his/her study at the University.

3. If a student receives two academic probations in an academic program then transfers to another academic program and immediately after the transfer he/she receives two other consecutive academic, after which he/she shall no longer be allowed to transfer to another academic program.

4. If a student’s CGPA falls below 1.00 points more than once during his/her study at the University.
g. A Summer semester shall not be included in calculating the academic semesters for the purpose of probation, but the continuum of probations shall be discontinued if the CGPA of the student reaches 2.00 or above at the end of such semester.

h. The Registration Department shall be responsible for notifying the student and the concerned Department of an academic probation or a dismissal from the University, keeping a copy of the decision in the student’s personal file.

i. After completing 90 credit hours with a CGPA of 1.95 or higher, if a student receives a fifth academic probation, he/she shall be allowed the opportunity to study for one more supplementary semester to raise his/her CGPA to the required level.

Repeating Courses

Article (17)

a. A student must re-enroll in mandatory course(s) he/she fails in.

b. A student must re-enroll in the elective course(s) he/she fails in or enroll in different alternative course(s) according to his/her study plan, in which case the alternative course(s) shall be considered as repeated courses of the courses he/she fails in for the purpose of calculating grades for the Semester GPA or the CGPA.

c. For the purpose of raising the CGPA, a student may repeat any course he/she has completed with a grade of no more than C+.

d. A student may not repeat a course that he/she completes successfully more than once.

e. When a student repeats a course, the higher mark achieved shall be counted.

f. All courses taken by a student together with the grades thereof are entered in his/her academic record. Courses he/she fails in or repeats, however, are marked with unique codes but shall not be included in the calculation of his/her CGPA.

g. When a student repeats any course, the credit hours for that course shall be included once only in the calculation of the credit hours required for graduation.
Adding and Dropping Courses

Article (18)

a. A student may add or drop a course or more by approval from the academic advisor within a week from the commencement of study in a regular academic semester and within three days from the commencement of study in a Summer academic semester.

b. With the approval of the academic advisor, a student may withdraw one or more courses within ten weeks from the commencement of study in a regular academic semester and within the first four weeks from the commencement of study in a Summer academic semester. In such cases, the student’s academic record is marked with W (Withdrawn without Failure) next to the course(s). If a student fails to withdraw from a course within the specified time limits, he/she shall be bound by the courses he/she is enrolled in, taking into consideration that the study load for a student in a regular academic semester should not fall below 9 credit hours.

Confirmation of Admission

Article (19)

a. A student accepted in one of the Colleges must register at the beginning of every academic semester within the period noted in the academic calendar, listing on the Advising Form designated for that purpose, with the approval of the academic advisor, his/her selection of the courses he/she wishes to take according to the authorized study plan of the major he/she is accepted in.

b. Upon a student’s request and by a decision from the Admissions Department, a new student may defer his/her admission for one academic semester after payment of the prescribed tuition fees for the semester in which he/she is accepted in all programs except for the College of Fine Arts and Design where deferment can be for one whole year, if the student has a valid reason for not being able to complete his/her registration. The student, in this case, must lodge the admission deferment application before the commencement of study in the semester he/she is accepted in, and the concerned College must be notified of the action. Failure to register after such incidence will result in the cancellation of his/her acceptance.
c. When a student does not register in the following semester, he/she may lodge an application for re-admission. However, the approval of such application shall depend on the availability of vacancies in the target program.

d. In cases that are beyond a student’s control; such as sudden illness, pregnancy, or giving birth; the Chancellor or his/her delegate may approve the deferment of admission in any of the programs offered by the University.

Suspension of Registration and Discontinuation of Study

Article (20)

a. Upon a student’s request and by a decision from the Director of Registration Department, a student’s registration may be suspended, keeping the grades he/she achieves before the suspension, if the student has a valid reason or a reason beyond his/her control that prevents him/her from attending study regularly. The student, in such case, must lodge the suspension application within a maximum period of four weeks from the commencement of study in the semester in which he/she requests the suspension of registration, and the concerned College must be notified accordingly.

b. If the reasons persist beyond the four weeks period noted in paragraph (a) of this article, suspension of registration shall be possible only if approved by the Dean of the concerned College, provided that this takes place before the start of the end of semester exams and the Department of Registration is notified accordingly.

Article (21)

a. Subject to the provisions governing the rules of failure due to absence, if a student discontinues his/her study without applying for suspension of registration within the period of four weeks noted in article (20) above, his/her registration shall be involuntarily suspended by a decision from the Registration Department, keeping his/her grades achieved before the suspension of registration, and the concerned College will be notified accordingly. Suspended semesters shall be counted for the limit.
b. The College Council may allow a student whose registration is suspended involuntarily according to paragraph (a) of this article to register if it is proven that his/her suspension is due to reasons beyond his/her control, and the Registration Department is notified accordingly.

c. The suspension of registration as per articles (20) and (21) must not exceed (4) consecutive or interrupted regular academic semesters throughout his/her study at the University, included in that period is any semester in which a student is considered voluntarily withdrawn without grade ‘F’ in all the courses of that semester. The Dean may consider the unwithdrawn student without (F) for a maximum of (2) semesters.

d. A student who is drafted in the National Service may be granted suspension of registration for a period of no more than two regular semesters excluded from the calculation of the period of suspension.

e. If a period of suspension exceeds the period noted in the previous paragraph of this article, a student’s registration is cancelled, and if he/she lodges and application to withdraw from the University, his/her academic record will be marked with (W) “Withdrawn from the University.”

f. A student whose registration is cancelled due to discontinuation or withdrawal from the University may apply for re-admission if he/she meets the prescribed requirements. In such case, the Council of Deans, by recommendation from the concerned College Council, may approve maintaining the grades the student has achieved before the cancellation of his/her registration as long as the discontinuation period does not exceed six consecutive regular semesters from the last semester he/she has attended University regularly; otherwise, the courses the student has completed successfully at the University shall not be counted, and he/she shall be dealt with as a new student. Under all circumstances, approval for students applying for re-admission as new students is issued by the Council of Deans, considering their previous record at the University.

g. A student whose registration is suspended based on the provisions of articles (20) and (21) may not request credit for course(s) taken in a university, community college, or higher institute during the period of suspension, whether the suspension is voluntary or involuntary.

h. The discontinuation period is counted out of the maximum duration allowed for completing a student’s degree at the University.
i. Disciplinary suspension of registration is an involuntary suspension, and the discontinuation period is counted out of the maximum duration allowed for completing a student’s degree at the University.

j. The suspension period per the language course shall not be counted as in paragraph (c) above.

Transfer from accredited university or college to the university

Article (22)

a. On a decision from the Vice Chancellor based on a recommendation from the concerned Dean, a student may transfer from another recognized university or college to one of the Colleges at the University according to the following rules and regulations:

1. The student has successfully completed at least two academic semesters or one academic year in an accredited university with a CGPA of 2.50 out of points, a rating of ‘Good’.

2. The student meets the admission requirements of the University and the requirements of the concerned College he/she is transferring to in the semester in which he applies for transfer.

3. There are available places in the college to which he/she is transferring according to the admission plan of the concerned College designed in accordance with the general policy of admission at the University.

4. The university from which the student is transferring must require full-time attendance and the transferring student should not have been expelled for academic or disciplinary reasons.

b. Subject to the provisions of paragraph (a) above, the Vice Chancellor, upon recommendation of the College Council and a submission from the concerned Department, may accept the transfer of a student who satisfies all the requirements except for the requirement of the secondary school average.

c. The maximum number of credit hours that can be transferred from another recognized university within the framework of the study plan applicable to the student at the University of Sharjah shall not exceed 60
credit hours in all colleges except for the colleges of Engineering, Health Sciences and Pharmacy, where the maximum number of transferrable credit hours shall not exceed 70 credit hours.

d. Grades or averages that a student achieves in the transferred courses shall not be counted in calculating the student’s CGPA at the University.

e. Subject to the provisions of paragraphs (c) and (d), a Department may accept the transfer of credits for all or some of the courses that the student has completed successfully, on the condition that his/her final grade in any of them is no less than (C+).

f. On a decision from the Chancellor and recommendation of the concerned College Council and Department, a student from a recognized higher institute or community college may transfer to a college at the University according to the following criteria:

1. The applicant should have successfully completed at least two semesters or one whole year in a recognized higher institute or community college and should have achieved an academic average of no less than 3.00 out of 4.00 points, a rating of ‘Very Good’.

2. He/she should meet the University’s admission criteria and the special requirements of the College he/she is transferring to.

3. There are available places in the College to which he/she is transferring according to the admission plan of the concerned College designed in accordance with the general policy of admission at the University.

4. The student must complete the required bridging program to transfer from his/her original program to the corresponding program offered by the University.

g. Subject to what is mentioned above in this article and upon recommendation of the College Council, a proposal from the concerned Department and endorsement of the Admissions Department, the Chancellor may approve the transfer of a student who satisfies all the requirements except for the requirement of the secondary school average.

h. For the purposes of deferment, probation, and dismissal, a student transferred from another university, higher institute, or community college shall be treated as a new student.
i. Students transferring from other universities, community colleges or institutes of higher education shall not benefit from their academic record if they have discontinued their studies for a period of four regular academic semesters or more.

**Article (23)**

a. Taking into consideration the student’s preference and the maximum capacity of students per major, the students are distributed over the available majors in the College according the followed procedures no later than the beginning of the third academic semester from when the student joins the University.

b. After completing a minimum one semester in his program a student may apply for change of major to the Registration Department within the last two weeks of a semester and until the beginning of advising and registration week of the following regular academic semester. The Registration Department then completes the applications and presents them to the concerned Dean to make the appropriate decisions and identify the study plan the student has to follow no later than the beginning of the following academic semester.

c. The College Council establishes the organizational procedures concerning change of major within the College, and the Dean issues a decision to that effect.

d. A student previously transferred involuntarily from an academic Department due to academic probation may not transfer to the same department.

e. A student in the third year or higher may not apply for transfer or change of major, except when he/she is on academic probation.

f. A student may not voluntarily change his/her major more than once throughout his/her study in the concerned College.

**Article (24)**

a. Subject to the provisions noted in article (23) of these regulations, a student may transfer from one College to another within the framework of the general policy of the University if he/she satisfies the rules and regulations outlined by the College Council.
b. Students holding a technical secondary education certificate may apply for transfer from one College to another by approval from the College he/she is applying to transfer to and the recommendation of the concerned Department.

c. Applications for transfer are submitted to the Registration Department within the last two weeks of a semester up to the beginning of the next ordinary semester. The Registration Department then completes the applications, comments on them, and refers them to the concerned Dean for his/her decision no later than the beginning of the following academic semester.

d. A student may not change his/her College more than once throughout his/her study in the University.

e. The Registration Department includes the mandatory courses taken by the student in the major he/she transfers from and required in the study plan of the new major he/she transfers to in the calculation of the Semester GPA and CGPA.

f. The Registration Department includes the elective courses taken by the student in the major he/she transfers from and required in the study plan of the new major he/she transfers to in the calculation of the Semester GPA and CGPA upon the student’s request.

g. A student who has earned some credit hours in previous semesters (less than 15) and is still in the Intensive English Program (IEP) (third or fourth level) but wishes to change his/her major or College, may complete the Re-assignment Form. His/her major or College may be changed then based on the availability of vacancies and satisfaction of the admission requirements in the major or College he/she wishes to transfer to. In this case, such action shall not be counted as transfer or change of major.

Requirements for Earning the Bachelor’s Degree

Article (25)

The bachelor’s degree is granted to students upon completion of the following requirements:
a. The student passes all the courses required for graduation in the study plan.
b. The student has attained a CGPA of no less than 2.00 and satisfied the other requirements required by the plan based on which he/she graduates.
c. The student has satisfied the minimum duration and has not exceeded the maximum duration for earning the bachelor’s degree.
d. The decision for his/her graduation has been issued by the concerned councils.

**General Provisions**

**Article (26)**

a. When a student’s graduation is dependent on a mandatory or elective course that is not offered or is offered but is in conflict with another required course in the semester a student is expected to graduate, the student may be allowed to take a substitute course, upon the approval of the Dean of the College and the recommendation of the student’s Department in coordination with the Department offering the substitute course. The substitute course must be equal or higher than the original course in terms of the level of the course and the number of credit hours. The Dean then informs the Registration Department of the approval.

b. When a student’s graduation is dependent on passing one course only that the student has taken and failed three times before, the student may be allowed to take a substitute course, upon the approval of the Dean of the College and the recommendation of the student’s Department in coordination with the Department offering the substitute course. The substitute course must be equal or higher than the original course in terms of the level of the course and the number of credit hours. The Dean then informs the Registration Department of the approval.

c. Pleading ignorance of these regulations or the circulars and printed matter issued by the University and postings in bulletin boards around the various buildings of the University pertaining to these regulations shall not be accepted.
d. A student is responsible for organizing his/her study schedule, completing the pre-requisites, and utilizing the services his/her academic advisor offers.

e. The student must present a clearance certificate from the University to complete his/her graduation or withdrawal procedures.

f. A student who finished the graduation requirements in the semester shall be graduated.

g. A course taken by a new student at another university, community college, or higher institute from which he/she has earned an academic qualification shall not be considered.

**Article (27)**

Graduation certificates are granted at the end of every academic semester as per the approved procedures where two graduation ceremonies are held during the academic year.

**Article (28)**

The Council of Deans shall decide on issues not covered by the above regulations or issues resulting from the implementation thereof.

**Article (29):**

These regulations shall be effective as of the date of issue and to be published in the Official Gazette, and all other provisions or decisions that are in conflict with these regulations shall be null and void.

**Article (30):**

The Chancellor, Vice-Chancellors, Assistants to the Chancellor, Deans, Director of Admissions Department, and Director of Registration Department shall be responsible for the implementation of these regulations.

Issued on: 1st. Ramadan 1437 AH

Corresponding to: 06 /06 /2016

Chancellor

Professor Hamid M.K. Al Naimiy
Second: Bachelor of Medicine and Bachelor of Surgery (MBBS) and Bachelor of Dental Surgery

Definitions

Article (1)
The regulations hereinafter shall be called (The Regulations for Granting the Bachelor’s Degree at the University of Sharjah) and shall be effective as of the date they are issued and to be published in the Official Gazette.

Article (2)
These regulations shall apply to all students registered and regularly attending to attain a Bachelor of Medicine and Bachelor of Surgery or a Bachelor of Dental Surgery.

Article (3)
The following terms shall have the meanings assigned to them unless the context indicates otherwise:

University : University of Sharjah
Board : Board of Trustees
Chancellor : Chancellor of the University
Council of the Deans : Council of the deans of the University
Vice Chancellor : The concerned Vice Chancellor
Dean : The Dean of the concerned college
College : The concerned college (College of Medicine or Dentistry)
Department : The concerned academic department
Admission Department: Admissions Department of the University
Registration Department: Registration Department of the University
Teaching and Study Plans

Article (4)

a. On recommendation from the College Councils and submissions from the Department Councils, the Council of Deans approves the study plans that qualify a student to earn the bachelor’s degree in the majors offered by the College.

b. The College designs a detailed study plan that defines the objectives, content, teaching methodology, exams, resources, and learning resources, to be distributed to students at the beginning of the academic year, for each phase and year.

Article (5)

English language is the main medium of instruction in the two Colleges.

Duration of Study and Study Load

Article (6)

The duration of study for the Bachelor of Medicine and Bachelor of Surgery or Bachelor of Dental Surgery programs comprises one foundation year followed by 5 academic years where each program is divided into three phases as follows:

a. Phase I (Foundation Year): This is the first phase of study in the College of Medicine and College of Dentistry, and it is similar to the system in other universities in the sense that it follows the semester and credit hour system. Unless stated otherwise, this phase is subject to the provisions of paragraph (First) of article (5) of the Rules and Regulations for Granting the Bachelor’s Degree applicable to other colleges, and students who enroll in this year shall follow this system.

b. Phase II (Pre-clinical): This phase covers the first, second, and third year of the Bachelor of Medicine and Bachelor of Surgery or Bachelor of Dental Surgery programs.

c. Phase III (Clinical): This phase covers the fourth and fifth years of study in the two Colleges.
**Article (7)**

In addition to the major courses of each College, a student of the College of Medicine or College of Dentistry must complete 24 credit hours of University Requirements distributed as follows:

- a. Mandatory University Requirements 15 credit hours
- b. Elective University Requirements 9 credit hours

**Article (8)**

A student of the College of Medicine or College of Dentistry may register for more than two courses in a Summer semester with a maximum of 9 credit hours so that he/she would complete the University Requirements by the end of the third year of the two programs and prior to commencement of the clinical phase.

**Article (9)**

The minimum and maximum duration of study to earn a Bachelor of Medicine and Bachelor of Surgery or Bachelor of Dental Surgery programs:

The minimum duration of study for a student to earn a Bachelor of Medicine and Bachelor of Surgery or Bachelor of Dental Surgery is six years inclusive of the foundation year whereas the maximum duration of study in each program is 9 years inclusive of the foundation year.

**Attendance**

**Article (10)**

- a. A student must attend all theoretical lectures, laboratory hours, and practical applications; participate in discussion sessions; and attend the exams relevant to the courses or teaching units he/she is taking.
- b. A student receives a first probation from the relevant College if he/she accumulates an absence of 10% or more of the teaching hours of a course and a final probation when this percentage gets to 15%.
- c. If the percentage of absence gets to 20% of the teaching hours of a course, the student is banned from sitting for the final exam at the end of the relevant semester and is assigned a grade of withdrawle (W) in the concerned course(s).
When absence is due to medical reasons or circumstances beyond the student’s control, if deemed acceptable by the Dean, the student is considered as withdrawn from the relevant course(s) and his/her academic record is marked with the code (WE) (Excused Withdrawal). In all circumstances, the Registration Department shall be notified accordingly.

Exams, Grades, and Averages

**Article (11)**

**First:** Exam questions are prepared as per the following guidelines:

   a. The questions are aligned with the specific objectives outlined in the phase study plan.

   b. The questions are proportionate to the time allotted for the exam.

   c. The questions vary in number and type in order to measure a student’s cognitive abilities to recall, understand, apply, and analyze.

   d. The language used in the questions of the exam and the answers match the language of instruction of the relevant course(s).

**Second:** Answer booklets:

   a. Upon submissions from the Colleges and recommendations of the relevant academic Departments, the Council of Deans shall be responsible for establishing the regulations for documenting and keeping the answer booklets of the final exams for a period of no less than two regular academic years, after which they are discarded under the supervision of a committee formed by the College Council for this purpose.

   b. The College keeps the exam results for three years.

**Article (12)**

   a. A student may not sit for the final exam unless he/she has settled all his/her financial obligations to the University.

   b. If a student fails to attend the final exam without an excuse approved by the Dean of the College, he/she shall be given grade “F” in that course(s) he/she misses. However, if it is proven that a student’s absence from the final exam of a course is due to medical reasons or reasons beyond his/
her control accepted by the Dean of the College, the student gets grade ‘I’ (Incomplete) and the Dean notifies the Registration Department accordingly. The student must then remove the ‘I’ (Incomplete) grade and sit for a make-up exam by with the resit exam in August.

**Article (13)**

**First:** Foundation Year.

a. The minimum letter grade for passing a course in the foundation year is (D).

b. Grades in letters are recorded according the points assigned to them as per the following conversion table:

<table>
<thead>
<tr>
<th>Grade out of 100 (Percentage)</th>
<th>Grade in Letters</th>
<th>Grade in Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>85 to less than 90</td>
<td>B+</td>
<td>3.5</td>
</tr>
<tr>
<td>80 to less than 85</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>75 to less than 80</td>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>70 to less than 75</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>65 to less than 70</td>
<td>D+</td>
<td>1.5</td>
</tr>
<tr>
<td>60 to less than 65</td>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>Less than 60</td>
<td>F</td>
<td>Zero</td>
</tr>
</tbody>
</table>

c. Grade points for the Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average GPA (CGPA) are assigned the ratings assigned to them as per the following conversion table:

<table>
<thead>
<tr>
<th>Point Grade</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.60 or above</td>
<td>Excellent</td>
</tr>
<tr>
<td>3.00 to less than 3.6</td>
<td>Very Good</td>
</tr>
<tr>
<td>2.50 to less than 3.0</td>
<td>Good</td>
</tr>
<tr>
<td>2.00 to less than 2.5</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Less than 2</td>
<td>Fail</td>
</tr>
</tbody>
</table>
Second: Promotion from the Foundation Year to the First Year of the Major

a. The minimum requirements for promotion from the foundation year to the first year of the Bachelor of Medicine and Bachelor of Surgery or Bachelor of Dental Surgery are as follows:

1. The student must pass all the courses of the foundation year.

2. Promotion is competitive for students who achieve a CGPA of 2.5 or above combined with achieving a cumulative average of 2.5 or above of the total grade for Biology and Chemistry and the laboratory hours for these two courses for the Bachelor of Medicine and Bachelor of Surgery, or achieving a CGPA of 2.5 or above combined with achieving a cumulative average of 2.5 or above of the total grade for Biology and Chemistry and the laboratory hours of these two courses for the Bachelor of Dental Surgery.

3. There are available vacancies in the first year of the program the student desires to join.

b. Every year, the Council of Deans decides the number of students to be admitted in the first year to major in the Bachelor of Medicine and Bachelor of Surgery or Bachelor of Dental Surgery programs based on the capacity of each program.

c. In addition to the provisions of paragraphs (a) and (b) above, the Chancellor may approve the admission of foundation year students who are UAE citizens and who meet the criteria mentioned above to the first year of the program they are enrolled in.

Third: Year 1 to Year 5 of the Bachelor of Medicine and Bachelor of Surgery or Bachelor of Dental Surgery programs:

a. Grade points for the annual grade average and the final grade average for a student in the Bachelor of Medicine and Bachelor of Surgery or Bachelor of Dental Surgery programs are assigned the ratings assigned to them as per the following conversion table:
<table>
<thead>
<tr>
<th>Grade out of 100 (Percentage)</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 or above</td>
<td>Excellent with honors</td>
</tr>
<tr>
<td>85-90</td>
<td>Excellent</td>
</tr>
<tr>
<td>75-85</td>
<td>Very Good</td>
</tr>
<tr>
<td>70-75</td>
<td>Good</td>
</tr>
<tr>
<td>Less than 70</td>
<td>Fail</td>
</tr>
</tbody>
</table>

b. The College of Medicine and College of Dentistry follow the percentage system, and the minimum grade for a student to pass and be promoted to the following year is 70% of the mark for the theoretical, practical, and clinical exams combined for each academic year.

c. The graduation average is calculated based on the last two years (fourth and fifth year) in the College of Medicine and College of Dentistry program.

d. A student who achieves a year average of 85% or above is listed on the College’s list of honors, unless he/she has been subject to one of the disciplinary actions noted in the Student Disciplinary Rules and Regulations.

**Article (14)**

Exam Dates:

a. The final exams for every academic year in the College of Medicine and College of Dentistry programs are held in May and the resit exam in August.

b. The final comprehensive exam in the fifth year is held in May, and the comprehensive supplementary exam is held in November of the same year.

**Article (15)**

a. The exams are supervised by the college exams committee, which is formed yearly on a decision from the College Council and approved by the concerned Vice Chancellor. The committee consists of faculty members representing the academic Departments and is responsible for all issues related to the exams in the College at every phase of the curriculum.

b. The exams committee of the College ensures that the exams are held as scheduled, nominates faculty members responsible for marking the exams,
ensures that the final grades and percentages are recorded and entered in their final form clearly, and submits the final grades to the College Council for authorization.

**Article (16)**

a. On recommendation from Department Councils and the Exams Committee, the College Council decides how the grades are distributed, informing the Registration Department accordingly.

b. The College Council authorizes the assessment plan for each phase of the curriculum individually observing the following:

1. The objectives of each phase of the curriculum are taken into consideration.

2. Self-learning activities and the ability to work within a team are included as an integral component of the plan in a way that motivates the students to practice these activities seriously.

3. The proposed plan allows for objectivity of the assessment and documentation of its results when put into practice, especially when assessing activities that focus on the student’s role and his/her interaction in teaching process.

4. The assessment plan and system satisfy the academic teaching objectives of the study plan and its phases.

5. The assessment plan and tools ensure integrity and consistency so that the results can be utilized to enhance the teaching process and students’ performance.

**Article (17)**

First: The College Exams Committee supervises the marking of the exam answer booklets, submission of the assessment results of students’ performance in a course and the relevant documents with details of the percentages and final grades to the Dean who, in turn, submits them to the College Council for authorization. The documents include:

a. The exam answers booklets.

b. Exam attendance sheet.
c. A copy of the final exam.

d. Grades report with the grades rounding decimals, if any, to the nearest whole number.

e. The extra unused answer booklets.

f. A report about the exam results that includes:
   1. Number of students registered in the course.
   2. Number of students who are allowed to take the exam.
   3. Number of students absent from the exam.
   4. Number of averages and their percentages.
   5. Percentages of students who passed and failed the course.
   6. Numbers and percentages of students who got ‘I’ (Incomplete) grade and students banned from sitting for the final exam.

Second: The College Council approves the results and refers them together with the percentages to the concerned Registration Department who documents and announces them within three days from the end of the final exams.

Third: The College Council studies the comprehensive reports prepared by College Exams Committee about the progress of exams and analysis of their results in order to monitor the assessment process and improve it.

Fourth: After paying the prescribed fees, a student may submit to the Dean of the concerned College, through the Registration Department, a request for review of his/her answer booklet within two weeks from when the results of exams are announced. If the request is approved, the review is conducted under supervision from the Exams Committee. In this case, the review process is limited to verifying any miscalculation in tallying or transferring the marks or missing to mark a question or part thereof. In case a miscalculation mistake is confirmed, correction is made by the Exams Committee and the corrected result is documented as per the followed procedures.
Repetition, Probation, and Dismissal

Article (18)

First: The Foundation Year (Phase I)

   a. When a student fails to get the required average, noted in paragraph 13 of these regulations, to be promoted to the first year, he/she may repeat the foundation year once only as a last chance to meet the requirements for promotion to the first year.

   b. If a student attains an average that is less than 1.0 in the first semester of the foundation year, the student is dismissed from the program, but he/she may transfer to another program at the University.

Second: First, Second, and Third Year (Phase II – Pre-clinical Phase)

   a. If a student scores less than 70% of the grades of all exams for each academic year of the first, second, or third year combined, he/she must sit for a supplementary exam in August of the same year. If he/she still does not score 70% of the grade in the supplementary exam, he/she receives the first academic probation and must repeat the year.

   b. If the student still scores less than 70% after repeating the year, he/she receives the second probation, and he/she is given a last chance to take the supplementary exam held in August, on approval from the College Council.

   c. If the student does not get the 70% in the supplementary exam, he/she is dismissed from the Bachelor of Medicine and Bachelor of Surgery program or Bachelor of Dental Surgery program, and he/she may transfer to another program at the University.

Third: Fourth and Fifth Years (Phase III- Clinical Phase)

   a. The fourth and the fifth years of the Bachelor of Medicine and Bachelor of Surgery or Bachelor of Dental Surgery program are considered two integrated phases and are called “The Clinical Phase,” in which the student must successfully complete all clinical training rotations before qualifying to sit for the comprehensive exam at the end of the fifth year. The pass grade is 70% which encompasses the total of the continuous assessment
and the exam at the end of the clinical training rotations. If a student fails to score the 70% grade or above, he/she must repeat the exams.

b. The minimum grade required to graduate is 70% of the total of the continuous assessment grades and the final exam grade at the end of the fifth year. A student who fails receives a first academic probation and is given a second chance to sit for the supplementary exams (theoretical and practical) in November of the same year. If the student still does not score the 70% average after the second supplementary exam, he/she receives the second academic probation and will be allowed to sit for the supplementary exam held in May. If the student still cannot achieve the required average, he/she withdraws from the Bachelor of Medicine and Bachelor of Surgery program or the Bachelor of Dental Surgery program and may transfer to another program at the University.

Registration for, Adding, and Dropping Courses

Article (19)

Registration in the Foundation Year:

a. The regulations for registering for, adding, and dropping courses apply to the foundation year and the mandatory and elective University Requirements.

b. Registration in the Bachelor of Medicine and Bachelor of Surgery program or the Bachelor of Dental Surgery program is done yearly and is not subject to the regulations of adding and dropping courses except in the case of the courses of the foundation year and the mandatory and elective University Requirements.

c. In the foundation year, a student may drop or add a course or more, on approval from the academic advisor, within one week from the commencement of study in the regular academic semester or three days from the commencement of study in the Summer semester.

d. On approval of the academic advisor, a student may withdraw one or more courses within ten weeks from the commencement of study in a regular academic semester and within the first four weeks from the commencement of study in the Summer academic semester. In such cases, a student’s academic record is marked with (Withdrawn without Failure) next to the
relevant course(s). If a student fails to withdraw from a course within the specified time limit, he/she is considered bound by the course he/she is enrolled in, taking into consideration that the study load for a student in a regular academic semester should not fall below 9 credit hours

**Confirmation of Admission**

**Article (20)**

a. A student accepted in one of the two Colleges must register at the beginning of every academic semester in the foundation year and at the beginning of the year for the remaining years of study in the Bachelor of Medicine and Bachelor of Surgery program or the Bachelor of Dental Surgery program within the period noted in the academic calendar; listing on the Advising Form designated for that purpose, with the approval of the academic advisor, his/her selection of the courses or University Requirements he/she wishes to take in the foundation year according to authorized study plan.

b. A student who is new to the College of Medicine or College of Dentistry must settle the prescribed tuition fees for the semester he/she is accepted in within a maximum period of two weeks from when the names of admitted students are announced and commence study in the semester he/she is accepted in. Failure to do so will result in his/her a cancellation of his/her admission to the University.

c. Subject to the provisions of paragraph (b) of this article, the admission of a new student is cancelled if he/she does not complete the registration procedures in the semester he/she is admitted in.

**Suspension of Registration and Discontinuation of Study**

**Article (21)**

a. Upon a student’s request and on a decision from the Director of Registration Department, a student’s registration in the foundation year may be suspended, keeping the grades he/she achieves before the suspension, if he/she is prevented from attending regularly for reasons beyond his/her control and presents evidence to that effect. The student, in this case, must lodge the suspension application within a maximum period of four weeks
from the commencement of study in the semester in which he/she requests the suspension of registration, and the concerned College must be notified accordingly.

b. If a student is prevented from attending regularly for reasons beyond his/her control and presents evidence to that effect after the four weeks noted in paragraph (a) of this article, he/she may suspend his/her registration on a decision from the College Council and the Registration Department must be notified accordingly.

c. Suspension of registration from the first year to the fifth year is for a whole academic year.

**Article (22)**

Subject to the provisions governing the rules of failure due to absence, if a student discontinues his/her study without applying for suspension of registration within the period of four weeks noted in article (21) above, his/her registration will be involuntarily suspended by a decision from the Registration Department, maintaining his/her grades achieved before the suspension of registration, and the concerned College is notified accordingly. The discontinuation of registration in this case shall be for a maximum of two academic semesters for a student in the foundation year and two academic years for a student in the first to the fifth year in the program of the College of Medicine or College of Dentistry.

a. The College Council may allow a student whose registration is suspended involuntarily according to paragraph (a) of this article to register if it is proven that his/her suspension is due to reasons beyond his/her control, and the Registration Department is notified accordingly.

b. The suspension of registration as per this article must not exceed two academic semesters throughout his/her study in the foundation year. Included in this suspension period is any semester in which a student is considered voluntarily withdrawn without grade ‘F’ due to absence with excuse accepted by the College Council.

c. If the period of suspension exceeds the period noted in the previous paragraph of this article, or if the student lodges and application to withdraw from the College, his/her registration at the University is cancelled and his/her academic record will be marked with (W) “Withdrawn from the University.”
d. A student whose registration has been cancelled due to discontinuation or withdrawal from the University may apply to be re-admitted as a new student if he/she meets the prescribed requirements. In such case, the Council of Deans, on recommendation from the concerned College Council, may approve maintaining the grades the student achieves before the cancellation of his/her registration.

e. A student whose registration is suspended based on the provisions of articles (21) and (22) may not request credit for course(s) taken in another university or community college during the period of suspension, whether the suspension is voluntary or involuntary.

f. The discontinuation period is counted out of the maximum duration allowed for a student to complete his/her program.

g. Disciplinary suspension of registration is an involuntary suspension, and the discontinuation period is counted out of the maximum duration allowed for a student to complete his/her program at the University.

Transfer

**Article (23)**

Due to the nature of the programs of the College of Medicine and the College of Dentistry, a student’s transfer from a compatible college to the foundation year or the first year only may be considered according to the following rules and regulations:

a. The student’s result in the General Secondary Education Certificate or its equivalent is not less than the required result for admission to the College of Medicine or the College of Dentistry in the year in which he/she asks for transfer.

b. The student has successfully completed at least two academic semesters or one academic year at an accredited university, and his/her Cumulative Grade Point Average (CGPA) is no less than (C+) (2.50 out of 4.00).

c. The student meets the admission requirements of the University and the College.

d. There are available places in the college which he/she wishes to transfer to within the framework of the admission plan of the concerned College.
established in line with the general policy of admission at the University.
e. A transferred student may be exempted from the courses of the foundation
year if he/she has successfully completed equivalent courses at the college
he/she is transferring from.
f. The university from which the student is transferring must require full-time
attendance, and the transferring student should not have been expelled for
disciplinary reasons.
g. Upon a decision from the College Council based on a recommendation
from the concerned Department, it is possible to transfer some or all
University Requirements successfully completed by the student at the
university he/she is transferring from, provided that his/her grade in any of
them is no less than (C+).
h. Grades or averages that a student has achieved in the transferred courses
will not be counted in calculating the student’s CGPA at the University.

Requirements for Earning the Bachelor of Medicine and
Bachelor of Surgery or Bachelor of Dental Surgery

Article (24)
The Bachelor of Medicine and Bachelor of Surgery or Bachelor of Dental
Surgery is granted upon completion of the following:

a. The student has passed all the courses required for graduation in the study
plan and achieved an average of 70% or above of the grades of Phase III
(including fourth and fifth year) combined.

b. The student has successfully passed the mandatory and elective University
Requirements.

c. The student has passed the final exam at the end of the fifth year and
achieved at least 70%.

d. The student has spent the minimum duration and has not exceeded the
maximum duration for earning the bachelor’s degree.
General Provisions

Article (25)

a. Pleading ignorance of these regulations or the circulars, printed matter issued by the University, and postings in bulletin boards around the various buildings of the University pertaining to these regulations shall not be accepted.

b. A student must present a clearance certificate from the University to complete his/her graduation or withdrawal procedures.

Article (26)

Graduation certificates are granted at the end of every academic year as per the approved procedures, where one graduation ceremony is held during the academic year.

Article (27)

The Council of Deans shall decide on issues not covered by the above regulations or issues resulting from the implementation thereof.

Article (28)

These regulations shall be effective as of the date of issue and to be published in the Official Gazette, and all other provisions or decisions that are in conflict with these regulations shall be null and void.

Article (29):

The Chancellor, Vice-Chancellors, Assistants to the Chancellor, Deans, Director of the Admissions Department, and the Director of Registration Department shall be responsible for the implementation of these regulations.

Issued on: 1st. Ramadan 1437 AH
Corresponding to: 06 /06 /2016

Chancellor
Professor Hamid M.K. Al Naimiy
Granting the Diploma
The Regulations for Granting the Diploma Degree Issued in Accordance with the Article (40) of the Academic Organization By-Laws Issued Under Article (3) of the Executive By-Laws of the Decree No (2) for 2016 Concerning the Establishment and Organization of the University of Sharjah

Definitions

Article (1)
The regulations hereinafter shall be called (The Regulations for Granting the Diploma/Higher Diploma at the Community College) and shall be effective as of the date they are issued and to be published in the Official Gazette.

Article (2)
These regulations shall apply to matriculated students who are regularly attending to earn the diploma/higher diploma in a program offered by the Community College.

Article (3)
The following terms shall have the meanings assigned to them unless the context indicates otherwise:

University : University of Sharjah
Chancellor : Chancellor of the University
Council of Deans : Council of the deans of the University
Vice Chancellor : Vice Chancellor for Academic Affairs
Dean : Dean of Community College
College : Community College
Department : The concerned academic department
Admission Department: Admission Department of the University
Registration Department: Registration Department of the University
Study Plans

**Article (4)**
The Council of Deans approves the study plans that qualify for diploma/higher diploma in the majors offered by the College on recommendations of College Council and proposals of Department Councils.

**Article (5)**

a. Arabic and English languages are the two official languages of instruction at the College, and the Council of Deans decides on which language of instruction to be used for each academic program.

b. In special cases, the Council of Deans may decide on using a different language if the nature of the course (s) requires so.

**Article (6)**

a. The College follows the system of credit hours, and study is organized on semester by semester basis. Accordingly, study plans are set up within the framework of this system.

b. The number of credit hours for a course in the study plan is calculated counting one theoretical hour per week as equal to one credit hour. As for practical hours, one credit hour is equal to at least two practical hours.

c. Study in an academic year is spread over two semesters of (15) weeks each with the possibility of adding one Summer semester of eight weeks. However, on a decision from the Chancellor and recommendation of the Council, a semester can be cut shorter than what is mentioned above provided that the number of study hours for each credit hour in a semester is not less than fifteen hours excluding time dedicated to advising, registration, and end of semester exams.

**Article (7)**

a. The minimum number of credit hours to earn a diploma in one of the majors offered by the College is 72 credit hours.

b. The minimum number of credit hours to earn a higher diploma in one of the majors offered by the College is 90 credit hours.
Article (8)

The number of credit hours required to earn the diploma/higher diploma in all programs offered by the College is as follows:

1. University requirements : A maximum of 21 credit hours.
2. College Requirements : 9 to 21 credit hours.
3. Mandatory program requirements
4. Elective program requirements
5. Practicum where required by the followed study plan

Article (9)

a. A description of the course objectives, subject matter, and outcomes is outlined to be compatible with the number of credit hours assigned to the course.

b. Courses in the study plan are classified into four or five levels, depending on the number of years, arranged in an ascending order.

c. The pre-requisites and co-requisites are as stated next to each course.

d. The number of theoretical and practical hours as well as the number of credit hours per course is as stated next to it.

e. Each course is assigned a unique number that signifies the College, Department, level, field of knowledge, and the course serial number.

f. A student may not take any mandatory course before completing the corresponding pre-requisite. Should this happen, the Registration Department shall cancel the student’s enrollment in such course and notify the concerned party. However, upon approval from the Dean of the College, a recommendation from the concerned Department, and submission from the academic advisor, a student may take a course and its pre-requisite concurrently in the same semester if his/her graduation are dependent on that or if he/she had previously taken the pre-requisite but did not pass.

g. Subject to paragraph (f) above and upon approval from the Dean and recommendation from the Department Council, a student may enroll in a mandatory course and its pre-requisite concurrently if his/her Cumulative Grade Point Average (CGPA) is 3.6 or above.
Article (10)
Each Department submits a comprehensive advising plan that satisfies the needs of the University, College, and the student, making sure to offer the mandatory and elective courses each semester or as the common interest demands.

Duration of Study and Study Load

Article (11)
First: The minimum and maximum durations for earning the diploma/higher diploma at the College is as follows:

a. The minimum duration of study allowed for a student to earn:
   - A diploma is (4) regular academic semesters.
   - A higher diploma is (5) regular academic semesters

b. The minimum duration of study allowed for a student transferring from within the University, another university, community college, or a higher or intermediate institute to earn:
   - A diploma is two regular academic semesters.
   - A higher diploma is three regular academic semesters.

c. The maximum duration of study allowed for a student in:
   - The English language program is three regular academic semesters.
   - A diploma program is eight regular academic semesters.
   - A higher diploma is ten regular academic semesters.

d. An authorized period of discontinuation from a program is not to be included in the calculation of this period.

e. Every fifteen credit hours from the study plan credited to the student after transfer or change of major, whether the transfer is from within the University or from an external university, will count for one semester.

f. On a proposition from the concerned Department and recommendation of the Dean, the Registration Department may allow a student one more regular semester over the maximum allowed period if such action would enable the student to graduate at the end of this additional semester.
Second: The minimum and maximum study loads are as follows:

a. The study load for a student in the English language programs: A student who achieves 4.5 in the IELTS exam or 450 in the TOEFL exam may register courses within the minimum and maximum credit hours limits of the first year of the major, provided that he/she achieves the required score of 5 in the IELTS or 500 in the TOEFL exam before registering in the second year of the major.

b. The study load for a student in his/her major: The study load for a student in a program, whether taught in English or Arabic, is as follows:
   • The minimum study load is 12 credit hours.
   • The maximum study load is 18 credit hours.
   • The absolute maximum study load is 21 credit hours, subject to the provisions of paragraph (e) of this article.

c. The minimum study load for a student may be reduced to less than 12 credit hours if the number of credit hours left for the student to graduate is less than 12 credit hours.

d. When necessary, a student’s study load may be reduced to 6 credit hours, upon approval from the Dean and consultation with the academic advisor.

e. A student may register for the absolute maximum study load of 21 credit hours in a semester in any of the following cases:
   1. If the student has a CGPA of no less than 3.60 (Excellent).
   2. If such load would enable the student to graduate in that semester.

f. The maximum study load allowed in a Summer semester is no more than 7 credit hours. However, a student with a CGPA of no less than 3.60 (Excellent) or who would graduate by the end of the semester with such load may register for no more than 10 credit hours, provided that he/she completes the practicum after the Summer semester. A student who does not satisfy the practicum component of his/her study program shall not graduate.
**Third:** Students registered for the diploma/higher diploma are distributed over levels as follows:

- First year  zero-33 credit hours
- Second year 34-72 credit hours
- Third year Over 72 credit hours

**Attendance**

**Article (12)**

a. A student must attend all theoretical lectures, laboratory hours, practical applications; participate in discussion sessions; and attend the exams of the courses he/she is taking.

b. A student receives a first probation from the instructor of the course if he/she accumulates an absence of 10% or more of the teaching hours of a course and a final probation if he/she accumulates an absence of 15%.

c. If a student accumulates 20% of the teaching hours of a course, the student is banned from taking the final exam at the end of the semester and is given grade “FA” (Failure to attend) in the concerned course(s). However, a student representing the UAE or the University in official events is allowed an absence of no more than 25%.

d. A student is considered withdrawn from a course, and his record is marked with the code (W) in any of the following cases:

- When absence is due to medical reasons or circumstances beyond the student’s control accepted by the Dean
- When the Director of Registration Department approves putting a student’s registration on hold in the same semester.
- When a student applies for withdrawal from the University before the beginning of the end of semester exams.

f. Whether with or without excuse, all absences count towards the overall percentage of absence.
Exams, Grades, and Averages

Article (13)

First: Teaching and Assessment:

a. The instructor of a course designs a detailed course outline (syllabus) that outlines the objectives, outcomes, content, teaching methodology, assessment, resources, and required readings for the course. The course outline is distributed to students at the beginning of the academic semester and kept in the course file at the College.

b. For multi-section courses or courses taught by more than one instructor, the Department Council appoints one of the instructors of the course as a course coordinator who, in collaboration with the other instructors of the course, designs the course outline and specifies the dates for the common exams.

Second: Exam questions are constructed as per the following guidelines:

a. The questions are aligned with the objectives and outcomes outlined in the course outline.

b. The questions are proportionate to the time allotted for the exam.

c. The instructor of the course, individually or in collaboration with the other instructors of the course in case of courses taught by more than one instructor, prepares the questions clearly, identifying the grade assigned to each question.

d. The questions vary in number and type in order measure a student’s knowledge and his/her skills in recalling, understanding, application, and analysis.

e. The language used in the questions and answers of the exam must match the language of instruction of the course.

Third: Answer Booklets:

a. Upon submission from the Colleges and recommendations from the academic Departments, the Council of Deans establishes the regulations for documenting and keeping the answer booklets of the final exams for a period of no less than four regular academic semesters, after which they are discarded of under the supervision of a committee formed by the College Council for this purpose.
b. The instructor of a course, in coordination with the Department Chair, sets the guidelines for the nature of answer booklets of an exam and establishes the appropriate regulations thereof, depending on the nature of the course.

c. The instructor of a course keeps the grades of the exam of a semester for a period of one regular academic semester.

Fourth: Assessment of a Student’s Performance:

a. The final grade of each course is calculated by adding up the grade of the final exam to the other course work grades done throughout the semester.

b. The general framework of the exams follows the following guidelines:

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

   • 40% to 50% of the total grade is assigned to the end of semester exam, provided that it is a comprehensive written exam, covering the content of a course and meeting the objectives and outcomes of the course, held as scheduled in the academic calendar.

   • 50% to 60% of the total grade is assigned to the semester course work which includes at least one written exam, reports, research work, quizzes, or any other kind of assignment. The grade for each of the above types of assessment is decided by the concerned Department. Where there is only one written exam given as part of the course work of a semester, it is held during the sixth week of a regular semester and the third week of a Summer semester. When there are two written exams given as part of the course work of a semester, the first exam is given during the sixth week of a regular semester and the third week of a Summer semester and the second exam is given during the twelfth week of a regular semester and the fifth week of a Summer semester.

2. Practical courses:

The College Council, on recommendations from Department Councils, specifies how the grades are distributed, and students and the Department of Registration are informed of this distribution at the beginning of each semester.
c. Excluded from the above regulations are courses of special nature, the assessment and nature of which are identified by the College Council on recommendation from the concerned Department Council, provided that the Chancellor is provided with the decisions of College Councils issued in that regard attached with the rationale behind identifying such courses as of special nature.

d. The Department Council endorses the course outline for each course individually observing the following:

1. The outline includes the rationale behind the content included in the course.

2. The self-learning activities of the course are made an integral part of the course outline and are motivating to the student to practice such activities seriously.

3. The proposed outline allows for objectivity of the assessment when put into practice and enables the instructor to document its results, especially when assessing activities that focus on a student’s tasks and his/her interaction in the course.

4. The course outline satisfies the objectives and learning and teaching outcomes targeted in the course.

5. The course outline ensures making use of its outcomes in developing the teaching process and students’ performance in the future.

e. The course instructor is responsible for marking exam papers of the courses he/she teaches and must document the final grades in letters and percentages on the designated forms correctly.

f. Exam answer booklets and semester course work activities must be returned to the student within a week from the date of the exam/activity, provided that the grades are submitted to the Department Chair a week later.

g. The final grade for each course shall be calculated and recorded in letters, identifying the number of credit hours thereof.

Fifth: The College Council establishes the appropriate regulations and procedures for assessing the exams of the academic semester course work offered by the various departments of the college.
Sixth: The faculty member responsible for teaching a course (faculty member or non-faculty academic staff member) marks the answer booklets. The faculty member then enters the final grades electronically and submits the final grades of a student’s performance in the course and the documents thereof, detailing the percentages and final grades in letters, within 48 hours from the date of the end of semester exam to the Department Chair. The Department Chair submits the above documents to the College Council for authorization then forwarding them to the Registration Department. The documents include the following:

a. The answer booklets of the end of semester exam
b. Exam attendance sheet
c. Five copies of the end of semester exam paper
d. Grades report with the grades after rounding decimals, if any, to the nearest digit
e. The extra answer papers
f. A report about the exam results that includes:
   1. Number of students registered in the course
   2. Number of students allowed to take the exam
   3. Number of students absent from the exam
   4. Number of averages and their percentages
   5. Percentages of students who passed and failed the course
   6. Numbers and percentages of ‘I’ (Incomplete) students and students banned from taking the final exam.

Seventh: The Department Chair is responsible for the following:

a. Receiving the documents related to the results from the course instructor.
b. Verifying the results by matching the number of answer booklets with the number of students who attended the exam
c. Submitting the documents related to the results of the exam for each course to the Dean as he/she receives them.
d. Submitting a report about the progress of exams and analysis of the results to the Dean
The report shall specifically include:

1. Number of students registered in the course.
2. Number of students allowed to take the exam
3. Number of students absent from the exam
4. Number of averages and their percentages
5. Percentages of students who passed and failed the course
6. Numbers and percentages of ‘I’ (Incomplete) students and students banned from taking the final exam
7. Three copies of the end of semester exam papers

Eight: Monitoring the results of exams:

The College Council studies the comprehensive reports prepared by the departments about the progress of examinations and analysis of their results in order to monitor the teaching process and develop it.

Ninth: Review of Answer Booklets:

After paying the prescribed fees, a student may submit to the Dean, through the Registration Department, a request for review of his/her answer booklet of the end of semester examination within two weeks from when the results are announced. If the request is approved, the answer booklet is reviewed by a committee, formed by the Department Chair, which comprises the Department Chair as a chairperson and two other faculty members one of whom is the course instructor. The review process shall be limited to verifying material mistakes in tallying or transferring the marks or missing to mark a question or part thereof. In case a mistake is confirmed, correction is made by the course instructor and the corrected result is documented as per the followed procedures. Subsequently, the Dean informs the Registration Department accordingly.

Article (14)

a. A student may not take the final examination unless he/she has settled all his/her financial obligations to the University.

b. If a student fails to attend the end of semester exam for a course without an excuse approved by the Dean, he/she is given grade “F” in that course, except in the following cases:
1. When it is proven that a student’s absence from the final exam of a course is for medical reasons or reasons beyond his/her control accepted by the Dean, the student is given an ‘I’ (Incomplete) grade and the Dean notifies the Registration Department accordingly.

2. The student must remove the ‘I’ (Incomplete) grade within a period that starts from the date the excuse is accepted until the end of the first week of the following regular semester at the latest by taking a make-up exam or completing the remaining parts of assessment that he/she has missed in coordination with the course instructor and the concerned Department. The final grade must then be submitted to the Registration Department during this period; otherwise, the Registration Department shall assign grade ‘F’ for the relevant course.

3. If the circumstances for receiving an “I” grade persist within the period specified in paragraph b (2) of this article, the College Council may consider the student as withdrawn without assigning grade ‘F’ for the concerned course(s), and the student will be assigned grade ‘W’ (Excused Withdrawal).

4. When the ‘I’ grade is removed, the new grade is recorded in the semester in which the relevant course was taken.

5. If a student’s graduation is dependent on a course in which he/she assigned ‘I’ grade, the student will be considered a graduate of the semester in which he/she removes the (I) grade.

6. When a student is late in completing course requirements due to circumstances beyond his/her control accepted by the Dean, he/she may apply before the beginning of the exams for an extension to complete the requirements, in which case he/she shall be awarded grade ‘I’ (Incomplete) in the concerned course, and the Dean shall notify the Registration Department accordingly.

**Article (15)**

a. The minimum pass grade in letters is (D).

b. Grades are recorded in letters according the points assigned to them as per the conversion table below:
c. Grade points for the Semester GPA and the CGPA will be assigned the ratings assigned to them as per the following table:

<table>
<thead>
<tr>
<th>Point Grade Average</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.60 or above</td>
<td>Excellent</td>
</tr>
<tr>
<td>3.00 to below 3.6</td>
<td>Very Good</td>
</tr>
<tr>
<td>2.50 to below 3.0</td>
<td>Good</td>
</tr>
<tr>
<td>2.00 to below 2.5</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Below 2</td>
<td>Fail</td>
</tr>
</tbody>
</table>

d. The points for the course by number of credit hours for that course and dividing the product on the total number of credit hours for all the courses.

e. In addition to the provisions of article (16) of these regulations, the Semester GPA is calculated by calculating the average of the points for all the courses, passed or failed, taken by a student in that semester, and the student will start to have a CGPA by the end of his/her second semester at the College.

f. The CGPA shall be the average of the points for the entire course taken by the student, passed or failed, until the date of calculating the average.

g. The Semester GPA or CGPA is rounded to the nearest two decimals.

h. The names of students who achieve distinction are included in three honors lists: The Chancellor’s List, The Dean’s List, and The Dean of Students Affair’s List according to the standards and procedures of the University concerning honors lists.
Probation and Dismissal

Article (16)

First: Students in the English Language Program:

a. A student must achieve grade D (Satisfactory) to pass from one language level to another, on the condition that the score is 5 for the IELTS and 500 for the TOEFL exam as a score required to exit from the program and join the required major before registering for the second year.

b. A student who fails an English language levels more than once is dismissed from the program.

c. A student who is dismissed from the College due to failing twice in an English language level may re-register at the beginning of the following semester if he/she obtains the IELTS or TOEFL certificate with the required score. He/she may also apply for re-admission to one of the programs that do not require the IELTS or the TOEFL exam.

Second: Students in the Major Phase:

a. A student is issued with the first probation at the end of any semester in which his/her CGPA falls below 2.00 points. The student must then remove the probation during the following two semesters.

b. A student is involuntarily transferred out of his/her major once only during his/her study at the College, without the possibility of returning to the same major, when his/her CGPA after completing two regular academic semesters falls below 1.00 points.

c. A student with an academic probation is subject to the following procedures:

1. The maximum study load for the student is 12 credit hours which can be increased to 15 credit hours, by recommendation from the concerned Department and in coordination with the Registration Department, if such action would enable the student to graduate at the end of the same semester. The maximum study load can also be increased to 13 credit hours if one of the courses taken is worth 4 credit hours or is a one credit hour laboratory work.
2. The student must register through his/her academic advisor.

3. A student may not register for a course he/she has not successfully completed its pre-requisite.

d. A student is issued with the second probation if he/she fails to remove the first academic probation in the semester that follows the semester in which he/she receives the first academic probation.

e. A student is dismissed from the University on a decision from the Council of Deans in one of the following cases:

1. If he/she gets two consecutive academic probations and his/her CGPA is below 2.00 points.

2. If he/she receives three consecutive academic probations throughout his/her study at the College.

3. If his/her CGPA falls below 1.00 more than once throughout his/her study at the College.

f. A Summer semester is not included in calculating the academic semesters for the purpose of probation but will be considered only if it leads to removing an academic probation.

g. The Registration Department is responsible for notifying the student and the concerned Department of an academic probation or a dismissal from the University, keeping a copy of the decision in the student’s personal file.

h. After completing 45 credit hours with a CGPA of 1.95 or higher, a student who receives a third academic probation shall be allowed the opportunity to study for one more supplementary semester to raise his/her CGPA to the required level.
Repeating Courses

Article (17)

a. A student must re-register for the mandatory course(s) he/she fails in.

b. A student must re-register for the elective course(s) he/she fails in or register for different alternative course(s) according to his/her study plan, in which case the alternative course(s) will be considered as repeated courses of the elective courses he/she fails in for the purpose of calculating the Semester GPA or the CGPA.

c. For the purpose of raising the CGPA, a student may repeat any course he/she has completed with a grade of no more than (c+).

d. A student may not repeat a course that he/she completes successfully more than once.

e. When a student repeats a course, the higher mark will be considered.

f. All courses taken by the student together with the grades thereof are entered in his/her academic record. Courses he/she fails in or repeats, however, are marked with unique codes but will not be included in the calculation of his/her CGPA.

g. When a student repeats any course or takes an alternative course, the credit hours for that course will be included once only in the calculation of the credit hours required for graduation.

Adding and Dropping Courses

Article (18)

a. A student may add or drop a course or more by approval from the academic advisor within a week from the commencement of study in a regular academic semester and within three days from the commencement of study in a Summer academic semester.

b. On approval from the academic advisor, a student may withdraw one or more courses within ten weeks from the commencement of study in a regular academic semester and within the first four weeks from the commencement of
study in a Summer academic semester. In such cases, the student’s academic record is marked with W (Withdrawn without Failure) next to the course(s). In the event a student fails to withdraw a course within the prescribed time limit, he/she is considered bound by the courses he/she is enrolled in, taking into consideration that the study load for a student in a regular academic semester may not fall below 9 credit hours.

**Deferment of Admission**

**Article (19)**

a. A student accepted in the College must register at the beginning of every academic semester within the period noted in the academic calendar, listing on the Advising Form designated for that purpose, which must be signed and approved by the academic advisor, his/her selection of the courses he/she wishes to take according to the authorized study plan of the major he/she is accepted in.

b. Upon a student’s request and by a decision from the Admissions Department, a new student may defer his/her admission, after payment of the prescribed tuition fees for the semester he/she is accepted in, for one academic semester, or maximum of two academic semesters if he/she has a valid reason for not being able to complete his/her registration. The application for deferment in such situation must be lodged within four weeks from the commencement of study in the semester he/she is accepted in, and the College must be notified accordingly.

c. Subject to the provisions of paragraph (b) of these regulations, a new student’s record shall be cancelled if he/she does not complete the registration procedures in the semester he/she accepted in and does not apply for deferment of admission.

d. The Chancellor may approve the deferment of admission for a student for reasons that are beyond his/her control.

e. A student whose record has been cancelled due to failure to complete registration procedures may apply for re-admission with new documents in the following semester, but approval will be subject to availability of vacancies in the desired program and satisfying the requirements relevant to this program.
Suspension of Registration and Discontinuation of Study

Article (20)

a. Upon a student’s request and by a decision from the Director of Registration Department, a student’s registration may be suspended, keeping the grades he/she achieves before the suspension, if the student has a valid reason beyond his/her control that prevents him/her from attending study regularly. The student, in this case, must lodge the suspension application within a maximum period of four weeks from the commencement of study in the semester in which he/she requests the suspension of registration, and the College must be notified accordingly.

b. If the excuse persists beyond the four weeks noted in paragraph (a) of this article, suspension of registration will be possible only if approved by the Dean, and the Department of Registration is notified accordingly.

Article (21)

a. Subject to the provisions governing the rules of failure due to absence, if a student discontinues his/her study without applying for suspension of registration within the period of four weeks noted in article (20) above, his/her registration shall be involuntarily suspended by a decision from the Registration Department, keeping his/her grades achieved before the suspension of registration, and the College must be notified accordingly.

b. The College Council may allow a student whose registration is suspended involuntarily according to paragraph (a) of this article to register if it is proven that his/her suspension is due to reason beyond his/her control, and the Registration Department must be notified accordingly.

c. The suspension of registration as per articles (20) and (21) must not exceed two academic semesters throughout a student’s study duration at the University. Included in period of suspension is any semester in which a student is considered voluntarily withdrawn without grade ‘F’ based on an excuse accepted by the College Council.

d. If the period of suspension exceeds the period noted in the previous paragraph of this article, or his/her registration is cancelled or if a student applies for withdrawal from the College, and his/her academic record is marked with (W) “Withdrawn from the University.”
e. A student whose registration has been cancelled due to discontinuation or withdrawal from the College may apply to the Admissions Department to be re-registered as a new student if he/she meets the prescribed requirements. In such case, the Council of Deans, on recommendation from the College Council, may authorize maintaining the grades the student had achieved before the cancellation of his/her registration as long as the discontinuation period does not exceed four consecutive regular semesters from the last semester he/she has attended University regularly; otherwise, the courses the student has completed successfully at the University shall not be counted, and he/she shall be treated as a new student. However, approval for students applying to be re-registered as new students is issued by the Council of Deans, taking into consideration their previous record at the University and notifying the Department of Admissions accordingly.

f. A student whose registration is suspended based on the provisions of articles (20) and (21) may not request credit for course(s) taken in a university, community college, or higher institute during the period of suspension, whether that suspension is voluntary or involuntary.

g. The discontinuation period is counted as part of the maximum duration allowed for completing a student’s study duration.

h. Disciplinary suspension of registration is considered as an involuntary suspension, and the discontinuation period is counted as part of the maximum duration allowed for a student to complete his/her study at the University.

i. Discontinuation from the IEP (Intensive English Program) is not included in the period noted in paragraph (c) of this article.
Transfer

Article (22)

First: Transfer from an Accredited University or College:

a. A student may transfer from another accredited university, college, higher institute, or intermediate institute by lodging a transfer application to the Admissions Department. The application is then referred to the Dean after satisfying the following transfer conditions:

1. The student has successfully completed at least one academic semester or one academic year in an accredited university, college, or institute with a CGPA of no less than ‘Good,’ (C) (70%).

2. The student meets the general admission requirements of the University and the specific requirements of the program he/she applies to transfer to in the semester in which he/she applies for transfer.

3. There are available places in the major to which he/she desires to transfer within the framework of the admission plan of that major established in line with the general policy of admission at the University.

4. The university from which the student is transferring requires full-time attendance, and the transferring student has not been expelled for academic or disciplinary reasons.

b. A Department may accept the transfer of credits for all or some of the courses that the student has completed successfully in the University he/she is transferring from, on the condition that his/her final grade in any of them is no less than (C), the number of transferred credit hours does not exceed 50% of the credit hours required for completing the program he/she is transferring to, and the learning outcomes of the transferred courses align with the learning outcomes of the corresponding courses of the program he/she is given equivalency for.

c. Grades or averages that a student achieves in the transferred courses are not counted in calculating the student’s CGPA at the University.

d. For the purposes of deferment, probation, and dismissal, a student transferred from another university, higher institute, or community college is treated as a new student.
e. A student transferring from another university, community college or institute of higher education may not benefit from his/her academic record if he/she has discontinued his/her study for a period of four regular academic semesters or more.

Second: A student may transfer from one of the branches of the College to another as per the following procedures:

1. The student lodges an application at the Registration Department expressing his/her desire to transfer from one branch to another and pays the prescribed fees.

2. The application is lodged during the add/drop week of the semester, if the student has not registered for any courses yet; otherwise, if the student has already registered for courses and attended classes, all the courses must be offered in the branch the student is transferring to.

3. The student’s file is transferred to the new branch the student is transferring to.

Article (23)

a. Taking into consideration the student’s preference and the maximum capacity of students per major, the students are distributed over the available majors in the College according to the followed procedures no later than the beginning of the second academic semester from when the student joins the University.

b. After completing a minimum of one semester, a student may apply for change of major to the Registration Department within the last two weeks of the semester or within two weeks from the end of the final exams of Fall and Spring semesters. The Registration Department then completes the applications and refers them to the Dean to take the appropriate decisions no later than the beginning of the following academic semester.

c. The College Council establishes the organizational procedures concerning change of major within the College, and the Dean issues a decision to that effect.

d. A student previously transferred involuntarily from a major due to academic probation may not transfer to the same major again.

e. A student who has completed 45 credit hours may not apply for transfer or change of major.
f. A student may not voluntarily change his/her major more than once throughout his/her study in the College.
g. The Registration Department includes the mandatory courses taken by the student in the major he/she transfers from and required in the study plan of the new major he/she transfers to in the calculation of the Semester GPA and CGPA.
h. The Registration Department includes the elective courses taken by the student in the major he/she transfers from and required in the study plan of the new major he/she transfers to in the calculation of the Semester GPA and CGPA upon the student’s request.
i. A student registered in the IEP (Intensive English Program) may apply for reinstatement to another major in a regular or Summer semester without counting that as change of major.

**Requirements for Earning the Diploma/Higher Diploma**

**Article (24)**

The diploma/higher diploma is granted to students upon completion of the following requirements:

a. The student passes all the courses required for graduation in the study plan.
b. The student achieves a CGPA of no less than 2.00 and satisfies the other requirements dictated by the plan based on which he/she graduates.
c. The student has satisfied the minimum duration and has not exceeded the maximum duration for earning the diploma/higher diploma.
d. The decision for his/her graduation has been issued by the concerned councils.

**General Provisions**

**Article (25)**

a. When a student’s graduation is dependent on a mandatory or elective course that is not offered or is offered but in conflict with another required course in the semester a student is expected to graduate in, or on an elective course that does not have an alternative from within the same basket, the student may be allowed to take a substitute course, upon the approval of the Dean and recommendation of the student’s Department in coordination with the Department offering the substitute course. The substitute course must be equal or higher than the original course in terms of the level of the course, the number of credit hours, and relevance to the general field of the major.
The Dean then informs the Registration Department of the approval. The Dean may approve taking two alternative courses at most if such action would allow the student to graduate at the end of his/her last semester of study.

b. When a student’s graduation is dependent on passing one course only that the student has taken and failed three times before, the student may be allowed to take a substitute course, upon the approval of the Dean and the recommendation of the student’s Department in coordination with the Department offering the substitute course. The substitute course must be equal or higher than the original course in terms of the level of the course, the number of credit hours, and relevance to the general field of the major. The Dean then informs the Registration Department of the approval.

c. Pleading ignorance of these regulations or the circulars, printed matter issued by the University, and postings in bulletin boards around the various buildings of the University pertaining to these regulations shall not be accepted.

d. The student is responsible for organizing his/her study schedule, completing the pre-requisites, and utilizing the services his/her academic advisor offers.

e. The student must present a clearance certificate from the University to complete his/her graduation or withdrawal procedures.

f. A student is considered to have satisfied the graduation requirements in the semester in which the ‘I’ (Incomplete) grade is removed.

g. A course taken by a new student at another university, community college, or higher institute from which he/she has earned an academic qualification shall not be considered.

**Article (26)**

Graduation certificates are granted at the end of every academic semester as per the approved procedures, where two graduation ceremonies are held during an academic year.

**Article (27)**

The Council of Deans shall decide on issues not covered by the above regulations or issues resulting from the implementation thereof.
**Article (28):**
These regulations shall be effective as of the date of issue and to be published in the Official Gazette, and all other provisions or decisions that are in conflict with these regulations shall be null and void.

**Article (29):**
The Chancellor, Vice-Chancellors, Assistants to the Chancellor, Deans, Director of Admissions Department, and Director of Registration Department shall be responsible for the implementation of these regulations.

Issued on: 1st. Ramadan 1437 AH
Corresponding to: 06 /06 /2016

Chancellor
Professor Hamid M.K. Al Naimiy
Student Disciplinary Regulations
The Regulations for Student Disciplinary Issued in Accordance with the Article (43) of the Academic Organization By-Laws Issued Under Article (3) of the Executive By-Laws of the Decree No (2) for 2016 Concerning the Establishment and Organization of the University of Sharjah

Definitions

Article (1)
The regulations hereinafter shall be called (The Regulations for Student Disciplinary at the University of Sharjah) and shall be effective as of the date they are issued and to be published in the Official Gazette.

Article (2)
The provisions of these regulations shall apply to all matriculated and regularly attending students at the University of Sharjah who will be subject to the disciplinary rules and procedures therein.

Article (3)
The following terms shall have the meanings assigned to them unless the context indicates otherwise:

University : University of Sharjah
Chancellor : Chancellor of the University
Dean : Dean of Student Affairs
Student : A male or female student, as the case may dictate

Being Caught in the Act of Cheating: Detecting a student while copying a piece of information from the source intended for cheating from to the exam answer booklet.

Attempting to Cheat : Detecting a student while attempting to use a device for communication or to cheat from material before using the device or material.
Violations

Article (4)
The following acts are considered violations which, if committed by a student, will make him/her subject to the penalties prescribed in these regulations.

a. Violating the effective laws, bylaws, and regulations of the country and the implementing regulations thereto applied in the University.

b. Violating the Islamic code and morals.

c. Refraining intentionally from attending lectures and performing other University activities the regulations dictate attending to and any act of incitation to that effect.

d. Disrupting order in classrooms, laboratories, libraries, or other University facilities.

e. Committing any act that violates the codes of honor, dignity, moralities, or good conduct and behavior, or an act that would negatively affect the reputation of the University or individuals under its employ, whether the act is committed within or outside the University or during any activity or on any occasion the University is engaged in.

f. Forming or participating in any group or organization inside the University without prior permission from the concerned authorities inside or outside the University or being part of any collective activity that would violate the organizational rules in the University.

g. Using University buildings, facilities, or property for purposes other than what they are intended for without prior permission from the concerned party or abusing the granted permissions thereto.

h. Distributing publications, publishing bulletins, posting announcements, or collecting signatures and donations without obtaining permission from the concerned authorities at the University or misusing the permissions granted to carry out the aforementioned activities.

i. Directing any insult or abuse towards a faculty member, employee, student, or visitor at the University.
j. Damaging, deforming, or breaking down University movable or immovable property.

k. Falsifying University documents and using falsified documents for any purpose whatsoever.

l. Committing any act of falsification or alteration in the application for admission to the University or any documents submitted by a student during the process of joining the University.

m. Committing or attempting to commit any form of cheating during exams.

n. Committing plagiarism by quoting the works of others without documentation or referencing in graduation projects, research papers, assignments, reports, and other activities. Quoting includes copying any information from learning resources including the Internet.

o. Taking an exam for another person.

p. Violating the current rules of wearing decent and moderate clothing in the Emirate of Sharjah within the University campus.

q. Smoking of all forms, shapes, and devices used for that purpose in the buildings and open spaces of the University campus.

**Article (5)**

In the event a student violates the rules of exams, disobeys the instructions of the supervisor of an examination hall, or persistently disrupts peace and quiet, he/she shall be asked to hand in his/her exam paper and leave the exam hall, and the invigilator or supervisor in the exam hall shall write a detailed report of the incident immediately after the end of the exam session, have it signed by the head invigilator, and submit it to the Dean of the concerned college for appropriate action.
Penalties

Article (6)
The penalties that a student may be subject to are:

a. A written caution.

b. Dismissing the student out of the classroom.

c. Banning a student from attending some lectures of a course in which the student disrupts order during class, provided that these lectures do not exceed 20% of the total number of lectures for the course.

d. Banning a student for a specific period of time from the services provided by one or more of the University’s facilities in which a violation is committed.

e. Banning a student for a specific period of time from participating in an activity or more of student activities in which a violation is committed.

f. Warning in its three levels: first, second and third.

g. Inflicting a fine of an amount equal to the value of a damaged item/items.

h. Cancelling the registration of a student in a course or more of the semester in which a violation takes place.

i. Cancelling the exam of a student in a course or more and giving him/her grade ‘F’ in the course or courses the exams of which have been cancelled.

j. Suspending a student from the University temporarily for an academic semester or more.

k. Final dismissal from the University while granting the right to transfer to another university.

l. Final dismissal from the University and denying him/her to benefit from his/her academic record.

m. Cancelling the decision to grant a student a degree if it becomes apparent that there is an act of forgery or fraud in the process leading up to granting the degree.
**Article (7)**

In the event a student attempts to cheat in an exam, he/she shall be subject to all of the following penalties combined:

a. He/she shall be given grade ‘F’ in the course in which he/she attempted to cheat.

b. His/her registration in the courses he/she registered in for the semester in which he/she attempted to cheat shall be cancelled.

**Article (8)**

a. In the event a student is detected cheating during an exam or a quiz, he/she shall be subject to the following penalties combined:

   1. He/she shall be given grade ‘F’ in the course which is the subject of the exam.

   2. His/her registration in the courses he/she registered in for the semester in which he/she attempted to cheat shall be cancelled.

   3. He/she shall be suspended from the University for the academic semester following the semester in which he/she was detected cheating, in which case the Summer semester shall not counted as an academic semester for this purpose. In addition, he/she shall not be given credit for any course(s) he/she studies at another university during suspension.

b. In the event the act of cheating is detected later on, the offender shall not be relieved from responsibility, and the case shall be referred to the concerned committee for investigation and deciding on the appropriate penalty.

c. In the event a student commits an act of plagiarism as outlined in paragraph (n) of article (4), he/she shall be given grade ‘F’ in the course in which the violation takes place, and he/she shall have to repeat the same course without the possibility of taking an alternative course.

**Article (9)**

Two or more of the penalties prescribed in these regulations may be combined.
Article (10)
In the event a student commits other violations, he/she shall be subject to the harsher penalty.

Article (11)
The decisions of penalties are kept in a student’s file at the Deanship of Student Affairs and Department of Admissions and Registration and notified to the party implementing the penalty, the student’s guardian, and sponsor of the student’s scholarship, if any.

Article (12)
The Registration Department shall keep in a student’s file all penalty decisions issued against him/her, and the penalties shall be recorded on his/her academic transcript and clearly stated in any document issued for him/her.

Article (13)
No penalty of the penalties prescribed in article (6) of these regulations may be decided upon until an investigation with a student is completed and his/her testimony and the testimonies of witnesses are heard and recorded in writing, provided that the student involved is notified of the times and dates of hearings in writing. In the event a student refrains from attending or fails to attend on the specified times and dates with an excuse not accepted by the investigating committee, he/she shall forfeit his/her right for a hearing and his/her case shall be decided upon in absentia.

Investigation and Accountability

Article (14)
An individual conducting an investigation with a student may not be a member of the Student Disciplinary Committee
Article (15)

a. In the first month of every academic year, a College Council shall form an Investigation Committee for a term of one renewable year consisting of three faculty members from the concerned college to investigate violations committed by students within the college’s buildings. The Dean of the concerned college shall refer violations committed in the buildings of his/her college or the classrooms and laboratories in which courses of the concerned college are taught to this committee to decide on the appropriate penalty and submitting such penalty to him/her.

b. In the first month of every academic year, a Dean shall form an Investigation Committee for a term of one renewable year consisting of three faculty members of the University after consultation with the concerned Dean of College of the selected faculty members to investigate violations committed by students on University campus outside the buildings of his/her college. The Dean of the concerned college nominates a rapporteur for the committee and shall refer violations to this committee for investigation, deciding on the appropriate penalty, and submitting such penalty to him/her.

c. By a decision from the Chancellor in the first month of every academic year, a Supreme Student Disciplinary Committee shall be formed for a term of one renewable year to look into violations committed by students in the University campus including the student Dormitories. This committee shall consist of:

- Dean of Student Affairs, Men’s or Women’s Colleges as the case may demand.
- Four faculty members, one of whom shall be from the College of Law.
- Head of Student Union, Men’s or Women’s Colleges as the case may demand.
- Officer in charge of the student Dormitories.

Article (16)

When the term of an investigation committee expires, the committee shall continue to perform its duties until another committee is formed to replace it.
Article (17)
The powers to administer disciplinary penalties against students shall be exercised as per the following procedures:

a. A faculty member, or instructor of a course, may administer the penalties prescribed in paragraphs (a), (b) and (c) of these regulations, provided that a period banning a student from attending lectures or the period of asking a student to leave the classroom does not exceed 20% of the total teaching hours of a course.

b. A Dean has the power to administer the penalties noted in paragraphs (a) to (g) of article (6) of these regulations.

c. The Supreme Disciplinary Committee has the power to administer any of the penalties prescribed in articles (6), (7), and (8) of these regulations, as they deem as an appropriate penalty for the violation presented before it.

General Provisions

Article (18)
A student shall not be penalized for the same violation from more than one disciplinary party.

Article (19)
All decisions shall be considered final except in the cases of the penalties prescribed in paragraphs (h) to (m) of article (6) and the penalties prescribed in articles (7) and (8) of these regulations, in which cases a student may appeal the decision before the Council of Deans within fifteen days from when he/she is notified of the decision in writing. The Council of Deans may subsequently confirm, modify or cancel a penalty, after which a student may not appeal the decision from the Council of Deans before any other party.

Article (20)
The Chancellor shall assume the powers of the Supreme Student Disciplinary Committee in case a demonstration or an act that disturbs order takes place at the University, resulting in disruption to the continuation of study at the University,
or in case of an incident that threatens to disrupt continuation of study at the University and requires immediate action. Subsequently, the Chancellor shall notify the Council of Deans of his/her decision in this case.

**Article (21)**

The Council of Deans shall decide on issues not covered by the above regulations or issues resulting from the implementation thereof.

**Article (22)**

These regulations shall be effective as of the date of issue and to be published in the Official Gazette, and all other provisions or decisions that are in conflict with these regulations shall be null and void.

**Article (23)**

The Chancellor, Vice-Chancellors, Assistants to the Chancellor, Deans, and Directors shall be responsible for the implementation of these regulations.

Issued on: 1st. Ramadan 1437 AH
Corresponding to: 06/06/2016

Chancellor
Professor Hamid M.K. Al Naimiy
Student Dormitories
The Regulations for Student Dormitories Issued in Accordance with the Article (43) of the Academic Organization By-Laws Issued Under Article (3) of the Executive By-Laws of the Decree No (2) for 2016 Concerning the Establishment and Organization of the University of Sharjah

Definitions

Article (1)
These regulations shall be called hereinafter (The Regulations for Student Dormitories at the University of Sharjah) and shall be effective as of the date they are issued and to be published in the Official Gazette.

Article (2)
The following terms shall have the meanings assigned to them unless the context indicates otherwise:

University : University of Sharjah
Chancellor : Chancellor of the University
Dean : Dean of Student Affairs
Deanship : Deanship of Student Affairs
Students : Registered and regularly attending students at the University
Dormitories : Student dormitories
Supervisor : Supervisor of the Dormitories
Disciplinary Violation : Any violation of the University rules, regulations, values, norms, or the executive regulations thereof.
Chaperone : A person with whom a student may leave the University and who include: the father, the mother, the husband, a brother, a sister, an uncle, or an aunt, provided that a document is presented to prove the relationship.
Internal Regulations: The regulations for regulating the Dormitories issued by the Dean or who deputizes for him/her from time to time.


**Article (3)**

The University is devoted to providing suitable accommodation and any other necessary services for the students of the University and creating a quiet and orderly environment for them in order to ensure carrying out the University’s educational duties and help achieve the following:

a. Enhance university values among students.

b. Get students accustomed to value their time and organize their cultural, social, sporting, and recreational activities that fit in their interests and develop their various extracurricular hobbies.

c. Enhance harmony and acquaintance and promote the sense of belonging to the group and working as a team among students.

**Article (4)**

Student Dormitories at the University of Sharjah is a paid service as per the fees prescribed by the University administration.

**Article (5)**

The Dormitories are an integral part of the University, and they are subject to the rules and regulations of the University in addition to the regulations and the internal regulations herein in terms of administration and running of its affairs.

**Article (6)**

The Deanship shall be responsible for managing the Dormitories and running its affairs as per the rules and regulations of the University.

**Article (7)**

In compliance with these regulations, the administration of the Dormitories may inspect the rooms at the time they deem appropriate, provided that they have an approval from the Dean in advance and that the inspection takes place in the presence of the concerned student except in the cases the Dean deems fitting.
Conditions for Acceptance in the Dormitories

**Article (8)**

To accept a student in the Dormitories, the following conditions should be met:

a. He/she must be matriculated in one of the colleges, centers, or institutes of the University with priority given to full-time students. Dormitories may also be allocated to other categories on approval from the Dean.

b. He/she must be of good conduct and character.

c. He/she must present a medical report to the effect that he/she is free from contagious diseases.

d. He/she pays the prescribed fees for the accommodation.

e. He/she submits an undertaking in writing to the effect that he/she shall adhere to rules and regulations of the University, especially those related to the Dormitories.

f. He/she submits a recent photograph.

g. He/she complies with any other conditions the University asks for through the Deanship.

**Article (9)**

Students are assigned to the Dormitories and rooms based on the vacancies and regulations prescribed by the Dean taking the student’s preference whenever possible. However, students may not change their designated rooms without a written approval from the Supervisor.

**Article (10)**

A student on scholarship who wishes to be assigned a room at a higher level than the room designated from the sponsoring party must pay the difference in fees, provided that there is a vacancy, unless the sponsoring party has objection to that.
Student Rights and Obligations

Article (11)
Students shall engage in cultural, social, sporting, and recreational activities within the Dormitories observing the regulations issued by a decision from the Dean.

Article (12)
a. A male student living in the Dormitories may receive only male visitors in the hall designated for visitors.

b. A female student living in the Dormitories may receive visitors or chaperones, provided that the visit takes place in the places and at the times specified by the Deanship. In addition, female students are absolutely prohibited from receiving female visitors in their rooms no matter what the relationship of the visitor to the female student might be.

Article (13)
Students may stay in the Dormitories over the weekends for reasons related to study upon approval from the Dean.

Article (14)
A student may reserve a room for the following academic semester by paying a reservation fee equal to 25% of the fees for the dorm to be taken out from the prescribed fees when the dorm is occupied by the student. However, the reservation fees are non-refundable in case a student holds back from renting a room for whatever reason there might be. Generally speaking, once paid, dormitory fees are non-refundable except in special cases deemed appropriate by the Chancellor.

Article (15)
Students living in the Dormitories must abide by the rules and regulations of the University and the internal regulations of the Dormitories.
Article (16)
Student must maintain good conduct and behavior with their peers, supervisors, and staff of the Dormitories, and they may not commit any act that violates the norms of good conduct and behavior.

Article (17)
A student must sleep in the room assigned to him/her, and he/she may not sleep in another room without prior approval from the administration of the Dormitories. In addition, students must present themselves to the concerned Supervisor to verify their attendance at night at the times specified by the regulations of the Dormitories.

Article (18)
Students must keep the Dormitories clean and preserve the contents thereof, keeping in mind that the safekeeping of the furniture in the rooms is under the responsibility of the students.

Article (19)
Students, altogether or individually, shall be held responsible for any loss or damage to the furniture or the buildings and shall not be cleared or transferred from one room to another, once the responsible is determined, until what is missing is returned or what is damaged is paid for.

Article (20)
Students are responsible for the safekeeping of their possessions and personal effects and must not leave their valuable items in the rooms when leaving the Dormitories for a weekend or at the end of an academic semester.

Article (21)
Students must return to the Dormitories by the times specified in the instructions issued by the Dean. However, in special circumstances approved by the Dean, a student may return later than those times for reasons related to study, University activities, or emergencies.
**Article (22)**

Students must cooperate with security personnel in the Dormitories and present their student identity cards or dormitory card when asked to do so.

**Article (23)**

A student’s stay in the Dormitories shall expire in a maximum period of two days for resident students and immediately after he/she finishes the exams for non-resident students. In the event that a student stays beyond the designated time for checking out, he/she shall pay AED 30 for each extra day he/she stays in the Dormitories.

**Article (24)**

a. A student may not sleep outside the Dormitories unless he/she has approval form the administration of the Dormitories, and he/she must appear in person before the Supervisor to verify his/her night attendance according to the following timings:

1. 12:00 midnight for male students
2. 09:00 p.m. for a female student who has a permission to leave in a taxi.
3. 11:00 p.m. for a female student who is out with a parent or a brother.

b. A person who accompanies a female student out of the Dormitories or drops her back to the Dormitories must be a chaperone and he/she must present himself/herself to the security office in the Dormitories to verify his/her identity and ownership of the vehicle.

**Article (25)**

Students staying in the Dormitories must abide by the following:

a. Keeping the rooms clean and tidy.

b. Refraining from abusing the properties and equipment of the Dormitories.

c. Refrain from hanging pictures, drawing and slogans on the walls, doors, and windows for any reason unless there is a prior approval from the Supervisor or the administration.
d. Handing pieces of furniture that are not in use to the Supervisor who would take suitable action in that regard.

e. Abide by the rules for wise use of water and electricity.

f. Wearing modest clothing while moving around public facilities such as the receptions halls, administration building, and the restaurant.

g. Observing quietness and refraining from disturbing others.

h. Refraining from driving private vehicles into the Dormitories.

i. Refraining from accompanying children into the Dormitories.

j. Refraining from bringing animals into the Dormitories.

k. Abiding by the code and regulations of the University and all rules issued by the Deanship.

l. Ultimately, students are prohibited from any action that violates the identity of the Dormitories and public equipment and property that would consequently expose the violator to the disciplinary procedures prescribed by the regulations of the Dormitories.

**Article (26)**

Students are prohibited from committing any act or behavior that is in conflict with the university traditions and norms. In particular, students are prohibited from the following:

a. Carrying or possessing weapons of all types, consuming alcohol or drugs, or smoking inside the Dormitories.

b. Using incense burners and candles in the rooms or any other facility of the Dormitories.

c. Using fireworks, gas burners, or any other device that may start fire in the Dormitories.

d. Possessing any tools, material, books, magazines, or pictures that breach the code of public morality and violate rules and norms of the University.

e. Possessing or using video and other display equipment in the rooms.

f. For female students, accompanying a colleague (for female students) on a hospital visit unless approved in advance from the Supervisor.
g. For female students, bringing a female visitor, graduate, or student from outside the University to the Dormitories or the room of a female student.

h. Distributing any publications or information without prior approval from the Dean or who deputizes for him/her.

i. Disrupting programs of activities authorized inside the Dormitories.

j. Abusing photography devices.

k. For female students, leaving the University campus without a written consent from her guardian and without obtaining a permit from the Supervisor in accordance with the permissions system in practice in the Dormitories.

l. Committing any act or behavior that is in violation of the norms of good conduct and behavior to be followed.

m. Smoking in all forms, shapes, or devices inside the facilities of the Dormitories.

n. In the event of any kind of abuse of the phone camera or any case that violates public morality, the student shall be expelled from the University.

o. Abusing computers that are the property of the University or using them for holding personal chats through the various chatting programs.

**Accountability of Students Living in the Dormitories**

**First: Violations**

**Article (27)**

Subject to the Student Disciplinary Regulations, students shall be subject to the disciplinary system outlined in the articles below for violations they may commit within the Dormitories.

**Article (28)**

Any violation of the rules, regulations, and observed University norms, or carrying out of an act prohibited by these regulations or other systems or regulations issued in implementation thereof are considered violations subject to disciplinary actions.
Article (29)

In case a student is accused of a violation subject to disciplinary action, the Supervisor of the Dormitories shall document the incident and refer it to the Dormitories Manager for initial investigation and referral to the Dean of Student Affairs within 24 hours from when the violation occurs for appropriate action.

Second: Penalties

Article (30)

The penalties applicable to students in the Dormitories include:

a. Verbal or written caution.

b. Warning in its three levels: first, second and third.

c. Suspension from the Dormitories for one academic semester.

d. Suspension from the Dormitories for one academic year.

e. Final dismissal from the Dormitories.

f. Suspending a student’s registration for an academic semester or more.

g. Final dismissal of a student from the University.

Article (31)

An investigation is conducted by individuals assigned by the Dean for that purpose, provided that the person conducting the investigation is not a member of the Student Disciplinary Committee.

Article (32)

The decision to refer a student to the Disciplinary Committee shall be issued by the Chancellor upon submission from the Dean.

Article (33)

The power to authorize the penalties prescribed in article (30) is assigned to:

a. The Dean who has the power to make a decision on the penalties prescribed in paragraphs (a) and (b).
b. The Chancellor who has the power to approve the report that includes the penalties prescribed in paragraph (c).

c. The Disciplinary Committee who has the power to make decisions on the penalties prescribed in article (30).

Article (34)
The penalties prescribed in paragraphs (c to g) of article (30) of these regulations shall not take effect unless a student has been questioned, heard, allowed to defend himself/herself against the offenses he/she is accused of, and the proceedings have been put in writing. In the event the student does not attend the investigation on the time specified for the session and served to him/her in writing, or he/she fails to attend the session without an excusable reason accepted by the investigation committee, he/she shall forfeit his/her right for a hearing and his/her case shall be decided on in absentia.

Article (35)
The decisions issued in relation to the disciplinary penalties shall be communicated in the notice boards of the Dormitories.

Article (36)
The decisions made by the Disciplinary Committee shall be final after being rectified by the Chancellor unless a grievance has been submitted to the Council of Deans within two weeks from the date of serving the student, his/her guardian, or his/her sponsoring party in writing with the decision. However, the decisions of the Council of Deans shall be final and may not be appealed before any other party.

Article (37)
Decisions related to penalties shall be kept in the file of the concerned student at the administration of the Dormitories and the Registration Department, and the Director of Registration Department shall notify the student’s guardian and the Dean of the concerned college in writing to that effect.
General Provisions

Article (38)
The Council of Deans shall decide on issues not covered by the above regulations or issues resulting from the implementation thereof.

Article (39)
These regulations shall be effective as of the date of issue and to be published in the Official Gazette, and all other provisions or decisions that are in conflict with these regulations shall be null and void.

Article (40)
The Chancellor, Vice-Chancellors, Assistants to the Chancellor, Deans, and Directors shall be responsible for the implementation of these regulations.

Issued on: 1st. Ramadan 1437 AH
Corresponding to: 06 /06 /2016

Chancellor
Professor Hamid M.K. Al Naimiy
Institutes, Centers, and Scientific Foundations
The Regulations for Institutes, Centers and Scientific Foundations Issued in Accordance with the Article (43) of the Academic Organization By-Laws Issued Under Article (3) of the Executive By-Laws of the Decree No (2) for 2016 Concerning the Establishment and Organization of the University of Sharjah

Article (1)
The hereinafter regulations shall be called (The Regulations for Institutes, Centers and Scientific Foundations) and shall be effective as of the date they are issued and to be published in the Official Gazette.

Article (2)
The following terms shall have the meanings assigned to them unless the context indicates otherwise:

University : University of Sharjah
President : President of the University
Chancellor : Chancellor of the University
Board : Board of Trustees
Council of Deans : Council of the deans of the University
Institute : Any institute established in the University
Center : Any center established in the University
Research Center : Any research center established in any of the scientific research institutes of the University
Scientific Foundation : Any Scientific Foundation established in the University
Institute Council : Council of the concerned institute
Center Council : Council of the concerned center
Scientific Foundations Council: Council of the concerned academic establishment
Article (3)

a. An Institute, Center, or Scientific Foundation is established in the University by a decision from the Board based on recommendation from the Council of Deans. The decision of establishment shall include outlining the specific objectives of the Institute, Center, or Scientific Foundation, the organizational structure and any other necessary matters related to the establishment of the Institute, Center, or the Scientific Foundation.

b. A Research Center is established in any of the academic research institutes according to the prescribed regulations for scientific research at the University.

c. The Institutes, Centers, and Scientific Foundation aim at achieving academic outcomes of specific nature in the fields of scientific research, teaching, training, certification, or other outcomes as per the regulations authorized for this purpose.

Article (4)

a. Every Institute, Center, or Scientific Foundation shall have a council (or more) appointed by the Chancellor according to the regulations of that Institutes, Centers, and Scientific Foundation.

b. An Institute, Center, or Scientific Foundation is managed by a director appointed by the Chancellor according to the regulations followed at the University.

Article (5)

The powers of an Institute Council, Center Council, or Scientific Foundation Council shall be outlined in the regulations specific to that Institute, Center, or Scientific Foundation.

Article (6)

a. On approval from the concerned parties, an Institute, Center, or Scientific Foundation may offer some programs of specific nature according to the regulations set out for this purpose.
b. A Center may grant (certificates) according to the regulations designed for this purpose, but it may not grant in any way an academic degree of any kind.

**Article (7)**

Employees of an Institute, a Center, or an Scientific Foundation shall be appointed according to the policies of the University and the regulations thereof and shall be subject to their provisions.

**Article (8)**

a. The faculty by-laws and regulations thereof followed at the University shall apply to employees of the Institutes, Centers, and the Scientific Foundation of full-time and part-time researchers who hold a doctoral degree, and they shall be treated similar to their peers of other ranks in the various fields of work. Their research or teaching load shall be defined in their contracts as the need demands, and their workload shall be 40 hours a week.

b. The by-laws for Non-Academic Staff and the policies and procedures thereof followed at the University shall apply to the employees working at the Institutes, Centers, and Scientific Foundation in the various areas of work, including research assistants who hold a master’s degree.

c. The financial by-laws and policies and procedures thereof followed at the University shall apply to the employees in the Institutes, Centers, and Establishments and their employees, and the budget for the Institute, Center, and Scientific Foundation shall be part of the budget of the University.

**Article (9)**

The provisions of these regulations shall apply to the Institutes, Centers, and Scientific Foundation currently operating at the University and at any other newly established Institutes, Centers, and Scientific Foundation or equivalent to.

**Article (10)**

These regulations shall be effective as of the date of issue and to be published in the Official Gazette, and all other provisions or decisions that are in conflict with these regulations shall be null and void.
Article (11)

The Chancellor, Vice-Chancellors, Assistants to the Chancellor, Deans, and Directors shall be responsible for the implementation of these regulations.

Issued on: 1st. Ramadan 1437 AH
Corresponding to: 06 /06 /2016

Chancellor

Professor Hamid M.K. Al Naimiy
Sharjah Center for Astronomy and Space Sciences
The Regulations for Sharjah Center for Astronomy and Space Sciences Issued in Accordance with the Article (43) of the Academic Organization By-Laws Issued Under Article (3) of the Executive By-Laws of the Decree No (2) for 2016 Concerning the Establishment and Organization of the University of Sharjah

Article (1)
The regulations hereinafter shall be called (The Regulations for the Sharjah Center for Astronomy and Space Sciences) and shall be effective as of the date they are issued and to be published in the Official Gazette.

Article (2)
The following terms shall have the meanings assigned to them unless the context indicates otherwise:

University : University of Sharjah
Chancellor : Chancellor of the University
Board : Board of Trustees of the University
Council of Deans : Council of the deans of the University
Center : Sharjah Center for Astronomy and Space Sciences
Council of the Center : Council of Sharjah Center for Astronomy and Space Sciences
Director of the Center : Director of Sharjah Center for Astronomy and Space Sciences
**Article (3)**
The Center shall be treated as a department of the University and shall report to the Chancellor.

**Article (4)**
The Center aims at achieving the following objectives:

- a. Conducting research and studies in the field of astronomy and space sciences at the local and international levels.
- b. Providing as much as possible the educational and training services required for the students of the University, especially graduate students, through providing the various educational equipment, programs, and instruments.
- c. Providing educational services to the local community through holding exhibitions, workshops, conferences, and open scientific community activities.

**Article (5)**
To realize its objectives, the Center shall carry out various scientific, research, and training duties and activities suited to the needs of the University and the local community.

**Article (6)**
The Center shall have a council called “Council of the Center” that consists of no less than seven members appointed by the Chancellor for a term of two renewable years, and the Chancellor shall choose one of these members as the Chairperson of the Council of the Center.

**Article (7)**
The Council of the Center shall have the following powers:

- a. Outline the general policy of the Center’s activities in the field of research, education, enlightenment, and training.
- b. Discussing and approving the annual and other reports about the Center and its activities.
c. Deliberating over the budget of the Center and submitting it to the Chancellor.

d. Making proposals and approving work plans of the Center.

e. Giving feedback on other issues related to the objectives of the Center and presented before the Council by the Director of the Center.

**Article (8)**

The Center shall have a director, appointed by the Chancellor for a term of two renewable years, who shall be responsible for running the affairs of the Center to ensure smooth running of its duties according to the regulations of the University. The responsibilities of the Director of the Center include in particular:

a. Proposing work programs for the Center.

b. Submitting the budget before the Council of the Center.

c. Submitting an annual report to the Council of the Center about the activities and achievements of the Center.

d. Any other matters assigned to him/her by the Chancellor or the Chairperson of the Council of the Center.

**Article (9)**

Duties of the Center shall be carried out by:

a. Employees specialized in astronomy, space, and other allied sciences as the need demands.

b. Faculty members, researchers, full-time lecturers, and research and teaching assistants assigned to work in the Center on full-time or part-time basis.

c. Any other external qualified personnel or expertise the Center deems necessary to contract on full-time or part-time basis.

**Article (10)**

The Center shall offer its services to the colleges and departments of the University as per the regulations of the policies and the regulations thereof.
Article (11)
The Center may offer its services to the United Arab Emirates, Arab, Islamic and international communities in coordination with the relevant centers and departments of the University.

Article (12)
These regulations shall be effective as of the date of issue and to be published in the Official Gazette, and all other provisions or decisions that are in conflict with these regulations shall be null and void.

Article (13)
The Chancellor, Vice-Chancellors, Assistants to the Chancellor, Deans, and Directors shall be responsible for the implementation of these regulations.

Issued on: 1st. Ramadan 1437 AH
Corresponding to: 06 /06 /2016

Chancellor
Professor Hamid M.K. Al Naimiy
Sharjah International Foundation for History of Arab and Muslim Sciences
The Regulations for Sharjah International Foundation for History of Arab and Muslim Sciences Issued in Accordance with the Article (43) of the Academic Organization By-Laws Issued Under Article (3) of the Executive By-Laws of the Decree No (2) for 2016 Concerning the Establishment and Organization of the University of Sharjah

Article (1)

The regulations hereinafter shall be called (The Regulations of Sharjah International Foundation for History of Arab and Muslim Sciences) and shall be effective as of the date they are issued and to be published in the Official Gazette.

Definitions

Article (2)

The following terms shall have the meanings assigned to them unless the context indicates otherwise:

- University : University of Sharjah
- President : President of the University
- Board of Trustees of the Foundation : The Board of Trustees of Sharjah International Foundation for History of Arab and Muslim Sciences
- President of the Board : President of the Board of Trustees of the Foundation
- Chancellor : Chancellor of the University
- Executive Council : Executive Council of the Foundation
- The Scientific Council : Scientific Council of the Foundation
- Director of the Foundation : Director of Sharjah International Foundation for History of Arab and Muslim Sciences
- Department : The concerned scientific department of the Foundation
Objectives of the Foundation

Article (3)

The foundation strives to achieve its mission of reviving Arab and Islamic heritage; raising awareness of the contributions of Arab and Muslim scholars to science through investigation, publication, translation and maintenance; and being a bridge for dialogue and communication with other cultures to achieve the following objectives:

a. Reviving, promoting and maintaining Arab and Islamic scientific heritage at the local, regional and international levels.

b. Preparing and training researchers in all fields of Arab and Islamic scientific heritage, including offering master’s degrees in collaboration with the concerned departments, colleges, and institutes.

c. Connecting with the parties engaged in Arab and Islamic scientific heritage and promoting their scientific and technical research activities at the local, regional and international levels.

d. Striving to include the components of Arab and Islamic scientific heritage, being a common human factor that served the human civilization in the past and is currently constituting a knowledge base for communication and cultural exchange regionally and internationally, into the current educational systems.

Administration of the Foundation

Article (4)

The following bodies shall be responsible for the administration of the Foundation, each according to the powers prescribed in these regulations:

a. Board of Trustees

b. The Executive Council

c. The Scientific Council
Board of Trustees of the Foundation

Article (5)

a. The Board shall be appointed by a decision from the President to include specialized members and other natural Arab, Islamic and international individuals. A meeting of the Board shall be considered legal if attended by more than half of the members. Decisions by the Board shall be issued by a majority vote of the attendees, except in the cases where a different quorum is required. In the event of a hung vote over a decision, the chairperson of the meeting shall have the casting vote.

b. Membership in the Board shall be for a term of three renewable years. The date of commencement and termination of a membership shall be determined by a decision from the President. Membership in the Board shall end when the term of membership ends. Membership can also end by a decision from the President.

c. Subject to paragraph (a) above, the President may increase or decrease the number of members as the need arises.

d. The Board shall annually hold three regular meetings; the dates, times and locations of which are decided by the president. When necessary, extraordinary meetings may be convened on a request from the President or a written request by at least three Board members.

Powers of the Board

Article (6)

To carry out its duties, the Board shall have the following powers:

a. Supervising the administration of the Foundation and establishing the general policy for its activities and domains.

b. Appointing Director of the Foundation and chairpersons of the scientific departments on nomination from the Director.

c. The Executive Council of the Foundation shall comprise the Chancellor as the Chairperson of the council and the Director and the chief executive officers of the Foundation as members.
d. The Scientific Council of the Foundation shall comprise the Chancellor as the Chairperson of the council and the Chairs of scientific departments of the Foundation as members.

e. Establishing professorial chairs for scientific research in the scientific fields of the Foundation.

f. Recommending setting up centers, research institutes, museums, laboratories, and other facilities necessary for achieving its objectives.

g. Looking into endorsing the organizational structure of the Foundation and establishing, naming, merging, and assigning the tasks for the scientific departments.

h. Looking into endorsing the mechanisms for achieving the objectives of the Foundation and action plans submitted by the councils and departments of the Foundation.

i. Looking into evaluating the annual report of the activities and achievements of the Foundation for endorsement.

j. Looking into endorsing the annual budget of the Foundation.

k. Looking into endorsing the closing balance sheet submitted by the auditor appointed by the Council.

l. Looking into any other issues proposed by the Chairperson of the Council.

The Executive Council and its Powers

Article (7)

a. The Executive Council of the Foundation shall comprise the Chancellor as Chairperson and the Director and Chief Executive Officers of the Foundation as members.

b. The Director, or his/her delegate, shall chair the meetings of the Executive Council whose decisions pass by the majority of vote of the attendees.

c. The Executive Council shall have the following powers:

   1. Monitoring the implementation of the plans and programs of the Foundation.
2. Preparing the annual budget to be submitted to the Board of Trustees of the Foundation.

3. Preparing the annual report to be submitted to the Board of Trustees of the Foundation.

4. Looking into any other issues proposed by the Chancellor that fall within the domain of the Council.

**The Scientific Council and its Powers**

**Article (8)**

a. The Scientific Council shall comprise the Chancellor as Chairperson and the Director of the Foundation and Chairs of the scientific departments as members.

b. The Chancellor, or his/her delegate, shall chair the meetings of the Scientific Council whose decisions pass by the majority of vote of the attendees.

c. The Scientific Council shall have the following powers:

1. Setting up mechanisms to achieve the objectives of the Foundation and carry out its projects to revive, maintain and promote Arab and Islamic heritage at the local, regional and international levels and submitting these mechanisms to the Board of Trustees of the Foundation.

2. Monitoring the preparation and training of researchers in the various domains of the Foundation.

3. Monitoring activities of the professorial chairs for scientific research.

4. Developing a scientific action plan for international cooperation.

5. Establishing a scientific action plan for graduate studies in collaboration with the College of Graduate Studies and other colleges of the University.

6. Looking into any other issues proposed by the Chancellor that fall within the domain of the Council.
Administrative and Financial Affairs

Article (9)

a. The Financial Bylaw and relevant regulations of the University shall apply to the Foundation and its employees, and the budget for the foundation shall be part of the budget of the University.

b. The Human Resources Bylaw and relevant regulations concerning non-faculty academic staff shall apply to employees of the Foundation in all fields including research assistants who hold masters or bachelor’s degrees.

c. The Faculty Bylaw and relevant regulations shall apply to full-time and part-time researchers holding doctoral degrees in all domains at the Foundation; whereas the teaching load shall be replaced by research load and the work load shall be 40 hours per week.

Conflict of Interests

Article (10)

a. A Council member shall not have a direct interest that conflicts with the interests of the foundation.

b. A Council member shall not cast his/her vote in an issue that is in conflict with the interests of that member.

c. Subject to paragraphs (a) and (b) above, a Council member may, in case of conflict of interest, express his/her opinion or answer questions raised by other members in relation to the issue put to the vote.

General Provisions

Article (11)

a. The Foundation shall be responsible for all financial obligations, such as compensation and expenses, incurred by a Council member while carrying out tasks directly related to the activities of the Foundation.
b. The Foundation shall be responsible for all financial obligations, such as compensation and expenses, incurred by any of its employees, affiliates, or individuals performing tasks on behalf of the Foundation, provided that such tasks are directly related to the activities of the Foundation and prior approval is obtained in this regard.

c. A Council member, employees of the Foundations, affiliates, or third parties shall not get any share in an income resulting from the sale of assets of the Foundation or any other revenues of income.

**Article (12)**

These regulations shall be effective as of the date of issue and to be published in the Official Gazette, and any other provisions or decisions that are in conflict with these regulations shall be null and void.

**Article (13)**

The Chancellor, Vice Chancellors, Assistants to the Chancellor, Deans, and Directors shall be responsible for the implementation of these regulations.

Issued on: 1st. Ramadan 1437 AH
Corresponding to: 06 /06 /2016

Chancellor
Professor Hamid M.K. Al Naimiy
The Regulations of the Disability Resource Center Issued in Accordance with the Article (43) of the Academic Organization By-Laws Issued Under Article (3) of the Executive By-Laws of the Decree No (2) for 2016 Concerning the Establishment and Organization of the University of Sharjah

Article (1)
The regulations hereinafter shall be called (The Regulations of the Disability Resource Center) and shall be effective as of the date they are issued and to be published in the Official Gazette.

Introduction to the Center

Article (2)
An independent center concerned with all issues related to people with disabilities known as The Disability Resource Center at the University of Sharjah shall be established and connected administratively with the Chancellor of the University exclusively. The administration of the center shall operate as per the provisions of these regulations.

Definitions

Article (3)
The following terms shall have the meanings assigned to them unless the context indicates otherwise:

University : University of Sharjah
Chancellor : Chancellor of the University
Center : The Disability Resource Center at the University of Sharjah
Council : Consultative Council of the Center
<table>
<thead>
<tr>
<th><strong>Director of the Center</strong></th>
<th>: Director of the Disability Resource Center</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Institute Council</strong></td>
<td>: Council of the concerned institute</td>
</tr>
<tr>
<td><strong>Center Council</strong></td>
<td>: Council of the concerned center</td>
</tr>
<tr>
<td><strong>Sharjah City</strong></td>
<td>: Also known as (Sharjah Humanitarian City), is a private organization that offers its services to individuals with disabilities in the United Arab Emirates</td>
</tr>
<tr>
<td><strong>Disability</strong></td>
<td>: Physical or mental disability of a student or employee at the University that results in deficiency in one or more of basic day-to-day activities</td>
</tr>
<tr>
<td><strong>Individuals with disabilities</strong></td>
<td>: Every student or employee at the University who suffers from any long-term physical, mental, intellectual, or sensory insufficiency or disorder that may prevent him/her from participation in the community in a full and equal capacity to others</td>
</tr>
<tr>
<td><strong>Protection</strong></td>
<td>: Taking the necessary precautions and measures to protect individuals with disabilities from all forms of discrimination, abuse, negligence, or exploitation</td>
</tr>
<tr>
<td><strong>Discrimination</strong></td>
<td>: Any discrimination, exclusion, or restriction due to disability that results in violation or denial of recognition of any of the lawful rights of individuals with disability to enjoy or practice such rights similar to other individuals.</td>
</tr>
<tr>
<td><strong>Abuse</strong></td>
<td>: Causing any physical or psychological harm to an individual with disability through physical, verbal, sexual, or any other form of violence</td>
</tr>
<tr>
<td><strong>Negligence</strong></td>
<td>: Falling down on or intentionally withholding from providing the essential care or protection to an individual with disability that may result in physical or psychological harm to him/her.</td>
</tr>
</tbody>
</table>
Exploitation: The unlawful financial, physical, or moral exploitation of an individual with disability or his/her possessions, or claiming possession thereof.

Card: The identity card issued by the Ministry of Community Development to individuals with disabilities, which is an official document indicating that the holder is a person with disability and entitled to the rights and services prescribed in these regulations and the administrative regulations and decisions issued for the implementation thereof.

Objectives of the Center

Article (4)

The Center aims at achieving the following:

a. Providing an environment suited for ensuring that individuals with disabilities at the University enjoy all their rights prescribed in these regulations in accordance with the federal and local laws in force in the Emirate of Sharjah.

b. Providing opportunities for individuals with disabilities to earn university education and facilitating the resources towards achieving the highest level of excellence in university education.

c. Personalizing teaching methods and providing simplified teaching curriculum, aids, and methods for the purpose of teaching.

d. Providing educational activities and opportunities designed to improve the university environment at the personal, educational, and occupational levels for individuals with disabilities.

e. Enhancing respect for the dignity of the disabled enrolled at the University.

f. Protecting individuals with disabilities against all forms of discrimination, abuse, negligence, or exploitation.

g. Integrating individuals with disabilities into the community of the University, helping them adapt to University life, and supporting them to be effective members in it.
h. Achieving the highest level of competence and integrity in the objective and professional assessment of individuals with disabilities in all fields within the rules of privacy and confidentiality of information and evaluation.

**Policy of the Center**

**Article (5)**

a. Recognition of the full right for individuals with disabilities to complete their education and their ability to complete university education.

b. Adopting all necessary procedures that would ensure the right for individuals with disabilities to complete their university education.

c. Continuous planning to provide a university environment fitting to all categories of individuals with disabilities.

d. Assessing the level of performance of University facilities in accordance with the international standards followed in this regard.

e. Handling all forms of discrimination.

f. To achieve its objectives, the Center may cooperate with:
   1. Sharjah Humanitarian City
   2. Universities and relevant community agencies

**Duties of the Center**

**Article (6)**

a. In coordination with Sharjah City, implementation of the policies, plans, and initiatives related to protecting the rights of individuals with disabilities and ensuring their enjoyment of the rights prescribed by the laws in force.

b. Working on achieving the objectives outlines in article (4) of these regulations.

c. Evaluating the levels of service, support, and suitable means provided by the Center to individuals with disabilities.
Keeping Records and Reports

Article (7)

a. The Center opens an individual record that has personal information, documents presented and services provided for every individual with disability from when he/she is registered in the Center.

b. The Center ensures updating all records regularly.

c. The Center ensures reviewing the data system and making amendments as the need arises.

Organizational Structure of the Center

Article (8)

First: Administrative Structure

a. The Center has an administrative structure that consists of the director of the center, counselors, disability specialists, experts and administrative assistants.

b. Duties of positions included in the administrative structure of the Center are as per the Center’s guide.

Second: Director of the Center

a. The Director of the Center is appointed by a decision from the Chancellor, and he/she shall be responsible before the Chancellor for performing his/her duties.

b. The Director of the Center shall be responsible for the following:

1. Presiding over the administrative staff of the Center.

2. Implementation of the decisions issued by the Chancellor in relation to individuals with disabilities at the University.

3. Communicating with the public and institutions and community agencies concerned with maintaining the rights of individuals with disabilities and coordinating with them to develop the Center and provide optimum services for individuals with disabilities at the University.
4. Presenting a study about facilitating access for individuals with disabilities to all buildings and facilities of the University, and giving feedback on relevant design programs prepared by the concerned parties at the University before implementation.

5. Submitting an annual report about the activities and achievements of the Center to the Chancellor.

6. Preparing the annual evaluation of the employees of the Center.

7. Submitting the annual budget to the Chancellor.

8. Preparing for the meeting of the Consultative Council.

9. Implementing the recommendations of the Consultative Council following approval of the Chancellor.

**Third: Consultation Committee**

a. The Council is formed as per the following:

1. The Council is formed by a decision from the Chancellor.

2. The term of membership in the council is three renewable years.

3. The Director of the Center submits a proposal to the Chancellor nominating members of the Council.

4. The Chancellor communicates with external parties seeking their consent to be members in the Council.

5. The Council is chaired by the Chancellor or who deputizes for him/her, and the position of the secretary of the Council is occupied by the Director of the Center. The Council includes the following individuals as members:

   - Director General of Sharjah Humanitarian City
   - A representative of the Ministry of Community Development
   - The Chief Executive Officer of Sharjah Islamic Bank
   - Three distinguished supportive community figures
   - Three faculty members from the University one of whom is from the College of Law
   - A representative from the individuals with disabilities alumni
   - A student with disability from the third or fourth level of study.
b. The Council shall convene once or more, as the need arises, in every academic year upon an invitation from the Chancellor.

c. The Council shall be responsible for the following:

1. Providing advice on issues presented by the Center
2. Proposing ways to develop the policies of the Center
3. Nominating parties, agencies, and institutions; local, regional, or international; concerned with individuals with disabilities for cooperation and agreements.
4. Discussing ways to locate new resources for the Center and nominating sponsors to support it.
5. Studying any matters presented by the Chancellor or members of the Council from outside the University.
6. Whatever is issued by the Council within the powers outlined in the aforementioned paragraph shall be recommendations and shall be effective after authorization from the Chancellor.

Classification of Disability

**Article (9)**

a. The status of the individual with disability is affirmed by presenting relevant documents or the Card issued by the Ministry of Community Development in the United Arab Emirates to individuals with disabilities, provided that the Card is valid.

b. The Center shall make the decisions as to providing the suitable means, programs, and support services for each category of disability as prescribed in the Center’s guide.

Support

**Article (10)**

a. After completing the registrations formalities at the Center, an individual with disability must submit his/her written consent to the Center’s conditions and attend a personal interview with the specialized staff of the Center to assess his/her eligibility and decide on the means fitting to support him/her.
b. The Center prepares the suitable resources and means according to the Center’s guide to implement the support plan.

c. The aids are developed in a manner that does not negatively affect the academic level.

d. Support includes providing aids for alteration and modification, developing suitable exams, using suitable technologies and teaching aids.

e. The Center shall take the necessary arrangements for implementation of the assistive technologies for taking exams and other activities.

f. The Center shall monitor academic matters and progress of individuals with disabilities through collaboration with faculty members and administrative staff.

Providing Services

Article (11)

a. The Center must announce the regulations related to providing services for individuals with disabilities.

b. After studying the file lodged by the individual with disability and deciding on his/her eligibility, the Center must assign an appointment for a personal interview between him/her and the specialized personnel of the Center to allocate the services suited for him/her.

c. An individual with disability who needs assistance, additional services, or reasonable modifications must lodge his/her application at the Center no later than one month before the start of a regular academic semester so the Center can study the application and work on implementing it within the Center’s available resources.

d. In the event that an individual with disability requires special training or equipment associated with his/her disability, the University shall be within its rights not to accept him/her until such services are provided.

e. The Center must follow up with the relevant college deanships, deanship of student affairs, and other departments of the University to ensure the services are provided to the individuals with disabilities to a satisfactory level.
Responsibilities of Faculty Members towards Individuals with Disabilities

Article (12)

a. A faculty member must adhere to the following:

1. Notifying the deanship of a college of any case with disability in his/her sections, and the dean must notify the Center of such cases to make sure they are listed in the Center’s records and monitored.

2. Notifying the deanship of the college of the times and dates of exams so that a suitable environment for the student with disability to perform is provided.

3. Maintaining confidentiality of records, correspondence, and information related to the student with disability.

4. Contributing, together with the Center, to providing the suitable modified aids and wise implementing thereof.

5. Facilitating the implementations of the aids and assistive technologies suited to the student with disability.

6. Ensuring professional communication with the student with disability to the extent that meets his/her needs.

7. Providing humane treatment that suits the situation of the student with disability.

b. A faculty member may object to modification requests in the following cases:

1. When there is an objective constraint that makes a student with disability unqualified to perform the basic classroom academic tasks even when using suitable modified aids.

2. When a modification causes material alteration to the program or to an essential element of a course.

3. When a modification to a course curriculum causes a financial burden.
Grievances and Complaints

Article (13)

a. An individual with disability whose application for provision of specific suitable aids or making individualized modifications has been rejected may file a complaint before the Director of the Center within two weeks from when he/she is notified of the rejection, and the Director of the Center must notify him/her of his/her decision within three days from the date of the complaint.

b. If the individual with disability is still not satisfied with the decision of the Director of the Center, he/she may file a grievance before the Chancellor within two weeks from when he/she is notified of the decision of the Director of the Center, and the Chancellor must make a decision, which is considered a final decision, on the grievance within three days from the date it is filed.

c. The grievance must be written in any means available to the individual with disability in Arabic and English.

d. The Center must continue providing the services it designated for the individual with disability during the complaint and grievance period.

e. Upon receipt of a notification of Chancellor’s acceptance of the grievance of the individual with disability, the Center must immediately implement the decision of the Chancellor.

Implementation of the Non-discrimination Policy

Article (14)

a. The regulations of non-discrimination prescribed in the relevant federal and local laws shall be complied with.

b. The Center must monitor practices and measures at the University that are in disagreement with the non-discrimination policy and coordinate with the Chancellor to prevent them instantly.

c. When it becomes apparent to the Center that the selection of an academic program and some academic requirements is in conflict with the non-
discrimination policy, the Center must immediately propose to the Chancellor to issue a decision to modify them, alter them to comply with the non-discrimination policy. Some forms of action to guard against discrimination include:

- Changing the designated duration for completing a course.
- Replacing one course with another.
- Changing the method of presenting a course.

d. The Center must seek feedback from the individuals with disabilities as to the method of alteration or modification that would be most suitable for them and take this method into consideration.

e. The concept of discrimination does not include academic requirements that are essential to an academic program according to the criteria followed at the University or academic requirement directly connected to the granting of degrees and accreditation requirements.

**Rights and Obligations of Individuals with Disabilities**

**Article (15)**

**First: Rights of Individuals with Disabilities**

Subject to the provisions of articles 5, 6, (12/a), 13 and 14 of these regulations, every individual with disability at the University has the right to:

a. Use and have access to all facilities of the University.

b. Have equal opportunities to work, learn, and be provided with the suitable modifications- especially the academic modifications- aids, and assistive services.

c. Enjoy confidentiality of dealings with him/her regarding his/her disability, and the right not have them disclosed except when such disclosure falls within the needs of the Center to perform its duties or when it is permissible by law.

d. Have easy access to information.

e. Evaluate the performance of the Center in every academic semester until his/her graduation.
Second: Obligations of Individuals with Disabilities:

Subject to the provisions of articles (10/a), (11/b,c), of these regulations, every individual with disability must:

a. Follow the procedures prescribed for admission to the University.

b. Presenting the documentation proving the disability.

c. Present the valid Identity Card issued by the Ministry of Community Development regarding his/her disability.

d. Notify the Center of any precautions issued by any specialized official professional party regarding negative consequences that may result from his/her participation in certain activities and programs.

e. Follow the procedures announced by the Center to get the academic modifications and the suitable assistive aids.

f. Follow the procedures outlined by the Center in coordination with the his/her college regarding the reasonable facilities, additional aids, or removal of obstacles in taking exams and performing other academic activities.

g. Register in the University clinic if he/she suffers from health issues, such as epilepsy and hyperthyroidism, and the clinic must notify the Center of the additional services that an individual with disability requires so that the Center works on providing them.

h. Conserve property of the Center and the University.

Criteria Related to Colleges

Article (16)

a. Identifying the academic programs in each college that are best suited for individuals with disabilities.

b. Measure the effectiveness of teaching material (curricula, teaching methods, and teaching technologies) in achieving teaching and learning for an individual with disability.

c. Identify the requirements to develop the curricula of academic programs that are suitable to achieve the learning and teaching outcomes for individuals with disabilities.
d. Identify the appropriate levels for the ability of an individual with disability to effectively participate in the classroom and in the activities and events of the college to develop his/her skills.

e. Prepare a suitable environment to provide services, counselling, and academic support.

**Criteria Related to the University**

**Article (17)**

a. Ensuring that all individuals with disabilities enjoy equal rights to others on the basis of equal opportunities and non-discrimination.

b. Putting into action methods to integrate individuals with disabilities into the community of the University and including them effectively into the activities of the University.

c. Preparing the facilities of the University such as the dormitories, amenities, sports centers, laboratories, means of transportation, health services, safety equipment, parking lots, and means of transportation within the halls of the University to the extent that they meet the needs of individuals with disabilities effortlessly.

d. Measuring the development of the facilities of the University in meeting the needs of an individual with disability according to the international standards adopted in this regard.

e. Providing signposts at the University to the extent that meets the needs of individuals with disabilities.

**Evaluating the Management of the Center**

**Article (18)**

a. The Center shall ensure designing an evaluation system for the programs and services provided by the Center to individuals with disabilities and continuing to develop such system.

b. The Center shall announce the results of semester evaluations in December of every academic year in order to evaluate the performance of the Center.
c. The Director of the Center and the specialized staff who are charged with carrying out its duties shall review the policies and procedures of the Center every three years. A report with the recommendations shall be prepared and reviewed by the Consultative Council of the Center to make the suitable recommendations.

**Article (19)**

The guide of the Center shall be the source of reference when the need for interpreting the regulations or the provisions thereof arises.

**Article (20)**

These regulations shall be effective as of the date of issue and to be published in the Official Gazette, and all other provisions or decisions that are in conflict with these regulations shall be null and void.

**Article (21)**

The Chancellor, Vice-Chancellors, Assistants to the Chancellor, Deans, and Directors shall be responsible for the implementation of these regulations.

Issued on: 1st. Ramadan 1437 AH
Corresponding to: 06 /06 /2016

Chancellor

Professor Hamid M.K. Al Naimiy
Sharjah Islamic Center for Economy and Finance Studies
The Regulations of the Sharjah Islamic Center for Economy
Issued in Accordance with the Article (43) of the Academic Organization By-Laws Issued Under Article (3) of the Executive By-Laws of the Decree No (2) for 2016 Concerning the Establishment and Organization of the University of Sharjah

Article (1)

The regulations hereinafter shall be called (The Regulations of the Sharjah Islamic Center for Economy and Finance Studies) and shall be effective as of the date they are issued and to be published in the Official Gazette.

Article (2)

The following terms wherever they appear hereinafter shall have the meanings assigned to them unless the context indicates otherwise:

University : University of Sharjah
Chancellor : Chancellor of the University
Bank : Sharjah Islamic Bank
Chief Executive Officer : The Chief Executive Office of Sharjah Islamic Bank
Center : Sharjah Islamic Center for Economy and Finance Studies
Board : Board of Sharjah Islamic Center for Economy and Finance Studies
Director of the Center : Director of Sharjah Islamic Center for Economy and Finance Studies
Executive Council : Executive Council of Sharjah Islamic Center for Economy and Finance Studies
Services : Studies, research, consultancy services, and professional training
Institutions : Islamic finance institutions
Concerned Colleges : College of Sharia and Islamic Studies, College of Business Administration, College of Law
Article (3)
The Center shall be considered a unit of special nature connected administratively and in terms of organization to the Board with a joint presidency of the Chancellor and the Chief Executive Officer of the Bank.

Article (4)
The Center aims at achieving the following:

1. Enhancing scientific research and problem solving through studies, research and consultancy dealing with the various facets of the Islamic finance industry.
2. Contributing to enabling Islamic financial institutions to train and develop their manpower through offering training and professional programs of high standards.
3. Innovating and developing Islamic banking products and services compatible with the local and international banking applications.
4. Building strong and flexible ties among the Institutions and the various business sectors.

Article (5)
The Center shall conduct the duties and transactions required for developing the Institutions to achieve its objectives.

Article (6)
Administratively, the Director of the Center shall be directly connected to the Chancellor and shall exercise the powers prescribed in these regulations and the regulations issued by the Board. Accordingly, the Director of the Center shall be responsible for the following:

1. Supervising the management of the Center according to the regulations issued by the University.
2. Representing the Center in negotiations and entering memorandums of understanding with external bodies as authorized by the Chancellor.
3. Submitting the Center’s budget draft as per the intended plan, including the awards for lecturers and fees for services.
4. Authorizing expenses according to the authorized budget of the Center.
5. Submitting a bi-annual report to the Chancellor detailing the achievements of the Center.
6. Chairing the Executive Council, organizing its duties and monitoring the implementation of its decisions and recommendations.
7. Carrying out any other tasks assigned by the Chancellor or the Chairperson of the Board.

**Article (7)**

The Board shall consist of the Chancellor as a chairperson, the Chief Executive Officer as a co-chairperson, the Deans of the Concerned Colleges, the Director of the Center, and a representative from Sharjah Islamic Bank.

**Article (8)**

The responsibilities of the Board include:

1. Authorizing suitable strategies and development plans to advance the level of the Center.
2. Guiding the colleges and Sharjah Islamic Bank to the optimal implementation of the programs and services offered by the Center.
3. Authorizing the annual plan of the Center.
4. Authorizing the estimated budget of the Center.
5. Appointing the Director of the Center.
6. Forming an advisory council for the Center.

**Article (9)**

The Board shall meet upon an invitation from its chairperson at least once in every academic semester and when the need arises.

**Article (10)**

The Executive Council shall be responsible for the following:

1. Participating in preparing the annual plan of the programs and activities and supervising the implementation thereof.
2. Recommending to the Board to authorize the annual budget and the annual plan of the Center.

3. Authorizing the annual plan of the Center which includes the professional and training programs, services, and projects the Center can offer according to market demand.

Article (11)

The meetings of the Executive Council shall be organized as follows:

1. The meeting shall be held regularly once a month and when the need arises. For the quorum to be complete, the minimum number of attendees shall be five including the chairperson.

2. In the event of a hanging vote over a decision, the chairperson shall have the casting vote.

3. When voting on a decision related to one of the Concerned Colleges, at least one representative from the College concerned with the decision shall be present.

4. The administrative assistant or the chairperson’s appointee shall be the rapporteur of the Executive Council’s meetings.

Article (12)

Employment of staff for the Center shall be subject to the bylaws of the University and the regulations thereof.

Article (13)

The following categories shall carry out the training programs, technical consultancies and studies at the Center:

1. The Center’s expertise.

2. Faculty members and staff of the University and the Bank selected for this purpose.

3. Any qualified and experienced person from outside the University the Center deems appropriate to contract.
Article (14)
Work provided under the name of the Center through faculty members of the University or external expertise shall be the property of the University unless agreed otherwise.

Article (15)
Persons commissioned to carry out professional and training programs, consultancies, technical services and studies shall receive financial awards for their work in accordance with the regulations for awards at the Center and compliance with the bylaws of the University.

Article (16)
The Center shall provide its technical and consultancy services according to agreements made with the benefitting parties according to the governing rules and conditions of the University’s bylaws.

Article (17)
The Center issues certificates authorized by the Chancellor for the professional and training diplomas of less than one-year duration in addition to the joint certificates with the relevant authorized international centers and institutions.

Article (18)
The following steps shall be followed in supporting scientific research:
1. Announcing the fields of scientific research according to the demand of the Islamic financial market.
2. Evaluating research by an academic committee formed within the Center.
3. Recommending the funding of a research after a positive evaluation.
4. Authorizing funding from the Board.
5. The maximum funding is AED 50,000 for individual research and AED 100,000 for joint research.
**Article (19):**

These regulations shall be effective as of the date of issue and to be published in the Official Gazette, and all other provisions or decisions that are in conflict with these regulations shall be null and void.

**Article (20):**

The Chancellor, Vice-Chancellors, Assistants to the Chancellor, Deans, and Directors shall be responsible for the implementation of these regulations.

Issued on: 1st. Ramadan 1437 AH
Corresponding to: 06/06/2016

Chancellor
Professor Hamid M.K. Al Naimiy
Center for Continuing Education and Professional Development
The Regulations of the Center for Continuing Education and Professional Development Issued in Accordance with the Article (43) of the Academic Organization By-Laws Issued Under Article (3) of the Executive By-Laws of the Decree No (2) for 2016 Concerning the Establishment and Organization of the University of Sharjah

**Article (1)**

These regulations shall be called hereinafter (The Regulations of the Center for Continuing Education and Professional Development) and shall be effective as of the date they are issued.

**Article (2)**

The following terms shall have the meanings assigned to them unless the context indicates otherwise:

- **University**: University of Sharjah
- **Chancellor**: Chancellor of the University
- **Center**: The Center for Continuing Education and Professional Development
- **Director of the Center**: Director of The Center for Continuing Education and Professional Development
- **Council**: Council of The Center for Continuing Education
- **Services**: Training programs, consultancy and technical services, and studies provided by the Center
**Article (3)**
The Center shall administratively report to the Vice Chancellor for Academic Affairs.

**Article (4)**
The Center aims at:

a. Developing knowledge and individual skills through applied training programs of high standards.

b. Raising the levels of institutional performance through offering consultancy to the public and private sectors provided by faculty members and experts from outside the University.

c. Developing the level of work performance of public and private sector employees through offering certification programs in the professional field.

d. Contributing to community service by utilizing the human and technical potentials of the University.

**Article (5)**
The Center is assigned a Director appointed by the Chancellor for a two-year renewable term.

**Article (6)**
The director shall be responsible for running the affairs of the Center to the standard that ensures smooth running of the Center’s activities according to the policies and procedures of the University. Generally, the duties of the director include:

1. Managing of the Center in accordance with the policies and procedures of the University.

2. Selecting the administrative staff of the Center according to the designated organizational chart and the University’s policies and procedures.

3. Coordinating with all officials at the University to carry out the required services and facilitate the Center’s task.
4. Directly corresponding with all the parties, public and private, that benefit from the Center’s services that fall within its field.

5. Signing the contracts of services offered by the Center with the concerned parties in accordance with the policies and procedures of the Center.

6. Proposing the Center’s budget in accordance with the intended plan.

7. Proposing awards, wages, and allowances for the lecturers, trainers, and consultants from within and outside the University according to the Center’s regulations that govern payment of financial awards; qualification, need, and rarity; and the budget of a project; presenting all of the above before the Vice Chancellor for Academic Affairs for authorization.

8. In coordination with the executing parties, proposing fees for the courses, symposia, workshops, consultancies, and others services offered by the Center to the benefitting parties within and outside the University according to the Center’s policies and procedures and the regulations governing payments of financial awards, presenting all of the above before the Vice Chancellor for Academic Affairs for authorization.

9. Authorizing expenses according to the designated budget of the Center.

10. Submitting an annual report about the achievements of the Center to the Vice Chancellor for Academic Affairs.

11. Performing any duties delegated by the Chancellor and the Vice Chancellor for Academic Affairs.

**Article (7)**

The Council of the Center for Continuing Education and Professional Development shall consist of the Center’s director, or who deputizes for him/her, as a chairperson and the faculty members of every college.

**Article (8)**

The responsibilities of the Council shall include:

1. Outlining the appropriate strategies and plans that would enhance the level of the Center.
2. Making recommendations for authorization of the training plan of the Center in accordance with input from the colleges and market need.

3. Looking into the training needs forwarded by the director of the Center.

4. Proposing programs, services, and projects that the Center could offer.

5. Discussing and authorizing the fundamental criteria and execution and evaluation mechanisms of the authorized programs.

6. Coordinating with the colleges to nominate trainers and consultants for the Center’s programs, services, and projects.

**Article (9)**

The Council shall convene at least once a month upon invitation from the Council’s chairperson or when the need arises.

**Article (10)**

Appointing staff for the Center shall be subject to the University’s bylaws and the regulations thereof.

**Article (11)**

The following categories shall run the training programs, technical consultancies, and studies at the Center:

1. Personnel selected from the University.

2. Any qualified personnel or other expertise from outside the University the Center deems necessary to be contracted, if such qualified personnel or expertise are lacking at the University or if they are not available to run the training programs or consultancy services.

**Article (12)**

Those commissioned to run the training programs and the technical consultancies and services shall be paid as per the regulations governing payment of awards.
**Article (13)**

University personnel may not offer the following services to all sectors of the community except through the Center:

1. Training or certification programs
2. Workshops intended to offer knowledge or skills
3. Professional consultancies or studies upon request from a client
4. Private arbitration which does not include arbitration related to academic matters such as refereeing research papers, promotions, and alike
5. Technical services
6. Paid specialized lectures
7. Institutional evaluation

**Article (14)**

Services that are not within the field of the Center and the director of the Center deems appropriate to be offered to a beneficiary may be excluded.

**Article (15)**

The University shall allocate the funds necessary for running the affairs of the Center in its annual budget.

**Article (16)**

When offering training programs, consultancy services, or technical services and studies provided by faculty members, the Center shall make sure that these services do not conflict with the faculty’s teaching hours and do not exceed 45 hours in an academic semester.

**Article (17)**

The Center may grant training certificates, including vocational diplomas that require less than one year to complete.
Article (18)
These regulations shall be effective as of the date of issue and to be published in the Official Gazette, and all other provisions or decisions that are in conflict with these regulations shall be null and void.

Article (19)
The Chancellor, Vice-Chancellors, Assistants to the Chancellor, Deans, and Directors shall be responsible for the implementation of these regulations.

Issued on: 1st. Ramadan 1437 AH
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Chancellor
Professor Hamid M.K. Al Naimiy