



**Amiri Decree No. (40) of 2022**

**concerning**

**Establishment of the University of Khorfakkan \***

**We, Sultan bin Mohammad Al Qasimi, Ruler of the Emirate of Sharjah,**

**After the perusal of:**

**Law No. (2) of 1999 concerning the Establishment of the Executive Council of the Emirate of Sharjah and its Bylaws and amendments,**

**And upon public interest,**

**We have decreed the following:**

**Article (1)**

Pursuant to this decree, an Arabic, non-profit, academic, and scientific institution shall be established in the Emirate of Sharjah under the name of:

**"University of Khorfakkan"**

It shall enjoy an independent legal personality and capacity necessary to achieve its objectives and exercise its competencies, and it shall have financial and administrative independence.

**Article (2)**

We, Dr. Sultan bin Mohammad Al Qasimi, Ruler of the Emirate of Sharjah, shall be the President of the University of Khorfakkan.

**Article (3)**

A law shall be issued to regulate the University of Khorfakkan, its colleges, management, departments, administrations, and all its affairs.

**Article (4)**

This decree shall come into force from the date of its issuance. All relevant bodies, as concerned, shall comply with this decree, and it shall be published in the Official Gazette.

Issued by us on:

Wednesday, Dhu al-Qi 'dah, 8, 1443

Corresponding: June 8, 2022

**Sultan bin Mohammad Al Qasimi,  
Ruler of the Emirate of Sharjah**

**\*This Amiri Decree is translated from Arabic into English. In the event of any inconsistency or conflict between the two versions, the Arabic version shall prevail.**



**Decree Law No. (1) of 2022 concerning  
Organization of the University of Khorfakkan\***

**We, Sultan Bin Mohammad Al Qasimi, Ruler of the Emirate of Sharjah,**

**After the perusal of:**

**Federal Law No. (1) of 1972 concerning the jurisdictions of Ministries and the Powers of Ministers and their amendments,**

**Law No. (2) of 1999 concerning the Establishment of the Executive Council of the Emirate of Sharjah and its bylaws and amendments,**

**Law No.(3) of 1999 concerning the Establishment of the Consultative Council of the Emirate of Sharjah and its bylaws and amendments,**

**Amiri Decree No.(40) of 2022 concerning the Establishment of the University of Khorfakkan, and based on the approval of the Executive Council of the Emirate of Sharjah,**

**And upon public interest,**

**We hereby issue the following decree-law:**

**Definitions**

**Article (1)**

In the application of the provisions of this decree-law, the following words and expressions shall have the meanings assigned to them unless the context requires otherwise:

- **The Country:** The United Arab Emirates.
- **The Emirate:** The Emirate of Sharjah.
- **The Government:** The Government of the Emirate.
- **The Ruler:** The Ruler of the Emirate.
- **The University:** The University of Khorfakkan.
- **The Board:** The Board of Trustees of the University.
- **The President:** The President of the University and the Board.
- **The Chancellor:** The Chancellor of the University.

**The Legal Personality**

**Article (2)**

The University is an Arabic, non-profit, scientific and academic institution, enjoying an independent legal personality, and the capacity necessary to achieve its objectives and exercise its competencies. It possesses financial and administrative independence, and its assets are owned by the government.

**Headquarters**

**Article (3)**

The University's headquarters shall be located in the city of Khorfakkan. By decision of the President, he may establish branches of the University within or outside the Emirate.

**Objectives**

**Article (4)**



The University aims to achieve the following:

1. Create an academic and humanitarian identity that emphasizes Islamic values, Arab authenticity, and scientific advancement.
2. Achieve a balanced growth in the students' personalities, knowledge, and skills, and prepare well-trained human resources, both theoretically and practically, to meet the requirements of the comprehensive development plans in the country.
3. Sponsor and encourage scientific research to achieve scientific development and serve the community, and develop it for the better.
4. Offer higher education programs and develop them to achieve academic excellence in accordance with the University's policies and plans, which are based on community needs.
5. Strengthen cultural and scientific relations with other universities and higher education institutions, and scientific, Arab, and foreign entities.
6. Provide appropriate care for students, lecturers, and administrative staff in the University of various nationalities, and foster an appropriate environment that encourages excellence, creativity, and innovation.
7. Serve the community by establishing partnerships with government and private entities and respond and interact effectively to societal needs.

#### **University Presidency**

##### **Article (5)**

The Ruler shall be the President of the University and the President of the Board, and he may delegate some or all of his powers to any other member of the Board.

#### **University Management**

##### **Article (6)**

1. The University's management shall operate, each within its area of expertise, according to the provisions of this decree-law and its executive regulations. It shall consist of:
  - a) The Board of Trustees.
  - b) The Chancellor.
  - c) The Deans' Council.
2. The executive regulations of this decree-law shall determine the roles and competencies of the entities listed in clause (1) of this article.

#### **Colleges, Institutes, and, Centers and Scientific Entities of the University**

##### **Article (7)**

1. The University shall comprise of colleges, institutes and research, teaching, and training centers, as well as scientific institutions specified by decision of the President, based on a proposal from the Chancellor and approval of the Board.
2. The University and all its colleges, institutes, centers, and its academic, administrative and financial, and social departments are subject, in all its affairs, to the country's applicable regulations and legislation in force.

#### **Degrees**

##### **Article (8)**

The University awards scientific, academic, professional, and honorary degrees to those who meet the relevant criteria, as stipulated in this decree-law and the regulations issued pursuant thereto.



## **Language of Teaching in the University**

### **Article (9)**

1. The languages of teaching at the University shall be Arabic and English, depending on the nature of the approved study programs.
2. The Board may approve other languages of instruction or training in the University if required by some of the approved study programs.

## **Financial Resources**

### **Article (10)**

**The University's financial resources shall consist of:**

1. Government allocations.
2. Revenues generated by the University as a result of exercising its competencies, some of which include:
  - a) Tuition fees and the fees charged for services provided by the University.
  - b) Proceeds of the University's movable and immovable investments.
  - c) Proceeds from the sale or licensing of intellectual property, copyrights, publishing rights, designs and trademarks, and inventions owned by the University or which the University has the right to dispose of.
3. Donations, bequests, and endowments that align with the University's activities and are approved by the Board.
4. Any other resources approved by the Board.

## **General Budget and Fiscal Year**

### **Article (11)**

1. The University shall have an independent budget, separate from the government's budget, based on a proposal by the Chancellor and approval by the President and the Board.
2. The University's fiscal year shall begin on the first of September each year and end on the thirty-first of August of the following year.
3. The Board shall set the financial rules and accounting systems in the University and all its financial activities in accordance with internationally recognized accounting principles and standards.

## **Final Provisions**

### **Article (12)**

The University's funds shall be considered public funds. They shall be exempt from all forms of local governmental taxes and fees, except consumption fees. The University shall also be exempt from customs duties on all imports.

### **Article (13)**

Upon a decision by the President and the approval of the Board, the University has the right to own real estate and movable assets in any form and to invest in all types as allowed by the country's regulations and legislation. The University may also establish, participate in, and manage commercial companies, and may engage in all legal necessary for such purposes.

### **Article (14)**

1. In compliance with the provisions of Articles (2) and (6) of this decree-law, the University of Sharjah shall take the necessary academic, administrative, and financial procedures to enable the University of Khorfakkan to operate fully within a transitional period that does not exceed three years from the date of the issuance of this decree-law.
2. The Chancellor of the University of Sharjah shall coordinate with the management of the University of Khorfakkan to assign suitable members from the academic and administrative bodies to implement the requirements of clause (1)



of this article.

#### **Article (15)**

The management of the University of Sharjah, in coordination with the management of the University of Khorfakkan, and in accordance with the approved criteria of the Ministry of Education, shall set appropriate procedures related to the following:

1. Registration of students during the transitional period mentioned in Article (14) of this Decree-Law.
2. Grant academic degrees to students registered in the University of Sharjah - Khorfakkan branch, before the academic year of 2021/2022.

#### **Article (16)**

For the implementation of the provisions of this decree-law, the President shall issue, based on the proposal of the Chancellor and approval of the Board, executive regulations of this decree-law and all the academic, administrative, and financial regulations necessary for the proper functioning of the University.

#### **Article (17)**

The Consultative Council of Sharjah shall be notified of this decree-law immediately once it is convened.

#### **Article (18)**

This decree-law shall come into force from the date of its issuance. All relevant bodies, as concerned, shall comply with this decree and it shall be published in the Official Gazette.

**Issued by us on:**

**Thursday, Dhu al-Hijjah 1, 1443**

**Corresponding to: June 30, 2022**

**Sultan bin Mohammad Al Qasimi,  
Ruler of the Emirate of Sharjah**



**University President Decision No. (1) of 2022 In Issuance of the  
Executive Bylaw for Amiri Decree No. (1) of 2022 Concerning the  
Organization of the University of Khorfakkan \***

We, Sultan bin Mohammad Al Qasimi, Ruler of the Emirate of Sharjah, President of the University of Khorfakkan, after the perusal of:

- Decree-Law No. (1) of 2022 concerning the organization of the University of Khorfakkan, and its executive bylaw,
- Amiri Decree No. (40) of 2022 concerning the establishment of the University of Khorfakkan,
- And upon public interest,

We hereby issue the following decision:

**Definitions Article (1)**

In the application of the provisions of this decision, the following terms and expressions shall have the meanings set against them unless otherwise indicated by the context:

<b>The Decree- Law:</b>	Decree- Law No. (1) of 2022 regarding the reorganization of the University of Khorfakkan.
<b>The Bylaw:</b>	The Executive Bylaw of the decree- Law or any bylaws, regulations, or decisions issued pursuant to or in application thereof.
<b>The University:</b>	University of Khorfakkan.
<b>The Board:</b>	University of Khorfakkan Board of Trustees.
<b>The President:</b>	President of the University of Khorfakkan and Chairman of the Board.
<b>The Chancellor:</b>	Chancellor of the University of Khorfakkan.
<b>The Deans' Council:</b>	Deans' Council at the University of Khorfakkan.
<b>The College:</b>	Concerned College at the University.

## **University Colleges, Institutes, Centers, and Scientific Institutes**

### **Article (2)**

**First:** The University consists of the following colleges, institutes, departments, centers, and scientific institutes:

**1. Colleges:**

- a. College of Sharia and Law
- b. College of Arts, Sciences and Information Technology
- c. College of Business Administration
- d. College of Marine Sciences and Aquatic Biology

**2.** Department of Scientific Research and Graduate Studies

**3.** Department of Community Communication

**4.** Department of Institutional Effectiveness and Accreditation

**5.** Khorfakkan Center for Marine Science and Aquatic Biology

**6.** Language Center

**7.** Center for Continuing Education and Professional Development

**Second:** The Board may decide to establish, cancel, merge, and/or develop other colleges, institutes, centers, and scientific foundations.

## **Board of Trustees**

### **Article (3)**

1. The university shall have a Board of Trustees, which represents the highest authority in the university and oversees its general management. It shall be composed of a sufficient number of members, appointed by a resolution of the president of the university.
2. Membership on the Board shall be for a term of three years, starting as of the date of its formation, and it may be extended for similar term(s). The board will continue its operations after its term expires until the establishment of a new board. Reassignment of previous board members shall be permitted.
3. In the formation of the Board, membership, including the following, shall be observed:
  - a. The Chancellor.
  - b. A number of public figures from the community.
  - c. A number of distinguished scholars.
4. The membership of a Board member/s may be terminated by a decision issued from the President.
5. The President may appoint a successor for any member of the Board who vacates his/her position, for any reason whatsoever, who shall complete the remaining period of the vacated member's term.

## **Jurisdictions of the Board**

### **Article (4)**

The board strives to establish the principles of governance, and it is responsible for the following tasks in order to carry out its duties:

1. Decide on the general policies and strategic plans of the University.
2. Contribute actively to the advancement of the University by providing guidelines and conducting continuous performance assessment; to this end, the Board may request relevant reports from the Chancellor.
3. Approve policies that may increase University funding and all related affairs.
4. Establish the regulations necessary for safeguarding the University and its properties and holdings.
5. Appoint the Chancellor upon the recommendation of the President.
6. Approve the appointment of the vice chancellors, chancellor assistants, college deans, directors of research centers, and those in similar positions upon the recommendation of the Chancellor.
7. Approve the establishment/merger and/or cancellation of colleges, education, research, and training institutions, and scientific foundations.
8. Approve tuition fees.
9. Approve the annual budget of the University and Approve the final financial report submitted by the external auditor.
10. Approve the academic degrees brought forward by the Chancellor.
11. Approve the University's ownership of real estate and movable assets of all types and the investment therein permitted in accordance with the regulations and legislation in effect. It may also establish companies, invest in them and/or contribute to their management.
12. Approve the establishment and formation of the internal offices of the Board.
13. Form standing and ad hoc committees.
14. Approve the awarding of degrees, certificates and academic qualifications after the approval of the Deans' Council in accordance with the policies approved by the Board.
15. Approve contracts and agreements to which the University is a party in accordance with the University bylaws.
16. Establish regulations and systems for investing, managing, and discharging University funds and oversee its accounts; for this purpose, the Board may conclude agreements with concerned authorities to maintain and monitor the University account ledgers.
17. Review and approve the annual report on University activities and accomplishments, as well as the annual report by the internal auditor.
18. Perform any other mandates as assigned by the President.



## **Board Meetings**

### **Article (5)**

1. The Board shall hold at least two regular meetings per year. The time, date, and location for each meeting shall be determined by the University president, and its members shall be notified in writing at least thirty (30) days in advance of the scheduled date for the meeting.
2. Board meetings shall be considered a quorum in the attendance of more than half of the Board members. Decisions shall be issued on the basis of a majority vote of those present except for cases that require a special quorum. When the votes are equal, the side of the chairperson shall carry the motion.
3. "Robert's Rules of Order" shall be applied in conducting the meetings of the Board, provided they do not conflict with any laws or bylaws.
4. Ad hoc meetings may be held upon request of the President or upon the written request of at least three members of the Board. In this case, members of the Board shall be notified at least two weeks in advance of the meeting.

## **Compliance and Internal Audit Office**

### **Article (6)**

The Board shall have a "Compliance and Internal Audit Office," which shall perform its tasks as an independent entity directly connected to the Board. The main mandate of the Office is to:

1. Assist the Board in performing its oversight responsibilities pertaining to the accuracy of University financial statements, internal inspection systems, performance of the internal auditor, compliance, and governance.
2. Ensure that adequate inventory procedures are in place to safeguard assets and verify their existence.
3. Develop plans for the annual internal audit and application of compliance procedures as well as prioritize these plans based on risk analysis that takes into account the short and long-term plans of the University.
4. Specify and follow up on points of weakness and the findings and recommendations of internal audits and compliance revisions.
5. Collaborate closely with the Department of Human Resources when required in order to respond to non-compliance issues or violations of bylaws, systems, policies and/or regulations.
6. Brief the Board regarding issues pertaining to internal auditing as appropriate.

## **Committees**

### **Article (7)**

1. The Board shall form standing and ad hoc committees upon the decision and requirements of the President.

Examples of such committees are as follows but are not limited to:

- a. Financial Resources Development Committee.
  - b. Academic Committee.
  - c. Finance Committee.
  - d. Compliance and Internal Audit Committee.
2. The term of membership shall be for a three-year period, beginning from the date of its formation, and each committee shall continue its mandate until the end of its term and the formation of a new committee. Committee members may be reappointed upon the expiration of their term.

## **Financial Resources Development Committee**

### **Article (8)**

The mandate of the Financial Resources and Development Committee is to:

1. Develop the University's relationship with public and private institutions at both the Emirate and state levels to publicize the University mission and role within the overall process of development.
2. Conduct feasibility studies regarding the establishment of an endowment for the University to contribute to and support its financial resources.
3. Urge institutions and companies to provide scholarships for outstanding and underprivileged students.
4. Enable the University to obtain the financial support necessary for implementing its academic, social and student functions.
5. Perform any other tasks commissioned by the Board.

## **The Academic Committee**

### **Article (9)**

The mandate of the Academic Committee is to:

1. Recommend to the Board the establishment of colleges, institutes, and centers and the approval of new academic programs.
2. Study draft bylaws governing the conferral of academic degrees, certificates, and honorary degrees and the promotion of faculty members and submit recommendations to the Board.

3. Review the decisions of the Deans' Council regarding the promotion and appointment of faculty members and submit appropriate recommendations for presentation to the Board.
4. Endeavor to develop the academic environment at the University.
5. Perform any other tasks assigned by the Board.

#### **The Finance Committee**

##### **Article (10)**

The mandate of the Finance Committee is to:

1. Study the draft budget submitted by the University Administration for the fiscal year, before submitting it to the Board, in light of University objectives, resources and available and expected funds.
2. Study the internal and external auditor reports.
3. Study the final financial report and submit it to the Board for approval.
4. Perform any other tasks assigned by the Board.

#### **The Compliance and Internal Audit Committee**

##### **Article (11)**

The mandate of the Compliance and Internal Audit Committee includes:

1. Financial reporting processes.
2. Internal control system.
3. Internal audit process.
4. University process for monitoring compliance with the University regulations, bylaws, and instructions in effect.

#### **Committee Meetings**

##### **Article (12)**

Taking into account the provisions of the law and these bylaws, standing committees may develop regulations to govern their work. A quorum constitutes the presence in meetings of an absolute majority of members, and decisions shall be made by the majority vote of the members present. When the votes are equal, the side of the chairperson shall carry the motion. Standing committees shall prepare and maintain regular minutes and be responsible for their activities before the Board.

#### **President's Powers**

##### **Article (13)**

The President has the mandate and authority to:

1. Chair the Board.
2. Nominate the appointment of the Chancellor and refer the nomination to the Board for approval.
3. Approve the appointment of vice-chancellors and deans.

4. Issue bylaws to regulate the academic, administrative, and financial activities of the University.
5. Issue organizational decisions.
6. Perform all other functions as authorized by the Board.

#### **The Chancellor**

##### **Article (14)**

1. The Chancellor shall be appointed by decision of the President following the approval of his/her nomination by the Board. In carrying out his/her duties, s/he shall be responsible before the President. The President shall determine his/her salary and financial and other privileges.
2. The Chancellor has the mandate and authority to:
  - a. Act as the head of all University administrative and academic staff and be responsible to the President and the Board.
  - b. Implement the policies set forth by the Board to conduct the University's affairs, develop its purpose, and enhance its status.
  - c. Undertake all business and activities deemed effective in carrying out responsibilities and duties to achieve the continual development of the University in accordance with the laws and bylaws in effect and the decisions and directives issued by the President and the Board.
  - d. Head all public academic occasions and represent the University before all external parties. The Chancellor may delegate whomever s/he views appropriate to represent him/her at the latter.
  - e. Submit reports to the President, the Board, and the Executive Committee on the activities and affairs of the University.
  - f. Delegate some of his authorities and jurisdictions to vice and assistant chancellors, department directors and/or concerned staff at the University.
  - g. Any other mandate or authorities commissioned to him by the President.

#### **Vice Chancellor**

##### **Article (15)**

One or more vice chancellors may be appointed by decision of the President. Upon the recommendation of the Chancellor, the President shall determine their authorities mandate. The President shall determine their salaries and financial and other privileges.

#### **Assistant Chancellor**

##### **Article (16)**

One assistant or more to the Chancellor may be appointed by decision of the President. Their authorities and mandate shall be determined in a decision from the President upon the recommendation of the Chancellor. The President shall determine their financial and other benefits.

## **Deans Council**

### **Article (17)**

1. The University shall have a dean's council to oversee the academic and educational affairs of the University as well as faculty, research, and publication affairs.
2. The Chancellor shall chair the Deans Council, which shall be formed by a decision from the Chancellor.
3. The Academic Organization Bylaw, issued by decision of the President, shall stipulate the mandate, jurisdictions and meeting requirements of the Deans Council.

## **Colleges and Departments**

### **Article (18)**

1. Taking into account the jurisdiction of the Board, the President, the Executive Committee, and the Chancellor, the mandate of the college and its departments is to:
  - a. Recommend teaching methods and safeguarding academic standards.
  - b. Recommend academic courses.
  - c. Recommend appointments, promotions, and all other matters related to their employees.
  - d. Develop study plans and programs and present them to the relevant councils for approval.
  - e. Recommend the conferral of degrees for those who have completed their graduation requirements at the University.
2. The President shall issue detailed bylaws on the appointment, promotion, duties, and authorities of faculty as well as the bylaws regulating their administrative and financial affairs.

## **Financial and Administrative Affairs**

### **Article (19)**

The University fiscal year starts on September 1<sup>st</sup> of each year and ends on August 31<sup>st</sup> of the following year.

## **Bylaws Amendments**

### **Article (20)**

The Board may request the amendment of these or any other bylaws or subsequent decisions and regulations by decision of the President upon the approval of two-thirds majority of the active members in a regular or extraordinary meeting.

## **Conflict of Interest**

### **Article (21)**

A Board member shall not be permitted to participate in a council, board, office meeting or any standing committee council meeting if the issue under discussion directly or indirectly relates to any of his/her personal interests. Board members shall not sign a contract with the University or participate in any of the projects it implements.

## **Final Provisions**

### **Article (22)**

1. The University shall bear all financial liabilities and obligations, such as compensation, expenditures, and other expenses incurred by a Board member who performs tasks directly involved with the work of the University.
2. The University shall bear all financial liabilities and obligations, such as compensation, expenditures and other expenses incurred by any of its employees, affiliates or persons performing work on its behalf, provided that the task is directly involved with the work of the University and has the preapproval of the competent official at the University.
3. No member of the Board, University employee, University affiliate, or third party shall receive any share of the proceeds accruing from the sale of University holdings or any of its other financial revenues.

### **Article (23)**

This decision shall come into force from the date of its issuance, and all relevant bodies shall comply with this decision.  
And it shall be published in the Official Gazette.

**Issued by us on:**

**Thursday, Dhu al-Hijjah 1, 1443 A.H.**

**Corresponding to: June 30, 2022, A.D.**

**Sultan bin Mohammad Al Qasimi,  
Ruler of the Emirate of Sharjah  
President of the University of Khorfakkan**



**University President Decision No. (1) of 2024**  
**In Issuance of the**  
**Academic Organization Bylaw at the University of Khorfakkan \***

We, Sultan bin Mohammad Al Qasimi, Ruler of the Emirate of Sharjah, President of the University of Khorfakkan,

After the perusal of:

- Decree-Law No. (1) of 2022 concerning the Organization of the University of Khorfakkan, and its executive bylaws,
- Amiri Decree No. (40) of 2022 concerning the establishment of the University of Khorfakkan,
- And based on the approval of the Board of Trustees, and upon public interest,

We hereby issue the following decision:

**Article (1)**

This decision shall be named the “Academic Organization Bylaw at the University of Khorfakkan.”

**Definitions**

**Article (2)**

In the application of the provisions of this decision, the following terms and expressions shall have the meanings set against them unless otherwise indicated by the context:

- The University: University of Khorfakkan.
- The Board: The Board of Trustees of the University.
- The President: The President of the University and the Board.
- The Chancellor: The Chancellor of the University.
- The Deans Council: Deans Council at the University.
- The Dean: Dean of the Concerned College or his/her equivalent.
- The College: Concerned Scientific College.
- The Center: Centers established in the university
- The Department: Concerned Department.
- Decree-Law: Decree-Law No. (1) of 2022 concerning the Organization of Khorfakkan

**Formation of the Deans Council**

**Article (3)**

1. By decision of the Chancellor, and under his chairmanship, the Deans Council shall be formed at the University and include the following membership:
  - a. Vice and Assistant Chancellors.
  - b. College Deans.

\* This bylaw is translated from Arabic into English. In the event of any inconsistency or conflict between the two versions, the Arabic version shall prevail.

2. The Chancellor may invite individuals deemed appropriate to attend the Deans Council meetings for consultation, without voting rights in deliberations or decision-making.

### **Meetings of the Deans' Council**

#### **Article (4)**

1. The Council of Deans meets at least once a month upon the invitation of the chancellor or, in his absence, the Vice Chancellor for Academic Affairs. The meeting shall be valid if attended by a majority of its members.
2. The meetings of the Deans Council shall be presided over by the Chancellor or the Vice Chancellor for Academic Affairs in the absence of the Chancellor.
3. Decisions and recommendations shall be issued by an absolute majority of members present. When the votes are equal, the side of the chairperson shall carry the motion.

### **Council Secretary**

#### **Article (5)**

The Deans Council shall have a secretary, appointed by the Chancellor, whose mandate shall be to:

1. Prepare the agenda under the Chancellor's supervision.
2. Organize, document, and archive documents and meeting minutes.
3. Attend general meetings. The Secretary may attend confidential meetings upon the approval of the Council and shall attend council committee meetings if required.
4. Prepare annual reports on the affairs and decisions of the Council.
5. Perform any other tasks assigned by the Council.

### **Mandate of the Deans Council**

#### **Article (6)**

The Deans Council shall oversee academic and teaching matters as well as faculty affairs, research, and publications. The Deans Council shall have the mandate and authority to:

1. Approve the necessary regulations, requirements and procedures for admissions and the conferral of academic degrees at all levels and approve curricula and study plans as well as their development.
2. Determine the details of the University annual academic calendar in accordance with the general framework for studies. It shall take into consideration the public directives issued by the State to determine holidays.
3. Decide upon the promotion of faculty members in accordance with the applicable regulations.
4. Promote scientific research, authorship, translation and publication in accordance with rules and conditions set by the Council of Deans, approved by the chancellor and issued upon the approval of the President.
5. Recommend the establishment of scientific societies and organize scientific and cultural seminars.
6. Organize academic contacts with external academic/scientific centers upon the

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approval of the President or whomever he authorizes.

7. Recommend the conferral of academic and honorary degrees and certificates.
8. Recommend professorship chairs.
9. Recommend the establishment of academic departments and their merger or cancellation.
10. Approve the plan for extracurricular activities at the University.
11. Establish the regulations and conditions for student admissions and transfers to and from the University.
12. Determine the number of students admitted to programs each year in accordance with the University's capacity.
13. The Council shall also form standing and ad-hoc committees from among its members to study the cases referred to it. It shall submit detailed reports for discussion and make appropriate recommendations in this regard.
14. Consider any other business referred to the Council.

#### **College Council**

##### **Article (7)**

1. Every College shall have a council, which shall be designated the College Council, formed by a decision from the Dean and chaired by the Dean, which shall include the following members:
  - a. Vice Deans
  - b. Chairpersons of departments in the college
  - c. A representative from each academic department, selected by the department.
2. The Dean may invite whomever s/he deems appropriate to seek his/her opinion in the discussions of the College Council.

##### **Article (8)**

1. The College Council shall meet at least once every month upon invitation from the Dean. The meeting shall be considered a quorum in the presence of the absolute majority of the Council members, and in case of a tie, the side of the Chairman of the meeting shall prevail.
2. The Dean shall preside over the meetings of the College Council, and in their absence, the Vice Dean presides.

##### **Article (9)**

At the beginning of each academic year, during the first meeting of the College Council, the Dean shall appoint one of its members as Permanent Secretary to record and file the minutes, which shall be signed by both the Dean and the Secretary.

##### **Article (10)**

The College Council shall oversee the academic, teaching, administrative and financial affairs of the college as well as student affairs in accordance with the policies laid down by the Board and within the provisions of the bylaws. The College Council has the

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mandate and authority to:

1. Propose study plans and the requirements for granting academic degrees in the college.
2. Approve curricula proposed by department councils.
3. Coordinate graduate studies, appoint supervisors for thesis/dissertations, and recommend the formation of discussion panels.
4. Supervise the organization of studies in the college and coordinate between various departments.
5. Organize the holding of examinations in the College, supervise them, and discuss and approve the results submitted by different departments.
6. Recommend to the Deans Council the conferral of academic degrees and certificates.
7. Propose internal bylaws for the said college and submit such to the Deans Council for approval. Bylaws shall come into force after they have been approved and issued by the Chancellor.
8. Prepare the annual draft budget for the college.
9. Supervise and promote research in the college.
10. Consider issues referred by the Dean.
11. Make recommendations on matters related to faculty members and academic staff in the college.
12. Discuss the annual reports from departments.
13. Form permanent and ad-hoc committees from among members of the College Council to review matters within its jurisdiction.
14. Study and link evaluation and assessment results from the departments to learning outcomes and prepare a final annual report to be submitted to the Chancellor with the department reports from the said college.

### **The Dean** **Article (11)**

1. Each college shall have a dean who is responsible for the administration of academic, administrative and financial affairs and the research matters of the college, which shall not contravene with the provisions of the Decree-law and bylaws issued in this regard. The Dean shall implement the decisions of the College Council and abide by the decisions of the Board and Deans Council.
2. The Dean shall be responsible for the proper functioning of the teaching and research processes and for maintaining discipline and applying the Decree-Law, bylaws and decisions in the college. The Dean shall be responsible for achieving the objectives of the strategic plan in accordance with its provisions.
3. Those appointed as deans shall hold the rank of professor. When necessary, a faculty member not holding this rank may be appointed as an acting dean of the college.

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4. The appointment of the Dean shall be by decision of the Board upon the recommendation of the Chancellor for the period of three years, renewable one time only.
5. The Dean shall submit a detailed report to the Chancellor at the end of the academic year, inclusive of the college activities and education and research affairs.
6. The Dean shall supervise all evaluation and assessment procedures conducted in the college, follow up on such, evaluate the performance of department chairpersons and submit the annual performance report to the Chancellor.

#### **Article (12)**

1. The Chancellor may appoint one or more vice deans upon the recommendation of the Dean for a period of three years, renewable one time only. Such appointees shall hold the academic rank of professor. When necessary, faculty members not holding this rank may be appointed as a vice dean.
2. If the Dean is absent, s/he shall designate a vice dean to undertake his/her work and practice his/her authority. In the absence of a vice dean, or when the position of a dean is vacant, the Chancellor may designate a department chairperson or faculty member as an acting dean with the authority of the dean for as long as the dean is absent or until the position is filled.

#### **College Departments and Deanships**

#### **Article (13)**

1. The internal bylaws of each college or deanship define its departments, along with the programs, specializations, academic degrees, and certificates granted by each department. This is issued by a decision from the President based on the dean's proposal and the approval of the Board.
2. Each of the college departments and deanships shall have a council comprised of members from among its faculty.

#### **Article (14)**

1. The Department Council shall meet at least once every month during the semester upon an invitation from the chairperson, who shall chair meetings in the attendance of the absolute majority of its members.
2. The Council shall issue decisions by the absolute majority of its members in attendance. When the votes are equal, the side of the chairperson shall carry the motion.
3. The department chairperson may invite other representatives, including lecturers, language instructors or research and teaching assistants to attend department meetings when necessary.

#### **Article (15)**

In the first department meeting, the department chairperson shall select a permanent secretary from among the faculty members to record and file the meeting minutes, which

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she/he and the department chairperson shall sign.

#### **Article (16)**

Each department shall have its own academic entity and shall supervise the teaching of courses within its specialization at the University level.

#### **Article (17)**

The Department Council shall oversee the academic, educational, administrative, financial and student affairs of the college in accordance with the policies set by the Board, the Deans Council and the College Council and within the provisions of the Decree-law, bylaws, regulations and decisions issued in accordance therewith. The Department Council shall have the mandate and authority to:

1. Submit proposals to the College Council regarding the study plans of the department.
2. Coordinate the curricula for courses in the department, determine textbooks and the references approved for courses in the department, facilitate access to such by students and organize exams as well as monitor and ensure their quality in accordance with University standards.
3. Promote and coordinate research in the department as well as community service.
4. Seek opinions on matters related to faculty members, including appointments, promotions and holidays, provided no faculty member takes part in the promotion and/or appointment of a faculty member of a higher rank.
5. Distribute courses among instructors in the department.
6. Organize academic advising and student guidance and endeavor to provide students proper attention.
7. Recommend the lists of graduates to the College Council.
8. Review the plan to evaluate the learning outcomes of the department, discuss and approve it, follow up on the plan (by reviewing and amending it), and update the plan in terms of appropriate measures to develop the educational process in the department in accordance with learning outcome results.
9. Review, study and prepare the program files submitted for accreditation and complete them by including the required documents.
10. State opinion on issues proposed by the Department Chairperson.

#### **Department Chairperson**

#### **Article (18)**

1. The Department Chairperson is responsible for ensuring that teaching, research and academic activities are carried out professionally and in a manner not contravening with the provisions of the law, bylaws, regulations and decisions issued in accordance thereof. The Department Chairperson shall have the mandate and authority to:

- a. Prepare a statement on the department's needs and submit it to the Dean at the

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- appropriate time after consultation with the department so that the statement may be taken into consideration when the annual budget is prepared.
- b. Maintain records on the activities of the department and records on University documents related to the department and supervise their use in accordance with the regulations and practices followed by the University.
  - c. Supervise the selection of textbooks and references for the courses offered by the department.
  - d. Propose the distribution of the faculty-teaching load and submit it to the Department Council.
  - e. Contribute to promoting research and assist faculty members in undertaking such.
  - f. Distribute students among academic advisors and follow up on their progress in terms of completing their study plans.
  - g. Prepare all reports required from the department by the Office of the Dean and/or the University Administration.
  - h. Prepare documents related to teaching quality and academic accreditation.
  - i. Supervise the preparation of the department plan to evaluate courses offered by the department in terms of compliance with program study plans, objectives, outcomes and means of implementation.
2. The Chancellor shall appoint a member of the department as the chairperson who holds of the rank of professor, upon the nomination of the Dean, for the period of three years, renewable one time only. When necessary, he may appoint a member of faculty from the department who does not hold this rank as an acting department chairperson. In the absence of a department chairperson, the Dean shall chair the Department Council.
  3. After discussions with the Department Council, the Chairperson shall submit a full and detailed report to the College Council at the end of each academic year regarding the department's academic and education affairs, research, publications, and community service.

### **Colleges**

#### **Article (19)**

1. The university consists of the following colleges:
  - a. College of Sharia and Law.
  - b. College of Arts, Sciences, and Information Technology.
  - c. College of Business Administration.
  - d. College of Marine Sciences and Aquatic Biology.
2. Each college or deanery's internal bylaws shall define the departments that make up the college, the programs and specializations within each one, and the academic degrees and certificates granted by each, issued by a decision from the President of the University based on the Chancellor's proposal and the Board's approval.

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## **Department of Scientific Research and Graduate Studies**

### **Article (20)**

The tasks of the Department of Scientific Research and Graduate Studies are as follows:

1. Discussing the status of scientific research at the University of Khorfakkan and mechanisms for developing and enhancing it, aiming for local and international competitiveness.
2. Each college is responsible for its undergraduate and graduate programs in line with academic accreditation and the Ministry of Education's directions.
3. Each college works on assessing and continuously reviewing its programs.
4. Coordinating between colleges and their programs and recommending approval of those programs.

## **Department of Community Communication**

### **Article (21)**

The Department of Community Communication is responsible for the following tasks:

1. Ensuring proper media communication via social media platforms, following the correct protocols.
2. Ensuring excellent preparation of content presented to third parties.
3. Ensuring effective communication through the use of advanced technology.
4. Striving to organize training programs and specialized courses for everyone in the field of community communication through the Center for Continuing Education and Professional Development.
5. Any other tasks deemed necessary by the university administration.

## **Department of Institutional Effectiveness and Accreditation**

### **Article (22)**

The Department of Institutional Effectiveness and Accreditation is responsible for the following tasks:

1. Coordinating and preparing for accreditation at national and international levels, identifying the factors that help in obtaining institutional accreditation, and ensuring the university applies plans that achieve these factors.
2. Preparing and updating the university's program portfolio by creating and implementing an institutional database that includes data from all sources of information across the university's colleges.
3. Ensuring harmony between institutional effectiveness activities to ensure that all academic and administrative units achieve their objectives consistently across the university's campuses.

4. Identifying the required factors for data harmony, establishing procedures to maintain data quality, and ensuring proper use of internal and external evaluation results and data.
5. Promoting the use of appropriate teaching and learning methods tailored to each program.
6. Designing and updating appropriate evaluation methods for each category of programs and verifying the implementation of development plans.
7. Ensuring that both current and future curricula meet the necessary standards and include clear outcomes.
8. Preparing progress reports at all levels and periodically reviewing and evaluating the implementation of strategic plans and directions.

### **Khorfakkan Center for Marine Sciences and Aquatic Biology**

#### **Article (23)**

The Khorfakkan Center for Marine Sciences and Aquatic Biology is responsible for the following tasks:

1. Raising environmental awareness in the field of marine sciences and linking it to sustainability aspects.
2. Promoting a culture of volunteering through beach clean-up campaigns.
3. Organizing training programs and specialized courses in marine sciences and technology through the Center for Continuing Education and Professional Development at the university.
4. Any other tasks deemed necessary by the university management.

### **Language Center**

#### **Article (24)**

1. The Language Center is responsible for the following tasks:
  - a. Designing and implementing programs in various foreign languages (English, French, Spanish, Chinese, Japanese, Urdu, Persian, etc.), as well as in Arabic for non-native speakers, and offering them to target groups or for specific purposes for the university community and the country.
  - b. Assisting students and staff at the university in improving their language skills.
  - c. Providing translation services for faculty members to help them publish their research and offering translation services for conferences and meetings.
  - d. Organizing standardized language exams such as TOEFL ITP, TOEFL IBT, IELTS Academic, EmSAT, and PTE in collaboration with the relevant accredited bodies.
2. The operations of the Language Center shall be regulated by a decision issued by the director.

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## **Center for Continuing Education and Professional Development.**

### **Article (25)**

The Center for Continuing Education and Professional Development is responsible for the following tasks:

1. Developing individual knowledge and skills by offering high-quality practical training programs and specialized courses.
2. Enhancing institutional performance by providing consultations to public and private sector institutions through the expertise of faculty members and external experts.
3. Improving the job performance of employees in both public and private sectors by offering professional qualification programs.
4. Contributing to raising the level of scientific and technical consultancy work in the country by providing high-level consultations and specialized expertise across various sectors.
5. Offering scientific and technical consultations and services to all sectors of society, including government departments and the private sector, in exchange for competitive and appropriate fees.
6. Organizing and increasing the university's services in advisory fields by utilizing the university's human and technical resources to achieve the strategic goal of linking the university with the community.
7. Exchanging expertise with similar offices and relevant entities within the country and abroad.
8. The operations of the Center for Continuing Education and Professional Development shall be regulated by a decision issued by the Chancellor.

### **Final Provisions**

#### **Article (26)**

Special bylaws, approved by the President, based upon the approval of the Board, shall specify the requirements for admissions and the conferral of each academic degree outlined in these bylaws and awarded by the University.

#### **Article (27)**

The Chancellor shall issue the necessary decisions, procedures and instructions required for the implementation of this decision.



**Article (28)**

This decision shall come into force from the date of its issuance, and all relevant bodies, as concerned, shall comply with this decision. Any provision in contradiction with this bylaw shall be repealed to the extent required, and this decision shall be published in the Official Gazette.

Issued by us on:

Monday, Rajab 17, 1445 A.H.

Corresponding to: January 29, 2024 A.D.

**Sultan bin Mohammad Al Qasimi,  
Ruler of the Emirate of Sharjah  
President of the University of Khorfakkan**

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**University President Decision No. (2) of 2024**  
**In Issuance of the**  
**Academic Faculty Bylaw at the University of**  
**Khorfakkan\***

We, Sultan bin Mohammed Al Qasimi, Ruler of the Emirate of Sharjah, President of the University of Khorfakkan,

After the perusal of:

- Decree-Law No. (1) of 2022 concerning the organization of the University of Khorfakkan, and its executive bylaws.
  - Amiri Decree No. (40) of 2022 concerning the Establishment of the University of Khorfakkan;
  - And based on the approval of the Board of Trustees, and upon public interest,
- We hereby issue the following decision:

**Article (1)**

This decision shall be named the “Academic Faculty Bylaw at the University of Khorfakkan”

**Definitions**

**Article (2)**

In the Application of the provisions of this decision, the following terms and expressions shall have the meanings assigned to them unless the context requires otherwise:

- The Country: The United Arab Emirates.
- The University: University of Khorfakkan.
- The Board: Board of Trustees of the University.
- The President: President of the University and the Board.
- The Chancellor: Chancellor of the University.
- The Deans Council: Deans Council at the University.
- The College: Concerned College.
- The Department: Concerned Academic Department.
- The Faculty Member: Professor, Associate Professor, and Assistant Professor.
- The Non-Faculty Member: Technical Assistants (Laboratory Technicians), Researchers, Lecturers, Teaching Assistants, Research Assistants, and Language Instructors.

**Academic Faculty**

**Article (3)**

Academic Faculty at the University consists of the following:

1. Faculty members (holders of PhDs or the equivalent):
  - a. Full Professors

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- b. Associate Professors
- c. Assistant Professors
- 2. Technical Assistants (Laboratory Technicians)
- 3. Researchers
- 4. Lecturers (holders of master's degrees)
- 5. Teaching Assistants (including Tutors)
- 6. Research Assistants
- 7. Social Specialist
- 8. Language Instructors

### **Appointment**

#### **Article (4)**

1. To be appointed to the University as a faculty member with the rank of an assistant professor or higher, in addition to the other conditions and qualifications provided for in this decision, the candidate is required to:
  - a. Hold a PhD degree or the equivalent from a university recognized by the relevant authority in the country.
  - b. The candidate shall be an active researcher in the field of specialization, with research publications in internationally or globally reputed journals.
  - c. Be physically fit in accordance with a report from a medical authority recognized by the University.
2. In all cases, no person who is a first-degree relative of another staff member within the same college or specialization shall be appointed.

### **Faculty Member Teaching Tracks**

#### **Article (5)**

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

1. **Teaching and Research Track** (the faculty member): In this case, the faculty member will be evaluated on the basis of their teaching and research performance and related requirements and University and community service in accordance with this decision and the regulations issued regarding this track.
2. **Teaching Track (Lecturer)**: In this case, the lecturer is evaluated annually in accordance with the approved regulations for this track at the University.

### **Professors**

#### **Article (6)**

1. To hold the rank of a professor, the applicant shall have:
  - a. Obtained a doctorate, or the equivalent, from a recognized university at least 10 years prior.
  - b. Held the position of associate professor for a period of at least five (5) years in a recognized university inside or outside the country.
  - c. Carried out research or innovative scholarly works and published such in refereed scientific journals or books as an associate professor in his/her field of specialization.

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- d. Carried out distinguished scientific and educational activities and/or research, which qualify him/her to hold the rank of professor, taking into account the candidate's supervision of master's and PhD theses/dissertations.
2. With exception to the above, an applicant may be appointed who has not worked in the field of teaching at universities if s/he:
  - a. Obtained a PhD degree or the equivalent qualification at least ten years prior from a recognized university.
  - b. Has carried out distinguished scientific activities in his/her field of specialization.
  - c. Fulfills the requirements in terms of competence and the conditions required for teaching at the University in accordance with the regulations or procedures in effect.

### **Associate Professor**

#### **Article (7)**

1. To hold the rank of an associate professor, the applicant shall:
  - a. Hold a doctorate, or the equivalent, from a recognized university inside or outside the country.
  - b. Have held the position of an assistant professor for at least five (5) years at a recognized university inside or outside the country.
  - c. Have carried out innovative research or scholarly work in his/her field of specialization.
  - d. Have carried out distinguished educational or research activities after having obtained his/her PhD, which qualify him/her to hold the rank of an associate professor.
  - e. The candidate shall have supervised master's theses and have had students graduate under their supervision.
2. With exception to the above, an applicant may be appointed who has not worked in the field of teaching at universities if s/he:
  - a. Obtained a doctorate or the equivalent at least eight (8) years prior.
  - b. Has conducted and published innovative research after having obtained the doctorate or the equivalent.
  - c. Has carried out distinguished scientific activities in his/her field of specialization.
  - d. Fulfills the requirements in terms of competence and the conditions required for teaching at the University in accordance with the regulations or procedures in effect.

### **Assistant Professor**

#### **Article (8)**

1. To hold the rank of an assistant professor, the applicant shall hold a doctorate, or the equivalent, from a recognized university and be qualified to teach and carry out research at the University.

The candidate shall have served as an Assistant Professor for at least one year at a university.

### **Central Hiring Committee**

#### **Article (9)**

1. At the beginning of each academic year, a committee called the "Central Hiring Committee" for the selection and renewal of faculty members shall be formed.

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2. The Chancellor, or whomever he delegates, shall chair the Central Hiring Committee, and its membership shall consist of at least three faculty members, the majority of whom shall hold the rank of full professor.
3. The tasks of the Central Hiring Committee are as follows:
  - a. follow up on the implementation of plans approved by the Board regarding faculty-hiring needs at the University and the renewal of faculty contracts.
  - b. To review and ensure the soundness of the procedures adopted by the colleges, centers, and the college Appointment Committee in determining the university's staffing needs for faculty members.

### **College Hiring Committee**

#### **Article (10)**

1. At the beginning of each academic year, each college shall form a committee called the "College Hiring Committee" for the selection and renewal of faculty members.
2. The College Dean, or whomever s/he delegates, shall chair the College Hiring Committee, and its membership shall consist of a representative from each department with the rank of professor or associate professor.
3. The mandate of the committee shall be to submit its recommendations to the Central Committee on the needs of the college departments in terms of faculty members.

### **Specifying the College Needs in terms of Faculty Members**

#### **Article (11)**

Colleges and centers shall provide the Central Hiring Committee with their needs in terms of faculty members each academic year, taking into account the specializations and academic rank required, within a period of no more than one month from the beginning of the academic year. Colleges shall provide a statement on any special criteria to be met by the candidates.

### **Announcing Positions**

#### **Article (12)**

1. Vacancies for faculty members shall be advertised once a year at a suitable time to be determined by the Central Hiring Committee, which shall also oversee the preparation, type of media and duration of the advertisements.
2. In special cases, job vacancies may be advertised more than once a year.

#### **Article (13)**

1. Job applications for faculty positions advertised by the University shall be submitted to the University by the deadline stated in the advertisement and shall include the candidate's academic qualifications, experience certificates, research production and other supporting documents.
2. Applications shall be referred to the concerned deanships for their review and opinion in accordance with selection and preference criteria issued by decision of the Central Hiring Committee.
3. The Central Hiring Committee shall review the nominations received from the college councils in light of the approved criteria and take the necessary action.
4. The Central Hiring Committee shall send its recommendations for the appointment of candidates to the Chancellor, who shall present them to the Board for approval.

## **Hiring Exceptions**

### **Article (14)**

As an exception to the provisions of Articles (9, 10, 11, 12, and 13) above, a faculty member may be appointed by decision of the Chancellor upon the approval of the President without advertising the position if the candidate:

1. Is nominated for an administrative academic position or legal Advisor to the University.
2. Is a national who has fulfilled all of the appointment criteria required for the position of a faculty member.
3. Possesses a rare specialization and enjoys a distinguished academic status, which may not be mentioned in the advertisement.

## **Appointment through Secondment and Personal Contracts**

### **Article (15)**

Faculty members may be appointed through secondment or on personal contracts in accordance to the following conditions and provisions:

1. A candidate shall be appointed according to the academic rank approved by the University, which s/he was informed of in writing when nominated.
2. Salaries of faculty members shall be determined according to the Salary, Allowances and Remunerations Table. Faculty members are entitled to a regular increment after completing their first year at the University, subject to their performance evaluation. Previous years of experience shall be counted for salary purposes as of the date of the faculty member having attained the academic rank for which s/he was appointed by the University up to the date of appointment at the University. If his/her work experience was not in teaching, half the number of years of experience shall be counted.

### **Article (16)**

1. The first contract term of a faculty member shall be for two years, the first year of which shall be probationary. The University may terminate the contract prior to the end of the first year without providing any reasons. In such a case, faculty members shall be entitled to compensation equal to their total salary of six months, or the total of their salary for the remaining period of the first year of their contract, whichever is less.
2. Faculty members holding the rank of assistant professor or higher shall be evaluated at the end of the first year the of their contract again at the end of the second year in accordance with the track for which they were appointed. 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 for one to three years maximum in the teaching and research track.

### **Article (17)**

Faculty members holding the rank of assistant professor or higher shall be evaluated for subsequent contract periods at the department, college and Central Hiring Committee levels during the first month of their final contract year. They shall be fully evaluated on what they have accomplished during their work at the University in the areas of teaching, research, and university and community service. The faculty member shall be informed of the University's

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decision six months prior to the end of the contract term. The decision will be either nonrenewal or renewal of the contract for a maximum of four years.

### **Duties and Teaching Load of Faculty Members**

#### **Article (18)**

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

1. Faculty members in the Teaching and Research Track shall:
  - a. Undertake teaching and testing
  - b. Conduct innovative research and studies
  - c. Supervise University theses/dissertations, student research and reports, and student academic and social activities.
  - d. Provide student advising
  - e. Participate on University councils and committees and on councils and committees in which the University is participating or those it has approved.
  - f. Devote themselves to their academic duties at the University and maintain standards appropriate to the high stature and reputation of the University in the fields of research, teaching, advising and administration.
  - g. Perform any tasks assigned by the Chancellor or College Dean that do not interfere with the nature of their work.
  - h. Serve the local community and meet its needs in accordance with the regulations set by the University.
  - i. Prepare the teaching plan, which shall include the necessary and expected teaching/learning objectives and outcomes, conduct all classroom evaluation and assessment procedures and submit a periodic report on such to the Department Council.
2. The Teaching Track shall include all duties stated in paragraph (1) above except item (b), which is replaced by teaching under the special regulations of the track.

#### **Article (19)**

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

1. Teaching and research for those appointed to the teaching and research track.
2. Teaching for those appointed on the teaching track
3. Academic advising
4. Office hours
5. Participation in councils and committees
6. Supervision of theses/dissertations and student research
7. University and community service

#### **Article (20)**

1. The teaching load of any faculty member (appointed to the teaching and research track) is (12) credit hours per week and (15) credit hours per week for faculty members (appointed to the teaching track). The Chancellor may assign additional teaching hours when necessary

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2. The University chancellor may modify the teaching load system in accordance with Article (19) of this decision, to include the hours worked by the instructor in various activities such as research, teaching, conferences, seminars, and administrative duties.
3. The teaching load of faculty members in vice chancellor, college dean, and similar positions shall be reduced to (3) credit hours, and additional teaching hours shall not be considered as overtime hours. The Chancellor may make exceptions in this case when necessary.
4. The teaching load of faculty members in vice dean, chairperson or similar positions shall be reduced to (9) credit hours, and additional teaching hours shall not be considered as overtime hours. The Chancellor may make exceptions in this case when necessary.
5. By decision of the Chancellor, a faculty member may be partially or fully exempted from teaching, or his/her teaching load may be reduced if s/he is required to perform duties other than teaching, which serve the University and its objectives.
6. By decision of the Chancellor, the teaching load of a faculty member may be reduced to a suitable number of hours for conducting an approved research project. The costs resulting from the reduced teaching load of the faculty member shall be covered by external research grants.
7. The University chancellor may reduce the teaching load of research-active academic staff to three hours.

#### **Article (21)**

In May of each academic year, faculty members shall submit to the chairperson of their department or coordinator of their section an annual report detailing their academic activities in the areas of teaching, supervision, research and non-academic activities related to community service, committee membership, etc. The chairperson or coordinator shall submit his/her annual assessment to the College Dean.

#### **Article (22)**

1. Faculty members are not permitted to deliver lectures or perform consultations and technical services outside the University unless preapproved by the Chancellor upon the recommendation of the Dean.
2. Faculty members are not permitted to undertake paid or unpaid teaching outside the University unless preapproved by the Chancellor, upon the recommendation of the Dean after seeking the opinion of the chairperson, in which case the total number of external teaching hours shall exceed no more than three (3) hours per week each semester.

#### **Leaves**

#### **Article (23)**

1. **Annual Vacation Leave:**
  - a. Faculty members at the University are entitled to an annual vacation leave of (60) days, distributed between the semesters in accordance with the approved academic calendar and instructions issued by the Chancellor.
  - b. In all cases, the leave shall be annual and may not be accrued.

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- c. If necessary due to operational needs, the University chancellor may assign a faculty member to work during the holiday in return for remuneration specified in an appointment decision.
  - d. The provisions of the employment contract, as well as the decisions and circulars issued by the university, shall apply to the annual leave of a member of the academic staff.
2. **Hajj (Pilgrimage) Leave:**
- a. After taking the opinion of the College Dean, the Chancellor, or whomever he delegates, may grant a faculty member a two-week leave to perform the Pilgrimage. The faculty member shall be entitled to this type of leave only once during his/her employment at the University.
3. **Sick Leaves:**
- Faculty members are entitled to sick leaves as follows:
- a. Short Sick Leave: not to exceed (7) days paid, based upon a certified medical certificate from the University clinic.
  - b. Long Sick Leave: Faculty members are entitled to a fully paid sick leave of no more than two months. If the faculty member is unable to resume his/her duties after the two months, the Chancellor, or whomever he delegates, may extend the leave for two more half-paid months in accordance with a report issued by a competent medical authority. If the medical authority decides that the faculty member may not recover from his/her illness after the third leave, his/her services shall be terminated due to health circumstances by decision of the Chancellor.
4. **Treatment Escort Leave inside or outside the Country:**
- Upon the recommendation of the concerned dean and department, the Chancellor may grant a faculty member an unpaid leave of not more than two months a year to accompany (a spouse, child, parent, or sibling for treatment inside or outside the country). Extension for the same period may be granted if necessary. Any extension beyond this period shall be presented to the President for guidance.
5. **Emergency Leaves:**
- Faculty members are entitled to an emergency leave as follows:
- a. Faculty members are entitled to an emergency leave of not more than seven (7) days, whether separate or continuous, once during each academic year. In such a case, the faculty member is required to submit a written report to his/her dean explaining the reason for his/her absence. The report requires approval from the concerned college dean and the Vice Chancellor. Otherwise, it shall be considered an unpaid leave.
  - b. The Human Resources Department shall follow up on the matter in order to take the necessary action in this regard.

#### **Article (24)**

- 1. Upon the recommendation of the concerned college council and department, the Chancellor may grant a faculty member holding the rank of professor or associate

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professor a sabbatical paid or unpaid leave inside or outside the country for one entire year according to the chancellor opinion, or two separate semesters for each six years that the faculty member spends in the employment of the University. In this case, faculty members are required to submit to their dean upon their return a report about their research activities during the sabbatical year.

2. The conditions and regulations for granting sabbatical leave shall be pursuant to instructions issued by the Chancellor.

#### **Article (25)**

1. In special cases, the Chancellor may grant a faculty member an unpaid emergency leave for a period of no more than one semester upon the recommendation of the concerned department council and the college council.
2. The conditions and regulations for granting the emergency leave shall be pursuant to instructions issued by the Chancellor.

#### **Article (26)**

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

#### **Article (27)**

1. A female Muslim faculty member whose husband passes away is entitled to a fully paid leave of four (4) months and ten 10 days as of the date of death. A non-Muslim female faculty member whose husband passes away is entitled to a mourning leave of seven (7) days.
2. With the exception to a female Muslim and non-Muslim faculty member whose husband passes away, a faculty member whose wife or next of kin passes away is entitled to a fully paid mourning leave of four (4) days.

#### **Delegation**

#### **Article (28)**

A faculty member may be delegated on academic or official business, inside or outside of the country, in accordance with instructions issued in a decision by the Chancellor.

#### **Assignments and Secondment**

#### **Article (29)**

A faculty member may be assigned other administrative tasks, full or part-time, or may be seconded to a local, federal or country governmental or international organization pursuant to instructions issued in a decision by the Chancellor.

#### **Contract Termination**

#### **Article (30)**

1. The University may terminate the contract of a faculty member 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 is required to be submitted six months prior to the end of the contract with the University. Faculty members who insist on terminating their contract without observing this condition shall forfeit half of their end-of-service gratuity, which shall be returned to the University if already received. Travel expenses for the faculty

member and his/her family shall be at his/her expense.

- b. **Cancellation of the position due to position replacement or restructuring.**  
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. **Expiration of the faculty member's residency in the country for reasons not related to the University.** In this case, the faculty member shall be compensated only for the month during which his/her residency expired.
  - d. Permanent work disability
  - e. Disciplinary dismissal
  - f. Conviction of a crime involving a public breach of trust and integrity.
2. The contract of a faculty member shall be terminated when s/he reaches the age of (65). By decision of the Chancellor, and upon the approval of the President, the service term may be extended up to the age of 70. in the case of professors and associate professors.
3. When considering the renewal of a faculty member holding the rank of associate or assistant professor, the number of years spent in the academic rank at the University of Khorfakkan without being promoted to a higher rank shall be considered as follows
- a. The contract of a faculty member shall not be renewed if s/he has held the rank of assistant professor for ten (10) years, since first attaining the rank at any university, without being promoted to the rank of associate professor.
  - b. The contract a faculty member shall not be renewed if s/he has held the rank of associate professor for twelve (12) years, since first attaining the rank at any university, without being promoted to the rank of full professor.

### **Incentives and Benefits**

#### **Article (31)**

1. The University shall provide faculty members appointed by means of secondment or a personal contract (as well as their spouse and three of his/her dependent children) roundtrip economy air tickets to their place of work or home country, as the case may be, once every academic year throughout the contract period. Such faculty members may be reimbursed the amount of the air tickets if they do not wish to travel. This right, however, will be forfeited if the faculty member leaves the employment of the University without giving the University a six-month's notice prior to the end of his/her contract or if his/her contract is terminated by means of a disciplinary decision.
2. The term "dependent children" refers to:
- a. Children under the age of eighteen (18).
  - b. Children who pursue their university education inside the country until the end of the first degree and have exceeded this age.
  - c. Daughters who are unmarried, widowed or divorced and are unemployed.

#### **Article (32)**

1. The University shall provide faculty members appointed to the main campus in Khorfakkan with suitable accommodations in the housing accommodations belonging to the University. If both the husband and wife are employed by the University, accommodations shall be assigned to one of them.
2. Upon the approval of the Chancellor or Vice Chancellor for Academic Affairs, when suitable accommodations are unavailable in the housing complexes belonging to the University, lecturers are entitled to an annual housing allowance of (AED60,000), assistant professors are entitled to (AED65,000), and associate professors and full professors are entitled to (AED70,000), inclusive of service fees.
3. Faculty members are entitled to a furniture allowance of (AED30,000). This amount covers a period of four years of service at the University. In the event that the service ends before this period, a faculty member shall pay back the remaining balance of the furniture allowance, based on years of use and/or the depreciation of the furniture.
4. Female faculty members living off-campus shall be entitled to a housing allowance, provided the husband is not receiving a housing allowance from a governmental or non-governmental department.
5. Non-faculty academic staff members shall be entitled to a housing allowance equal to three times their total monthly salary. The University shall provide suitable accommodations for those appointed to the University's main campus.

#### **Article (33)**

Faculty members shall be entitled to a cash amount for the purpose of shipping luggage or personal items in accordance with a 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 (34)**

Faculty members are entitled to an annual gratuity equal to one month's salary for each full academic year, paid at the end of service, according to regulations determined by University policy.

#### **Article (35)**

In the case of the demise of a faculty member appointed by means of secondment or a personal contract, the dependent members of his/her family shall be granted the following:

1. The total of one month's salary for the month in which the death occurs.
2. The total of the next three months' salary.
3. The end-of-service gratuity.
4. Preparation and transport of the deceased body to the home country, cost of the return trip for the family, and shipping the family's belongings.

#### **Article (36)**

If a dependent of a faculty member passes away while the faculty contract is still valid, the University shall bear the costs of preparing and transporting the body to the home country, in addition to the cost of a round-trip air ticket for one person from his/her family.

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### **Article (37)**

Faculty members and non-faculty academic staff, as well as their family members, shall receive health insurance in accordance with the approved medical services in this regard.

### **Article (38)**

1. The University shall bear the annual tuition fees, inclusive of textbook fees, at a maximum amount of AED25,000 for one child and a maximum amount of AED75,000 for all children enrolled in KG1 through secondary school (regarding all faculty and non-faculty academic staff members). These fees will be paid upon submission of official receipts from the concerned school, which are then deposited into the designated account after verification and confirmation of the number of children, in accordance with instructions issued by the university.
2. The University shall grant up to two scholarships to (2) children, studying at the same time at the University of Khorfakkan, which shall cover the tuition fees for the total number of credit hours required for each son to complete the bachelor's degree in any of the programs offered by the colleges at the University.

### **Promotion**

#### **Article (39)**

By a decision from the Board, the following shall be determined:

1. The criteria for faculty academic promotion based on research, teaching, academic advising, and university and community service.
2. The criteria and procedures for promotion to the rank of associate professor or professor at the level of the department, college, and University.
3. The policies and regulations for the accreditation of scientific journals and periodicals for purposes of promotion.
4. Research regulations for the purposes of promotion.
5. Any other regulations that the Board approves for the promotion of faculty members.

### **Investigation and Accountability**

#### **Article (40)**

Faculty members shall perform all tasks and duties assigned to them by the University, abide by the provisions of the laws, regulations, and decisions in effect at the University and uphold in their relations with colleagues, students and the community (inside and outside the University) the system of values prevailing in the UAE Arab-Islamic society. They shall refrain from any activity that might harm the reputation of the University or that of its employees. In breach of such, they shall be subject to the disciplinary measures stated in this decision.

#### **Article (41)**

The disciplinary measures that may be imposed on a faculty member include:

1. Written Warning
2. Written Reprimand
3. Reprimand with a one-year suspension of the annual increment, or reprimand with a one-year suspension of promotion to a higher rank.
4. Reprimand with a suspension of salary payment (no more than a quarter of the monthly salary) for a period not to exceed six months.
5. Termination of contract with the full rights to salaries and entitlements.
6. Termination of contract with the partial or total withholding of salaries and entitlements.

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#### **Article (42)**

The disciplinary actions cited in Article (41) above shall be issued according to the following authorities:

1. The College Dean may issue the penalty of a warning, whereupon the faculty member may appeal to the Chancellor within seven (7) days from being notified of the warning.
2. The Chancellor may impose the penalties in items (1, 2, 3 and 4) of Article (41) in this decision.
3. The Disciplinary Council may issue any penalty stated in Article (41) of this decision.

#### **Article (43)**

1. The Chancellor may issue a direct warning to a faculty member in cases he does not view require an investigation.
2. No disciplinary actions may be carried out without conducting an investigation or without reference to the Disciplinary Council.
3. The Chancellor shall appoint, upon his own initiative, or based upon the request of the College Dean, a member of the faculty to investigate the faculty member accused of certain offenses.
4. The faculty member conducting the investigation shall be of an academic rank at least equivalent to that of the faculty member to be investigated. The results of the investigation shall be submitted in a detailed report on the subject to the Chancellor, who may decide as he deems appropriate to close the investigation, impose any of the penalties within his authority, or refer the case (together with the investigation papers and report) to the competent Disciplinary Council. All proceedings in this regard shall be kept strictly confidential and be carried out in accordance with the proper legal procedures.

#### **Article (44)**

1. As a precautionary measure, the Chancellor may suspend the faculty member being investigated from carrying on with his/her duties for a maximum of three months if he believes that such is in the best interest of the investigation. The period of suspension may not be extended unless by a decision from the Disciplinary Council.
2. Unless the Disciplinary Council provides otherwise, suspension from duty entails suspension of salaries as of the date on which the decision is taken to suspend the faculty member.
3. If the case under investigation is not referred to the Disciplinary Council within a month after the decision to suspend the faculty member has been issued, the suspension shall be considered rescinded and the suspended salary shall be paid.

#### **Article (45)**

The Chancellor, or whomever he authorizes, shall send the faculty member under investigation a detailed statement regarding the charges against him/her (together with a copy of the investigator's report) at least fifteen days prior to the disciplinary session.

#### **Article (46)**

The faculty member whose case has been referred to the Disciplinary Council shall be briefed on the investigation and may request a lawyer or another faculty member to defend him/her before the Disciplinary Council.

#### **Article (47)**

The Chancellor shall form the Faculty Disciplinary Council as follows:

1. 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 to do so.
2. The Dean of the college to which the faculty member under investigation belongs (member).
3. A faculty member selected by the Chancellor (member). Under all circumstances, the faculty member appointed to investigate the accused in accordance with Article (43) above may not serve as a member of the Disciplinary Council.

#### **Article (48)**

Decisions by the Disciplinary Council shall be final. However, grievances against the Council may be directed to the President within two weeks of the notification to the faculty member of the penalty. The President's decision on the matter shall be considered final and not subject to appeal elsewhere.

#### **Article (49)**

1. The resignation of the faculty member shall not be accepted while the investigation is pending nor shall the disciplinary proceedings against him/her be discontinued.
2. The disciplinary measures taken against a faculty member shall have no bearing on any criminal or civil proceedings connected with the same event that led to them.

#### **Non-Faculty Members**

##### **Article (50)**

Non-Faculty members at the University refer to:

1. Technical Assistants (Laboratories)
2. Researchers
3. Lecturers
4. Teaching Assistants, Research Assistants, and Teaching Assistance
5. Language Instructors

##### **Article (51)**

Non-Faculty members appointed by the University shall:

1. Have obtained a master's degree, or the equivalent, from a University recognized by the competent authority in the country.
2. Be a language instructor who has obtained a minimum of a master's degree from a university recognized by the Ministry of Education in the country and other qualifying certificates to teach languages, which are in accordance with the regulations approved

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- by the University.
3. Be physically fit based upon a report from the medical authority recognized by the University.
  4. Fulfill any other conditions that the University might require.

#### **Article (52)**

Non-Faculty Members are required to:

1. Teach courses of a practical nature (languages and general courses).
2. Undertake the teaching load of non-faculty members and other work by decision of the Dean's Council.
3. Conduct examinations for the courses they are assigned in accordance with the approved regulations of the University.
4. Allocate office hours for students.
5. Implement tasks assigned by the Department Chairperson, Center Director, College Dean or Chancellor.
6. Devote themselves full-time to their academic duties at the University and maintain the high stature and reputation of the University.
7. Undertake community service and endeavor to meet the needs of the community in accordance with the guidelines set by the University.
8. Perform (40) hours of work per week, distributed across the above-mentioned duties.

#### **Article (53)**

Non-faculty members shall be subject to the provisions regarding investigation and liability stated in this decision.

#### **Article (54)**

1. Determining non-faculty member hiring needs, nomination and the appointment of candidates shall be subject to the provisions set forth in this decision.
2. The first contract term for non-faculty members shall be two years. The first year is considered a probationary period, during which the University may end the contract without providing a reason. In this case, the non-faculty member shall be entitled to the total sum of six months' salary or his/her remaining salary until the end of the year.
3. Non-faculty members shall be evaluated at the end of the first year of the contract in the areas of teaching and university and community service at the levels of the department/center, college and the Committee for the Selection of Non-Faculty Members at the University. 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 (55)**

The provisions in Articles (21 to 39) in this decision shall apply to non-faculty members insofar as they do not contravene with any other provisions applied to non-faculty members.



#### **Article (56)**

1. The contract of a non-faculty member may be terminated for any of the reasons stated in item (1) of Article (30) in this decision.
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 year or more until the age of (65).

#### **Visiting Professors and Adjunct Lecturers**

#### **Article (57)**

1. When the need arises, the Chancellor may decide to invite visiting professors from among scholars, intellectuals, experts in various specializations or from among current or former faculty members at Arab or foreign universities. They may be invited, on a temporary basis, to teach courses offered by the University, deliver public lectures, or participate in research and discussion seminars in accordance with the regulations and provisions issued in a decision by the Chancellor. The decision to invite visiting professors/lecturers shall include the duration of and reason for the visit and the remuneration and allowances due to the visiting professor in accordance with the University bylaws.
2. When the need arises, the Chancellor may appoint visiting academics for one semester or for an entire year. Their salaries and benefits shall be determined according to the criteria set by the Chancellor and in accordance with the University bylaws.
3. When the need arises, the concerned vice chancellor may appoint adjunct faculty members who shall be contracted as professors, associate professors, assistant professors, lecturers, or instructors, according to their qualifications. They shall be paid on an hourly teaching basis in accordance with criteria set by the Chancellor and the University bylaws.
4. All visiting academic appointments at the rank of professor shall be within the approved faculty budget for each department.
5. Those appointed as lecturers or visiting faculty members shall be subject to the appointment procedures and regulations specified in this decision.

#### **Final Provisions**

#### **Article (58)**

1. The Dean's Council shall decide on cases not stated in this decision and on issues arising from the implementation of this decision.
2. The financial sums specified for allowances, incentives, and benefits in this decision may be amended when the need arises by decision of the Finance Committee.

#### **Article (59)**

The Chancellor shall issue the regulations and decisions required for the implementation of the provisions of this decision.

#### **Article (60)**

This decision shall come into force from the date of its issuance. All relevant bodies, as

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concerned, shall comply with this decision. Any provision that contradicts with this bylaw shall be repealed to the extent required, and this decision shall be published in the Official Gazette.

Issued by us on:

Monday, Rajab 17, 1445 A.H.

Corresponding to: January 29, 2024, A.D.

**Sultan bin Mohammad Al Qasimi,  
Ruler of the Emirate of Sharjah  
President of the University of Khorfakkan**



**University President Decision No. (3) of 2024**  
**In Issuance of the**  
**Administrative Employee Bylaw at the University of Khorfakkan\***

We, Sultan bin Mohammad Al Qasimi, Ruler of the Emirate of Sharjah, President of the University of Khorfakkan,

After the perusal of:

- Law No. (6) of 2015, concerning the Emirate of Sharjah Human Resources, and its Executive bylaws and amendments;
  - Law No. (5) of 2018 concerning Social Security in the Emirate of Sharjah;
  - Decree-Law No. (1) of 2022 concerning the Organization of the University of Khorfakkan, and its executive bylaws,
  - Amiri Decree No. (40) of 2022 concerning the establishment of the University of Khorfakkan,
  - And based on the approval of the Board of Trustees, and upon public interest,
- We hereby issue the following decision:

**Article (1)**

This decision shall be named the “Administrative Employee Bylaws at the University of Khorfakkan” and shall apply to non-academic staff at the University.

**Definitions**

**Article (2)**

In the application of the provisions of this decision, the following terms and expressions shall have the meanings assigned to them unless the context requires otherwise:

The Country	The United Arab Emirates.
The University:	University of Khorfakkan.
The Board:	University Board of Trustees.
The President:	President of the University and Chairman of the
Board. The Finance Committee:	Board of Trustees Finance Committee.
The Chancellor:	Chancellor of the University.
The Vice Chancellor:	Vice Chancellor for Financial and Administrative
Affairs. The Dean:	College Dean or equivalent
The Director of the Department:	Director of the concerned department to which the employee belongs.
The Department:	Department of Human Resources.
The Committee:	Employee Affairs Committee.
The Employee:	Each person appointed by decision of the competent authority, according to the provisions of this decision.

### **Article (3)**

The University annual budget shall specify the number of staff positions at the University, including details on the grades/ranks for each position and the financial allocations for the positions in terms of salaries, increments, and allowances.

### **Article (4)**

The University shall have a structural and organizational hierarchy and a table of appointments approved by the Board, based upon the recommendation of the Finance Committee.

### **Employee Affairs Committee**

### **Article (5)**

1. The Employee Affairs Committee shall be formed by decision of the Chancellor, and include the following members:

a. Vice Chancellor	Chairman
b. Director of Human Resources Department	Member
c. Professor from the College of Law	Member
d. Two University employees	Members
2. Upon the recommendation of the Vice Chancellor, the Chancellor may form other employee affairs committees with respect to job grades and include in the decision the mandate of the committee.

### **Article (6)**

The mandate of the Employee Affairs Committee is to:

1. Consider the actual needs of all University units in terms of administrative and technical staff.
2. Conduct placement interviews for all unit/department requirements in terms of administrative and technical staff.
3. Study grievances and complaints submitted by University staff and provide recommendations in this regard.
4. Review staff performance appraisals.
5. Any other authorities stated in this decision or delegated by the Chancellor or Vice Chancellor.

### **Article (7)**

1. The committee shall convene at least once a month upon an invitation from the committee chairperson. Meetings shall be considered a quorum in the attendance of the majority of the committee members. Recommendations shall be decided upon by the absolute majority of committee members present. When the votes are equal, the side of the committee chairperson shall carry the motion. Committee recommendations shall be implemented upon the approval of the Chancellor.
2. The committee may invite whomever it views appropriate to attend its meetings without voting privileges.

#### **Article (8)**

1. Committee proceedings shall be confidential, and the minutes of the meetings shall be disclosed only upon the directives of the Chancellor or the committee chairperson.
2. The committee shall submit a report on its activities to the Chancellor every six months, which shall include its accomplishments and suggestions for developing its work.

#### **Appointments**

#### **Article (9)**

Through the Department, the University shall attract and appoint various qualified administrative personnel from inside and outside the country. Priority in hiring shall be given first to UAE nationals and then to GCC nationals, Arab nationals, and other nationalities, in such order. The University shall follow the latest scientific and technical means for reviewing and evaluating job applications to ensure hiring the best administrative staff.

#### **Article (10)**

Types of positions shall be defined within the appropriate job grade and in accordance with job descriptions approved by the Board, according to the table of salaries and allowances attached to this decision.

#### **Article (11)**

Authority for appointing staff at the University shall be according to the following job grades:

1. Employees in grades 1 and 2: by decision of the Chancellor, based upon the approval of the Finance Committee.
2. Employees in grades 3 and lower: by decision of the Vice Chancellor upon recommendation of the Committee.

#### **Appointment Provisions**

#### **Article (12)**

1. Appointment to one of the University job grades stated in Article (11) of this decision requires the candidate to:
  - a. Be a UAE national or a GCC national, Arab national, and other nationality, in such order.
  - b. Possess the qualifications and experience required for the position.
  - c. Demonstrate good behavior and conduct.
  - d. Be at least 18 years of age.
  - e. Successfully pass the tests required for certain positions and the personal interview pertaining to the position.
  - f. Not have been convicted of a crime or deprived of liberty due to a public breach of trust unless pardoned by the competent authorities or exonerated, according to the law.
  - g. Not have been dismissed from his/her job by a court order or final disciplinary decision unless at least four years have passed since the issuance of the order or decision.
  - h. Pass a medical exam administered by the competent authorities.
  - i. Receive satisfactory feedback from his/her previous employer.

2. The Committee shall adhere to the regulations governing any conflict of interest, as established by the Board, especially regarding the appointment of relatives.
3. The President may make an exception with respect to some of the hiring provisions stated in this article, based upon the recommendation of the Chancellor.

#### **Article (13)**

Appointment to the University positions referred to in Article (11) shall be according to the following regulations:

1. Appointments shall be made according to the placement order of (successful) candidates approved by the committee in the area of specialization of the applicants.
2. When necessary, appointments may be made from the list of successful candidates in the previous round of interviews if no more than six (6) months have lapsed since the candidate's interview.
3. Candidates shall be hired according to the position required and salaries shall be determined according to degree qualifications and work experience.
4. A former employee may be reappointed to his/her previous position or to a position of an equal job grade and salary. Employees who have attained higher qualifications or gained appropriate experience may be reappointed to a higher job grade. In all cases, no more than five (5) years shall have lapsed since the employee's end of service, and it shall not have been due to a court action or disciplinary decision.

#### **Article (14)**

If an employee does not report to work within (15) fifteen days from his/her work commencement date (for which s/he was notified), the decision to appoint him/her shall be cancelled without any liability to the University.

#### **Article (15)**

1. An employee appointed to any position at the University for the first time shall be subject to a probation period of six months from the date that s/he commences work.
2. An employee's services may be terminated during the probation period by decision of the concerned hiring authorities if the employee is found to be unsuitable for the position to which s/he has been appointed. Otherwise, the employee shall be instated in the position, and the probation period shall be counted as part of his/her period of service.

### **Qualifications Required for Appointment**

#### **Article (16)**

An employee shall have attained the following qualifications to be appointed at the University:

1. Appropriate qualifications and experience for job grades 10-12.
2. High school certificate/diploma, or the equivalent, for job grades 7-9, in addition to the appropriate work experience in the job specialization.
3. University degree, or equivalent, for job grades 1-6 and above, in addition to the appropriate work experience in the job specialization.

### **Announcing Positions**

#### **Article (17)**

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

Human Resources database.

2. Vacant positions shall be announced upon the approval of the Vice Chancellor.
3. University employees may apply for positions announced by the University if they meet the announcement requirements, subject to the approval of the department director or college dean to which they report and after at least one year has lapsed since their having commenced work in their current position. The new position shall be considered a reappointment, and the employee shall retain his/her previous period of service. The employee's job status shall be adjusted in accordance with the new position, and s/he shall be entitled to periodic increments in accordance with the provisions of this decision.

### **Work Hours and Timings**

#### **Article (18)**

1. Official daily work hours for University staff are (8) hours a day, excluding the daily break, which equals (40) hours per week from Monday through Thursday.
2. The Chancellor, or whomever he delegates, may change the work timings as deemed appropriate depending on the nature and/or requirements of the job.

### **Overtime**

#### **Article (19)**

Upon the approval of the vice chancellor and the recommendation of the respective college dean or department director, employees in job grades (4 and below) may be requested to work overtime if the job so demands, and the overtime hours shall be paid according to the basic salary.

### **Leaves and Vacations**

#### **Annual Vacation Article**

#### **(20)**

1. Approval for an employee's annual vacation leave shall be issued by his/her direct supervisor and the University Chancellor.
2. Employees are entitled to annual vacation leave as follows:
  - a. Forty-five (45) days for grades (1 - 3).
  - b. Forty (40) days for grades (4 and 5).
  - c. Thirty-five (35) days for grades (6 - 9).
  - d. Thirty (30) days for grades (10 - 12).
3. Employees shall be entitled to their full salary for the annual leave period granted.
4. With the exception of cases issued by decision of the Board, employees are required to utilize their annual vacation during the year, whether consecutively or intermittently or otherwise forfeit the leave period. When work circumstances prevent the employee from taking their entitled leave, in whole or in part, the remaining period shall be retained in the employee's leave balance for the following year.
5. If necessary, an employee may be recalled during their annual vacation leave to attend to their job duties, or any other duties, in return for compensation for the days forfeited from their annual leave, which shall be calculated according to the basic salary.
6. An employee is entitled to an annual vacation leave after the probation period ends and his/her instatement in the position. The duration of the annual leave is granted based on the duration of time spent in the position.

7. The employee shall not be entitled to annual vacation leave for periods spent on a study leave, scientific mission, special unpaid leave, or secondment.
8. Without prejudice to the disciplinary provisions stated in this decision, employees who do not report directly to work at the end of their leave will have their salary suspended, starting from the first day following the end of the leave.
9. Upon the receipt of an acceptable excuse submitted by the employee, the Chancellor may deduct the period of work absence from the employee's annual leave balance (if any) and grant the employee his/her salary for that period or consider it unpaid leave if the employee has no vacation balance.
10. The provisions regarding annual leave for the university employees who are not members of the academic staff shall be governed by the terms of the employment contract and the current and subsequent amended regulations.

### **Emergency Leave**

#### **Article (21)**

1. Employees are permitted to take emergency leave for which they are unable to give advance notice for a period not to exceed five (5) intermittent or consecutive days, which shall not be preceded or followed by annual leave or leave without pay.
2. The employee's entitlement to emergency leave shall be forfeited at the end of the year for which it was entitled.
3. Following his/her return from the leave, the employee is required to submit a statement clearly stating his/her reasons for wishing the period absent to be considered an emergency leave, which the director of his/her department may accept or reject. If the statement is rejected, the days of absence will be considered an annual leave, an unpaid leave, or absence from work.

### **Sick Leave**

#### **Article (22)**

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

##### **1. Short Sick Leave:**

- a. Employees are permitted up to five (5) consecutive days at a time for each sick leave up to a maximum of (15) days total per annum, provided that they submit a sick leave certificate from a certified medical authority. If the leave continues beyond this period, approval is required pursuant to a medical report issued by the authorized medical committee, determined in a decision from the Chancellor.
- b. Employees are required to notify their department officially of a sick leave within five (5) workdays.

##### **2. Long Sick Leave:**

The period shall not exceed 60 days with full pay. If the employee is unable to return to work at the end of the sick leave, the Vice Chancellor may grant him/her an extension for another similar period at half his/her salary and a third period at a quarter of his/her salary (both based upon a report from the concerned medical committee). Upon expiration of the third leave extension, and the likelihood that the employee may not recover, the employee's services may be terminated due to health-related reasons by decision of the Chancellor.

### **Hajj (Pilgrimage) Leave**

#### **Article (23)**

Employees are entitled to a fully paid leave of up to (20) days to perform the Hajj duty one time only during their work period at the University, provided the period of the employee's



service at the University has been at least one year.

### **Maternity Leave**

#### **Article (24)**

1. Female employees at the University are entitled to a fully paid parturition (maternity) leave for a period of 90 days, which may be granted two weeks prior to the expected date of delivery, based upon a certified medical report prepared by the concerned physician. Days exceeding the (90) days approved maternity leave shall be deducted.
2. After maternity leave, female employees are also entitled to a “nursing period” over the course of one year, which they may take at the beginning or end of the workday, with the exception of the month of Ramadan as follows:
  - a. Two (2) hours per day during the first six months.
  - b. One (1) hour per day during the second six months.
3. 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 in all cases, provided the leave is continuous (consecutive days).
4. The maternity leave shall end in the case of a newborn child’s death, and the female employee shall be entitled to the following:
  - a. Maternity leave of (40) days, beginning as of the delivery date or the period remaining if the baby passes away during this period.
  - b. If the baby passes away 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.
5. 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 recommended by the concerned medical authority, provided the leave is approved in accordance with the regulations in this regard.

### **Paternity Leave**

#### **Article (25)**

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.

### **Medical Treatment Escort Leave**

#### **Article (26)**

1. Non-national employees may be granted a leave, not to exceed one month, to accompany a first- degree relative for treatment outside the country based upon a certified medical report stating the patient’s condition and clearly stating the patient’s need to be accompanied. Upon the approval of the Chancellor, the leave may be extended for a period determined by the competent medical authority if it is recommended that the patient should be accompanied during the treatment period. The leave period shall be deducted from the employee’s leave balance, and any period beyond the leave balance shall be considered an unpaid leave.
2. If the vacation balance is deplete, the remaining leave days shall be considered a leave without pay for up to one month, or the remaining period, whichever is less.
3. The provisions stated in Law No. (6) of 2015, regarding the Emirate of Sharjah Human Resources, and its executive bylaws and amendments shall be applied in the case of a national employee who seeks the medical treatment escort leave inside or outside the country.

## **Unpaid Leave**

### **Article (27)**

1. By decision of the Vice Chancellor, employees with no annual leave balance may be granted an unpaid leave of one month at most per annum, based upon the recommendation of their direct supervisor, which may be extended another time for the same period.
2. The period of the unpaid leave shall not be calculated as part of the employee's annual leave balance. The employee shall bear the cost of payments to the Sharjah Social Security Fund during the leave period with respect to national and GCC employees. Non-national employees shall not be paid the end-of-service gratuity for the period of the leave duration.

## **Demise Leave**

### **Article (28)**

1. A Muslim female employee whose husband passes away is eligible to take a fully paid leave for the period of four (4) months and ten (10) days from the date of death.
2. Employees are entitled to a demise leave for the period of three (3) consecutive days in the event of the death of a spouse or the death of an immediate first-degree relative.

### **Article (29)**

In the case of the demise of a University employee:

1. If the deceased employee has no relatives, a staff member from the University will accompany the body of the deceased. The staff member shall be granted a seven-day paid leave if the body requires transport to another country.
2. The University staff member accompanying the body shall be provided a round-trip air ticket in addition to AED1500 for travel expenses.
3. The family of the deceased employee shall be entitled to the following:
  - a. The total of one month's salary for the month in which the death occurred.
  - b. The total of the following three months' salary.
  - c. The end-of-service gratuity for the period spent at work.

## **Delegation**

### **Article (30)**

1. By decision of the Chancellor, or whomever he delegates, and upon the recommendation of the Vice Chancellor or Department Director, an employee may be delegated within the University to undertake other vacant job duties, or those of an absent staff member, provided the job duties fall within the delegated employee's same grade or no more than one grade higher.
2. Delegation of an assignment may be in addition to the employee's normal tasks. In all cases, the employee shall be assigned to no more than one department/unit at the same time. The assignment period shall be for no more than one year and may be extended by exception for at most one additional year.

### **Article (31)**

An employee who is delegated an assignment for more than three (3) months shall be granted a monthly allowance for the period of the assignment in the amount of (20%) of the beginning salary range for the position to which s/he is delegated if the assignment is in addition to the staff member's normal workload.

## **Transfers**

### **Article (32)**

1. A staff member may be transferred from one University department to another by decision of the Chancellor, in consultation with the concerned department director.
2. The department director may transfer a staff member from one position to another equal position within the same department.
3. The transfer of a staff member shall not result in the postponement of his/her seniority required for promotion.
4. The transfer of a staff member shall not impact his/her job grade or level.

## **Secondment**

### **Article (33)**

1. Upon the approval of the Chancellor, University employees may be seconded to the following organizations:
  - a. Local government entities or federal establishments in the country.
  - b. Corporations to which the state contributes to their capital and entities and associations of public benefit.
  - c. Arab and foreign regional or international organizations.
2. The seconded employee will receive his/her salary and benefits from the party to which the employee is seconded.
3. The seconded employee will receive his/her vacations/leaves from the party to which s/he is seconded in accordance with the said party's regulations.
4. At the end of secondment period, the seconded employee shall resume his/her original position and commence work at the University. By decision of the concerned authority, another candidate may be appointed to the seconded employee's position. In this case, the seconded employee shall maintain his/her original job status in a vacant post of an equal financial grade to that of his/her original position.
5. The secondment period shall be calculated within the employee's service period for the purposes of periodic increments, salaries and end-of-service benefits. The seconded employee shall retain all of the position benefits that s/he had prior to the secondment.
6. The employee may be seconded another time upon the approval of the concerned party, provided such approval is granted after the employee has resumed work at the University for a period equal to that of his/her first secondment period.

## **Employee Delegation**

### **Article (34)**

Employees may be delegated to participate in official duties inside the country by decision of the Chancellor, and upon the recommendation of the Vice Chancellor or concerned department director, each within his/her authority, according to the approved regulations in this regard.

### **Article (35)**

1. Subject to the provisions of this decision, administrative staff members shall be classified according to the following categories:
  - a. First category: Vice and Assistant Chancellors.
  - b. Second category: Directors of departments and centers.
  - c. Third category: Other staff.
2. Delegation of staff members in the first category shall be by decision of the Chancellor. For

all other categories, delegation shall be by decision of the Vice Chancellor. The decision shall include details on the nature of the mission, names of the persons to whom the mission is assigned, whether it is a delegation or one person, the destination and the period required to complete the mission.

#### **Article (36)**

The delegated employee may leave the country before the date of the mission and return at its end so long as the nature of the assignment requires such and the extended period exceeds no more than three days under any circumstances. The delegated staff member will be required to explain the reasons for the extended period. If the task is completed and the extension is approved by the Chancellor, the extended period will be calculated under travel allowance and transfer expenditures.

#### **Article (37)**

The University shall undertake the travel expenses of delegated staff members from different categories as follows:

1. Vice and Assistant Chancellors: business-class air tickets or the equivalent by means of other transportation.
2. All other staff members in different grades: economy-class air tickets or the equivalent by means of other transportation.

#### **Article (38)**

1. Staff members delegated on an official mission outside the country shall be entitled to a per diem travel and transportation allowance as follows:
  - a. Vice Chancellors: AED2200.
  - b. Assistant Chancellors or the equivalent: AED1800.
  - c. Department Directors: AED1500.
2. Other staff members, according to their grades:
  - a. Grades 2 - 4: AED1000.
  - b. Grades 5 - 7: AED800.
  - c. Grades 8 - 12: AED600.

This allowance shall be granted for each day or partial day that the delegate spends abroad to perform the mission to which s/he has been assigned.

#### **Article (39)**

If the hosting party fully covers the expenses of the delegate, the delegate shall be entitled to (50%) of the travel allowance for the days spent on the mission.

#### **Article (40)**

The travel allowance indicated in Article (38) shall be increased by 20% for the head of the delegation named by the delegation decision and commissioned with an official task outside the country to represent the University at a conference, symposium or meeting organized by an international organization or body.

#### **Article (41)**

Subject to the approval of the Chancellor, the University may cover the following expenses and fees for official delegations to represent the University outside the country:

1. Fees to participate in conferences, symposiums, and meetings.
2. Fees to obtain entry visas to hosting countries.
3. Departure fees at airports.

4. Luggage transport fees and fees for official documents.
5. Other expenses necessary to implement the mission.

### **Delegation for Training Sessions**

#### **Article (42)**

To keep pace with the latest developments and to develop the work skills and capabilities of staff, staff members may be sent outside the country to undertake training sessions in accordance with the approved regulations in this regard.

### **Higher Academic Degree Allowances**

#### **Article (43)**

National employees who obtain a doctorate degree shall be granted an allowance of AED2000, while those obtaining a master's degree shall be granted an allowance of AED1000 if the degree specialization is consistent with the nature of the employee's job, according to discretion of the concerned hiring authorities. Otherwise, the allowance for those obtaining a doctorate shall be AED1000 and AED500 for those obtaining a master's degree

### **Housing Allowance**

#### **Article (44)**

The following regulations shall apply regarding the housing allowance:

1. 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:
  - a. The housing allowance shall be granted to whoever receives the highest salary.
  - b. If both spouses work at different places at a distance of at least 100 kilometers apart, the single status category shall apply to each of them.
  - c. If one of the spouses receives a housing allowance, the other shall not receive it.
2. 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 (with the exception of institutions for which the government owns more than 25% of their capital).
3. The wife is entitled to the single status housing allowance if the husband is retired, works independently, or is unemployed.
4. 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.

### **Employment Contracts**

#### **Article (45)**

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

#### **1. Unlimited Contracts (UAE Nationals):**

This type of contract is entered into with a national employee for an unlimited period, whereupon the employee shall carry out duties and work tasks on a continuous basis, according to the job description for his/her position.

#### **2. Fixed Term Contracts (Non-UAE Nationals):**

This type of contract is entered into with the employee for a fixed term whereupon the

employee shall carry out his/her duties and work tasks on a continuous basis, according to the contract term. The contract expires at the end of the contract term unless the employee is notified in writing (within the notification period stated in the contract) of his/her renewal.

### **3. Temporary Contracts:**

This type of contract is entered into with the employee 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 shall expire at the end of this period or when the work is completed, whichever is less.

## **Allowances**

### **Article (46)**

1. Employees are eligible for periodic increments in accordance with their job grade and are entitled to a periodic allowance after one year has lapsed from the date of their appointment or the last date of the periodic allowance to which they were entitled.
2. The regulations and procedures for entitlement to the periodic allowance shall be determined by decision of the Chancellor

### **Article (47)**

1. Upon the approval of the Chancellor, or Vice Chancellor based upon the recommendation of the concerned department director and work requirements, employees whose performance report is (noticeably above expectations) may be granted an incentive bonus.
2. An employee shall not be granted more than one incentive bonus over a two-year period.

## **Incentives and Benefits Children's Education Allowance**

### **Article (48)**

1. The University shall cover the cost of annual tuition fees for the 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 schedules approved by the University Administration.
2. The payment of tuition fees shall be made against official receipts or original invoices.
3. The University shall cover the cost of tuition fees for two children of University employees, provided the study program is at the University of Khorfakkan in accordance with the approved procedures in this regard.

## **Air Tickets**

### **Article (49)**

Employees are entitled to air tickets for their annual vacation leave in accordance with procedures determined by the Chancellor.

## **Health Insurance**

### **Article (50)**

Administrative staff and their family members shall receive health insurance in accordance with procedures determined by the decision of the Chancellor.

## **Performance Reports**

### **Article (51)**

1. Employees shall be evaluated annually through the administrative performance system approved by the chancellor, which begins by the employee setting his/her own objectives (performance indicators), in cooperation with his/her direct supervisor. The objectives shall be evaluated at the end of the performance cycle, and the evaluation shall be connected to

- the annual increment.
2. The annual evaluation shall be according to the rating scale determined by the Finance Committee.

### **Promotions**

#### **Article (52)**

Promotion within the employee's same job grade and promotion to the next grade higher shall be in accordance with the following provisions:

**First:** Promotion to grades (1) and (2), the position of an administrative director, shall be upon the approval of the Finance Committee.

**Second:** Promotion to the remaining grades shall be as follows:

1. Promotion from one grade to another:

Promotion from one job grade to another shall be by decision of the Chancellor, based upon the nomination of the concerned department director and approval of the Department, Committee and Vice Chancellor after the following conditions have been met:

- a. Promotion shall be requested by the employee's department director and supported with the proper justifications, and shall be in the interest of the University and consistent with its needs.
  - b. The new position title and job grade requested shall be available in the organizational chart and approved within the budget.
  - c. The employee shall meet the conditions and evaluation criteria determined in a decision issued by the Finance Committee.
2. Financial promotion (salary increase):  
The financial promotion (salary increase) of an employee shall be by decision of the Chancellor, based upon the recommendation of the employee's director and approval of the Department, Committee and Vice Chancellor after the following conditions have been met:
    - a. Promotion shall be requested by the employee's department director and supported with the proper justifications, and shall be in the interest of the University and consistent with its needs.
    - b. The employee's annual performance evaluation regarding his/her last two (2) years of service shall be no less than (exceeds expectations).

#### **Article (53)**

Promotion decisions shall be issued by the concerned appointment authority, and the promotion shall be considered effective as of the date specified in the decision. The promoted employee shall be entitled to the first salary step of the grade to which s/he is promoted or to a one-step salary increase.

#### **Article (54)**

Employees may apply to a vacant position in a higher job grade, according to the hiring procedures at the University.

### **Duties**

#### **Article (55)**

The employee shall carry out the duties assigned to him/her with precision and integrity and shall dedicate official work hours to undertaking his/her job duties. Employees shall observe the provisions of the laws, bylaws and regulations and the instructions of managers. If necessary, employees may be assigned tasks outside official work hours in accordance with the

bylaws in this regard.

#### **Article (56)**

Employees are prohibited from committing any act considered contrary to the duties of their job or the established code of conduct and ethics. Employees are especially prohibited from:

1. Disclosing any information or data to which s/he may be privy as a part of his/her work.
2. Personal or third party interest in any business or contracts related to the business of the University.
3. Carrying out paid or unpaid work for others during official work hours or other times without prior permission from the Chancellor or Vice Chancellor.
4. Buying or renting real estate or movable assets belonging to the University or exploiting such in relation to his/her work.
5. Committing any acts of dishonor or disrespect with regard to his/her work.
6. Requesting or accepting for himself or others any in-kind benefits of any type or promising such in return for the undertaking of his/her job duties.
7. Keeping in his/her possession any original copies of official work documents even if related to the work assigned to him/her.

#### **Investigation, Liability and Penalties**

##### **Article (57)**

Without prejudice to civil and criminal liability, any employee who acts in contravention to the regulations stipulated in this decision or deviates from his/her job requirements shall be subject to disciplinary action.

##### **Article (58)**

1. A disciplinary council shall be formed by decision of the Chancellor and shall be chaired by the Vice Chancellor. Its membership shall consist of two faculty members (one from the College of Law) and two department directors at the University.
2. Council meetings shall be considered a quorum in the attendance of two thirds of the council members. Recommendations shall be issued by the majority vote of those present. When the votes are equal, the vote of the council chairperson shall carry the motion.

##### **Article (59)**

1. The concerned hiring authorities may suspend the employee from work as a precautionary action if the welfare of the investigation so requires. The suspension shall be for no more than three months and may be extended only by a decision from the Disciplinary Council.
2. The suspension of the employee shall result in the withholding of half of his/her basic salary, starting from the date of suspension.



3. If the employee is acquitted, issued a penalty of a warning or notice or the case is closed, the deducted salary shall be paid. If the employee receives a stronger penalty, the committee issuing the penalty shall decide what will follow with respect to the withheld salary.

#### **Article (60)**

1. An employee pending detention shall be suspended from work by decision of the Chancellor, and half of his/her basic salary shall be withheld, provided the employee returns to work. The employee shall be paid the deducted salary the after detention period ends if the investigation finds the him/her innocent of the charge. Otherwise, the salary shall be withheld from the employee.
2. An employee who is detained or imprisoned by a court order for a felony or crime that is not dishonorable or dishonest shall be suspended from work by the decision of the chancellor. The salary of the employee shall be withheld throughout his/her detention/imprisonment, and his/her services shall be terminated if the period of detention exceeds three (3) months, starting from the date of detention.

#### **Article (61)**

The following disciplinary penalties may be imposed on employees, according to job grades:

1. Penalties for employees in grades 1 and 2 include:
  - a. Written notice of caution.
  - b. Written warning.
  - c. Unpaid suspension from work for a period of not more than three months.
  - d. Termination of service with the right to receive one's salary or bonuses or withholding at most one quarter of the amount of either one or the other.
2. Penalties for employees in other job grades:
  - a. Written notice of caution.
  - b. Warning.
  - c. Deduction of no more than one quarter of the employee's salary for a maximum of two months per annum.
  - d. Withholding the annual increment.
  - e. Suspension from work at half of the employee's salary for a period of not more than three months or lowering the salary within the job grade limits or demoting the employee to one job grade lower or both.
  - f. Termination of service with the right to receive one's salary or bonuses or withholding at most one quarter of the amount of either one or the other.

#### **Article (62)**

1. Penalties stipulated under item (1) of Article (61) in this decision shall be imposed as follows:
  - a. By decision of the Vice Chancellor, for penalties stated in sub-clauses (a, b, c).
  - b. By decision of the Disciplinary Council, for the penalty of termination of service.
2. Penalties stipulated under item (2) of Article (61) in this decision shall be imposed as follows:
  - a. By decision of the Vice Chancellor, for penalties mentioned in sub clauses (a, b, c, d, e).
  - b. By decision of the Department Director, for penalties mentioned in sub-clauses (a, b, d).
  - c. By decision of the Disciplinary Council, for all penalties mentioned under item (2) of Article (61) in this decision.

#### **Article (63)**

1. An investigative committee shall be formed by decision of the Chancellor at his discretion or based upon a request concerned department director to whom the employee reports.
2. An investigative committee may call upon whomever it views appropriate to complete procedures regarding the violation attributed to the employee.
3. The investigative committee shall file a report containing its recommendations to the Chancellor, who may apply one of the penalties recommended in the report, according to his authorities stated in Article (61) of this decision, or refer the employee's case to the Disciplinary Council.
4. The decision to refer an employee to the Disciplinary Council shall be issued by the Chancellor based upon the recommendation of the investigative committee and shall include a statement of facts regarding the employee and the accusations leveraged against him/her.
5. The employee shall be informed of the referral decision and date of the council session in writing. The employee may defend him/herself and be heard before the investigative committee and the Disciplinary Council.

#### **Article (64)**

When deciding upon a penalty from Article (61) of this decision, the Disciplinary Council shall observe the proportionality between the punishment and the violation committed. Two penalties may not be imposed for the same violation.

#### **Article (65)**

Disciplinary Council decisions shall be issued inclusive of the reasons and grounds upon which a decision was derived from the investigation statements based upon the provisions of this decision and declared in a council session set for that purpose. The employee shall be notified in writing of the decision and the reasons for the decision within (10) days of the date of issue.

#### **Article (66)**

1. The employee in job grades (6) and above may appeal disciplinary decisions issued by the Chancellor to the President or whomever he delegates. Employees in lower job grades may appeal decisions to the Chancellor. An appeal shall be submitted within (10) days from the date the employee is notified of the decision in writing.
2. The appeal shall be considered accepted if no decision is taken within 30 days from the date of its submission.

#### **Article (67)**

Employees suspended from work for investigative purposes or pending detention and subject to disciplinary proceedings shall maintain their right to promotion and a response regarding such by the said promotion date if during the period of suspension or proceedings they are acquitted or receive a penalty of no more than a five-day salary deduction. If a stricter penalty is imposed, the employee shall be prohibited from promotion for the period of one year from the designated promotion date.

#### **Article (68)**

In cases other than those exempted by a decision of the President, upon the recommendation of the Chancellor, an employee's resignation shall not avert his/her disciplinary proceedings, and the employee's resignation shall not be approved if the employee has been referred to the Disciplinary Council.

#### **Article (69)**

Disciplinary proceedings shall be dropped if three years have lapsed since the said violation. Disciplinary proceedings shall also be dropped in the event of the employee's demise or the lapse of three years since the end of his/her services at the University.

#### **Article (70)**

The promotion of an employee shall not be permitted if the employee is charged with a felony or crime related to a breach of public trust or integrity. The employee shall retain his/her right to promotion if the promotion date occurs during the time of the trial and the employee is acquitted, and the promotion shall be considered effective as of the said promotion date.

#### **Article (71)**

1. Disciplinary actions imposed on employees shall be withdrawn with the lapse of the following periods:
  - a. Six months in the case of cautionary notices, warnings or the salary deduction of no more than five days.
  - b. One year in the case of a salary deduction of more than five days.
  - c. Two years in the case of withholding the annual increment.
2. Disciplinary actions may be rescinded by decision of the Chancellor if the reports submitted regarding the employee's conduct and performance are considered satisfactory since the date the penalty was imposed. The cancellation of a penalty shall revoke it for future considerations, and the employee shall be entitled to all due rights and compensations. Any documents relating to the penalty shall be removed from the employee's personal file, which the HR Department shall remove with no need for a request from the employee.

#### **End of Service**

#### **Article (72)**

The services of University employees shall be terminated for the following reasons:

1. Death.
2. Job dismissal by decision of the President.
3. Withdrawal or revoking of UAE citizenship for national employees.
4. Reaching the age of retirement unless services are extended.
5. Being physically unfit.
6. Lacking job competency.
7. Accepting an employee's resignation.
8. Cancellation or termination of contract before the end of the contract period by decision of the Chancellor.
9. Taking a leave from work without approval for (15) consecutive days or (30) intermittent days during the year.
10. Dismissal from services as a disciplinary action or by a court order.
11. Final conviction resulting in a penalty that prohibits liberty due to a felony or misdemeanor in breach of public trust.
12. Replacement in accordance with the Emiratization of jobs.
13. Restructuring.

### **Article (73)**

Except for dismissal from services by decision of the President, the decision to terminate the service of the employee shall be issued by the Chancellor for the reasons stated in Article No.

(72) of this decision in accordance with the following:

#### **First: Death:**

1. The date of dismissal shall be considered the same date as the date of death in the event of the demise of the employee. The decision to terminate services shall be based upon a death certificate issued by a competent authority in the country.
2. In cases other than suicide, if the employee dies while on duty, the University shall pay his/her salary for the month of death as well as the employee's salary for the following three months and the end-of-service gratuity (as a lump sum) to those dependent upon the employee at the time of death. If the employee has no dependents, the sum shall be distributed to his/her legal heirs by the competent court.
3. The University shall bear the expenses of transporting the body of the deceased non-citizen employee and the economy-class air tickets for his/her dependent family members to his/her home or residence.

#### **Second: Withdrawal or revoking of UAE citizenship for the national employee:**

The services of a national employee whose nationality is withdrawn or revoked shall be terminated from the date of issuance of the decision to withdraw or revoke citizenship by the competent authority in the country.

#### **Third: Reaching the retirement age unless the service is extended:**

1. When a non-national employee reaches the age of retirement (60), his/her services shall be terminated, and shall not be entitled to the non-notice compensation.
2. The Director may extend the service of a non-national employee for one year or more for a maximum period of five (5) years if the interest of work so requires. The extension shall be based upon a certificate approved by a medical committee, determined by a decision from the Chancellor, which makes evident the employee's physical fitness for the job. This shall be a new contract starting from the day after the non-national employee reaches the age of (60). The duration of the contract shall be considered continuous when calculating the end-of- service gratuity.
3. The provisions of Law No. (5) of 2018 regarding the Emirate of Sharjah Social Security and Government of Sharjah Human Resources Law with respect to the termination of service by the retirement age shall apply to UAE nationals, GCC citizens and children of female nationals.

#### **Fourth: Inadequate Health:**

The employee's physical fitness to perform his/her job shall be determined by a decision from the medical committee, designated by a decision from the Chancellor.

#### **Fifth: Job Incompetency:**

The job incompetency of an employee shall be demonstrated by the performance appraisal, according to the level and timeframe set for this purpose by the performance appraisal system.

#### **Sixth: Accepting a Resignation:**

1. The employee shall submit a written request of resignation to the Department Director stating his/her desire to conclude his/her services at the University (30) days prior to the date of resignation, unless otherwise specified in the job contract.
2. The Department Director shall record the date of receipt on the resignation request, which shall be considered the date of submitting the resignation, and a copy shall be given to the employee.
3. The employee's services shall be concluded based upon the issuance of a resignation decision by the Chancellor. The resignation shall be deemed accepted (30) days from the date of its submission.
4. An employee shall not be permitted to leave work prior to the date specified regarding acceptance of the resignation or after the lapse of (30) days from the date of its submission unless the Chancellor exempts him/her from the said period and accepts the resignation before the specified date. If the employee leaves his/her work during the (30) day period without an acceptable excuse, the provisions and procedures for such stated in this article shall apply.
5. An employee's resignation shall not be accepted if s/he is placed in custody or referred to the Investigation Committee or a criminal trial related to a public breach of trust or integrity.
6. An employee may not rescind his resignation once a decision has been issued accepting it from the Chancellor or after the lapse of (30) days from the date of its submission considered acceptable.

**Seventh: Expiry or termination of the contract before the expiry of its term by decision of the Chancellor:**

1. The University shall notify the employee of his/her termination due to the expiry of the contract period according to the period specified in the contract.
2. The employee shall be entitled to his/her total salary until the end of the contract period or two months' salary, whichever is less, if his/her service ends for non-disciplinary reasons during the validity of the contract and after the expiry of the probationary period.

**Eighth: Absence from work without an acceptable excuse for a period of (15) continuous days or (30) separate days during the year:**

1. In the case of absence from work for a period of (15) consecutive days, the employee's services may be terminated from the beginning date of the absence unless the employee gives reasons acceptable to the Chancellor within (30) days from the date returning to work, taking into account the following:
  - a. Suspension of salary from the beginning date of the absence.
  - b. If the Chancellor does not accept the excuse, the employee's services shall be terminated from the beginning date of the absence.
  - c. If the employee does not communicate with the University, despite being notified of his/her absence, his/her services may be terminated from the beginning date of absence without taking into account the period of the 30 days referred to above.
  - d. If the excuse is accepted by the Chancellor, the period shall be settled as an annual leave or leave without pay.
2. The service of an employee who has been absent from work for a period of (30) intermittent days during one year without an excuse may be terminated.

3. Termination of service because of absence from work, provided for in paragraph (1) in the eighth item of this article, shall not be considered a disciplinary violation requiring disciplinary action.
4. The employee's services shall be deemed terminated from the beginning date of absence from work, in the case of continuous absence, or the day following his/her return to work after exhausting the period of time regarding intermittent absence.

**Ninth: Dismissal from Service as a Disciplinary or Court Ruling:**

In the event that the employee is dismissed from service as a disciplinary action, based upon a violation committed by the employee, or if s/he is dismissed from work by a court ruling from a competent court, his/her services shall be terminated from the date of suspension or from the date that the court ruling was issued.

**Tenth: A final verdict issuing a penalty restricting liberty in the case of a felony or misdemeanor due to a public breach of trust or integrity.**

The services of an employee shall be terminated if s/he receives a final verdict issuing a penalty restricting his/her liberty in the case of a felony or misdemeanor due to a public breach of trust or integrity. The termination shall be considered permissible irrespective of a suspension of implementation. The employee's services shall be terminated from the date of the final verdict or from the date of his/her suspension if it falls within the period of pending detention or imprisonment by implementation of a court ruling.

**Eleventh: Work replacement according to Emiratization Plans:**

A non-citizen employee shall be given two months' notice in case of his/her work replacement in accordance with Emiratization plans.

**Twelfth: Restructuring**

An employee's services may be terminated in the interest of work, effective as of the issuance of a decision to reorganize and restructure the University.

**End-of-Service Gratuity**

**Article (74)**

1. Non-national employees are entitled to an end-of-service gratuity as follows:
  - a. One month's basic salary for each year of the first five years of service.
  - b. One month and a half of the basic salary for each of the next five years of service.
  - c. Two month's basic salary for each year beyond the period stated in the two previous items.
2. Non-national employees shall not be entitled to the end-of-service gratuity if their service at the University has been less than one full year.
3. For the purposes of calculating the end-of-service gratuity, periods of absences and unpaid leaves shall be excluded from service periods. A partial month shall be considered a full month during the first year only in the case of death or the ending of service by a decision (non- disciplinary) of the University.
4. The end-of-service gratuity shall be granted to non-national employees who acquire Emirati citizenship on the basis of their last basic salary received before acquiring the Emirati citizenship.

5. UAE nationals shall be subject to the provisions of the Sharjah Government Social Security Fund. GCC nationals shall be subject to the pension and social security laws of their own countries.

**Article (75)**

The University shall not pay the end-of-service gratuity to non-national employees before they have complete all of the necessary clearance procedures, including the cancelling and transferring of their residency visa and the recovery of licenses or documents given to them relating to University sponsorship or work.

**Article (76)**

The University may withhold all or part of an employee's end-of-service gratuity and travel tickets if the employee fails to observe the notice period specified in the employment contract for the acceptance of his/her resignation, or if the employee leaves work before his/her resignation is accepted.

**Final Provisions**

**Article (77)**

For all else not stated in this decision, employees shall be subject to the provisions of Law No. (6) of 2015, regarding the Emirate of Sharjah Human Resources, and its executive bylaws and amendments.

**Article (78)**

The Chancellor may delegate some of his authorities as stated in this decision.

**Article (79)**

The periods and terms stated in this decision shall be calculated according to the Gregorian calendar.

**Article (80)**

1. The Chancellor, upon the recommendation of the Vice Chancellor, shall issue the decisions, procedures and regulations required for the implementation of the provisions of this decision.
2. The financial amounts specified for allowances, incentives and benefits may be amended by a decision from the Finance Committee if necessary.

**Article (81)**

This decision shall become effective as of the date of issue, and all parties concerned shall act in its accordance. Any provision that contradicts with this bylaw shall be repealed to the extent required, and this decision shall be published in the Official Gazette.

Issued by us on:

Monday, Rajab 17, 1445 A.H.

Corresponding to: January 29, 2024, A.D.

**Sultan bin Mohammad Al Qasimi,  
Ruler of the Emirate of Sharjah  
President of the University of Khorfakkan**





**University President Decision No. (4) of 2024 In Issuance of the  
Bylaw for the  
Awarding of the Bachelor's Degree at the University of Khorfakkan\***

We, Sultan bin Mohammed Al Qasimi, Ruler of the Emirate of Sharjah, President of the  
University of Khorfakkan,

After the perusal of:

- Decree-Law No. (1) of 2022 concerning the organization of the University of Khorfakkan and its executive bylaws;
  - Amiri Decree No. (40) of 2022 concerning the establishment of the University of Khorfakkan;
  - And based on the approval of the Board of Trustees, and upon public interest,
- We hereby issue the following decision:

**Article (1)**

This decision shall be named the "Bylaw for the Awarding of the Bachelor's Degree at University of Khorfakkan."

**Definitions**

**Article (2)**

In the Application of the provisions of this decision, the following terms and expressions shall have the meanings assigned to them unless the context requires otherwise:

The Country:	United Arab Emirates.
The University:	University of Khorfakkan.
The Board:	University Board of Trustees.
The Chancellor:	Chancellor of the University.
The Deans Council:	Deans Council at the University.
The Vice Chancellor:	Vice Chancellor for Academic Affairs.
The Department:	Concerned Academic Department.

**Article (3)**

This decision shall apply to students registered and enrolled in bachelor's degree at the University.

**Article (4)**

**Admissions Conditions and Regulations**

1. Students shall be admitted to bachelor's programs in the University colleges in accordance with the general policy approved by the Board.

\*This bylaw is translated from Arabic into English. In the event of any inconsistency or conflict between the two versions, the Arabic version shall prevail

2. Prior to the start of each academic year and based upon the recommendation of the concerned college councils, the University Administration shall determine the admissions requirements and number of students that may be admitted to each program offered by the University.
3. Students may be admitted to the University for the fall or spring semester.
4. By decision of the Chancellor, based upon the recommendation of the Admissions Department, applications submitted after the specific deadlines may be considered, if there are vacant places.

#### **Article (5)**

1. Students shall be admitted to the University according to the following conditions:
  - a. The student must have obtained the Certificate of General Secondary Education (CGSE) or its equivalent recognized by the Country.
  - b. The CGSE the student holds must be of a type that qualifies him/her to join the college to which s/he has applied, provided that it meets the percentage required according to the admission procedures specified by the deans council.
  - c. The student must not have previously been expelled from the university or from another university, community college, or higher institute due to academic or disciplinary reasons.
  - d. The student must pass the required proficiency exams in English. This applies to new or transferred students enrolled in one of the departments using English as the medium of instruction.
2. Students who have obtained the Bridging Diploma may be admitted to a bachelor's degree program, according to the diploma specialization and bridging admission regulations set by the Deans Council.
3. Based upon the recommendation of the Deans Council, additional conditions or other examinations may be required for the admission of students to some University programs.

#### **Study Plans**

##### **Article (6)**

The Deans Council shall approve the study plans leading to the attainment of the bachelor's degree in the specializations offered by the University colleges, based upon the recommendations of the college and department councils.

#### **Language of Instruction**

##### **Article (7)**

1. Arabic and English are the two languages of instruction at the University. The Deans Council shall determine the language of instruction for each academic department.
2. In special cases, the Deans Council may approve the use of another language at the University if the nature of a course/s so requires.

This bylaw is translated from Arabic into English. In the event of any inconsistency or conflict between the two versions, the Arabic version shall prevail.

## **Academic System**

### **Article (8)**

1. The University follows the credit-hour system as the basis of its program offerings. Studies at the University are organized according to the semester system, and study plans are developed within this framework.
2. Credit hours for each course in the study plan are calculated on the basis that one weekly theoretical hour equals one credit hour and two practical hours equals at least one credit hour.
3. Studies are distributed across each academic year into two 16-week semesters.
4. Summer semesters may be scheduled across an eight-week period. Based upon the recommendation of the Deans Council, the Chancellor may shorten the semester, provided the total number of teaching hours for each credit hour is no less than 15 hours each semester. Periods of advising, registration, and examination are excluded from these calculations.

## **Minimum Requirements for the Bachelor's Degree**

### **Article (9)**

The minimum number of credit hours required to obtain the bachelor's degree for each of the specializations offered by the University colleges shall be determined by a decision from the Deans Council, according to accreditation regulations.

## **Distribution of Credit Hours**

### **Article (10)**

The number of credit hours required to obtain the bachelor's degree for each of the specializations offered by the University colleges is as follows, whether the program specialization includes a (major only) or a (major/minor):

1. University Requirements: 24 credit hours distributed as follows:
  - a. 15 compulsory credit hours.
  - b. 9 elective credit hours.
2. College Requirements: 15-50 credit hours.
3. Major Requirements: at least 55 credit hours distributed as follows:
  - a. Specialization including a (major only): the student is required to take all of the courses in the program study plan.
  - b. Specialization including a (major/minor): the student is required to take between 15-25 credit hours in the minor specialization.  
Specialization requirements are distributed across compulsory and elective requirements and remedial requirements (if any).
4. Free elective requirements (if any).
5. Internship/Practicum in case it is required in the study plan.

## **Course Outlines**

### **Article (11)**

1. The course outline sets the course objectives, content, and outcomes in line with the number of specialization credit hours assigned to the course.
2. Each course is assigned a unique number that signifies the college, department, level, field, and the course serial number.
3. The pre-requisites and co-requisites are as stated next to each course.
4. The number of theoretical, practical and credit hours is stated next to each course.
5. A student may not take any mandatory course before completing the corresponding pre-requisite. Otherwise, the Registration Department shall cancel the student's enrollment in the course. Upon the approval of the college dean and recommendation from the concerned department and academic advisor, a student may take a course and its pre-requisite concurrently in the same semester if his/her graduation depends upon such or if s/he took the prerequisite final exam and did not pass the course.
6. Courses in the study plan are classified into four or five levels, depending on the number of years to complete the program, in an ascending order.
7. Compulsory courses in study plan should be offered at least once each academic year.
8. Elective courses in the study plan should be offered at least once every four semesters.

## **Duration of Study and Study Load**

### **Article (12)**

The Deans Council shall determine the following:

1. The minimum and maximum duration of study permitted for attaining the bachelor's degree at the University.
2. The minimum and maximum study load for each semester.
3. The distribution of students registered for the bachelor's degree over four or five levels, depending on the requirements of the study plan for each specialization

## **Attendance**

### **Article (13)**

1. Student shall attend all theoretical lectures, laboratory hours and practical application sessions, participate in discussion/research sessions and take course exams.
2. Students will receive a first probation warning from their course instructor if they accumulate an absence of 10% or more of course contact hours and a final probation if they accumulate an absence of 15%.
3. If the absence rate reaches 20% of the total contact hours, the student will be prohibited from taking the final exam at the end of the semester and shall be considered as having failed the course(s). The student will not be permitted to withdraw from the course after recording a grade "F" due to absence. Students representing the UAE or the University in official events are permitted to be absent for up to 25%.

4. If the absence is due to sickness or a compelling reason accepted by the dean, the student may be considered withdrawn from the course/s, and his//her transcripts shall indicate a letter of (W). In all cases, the Registration Department shall be notified of the decision.
5. All absences, whether excused or unexcused, will count towards the overall percentage of absence permitted.

### **Teaching, Examinations, Marks and Grades Courses**

#### **Article (14)**

The course instructor is responsible for developing a detailed course outline (syllabus), including the course objectives, outcomes, content, teaching methodology, assessment, resources and required readings. The course outline is distributed to students at the beginning of the academic semester and is kept in the college course files. For multi-section courses or courses taught by more than one instructor, the Department Council shall appoint one of the course instructors as a course coordinator who shall develop the course outline and specify the exam dates in cooperation with the other course instructors.

#### **Exam Questions**

##### **Article (15)**

1. Exam questions are constructed according to the following guidelines:
  - a. Questions shall be aligned with the objectives and outcomes outlined in the course outline.
  - b. Questions shall be proportionate to the time allocated for the exam.
  - c. The instructor of the course, individually or in collaboration with the other instructors of the course in the case of courses taught by more than one instructor, shall prepare the questions clearly and identify the points assigned to each question.
  - d. Questions shall vary in number and type in order to measure a student's knowledge and his/her skills in recalling, comprehension, application, and analysis.
  - e. The language used for the exam questions and answers shall match the language of instruction for the course.
2. Based upon the recommendation of the colleges and academic departments, the Deans Council shall establish the regulations for documenting and filing the final exam answer booklets for a period of no less than four regular academic semesters, after which they shall be discarded under the supervision of a committee formed for this purpose by the College Council.

## **Students Absent from an Examination without an Excuse**

### **Article (16)**

If a student fails to take the final examination without an excuse accepted by the college dean, s/he shall be considered to have failed the course. If it is determined that the student missed the exam due to illness or a compelling reason accepted by the college dean, the student shall receive a grade of (incomplete). The dean shall inform the Registration Department, and the student will be required to remove the incomplete grade and take the final exam, according to instructions determined in a decision from the Chancellor.

## **Final Grades**

### **Article (17)**

1. The final grade of each course is calculated by adding the final exam grade to the other semester coursework grades. The general framework for exams is as follows:
  - a. Theoretical courses and theoretical courses that include a practical component:
    - 40% - 55% of the total grade is assigned to the final exam of the semester, provided it is a comprehensive written exam covering the content of a course and meeting the objectives and outcomes of the course and held as scheduled according to the academic calendar.
    - 45% - 60% of the total grade is assigned to the semester coursework, which shall include one or two written exams, reports, research work, quizzes and/or any other kind of assignment. The concerned department council shall determine the grade for each exam, report, research work or other type of assignment. The College Council shall approve the grade distribution.
  - b. Practical courses:

Upon the recommendation of the department councils, the College Council shall specify how the grades are distributed. Students and the Registration Department shall be informed of the distribution at the beginning of each semester.
2. Excluded from the above regulations are courses of a special nature, the assessment and nature of which shall be determined by the College Council, upon the recommendation of the concerned department council. The Chancellor shall be provided with the concerned college council decisions issued in this regard, including the rationale behind decisions.

## **Review of Answer Booklets**

### **Article (18)**

1. Within two weeks from the date that the exam results are announced, a student may submit to the concerned dean, through the Registration Department, a request to review of his/her answer booklet after paying the required fees.
2. If the request is approved, the answer booklet shall be reviewed by an examination committee. The review process shall be limited to verifying mistakes in calculating or copying the marks or missing the marking of a question or a part of it. If a mistake is confirmed, correction shall be made by the exams committee, and the corrected result shall be documented, according to the regulations in effect.

This bylaw is translated from Arabic into English. In the event of any inconsistency or conflict between the two versions, the Arabic version shall prevail.

## **Grades**

### **Article (19)**

1. The minimum passing grade in letters is (D).
2. Grades are recorded in letters according the points assigned to them in the table below. The letter “P” indicates a passing grade, and the letter “F” indicates a failing grade for pass/fail courses. Pass/Fail courses are not calculated towards the student’s cumulative grade point average (CGPA). The letter “I” is used for incomplete courses.

<b>Grade out of 100 %</b>	<b>Grade in Letters</b>	<b>Grade in Points</b>
90-100	A	4.0
85 to less than 90	B+	3.5
80 to less than 85	B	3.0
75 to less than 80	C+	2.5
70 to less than 75	C	2.0
65 to less than 70	D+	1.5
60 to less than 65	D	1.0
Less than 60	F	Zero

3. Grade points for the semester (GPA) and the CGPA will be assigned the ratings indicated as follows:

<b>Grade Point Average</b>	<b>Rating</b>
3.6 or above	Excellent
3.0 to less than 3.6	Very Good
2.5 to less than 3.0	Good
2.0 to less than 2.5	Satisfactory
Less than 2.0	Failing

4. A decision from the Deans Council shall specify how averages are calculated.

## **Academic probation**

### **Article (20)**

1. If a student’s CGPA falls below 1.0 after completing two regular academic semesters, s/he may be transferred automatically out of his/her major without the possibility of returning to the same major. Such a transfer may occur only once during a student’s study period at the University.

This bylaw is translated from Arabic into English. In the event of any inconsistency or conflict between the two versions, the Arabic version shall prevail.

2. The first academic probation will be issued to the student at the end of any semester for which the s/he receives a CGPA of below 2.0. The student will be required to clear the probation within the following two semesters.
3. Students on academic probation are subject to the following procedures:
  - a. The maximum study load for the student is 12 credit hours, which may be increased to 15 credit hours upon the recommendation of the concerned department and in coordination with the Registration Department if such action will enable the student to graduate at the end of the same semester. The maximum study load may also be increased to 13 credit hours if one of the courses taken is worth four (4) credit hours or is an approved one-credit laboratory hour.
  - b. Students are required to register through their academic advisor or according to procedures determined by the University.
  - c. Students are required to repeat failed courses within the period of two semesters. A student may be required to repeat a course for which s/he has received a grade of less than 'C' if the academic advisor recommends such.
  - d. Students may not register for a course(s) without first successfully completing its prerequisites.

### **Second Academic Probation**

#### **Article (21)**

Students will be issued a second academic probation if they fail to remove the first academic probation during the semester following that for which they received the probation. Students with two academic warnings have the two following options:

1. To continue studying in the same program, taking into consideration the provisions stated in Article (22) of this decision, in which case the student will be required to sign a pledge in this regard.
2. To transfer to a different specialization. The required courses will be specified and the CGPA of the student will be calculated at the end of his/her first semester in the new specialization.

### **Dismissal**

#### **Article (22)**

A student shall be dismissed from the University by a decision from the Deans Council in one of the following cases:

1. If s/he receives three consecutive academic probations while studying in the same program.
2. If s/he receives five separate academic probations throughout his/her study period at the University.



3. If s/he receives two academic probations in one program, and then transfers to another program and receives two additional academic probations in the new program directly after the transfer. In this case, the student will be prohibited from transferring to another specialization.
4. If the student's CGPA falls below 1.0 more than once throughout his/her study period at the University.

### **Summer Semester**

#### **Article (23)**

1. The summer semester is not calculated in terms of academic probation. If the student receives a CGPA of 2.0 or above at the end of a semester, his/her academic probations will no longer be considered consecutive.
2. The Registration Department is responsible for notifying the student and the concerned department of academic probations or a student's dismissal from the University and shall retain a copy of the decision in the student's personal file.
3. After completing 90 credit hours with a CGPA of 1.95 or higher, a student who receives a fifth academic probation will be permitted the opportunity to study for one additional semester to raise his/her CGPA to the required level.

### **Adding and Dropping Courses**

#### **Article (24)**

The Deans Council shall determine the following regulations:

1. Re-registration in the failed course/s.
2. Course withdrawal or adding a course or more upon the approval of the advisor.
3. Acceptance or deferment.
4. Discontinuing registration, deferment of studies and re-enrollment.

### **Transferring from a University or College Recognized by the University**

#### **Article (25)**

1. By decision of the Vice Chancellor, based upon the recommendation of the dean, a student may transfer from a university or college in accordance with the regulations and conditions set by the Deans Council.
2. Accepting the student requires the student to have been full-time at the university from which s/he is transferring and that the student was not expelled for academic or disciplinary reasons.
3. The student transferring from another university, higher institute or community college shall be considered a new student for the purposes of deferment, probation and dismissal.
4. A student transferred from another university, college or higher institute shall not benefit from his academic record if his/her study is interrupted for four regular semesters or more.

## **Requirements for Attaining the Bachelor's Degree**

### **Article (26)**

The Bachelor's Degree shall be conferred upon students after completion of the following requirements:

1. The student passes all the courses in the study plan required for graduation.
2. The student achieves a CGPA of no less than 2.0 and satisfies the other requirements of the study plan, pursuant to which the student may graduate.
3. The student satisfies the minimum duration and does not exceed the maximum duration for obtaining the bachelor's degree.
4. The decision for his/her graduation is issued by the concerned councils.

### **Final Provisions**

#### **Visiting, Auditing and Student Exchange**

### **Article (27)**

1. Students enrolled in other educational institutions or interested in taking summer courses at University are permitted to enroll as visiting students without receiving a degree.
2. Students who wish to audit a course are permitted to register if seats are available and they have paid the required fees. Attendance requirements shall apply to auditing students. Auditing students will not take examinations but will receive an attendance certificate.
3. Based upon the cooperation agreements between the University and other academic institutions calling for student exchange, concerned students may enroll during the period specified in the agreement. Such students will not receive a degree from the University. Likewise, students from the University may enroll as exchange students at other academic institutions with which the University has signed a cooperation agreement.

### **Article (28)**

The Deans Council shall decide on matters not stated in this decision or on any issues arising from its implementation.

### **Article (29)**

This decision shall become effective as of the date of issue, and all parties concerned shall act in its accordance. Any provision that contradicts with this bylaw shall be repealed to the extent required, and this decision shall be published in the Official Gazette.

**Issued by us on:**

Monday, Rajab 17, 1445 A.H.

Corresponding to: January 29, 2024, AD

Sultan bin Mohammad Al Qasimi  
Ruler of the Emirate of Sharjah  
President of the university of Khorfakkan



**University President Decision No. (5) of 2024  
In Issuance of the  
Research Bylaw at the University of Khorfakkan\***

We, Sultan bin Mohammad Al Qasimi, Ruler of the Emirate of Sharjah, President of the University of Khorfakkan,

After the perusal of:

- Decree-Law No. (1) of 2022 concerning the organization of the University of Khorfakkan and its executive bylaws;
  - Amiri Decree No. (40) of 2022 concerning the establishment of the University of Khorfakkan;
  - And based on the approval of the Board of Trustees, and upon public interest,
- We hereby issue the following decision:

**Article (1)**

This decision shall be named the “Research Bylaw at University of Khorfakkan.”

**Definitions**

**Article (2)**

In the Application of the provisions of this decision, the following terms and expressions shall have the meanings assigned to them unless the context requires otherwise:

The University:	University of Khorfakkan.
The Chancellor:	Chancellor of the University.
The Deans Council	Council of Deans of the University
The Vice Chancellor:	Vice Chancellor for Academic affairs.
The Research Board:	Research Board at the University.

**Research Board**

**Article (3)**

By decision of the Chancellor, a board shall be established called the “Research Board,” under the chairmanship of the Vice Chancellor, and its membership shall include:

1. Deans of colleges;
2. A representative from each academic college with the rank of professor or associate professor.

**Article (4)**

The mandate of the Research Board shall be to:

1. Supervise, review, and monitor the implementation of the University research policy in accordance with the strategic plan.

\*This bylaw is translated from Arabic into English. In the event of any inconsistency or conflict between the two versions, the Arabic version shall prevail.

2. Review and approve research activities at the University.
3. Recommend the establishment of research centers, units, laboratories, and groups.
4. Recommend the establishment of various research chairs, according to need.
5. Review performance reports on the research activities of research centers, groups, institutes and the different colleges at the University and make recommendations to the Chancellor in this regard.
6. Recommend to the Chancellor the approval of funding for research projects presented to the Board.
7. Recommend to the Chancellor the approval of applying intellectual property rights in accordance with the University bylaws.
8. Establish mechanisms for cooperation with external research funding institutions and attract external funding.

### **Research Board Meetings**

#### **Article (5)**

1. The Research Board shall convene its meetings in the attendance of the absolute majority of its members and upon invitation from the chairperson once a month and whenever necessary. It shall take its decision by the majority vote of those in attendance.
2. The Research Board may invite any person concerned with the affairs of research to participate in its meetings without voting privileges.

### **College Research Committees**

#### **Article (6)**

By decision of the concerned college dean, each college shall form a committee called the "Research Committee," which shall be chaired by a full professor or associate professor, and its membership shall include other professors in the college. The mandate of the committee shall be to:

1. Study various research projects and activities and make recommendations in this regard.
2. Submit reports regarding research activities and outcomes in the colleges and forward them to the University Administration.
3. Follow up on the implementation of the strategic plan for research in the colleges, in cooperation with the relevant research institute.

### **Researchers, Research Assistants, Research Grants and Research Groups**

#### **Article (7)**

1. Researchers at the University shall consist of the following:
  - a. Members of faculty according to their rank.
  - b. Researchers appointed according to the rank of fellow faculty members to work in research institutes for research purposes.
  - c. Researchers appointed to the rank of a research professor under the funding of any of the research chairs at the University.

This bylaw is translated from Arabic into English. In the event of any inconsistency or conflict between the two versions, the Arabic version shall prevail

- d. Researchers appointed according to the rank of fellow faculty members for post-doctoral research purposes.
  - e. Visiting researchers appointed for research purposes for a period of no more than one year.
2. Research assistants may be appointed in accordance with instructions issued by the Chancellor for this purpose.

#### **Article (8)**

The Chancellor may reduce the teaching load of researchers from among faculty members or those outside the faculty by no less than three credit hours.

#### **Article (9)**

1. The University of Khorfakkan provides support for research projects conducted by faculty members as follows:
  - a. Faculty members working at the University: The support is granted for seed projects, competitive projects, collaborative research and targeted research in accordance with the detailed regulations of the executive regulations for research at the University.
  - b. Students: support is granted for bachelor and graduate student research as well as student exchange with external research institutions for the purposes of research.
  - c. Appropriate support for visiting summer researchers, summer research residencies, researchers attending recognized scientific conferences, hosting researchers and carrying out research activities through the research institutes.
2. The University encourages the formation of research centers, groups and laboratories as well as workshops and facilities in research institutes, which seek to activate research in the various research fields and contribute to social, economic and scientific development. The University provides appropriate support for their success and continuity.
3. The University contributes to supporting and organizing internal and international conferences that focus on scientific and literary research in order to raise the University level globally.

#### **Publishing Research and the University of Khorfakkan Journal**

#### **Article (10)**

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

#### **Article (11)**

The University publishes a scientific refereed periodical entitled “The University of Khorfakkan Journal.” The Chancellor shall issue a decision to form its editorial board and

issue the relative executive regulations.

### **Research Cooperation Agreements**

#### **Article (12)**

The University is committed to strengthening cooperation in the field of research with local, regional and international research institutes and shall sign cooperation agreements with external institutions in accordance with the University bylaws.

### **Final Provisions**

#### **Article (13)**

The University shall ensure that research activities do not contradict with the teachings of Islam, general and research ethics, intellectual property rights, and the legislation in effect in the Emirate of Sharjah and in the United Arab Emirates.

#### **Article (14)**

Specialized research centers and colleges shall be responsible for implementing research policies in accordance with the University bylaws.

#### **Article (15)**

The Deans Council shall take decisions on matters not stated in this decision or any issues arising from its implementation.

#### **Article (16)**

The Chancellor shall issue the decisions, procedures and regulations required for the implementation of the provision of this decision.

#### **Article (17)**

This decision shall become effective as of the date of issue, and all parties concerned shall act in its accordance. Any provision that contradicts with this bylaw shall be repealed to the extent required, and this decision shall be published in the Official Gazette.

Issued by us on:

Monday, Rajab 17, 1445 AH

Corresponding to: January 29, 2024, AD

**Sultan bin Mohammad Al Qasimi,  
Ruler of the Emirate of Sharjah  
President of the University of Khorfakkan**

**University President Decision No. (6) of 2024, In  
Issuance of the  
Graduate Studies Bylaw at the University of Khorfakkan\***

We, Sultan bin Mohammad Al Qasimi, President of the University of Khorfakkan,

After the perusal of:

- Decree- Law No. (1) of 2022 Concerning the Organization of the University of Khorfakkan, and its executive bylaws,
- Amiri Decree No. (40) of 2022 Concerning the Establishment of the University of Khorfakkan,
- And based on the approval of the Board of Trustees, and upon public interest,

We hereby issue the following decision:

**Article (1)**

This decision shall be named the “Graduate Studies Bylaw at the University of Khorfakkan.”

**Definitions**

**Article (2)**

In applying the provisions of this decision, the following terms and expressions shall have the meanings assigned to them unless otherwise indicated by the context:

The Country:	United Arab Emirates.
The University:	University of Khorfakkan.
The Board:	University Board of Trustees.
The Chancellor:	Chancellor of the University.
The Deans Council:	Deans Council at the University.
The College:	College of Graduate Studies. Vice
Chancellor:	Vice Chancellor for
	Academic Affairs
The Department:	Concerned Academic Department.

**Article (3)**

Every College shall oversee all graduate programs at the University, coordinate between them, recommend their approval, and continually evaluate and review them in accordance with the Academic Organization bylaws.

**Graduate Studies Council**

**Article (4)**

A council named the Graduate Studies Council shall be formed, which shall be responsible for all matters related to graduate studies. Its mandate and authority shall be to:

1. Propose, amend, and coordinate the general graduate studies policies for all University colleges and centers, and ascertain their implementation after their approval.
2. Propose internal regulations in coordination with the concerned academic departments and colleges regarding the organization of graduate studies.
3. Propose admission criteria and oversee their implementation.
4. Recommend the approval of new programs after studying such, and coordinate between

new and existing programs.

5. Recommend the approval of graduate studies decisions and their amendments, in addition to program changes and modifications.
6. Recommend graduate degree names in both Arabic and English, based on the recommendations of the college councils.
7. Recommend the conferral of academic degrees.
8. Decide on all student affairs related to graduate students at the University.
9. Approve the formation of academic committees to supervise and deliberate on theses/dissertations.
10. Develop the general framework for research proposals and the regulations governing how to write, print, produce, present and submit them and the reporting forms for the committees deliberating and judging the theses/dissertations.
11. Conduct periodic evaluations of graduate programs in consultation with internal and external specialized committees or bodies.
12. Review the annual reports on graduate studies submitted by academic departments at the University.
13. Proposing internal and external cooperation with accredited and recognized public and private universities recognized by the Ministry of Education in joint supervision.
14. Any other matters referred to it by the Deans' Council or the Chancellor.

#### **Article (5)**

The Graduate Studies Council shall be formed under the chairmanship of the Vice Chancellor for Academic Affairs, and its membership shall consist of the:

1. Deans of the College or their representatives.
2. Chairpersons or rapporteurs of the graduate studies committees in the different departments with graduate programs, holding at least the rank of associate professor.
3. Three members of faculty holding the rank of professor, nominated by the Vice Chancellor of the College and appointed by the Chancellor for the period of one renewable year.

#### **Article (6)**

1. The Graduate Studies Council shall convene upon an invitation from the chairperson at least once a month. The meeting shall not be valid unless attended by two-thirds of its members. Its decisions shall be taken by the majority vote of those in attendance. When the votes are equal, the side of the chairperson shall carry the motion.
2. The Graduate Studies Council may also form standing or ad-hoc committees from among its members or others to study matters referred to them.

#### **Criteria for Approving Graduate Programs**

#### **Article (7)**

The Deans' Council shall set detailed criteria for approving graduate programs, based upon the recommendation of the Graduate Studies Council, and take into consideration the following:

1. The academic department shall have a sufficient number of professors and/or associate professors specialized in the field of the program.
2. Research facilities, such as libraries, laboratories, computer facilities, etc. shall be available to ensure the success of the program in terms of teaching, supervising and research.



## **Academic Degrees**

### **Article (8)**

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

1. Master's Degree.
2. Doctorate Degree.

### **Article (9)**

Taking into consideration Article (4) of this decision, the Department shall submit to the College Council the details of the program, clarifying the following:

1. The objectives of the program and its relevance to the country society.
2. The nature of the program in terms of its academic and professional orientation and scientific approach.
3. The significance of the program and its rationale compared to programs offered in the field by relevant departments within the University and other universities in the country.
4. The available and/or required resources for the Department to offer a high-quality program, pedagogically and professionally, in particular referring to the main areas of research in the Department.

### **Article (10)**

The Graduate Studies Council shall study the proposed program and coordinate regarding the program requirements and those of other existing programs, if any, to avoid duplication. It shall then submit its recommendation to the Deans' Council to take the appropriate decision.

### **Article (11)**

Changes in courses, program requirements and/or admission criteria shall be by decision of the Deans' Council, based upon the recommendation of the Graduate Studies Program, in coordination with the concerned departments.

### **Article (12)**

The University may offer joint programs administered by two or more departments or colleges in accordance the regulations set by the Deans' Council, based upon the recommendation of the Graduate Studies Council, in coordination with the concerned departments.

## **Admission and Registration**

### **Article (13)**

The Graduate Studies Council shall determine the number of students to be admitted to graduate programs annually, based upon the recommendation of the Department & College Councils.

## **Admission Requirements**

### **Article (14)**

Applicants for admission to graduate studies for master's or doctorate degree programs must meet the following requirements:

1. Applicants for master's degree programs shall hold a bachelor's degree, or its equivalent, from a university recognized by the competent authority in the country.
2. Applicants for doctorate degree programs shall hold both a bachelor's and master's degree, or their equivalent, from a university recognized by the competent authority in the country
3. The university degrees of the applicant shall be in the same field of specialization, or a closely related field, to that for which the candidate is applying.

4. Candidates shall provide two letters of recommendation from faculty members at universities recognized by the competent authority in the country.
5. Candidates shall fulfill the English language requirements in accordance with the criteria approved by the University.

#### **Article (15)**

The Graduate Studies Council, based on the recommendation of the College Council, may impose additional admission requirements it deems necessary.

#### **Article (16)**

To be admitted to the Doctorate Degree Program, the candidate shall have received no less than “very good” or the CGPA of at least (3.0) out of (4.0) for his/her master’s degree. Students who have obtained at least a (3.0), and no less than a (2.5) out of (4.0), may receive conditional admissions in accordance with the executive regulations of the University.

#### **Article (17)**

The College may require candidates for admissions to master’s or doctorate programs to complete a number of prerequisite courses in a period not to exceed two semesters, after evaluating courses taken at other universities outside the University of Khorfakkan or the University of Sharjah.

#### **Article (18)**

Students applying for a master’s program in a field other than his/her area of specialization may be admitted based upon the recommendation of the concerned College and approval of the Graduate Studies Council.

#### **Article (19)**

Students 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 Departments of Admissions and Registration for completion of the student’s admission and registration.

#### **Article (20)**

The student shall not be permitted to join two graduate programs at the same time in the University.

#### **Article (21)**

The deferment, withdrawal, transfer, and reinstatement in the program of a student shall be based upon a recommendation from the concerned College council and approval of the Graduate Studies Council in accordance with internal University regulations.

### **Study System**

#### **Article (22)**

Study for the master’s degree shall take one of the following forms:

1. Course work and a thesis (thesis track).
2. Course work and a research project (comprehensive track).

#### **Article (23)**

Study for the doctorate shall include coursework and a dissertation (dissertation track only).

#### **Article (24)**

The academic year shall consist of two semesters.

#### **Article (25)**

The duration required to obtain the master's degree shall be a minimum of three semesters and a maximum of eight semesters (for full-time students) and a minimum of six semesters and a maximum of ten semesters (for part-time students). The time required to obtain the doctorate shall be a minimum of six semesters and a maximum of ten semesters for those who hold a master's degree and may be extended by one semester or more in accordance with regulations determined by the Chancellor.

### **Examinations and Tests**

#### **Article (26)**

Internal University regulations shall govern examinations and tests for graduate courses.

### **Preparation and Supervision of Theses/Dissertations**

#### **Article (27)**

Master's theses and doctorate dissertations shall be written in either Arabic or English in accordance with the policy of the concerned academic department and shall include the abstract in the alternative language.

#### **Article (28)**

Professors and associate professors shall supervise theses and dissertations. In special cases, approved by the Graduate Studies Council, associate professors may supervise master's theses, provided they have published research.

#### **Article (29)**

A co-supervisor from outside the department of specialization may be appointed when the need arises.

#### **Article (30)**

The maximum number of theses/dissertations that may be supervised at any time is four for the full professor, three for the associate professor, and two for the assistant professor. The Council may increase the number when necessary.

#### **Article (31)**

The University may replace the theses/dissertation supervisor when necessary.

### **Thesis/Dissertation Defense**

#### **Article (32)**

The dissertation defense committee shall be appointed and a date for the defense shall be set by the decision of the College Dean, based on a proposal from the supervisor and the recommendation of the Graduate Studies Committee in the concerned department. The external academic examiner shall be from either a public or private university within the United Arab Emirates or a public university outside the country.

#### **Article (33)**

The examination committee shall submit its recommendation to the College Dean through the department chairperson within one week from the date of the defense.

## **Final Provisions**

### **Article (34)**

The Chancellor shall issue the necessary decisions, procedures and instructions for the implementation of this decision, including organizing the conferral of academic degrees after the approval of the Deans' Council and according to policies approved by the Board.

### **Article (35)**

The Deans' Council shall decide on cases and matters not stated in this decision and on any issues arising from its implementation.

### **Article (36)**

This decision shall become effective as of the date of issue, and all parties concerned shall act in its accordance. Any provision that contradicts with this bylaw shall be repealed to the extent required, and this decision shall be published in the Official Gazette.

Issued by us on:

Monday, Rajab 17, 1445 A.H.

Corresponding to: January 29, 2024 A.D.

**Sultan bin Mohammad Al Qasimi,  
Ruler of the Emirate of Sharjah  
President of the University of Khorfakka**



**University President Decision No. (7) of 2024**  
**On the issuance of the**  
**Bylaw for Student Discipline at the University of Khorfakkan \***

We, Sultan bin Mohammad Al Qasimi, Ruler of the Emirate of Sharjah, President of the University of Khorfakkan,

After the perusal of:

- Decree-Law No. (1) of 2022 Concerning the Organization of the University of Khorfakkan, and its executive bylaws,
- Amiri Decree No. (40) of 2022 Concerning the Establishment of the University of Khorfakkan,
- And based on the approval of the Board of Trustees, and upon public interest,

We hereby issue the following decision:

**Article (1)**

This decision shall be named "Bylaw for Student Discipline at the University of Khorfakkan".

**Article (2)**

The provisions of this Decision shall apply to all students enrolled at the University of Khorfakkan and who regularly study there.

**Definitions**

**Article (3)**

When applying the provisions of this Decision, the following words and phrases shall have the meanings ascribed thereto, unless the context of the text requires otherwise:

The Country:	United Arab Emirates
The University:	The University of Khorfakkan
The Chancellor:	The Chancellor of the University
The Deans Council:	The Deans Council of the University
Director of Student Affairs Department:	Director (male or female) of Student Affairs Department as the case may be
The Student:	A male or female student, as appropriate.
Cheating:	Deliberately relying on illegal or prohibited means by the Student to answer written or oral examinations held at the University.
Attempt To Cheat:	Catching the student in possession of one or more means or methods that are illegal or prohibited from being used in written or oral exams.
Getting Caught Cheating:	Identifying the Student while committing any illegal or prohibited act or using any illegal or prohibited means to answer the examinations

\* This bylaw is translated from Arabic into English. In the event of any inconsistency or conflict between the two versions, the Arabic version shall prevail.

## **Violations**

### **Article (4)**

The following acts are considered violations, which, if committed by students, will subject them to the penalties indicated in this decision:

1. Violating the laws, bylaws or regulations of the Country or the regulations in effect at the University.
2. Not attending lectures nor participating in other activities required by the University and/or inciting any such behavior.
3. Disrupting order in the classrooms, laboratories, libraries or other University facilities.
4. Committing any act that violates the codes of honor, dignity, morality or good conduct and behavior or an act that might negatively affect the reputation of the University or its employees (on or off campus or during any activity or event in which the University is participating).
5. Forming or participating in any group or organization on campus without prior permission from the concerned authorities in the University or the Country or participating in any collective activity that might violate the regulations of the University.
6. Using University buildings, facilities or property for purposes other than that for which they are intended without prior permission from the concerned party or misusing any permission/licensure granted.
7. Distributing publications or bulletins, issuing newspapers, posting Announcements or collecting signatures and donations without prior permission from the concerned University authorities or misusing the permissions granted to carry out any of the aforementioned activities.
8. Directing any insult or abuse towards a faculty member, employee, student or visitor at the University including any behavior that constitutes a violation of the University's approved policies to prevent bullying or sexual harassment.
9. Damaging, vandalizing or disabling any fixed or movable University property.
10. Falsifying University documents and/or using falsified documents for any purpose whatsoever.
11. Committing any act of falsification or misrepresentation in applying for admissions to the University or falsifying any documents submitted during the admissions process.
12. Committing or attempting to commit cheating during exams.
13. Committing plagiarism by appropriating the works of others without citing or referencing them in master's theses or PhD dissertations, graduation projects, research papers, assignments, reports, etc., including any information from learning resources and the Internet, which is in violation to University regulations.

This bylaw is translated from Arabic into English. In the event of any inconsistency or conflict between the two versions, the Arabic version shall prevail

14. A person or student impersonating another student to enter the examination hall and take the exam on their behalf.
15. Violating the codes of modesty practiced in the Emirate of Sharjah when at the University.
16. Smoking, in any form or by any means, in the University buildings or anywhere on campus.

#### **Article (5)**

The Student shall not disrupt the examination system, or violate the instructions and guidelines given by the person in charge of the examination hall, or intentionally disrupt the peace or insist on doing so. If the Student conducts any of these acts, he shall be ordered to hand over the answer sheet and leave the examination hall. In this case, the examiner or supervisor of the examination hall shall write a detailed report on the incident immediately after the end of the examination, and have it approved by the head of the examination hall, then submit it to the dean of the college to take the necessary action.

#### **Penalties**

#### **Article (6)**

The penalties that a student may be subject to will be determined as follows:

1. A letter of caution.
2. Dismissing the student from the classroom where s/he is taking the exam.
3. Prohibiting the student from attending some of the lectures for the course that s/he disrupted, provided the dismissal from lectures does not exceed 20% of the total number of lectures for the course.
4. Prohibiting the student for a specific period from the services provided by one or more of the University facilities where the violation occurred.
5. Prohibiting the student for a specific period from participating in one or more of the student activities in which the violation occurred.
6. Academic warning in its three degrees: first, second, and final.
7. Imposing a fine in an amount equal to the value of the damaged item/items.
8. Cancelling the registration of the student for one or more courses in the semester in which a violation occurred.
9. Cancelling the exam of the student for one or more courses and giving the student a grade of 'F' in the course/s for which the exam was cancelled.
10. Suspending the student from the University for one or more semesters.
11. Final dismissal from the University, while granting the student the right to transfer to another university.
12. Final dismissal from the University and prohibiting the student to benefit from his/her transcripts.

This bylaw is translated from Arabic into English. In the event of any inconsistency or conflict between the two versions, the Arabic version shall prevail

13. Rescinding the decision to grant the student a degree if it becomes apparent that there was an act of forgery or fraud in the process leading up to the conferral of the degree.

#### **Article (7)**

If a Student is caught attempting to cheat, the following penalties shall be collectively applied to him:

1. Considering him to have failed the course, in which he attempted to cheat on its examination;
2. Canceling his registration in the courses, for which he registered, in the semester during which he was caught.

#### **Article (8)**

1. In the event that a student is caught cheating during an exam, s/he shall be subject to the following penalties combined:
  - a. Receiving a grade of (F) for the course in which s/he attempted to cheat on the exam.
  - b. Cancellation of his/her registration for the courses in which s/he enrolled for the semester during which the attempted cheating occurred.
  - c. Suspension from the University for the academic semester following the semester during which the cheating was detected; the summer session shall be not counted as an academic semester for this purpose. Additionally, s/he shall be given no credit for any course(s) taken at another university during the suspension period.
2. The student shall not be pardoned if the act of cheating is detected at a later time, and the case shall be referred to the concerned committee for investigation and to recommend what it views as appropriate.
3. The student shall be dismissed from the University if s/he commits any act of plagiarism as outlined in item (13) of Article (4) in this decision relating to his/her PhD dissertation or master's thesis. In other cases, s/he shall receive a grade of 'F' for the course in which the plagiarism occurred and be required to repeat the same course without the option of taking an alternative course.
4. If plagiarism in a master's thesis or PhD dissertation is detected, as outlined in item (13) of Article (4) in this decision, the decision to grant the student his/her degree shall be rescinded.

#### **Article (9)**

1. Two or more penalties stipulated in this decision may be imposed at the same time.
2. The most severe penalty shall be imposed if the student commits the same violation or another violation again throughout the duration of study.

This bylaw is translated from Arabic into English. In the event of any inconsistency or conflict between the two versions, the Arabic version shall prevail



### **Article (10)**

Penalties imposition decisions shall be kept in the student's file at the deanship, the admissions department, and the registration department. The competent authority shall be notified of the imposition of the penalty. A photocopy of the decision shall be sent to the student guardian and to the study grant authority (if any).

### **Article (11)**

No penalty stated in Article (6) of this decision shall be imposed except after completing the investigation with the student, hearing and writing down his statements as well as those of the witnesses, provided that scheduled dates are set for the student and he is informed thereof in writing. If the Student refuses or fails to attend on the dates set for him with an excuse that is not acceptable to the investigation committee, his right to have his statements heard shall be forfeited, and his violation shall be considered in absentia.

### **Article (12)**

1. The registration department shall state all penalties issued against the student in his record kept by it. Such penalties shall be recorded in his transcript. This shall be clearly stated when providing him with any document.
2. The chancellor may, upon the student's request, decide to remove the penalty from his record if he proves his good conduct.

## **Investigation and Accountability**

### **Article (13)**

The person who conducted the investigation with the offending Student shall not be a member of Student disciplinary committee.

### **Article (14)**

1. In the first month of each academic year, for a renewable one term, the College Council shall form a committee to investigate violations committed by Students within the college buildings. This committee shall consist of three members of the college's expert faculty. The Dean of the college shall refer violations committed within the buildings of the college or within the halls or laboratories, where the college courses are taught, to this committee to impose the appropriate penalties and submit them to him.
2. In the first month of each academic year, for a renewable one term, the Director of the Student Affairs Department shall form, after consulting with the relevant Dean of the college, a committee to investigate violations committed by Students on the University campus outside the college buildings. This committee shall consist of three members of the University's expert faculty. The Dean shall appoint the committee's rapporteur, refer the violations to it for investigation, impose the appropriate penalties, and submit them to him.

This bylaw is translated from Arabic into English. In the event of any inconsistency or conflict between the two versions, the Arabic version shall prevail

3. In the first month of each academic year, for a renewable one term, the Higher Code of Conduct Committee at the University shall be formed by a decision of the Chancellor to consider violations committed by Students on campus, including the dormitory. This committee shall consist of:
  - a. The Dean
  - b. Four expert faculty, one of whom is from the College of Law
  - c. The Head of the Male /Female Students Council
  - d. The Director of the Internal Dormitory

#### **Article (15)**

If the term specified for any of the investigation committees expires, it shall continue to exercise its powers until new committees are formed to replace it.

#### **Article (16)**

The authority to impose disciplinary penalties against students shall be determined as follows:

1. The academic staff member, or the person teaching the course, shall have the right to impose the penalties stipulated in paragraphs (1), (2) and (3) of Article (6) of this Decision, provided that the period of depriving the student from lectures or removing him from them does not exceed (20%) of the total teaching hours of the course.
2. The Dean shall have the right to impose the penalties stipulated in paragraphs (1 - 7) of Article (6) of this Decision.
3. The Higher Student disciplinary committee shall have the right to impose any of the penalties stipulated in Articles (6), (7) and (8) of this Decision, in accordance with its conviction of the appropriate penalty for the violation presented to it.

#### **Final Provisions**

##### **Article (17)**

The student shall not be punished for the same violation by more than one disciplinary authority.

##### **Article (18)**

All decisions shall be final, except for the penalties stipulated in paragraphs from (8) to (13) of Article (6) and the penalties stipulated in Article (7) and Article (8) of this Decision. The student shall have the right to appeal the decision before the Deans' Council within (15) days from the date on which he was notified of the decision in writing. The Deans' Council may ratify, amend, or cancel the penalty. The decisions issued by the Deans' Council shall not be appealed before any other authority.

##### **Article (19)**

The authority of the Higher Student disciplinary committee at the University stipulated in this Decision shall be transferred to the Chancellor if demonstrations are held or if order is disrupted at

This bylaw is translated from Arabic into English. In the event of any inconsistency or conflict between the two versions, the Arabic version shall prevail

the University, resulting in a disruption of studies or a situation threatening this, which requires a quick decision. The Chancellor shall notify the Deans' Council of his decision in such cases.

#### **Article (20)**

The Deans' Council shall decide on any matter not provided in this Decision or any problem arising from implementing it.

#### **Article (21)**

This decision shall come into force from the date of its issuance. The concerned authorities shall implement this Decision within their competence and capacity. Any provision that contradicts with this bylaw shall be repealed to the extent that removes this conflict. This Decision shall be published in the Official Gazette.

**Issued by us on:**

**Monday, Rajab 17, 1445 A.H.**

**corresponding to: January 29, 2024 A.D.**

**Sultan bin Mohammad Al Qasimi,  
Ruler of the Emirate of Sharjah  
President of the University of Khorfakkan**

This bylaw is translated from Arabic into English. In the event of any inconsistency or conflict between the two versions, the Arabic version shall prevail



**University President Decision No. (8) of 2024 In  
Issuance of the**

**Study Abroad Bylaw at the University of Khorfakkan \***

We, Sultan bin Mohammad Al Qasimi, Ruler of the Emirate of Sharjah, President of the University of Khorfakkan,

After the perusal of:

- Decree-Law No. (1) of 2022 concerning the organization of the University of Khorfakkan, and its executive bylaws.
- Amiri Decree No. (40) of 2022 concerning the establishment of the University of Khorfakkan,
- And based on the approval of the Board of Trustees, and upon public interest,

We hereby issue the following decision:

**Article (1)**

This decision shall be named the “Study Abroad Bylaw at the University of Khorfakkan”.

**Definitions**

**Article (2)**

In applying the provisions of this decision, the following terms and expressions shall have the meanings set against them unless otherwise indicated by the context:

The Country:	United Arab Emirates.
The University:	University of Khorfakkan.
The Chancellor:	Chancellor of the University.
The College:	Concerned College.
The Broad Specialization:	The specialization associated with the academic department from which the student is sent to study abroad.
The Narrow Specialization:	The branch specialization falling under the broad specialization of the academic department.
The Authorized University:	The host university authorized for study abroad in a specialization approved by the Academic Department and College Study Abroad Committees, according to the approved requirements and criteria established by the General Study Abroad Committee.
The Study Abroad Contract:	The contract between the University of Khorfakkan and the Study abroad student, binding the student to obtain a master’s and/or PhD degree, or the equivalent, in the specialization and at the university authorized by the University.

\*This bylaw is translated from Arabic into English. In the event of inconsistency or conflict between the two versions, the Arabic version shall prevail.



The Study Abroad Candidate:	A candidate who meets the conditions for study abroad for Whom the Chancellor has issued a decision appointing him/her as a candidate.
The Study Abroad Student:	A student who meets the conditions for study abroad and has been approved by the General Study Abroad Committee for which a decision has been issued by the Chancellor delegating the student to study abroad.
The Family of the Study Abroad Student:	Spouse and up to three (3) children.
The Allocations:	The monetary sums that the study abroad student receives From the University during his/her period of study abroad after joining the host university.

### **General Study Abroad Committee**

#### **Article (3)**

The University shall form a committee called the “General Study Abroad Committee” under the chairmanship of the Vice Chancellor for Academic Affairs and its membership shall include:

1. Chairpersons from the college study abroad committees
2. Head of the Study Abroad Unit

### **Mandate of the General Study Abroad Committee**

#### **Article (4)**

The mandate of the General Study Abroad Committee shall be to:

1. Establish the general policy for study abroad, according to the needs of the University.
2. Review and approve the annual University of Khorfakkan General Study Abroad Plan and follow up on its implementation.
3. Establish the general criteria and requirements for the authorization of host universities.
4. Make decisions on the nomination of applications to occupy the position of study abroad students based on the recommendations of the study abroad committees in the colleges.
5. Take into consideration item (4) of Article (12), item (5) of Article (14) and item (2) of Article (28) in this decision in order to take a decision regarding the recommendations of the college and department study abroad committees on the withdrawal of study abroad contracts and cancellation of the employment of study abroad. Students demonstrating poor academic performance during the prescribed study abroad period.



6. Decide upon requests to change the study abroad site.
7. Discuss the annual Study Abroad Report, prepared by the Vice Chancellor for Academic Affairs, and issuing the Committee's recommendations in this regard.
8. Look into matters referred to the committee by the Chancellor.

### **Meetings of General Scholarships Committee**

#### **Article (5)**

The General Study Abroad Committee shall convene at least once each semester and may convene during the summer session. Its meetings shall be considered a quorum in the attendance of the majority of its members. Decisions shall be made based on the majority vote of those present. When the vote is equal, the side of the chairperson shall carry the motion.

### **College Study Abroad Committee**

#### **Article (6)**

Each year, the College Dean shall form a College Study Abroad Committee, consisting of the rapporteurs from the department study abroad committees and chaired by the Dean or whomever s/he delegates.

### **Mandate of the College Study Abroad Committee**

#### **Article (7)**

The mandate of the College Study Abroad Committee shall be to:

1. Prepare the annual study abroad plan for the college, consistent with the general study abroad plan of the University in terms of numbers, specializations, and required conditions.
2. Look into the reports submitted by the department study abroad committees regarding study abroad applicants and submit its recommendations, justifying nominations and/or rejections to the General Study Abroad Committee to take the decision it views appropriate in this regard.
3. Make recommendations related to the extension or non-extension of the study abroad duration period.
4. Authorize universities for study abroad relevant to the specializations of the college, consistent with the recommendations of the department study abroad committees and according to the approved requirements and criteria established by the General Study Abroad Committee.
5. Look into issues referred to it by the College Dean.
6. Authorize the Chairman of the College Study Abroad Committee, or his/her designee, to recommend the extension or discontinuation of study abroad and approve a student's admission to a university other than that of the contracted university.



### **Department Study Abroad Committee**

#### **Article (8)**

Each year, the Department Council shall form the Department Study Abroad Committee, consisting of three (3) to five (5) members from its department and chaired by the department chairperson.

### **Mandate of the Department Study Abroad Committee**

#### **Article (9)**

The mandate of the Department Study Abroad Committee shall be to:

1. Prepare the annual study abroad plan for the department, consistent with the annual college study abroad plan in terms of numbers, specializations and required criteria.
2. Look into the applications of study abroad applicants, conduct personal interviews with applicants, and submit its recommendations to the college study abroad committee.
3. Monitor the academic progress and make recommendations to the college study abroad committee regarding applications to extend study abroad and/or the termination of study abroad students demonstrating poor academic performance during the prescribed study abroad period.
4. Propose universities for study abroad relevant to the various department specializations and according to the approved requirements and criteria established by the General Study Abroad Committee.
5. Authorize the chairperson of the department, or his/her designee, to make the necessary recommendations to the College Study Abroad Committee regarding the extension or discontinuation of the study abroad contract and approve study abroad during the summer period.

### **Nomination and Appointment Conditions for Study Abroad Candidates**

#### **Article (10)**

A candidate nominated for a study abroad is required to:

1. Be a citizen of the United Arab Emirates.
2. Demonstrate good character and behavior; s/he shall not have had any previous conviction of crimes or felonies related to a public breach of trust or integrity.
3. Not exceed the age of 35 when the study abroad application is submitted.
4. Be physically fit.
5. Hold a specialization not offered at the University
6. Hold a bachelor's degree or its equivalent with a minimum rating of at least "very good."
7. Hold a master's degree, or its equivalent, with a minimum rating of at least "very good" if pursuing a doctorate degree.



8. Have achieved a score of at least 550 on the TOEFL exam or its equivalent.
9. Have completed or be exempt from the National Service.
10. Sign the study abroad contract on the form designated by the University.

#### **Article (11)**

The Study Abroad Section at the University shall announce study abroad vacancies, receive study abroad applications, follow up on matters related to the appointees and the procedures for their appointments, supervise the implementation of the prescribed study abroad regulations, and prepare the agenda for the General Study Abroad Committee.

#### **Article (12)**

In satisfying the conditions for appointment stated in Article (10), the following shall be observed:

1. The candidate for a study abroad shall be appointed in the concerned academic department for a period of one year, renewable for one year at most, and receive a monthly allowance.
2. The candidate for study abroad shall be bound to the University (a real estate mortgage, a government guarantor, a bank cheque), Such guarantees shall be cancelled once the study abroad candidate has met all of the obligations stated in this decision.
3. A candidate for a study abroad is required to report to the study abroad site after at least two regular semesters have passed from the date that his/her nomination has been approved by the General Study Abroad Committee. If the candidate fails to do so, his/her nomination shall be cancelled unless the department and college study abroad committees approve the extension of the enrollment period, which shall be no longer than a maximum of one additional year.
4. If granting admissions to the study abroad institution requires attending a personal interview or taking an exam, according to the requirements of the host university, the candidate may be sent one time only on an “academic mission” to the study abroad site for this purpose and may then be appointed after successfully passing the interview and/or exam designated for this purpose.
5. If a candidate does not obtain admissions to the authorized university, she/he may be sent to study abroad for one year if s/he obtains approval to study language or to join a qualifying program at an academic institution authorized by the relevant department study abroad committee. If the candidate obtains admission from an authorized university during this period, the period shall be counted towards the period of study abroad. Otherwise, the student’s nomination shall be cancelled and his/her study abroad contract shall be withdrawn by decision of the Chancellor without the need to present the case to the department and college study abroad committees or the General Study Abroad Committee.





### **Article (13)**

In nominating applicants for study abroad, the following procedures shall be adhered to:

1. The concerned Department Study Abroad Committee shall interview all applicants who meet the conditions for study abroad, according to the criteria stated on the designated interview form, and prepare a report on the outcome of interviews, which shall include the names of candidates. The report shall be submitted to the college dean, who shall present it to the College Study Abroad Committee.
2. The College Study Abroad Committee shall submit its recommendations, justifying its nominations and/or rejections, to the General Study Abroad Committee.
3. The department and college study abroad committees may conduct the interview through video conferencing if an applicant is unavailable for an interview in person for justifiable reasons.

### **Article (14)**

The student shall be sent on a scholarship to one of the Universities accredited by the Ministry of Education in the Country.

### **Article (15)**

The following conditions relating to the study abroad duration shall be observed:

1. Subject to the provisions of item (5) of Article (12), the designated duration of study abroad shall be:
  - a. Two years if obtaining a master's degree only.
  - b. Three years if obtaining the doctorate degree only.
  - c. Five years if obtaining a master's degree and doctorate degree together.
2. The study abroad period shall be calculated as of the study commencement date indicated in the student's notice of acceptance issued by an authorized university.
3. If the designated duration for study abroad indicated in item (1) above lapses, the study abroad duration for each degree may be extended by a maximum of one year, inclusive of the same designated awards and funds. Such extension is subject to the approval of the relevant college study abroad committee upon the recommendation of the concerned department study abroad committee and supervisor of the study abroad student.
4. If a student does not obtain the degree for which s/he has been sent to study abroad within the term specified in Clause (3) of this Article, the study abroad contract shall be automatically withdrawn by decision of the Chancellor without the need to submit the case to the concerned department and college study abroad committees or the General Study Abroad Committee.



5. A student obtaining a doctoral degree within one year from the date that his/her study abroad contract has been cancelled (due to the expiry of the study abroad duration period) may apply for a faculty member appointment at the University within three months from the conferral date of his/her doctorate. Appointment of this nature requires approval of his/her request based upon the recommendation of the department and college study abroad committees and a decision issued by the Chancellor with the condition that there has been no breach of the conditions for study abroad. The period from the date of the study abroad cancellation to the date of appointment shall be considered a study leave without pay or funding, and the student's obligation to repay the study abroad expenses shall be dropped.

#### **Article (16)**

A study abroad student is required to complete his/her study abroad during the period designated, attend lectures regularly, complete academic tasks and assignments, be of good conduct, maintain the reputation of his/her country, and respect and abide by the laws, systems, and traditions of the country to which s/he is sent to study abroad.

#### **Article (17)**

A study abroad student shall not undertake employment during the study abroad duration unless the work is connected to his/her study abroad specialization and does not affect his/her academic progress. The work shall be preapproved by the General Study Abroad Committee based upon the recommendation of the department study abroad committee and approval of the academic supervisor.

#### **Article (18)**

A student's specialization may not be changed without prior approval from the department and college study abroad committees, provided the new specialization is within the broad specialization of the relevant department.

#### **Article (19)**

The study abroad site may not be changed without a prior recommendation from the department and college study abroad committees and the approval of the General Study Abroad Committee. The study abroad student is required to apply for the change in the study abroad site no less than six month prior to the beginning of studies at the university to which s/he desires to transfer and shall attach with the request any acceptance documents.



## **Obligation to Submit Academic Reports**

### **Article (20)**

1. Study abroad students shall undertake in writing to send copies of their academic reports to the Study Abroad Section on a regular basis. If the reports or exam results are delayed for more than six weeks from the end of a semester, the Study Abroad Section may discontinue the study abroad funds temporarily until receipt of the aforementioned reports, upon which the funds shall be resumed. Study abroad students shall authorize in writing the Study Abroad Section to contact the study abroad university to request academic reports or check on the student's academic progress.
2. A student's study abroad funds shall be discontinued automatically if the student withdraws the authorization stated in item (1) of this article.
3. Study abroad funds shall be discontinued if one year lapses without the receipt of academic reports, and the case will be submitted to the General Study Abroad Committee to consider whether to continue the study abroad contract.

## **Adherence to the Study Load**

### **Article (21)**

1. A study abroad student is required to take the full study load required by the host university at which s/he is registered. In breach of this, the student will be required to explain why such is the case.
2. If the student's explanation is deemed invalid, and s/he registers again for less than the full study load stated in item (1) above, his/her funds will be reduced by 25% upon the recommendation of the department study abroad committee.
3. If registering for less than the required study load persists, the case shall be referred to the General Study Abroad Committee for a decision on the matter.
4. Any period spent by the study abroad student at the study abroad site without being enrolled in his/her study program shall result in the suspension of funds for that period without any compensation. If the discontinuation from study continues for more than one semester without acceptable justifications, the General Study Abroad Committee may discontinue the study abroad contract upon the recommendation of the concerned department and college study abroad committees.

## **Adherence to the Academic Average**

### **Article (22)**

1. The study abroad student is required to achieve a cumulative point average (CGPA) and semester grade point average (GPA) meeting the requirements of his/her host university. In all cases, the average must not fall below 3.0/4.0 or the equivalent.



2. The first time that a student's GPA falls below the required average, the Study Abroad Section shall issue a warning to the student, upon the recommendation of the concerned department, in which the student shall be advised to improve his/her academic status and provide a statement on what led to the drop in the GPA.
3. If the student's GPA falls below the required average for a second time without acceptable reasons, 25% of the student's funds may be deducted until the average is raised upon the recommendation of the concerned department study abroad committee.
4. If the low GPA persists for a third time, the matter shall be presented before the General Study Abroad Committee to consider whether to continue the study abroad contract.

#### **Article (23)**

Regarding the study load, the following regulations shall apply:

1. Once registered at the host university, the study abroad student shall adhere to completing the designated program within the specified duration period.
2. The University of Khorfakkan bears no obligation to cover the cost of courses for which the study abroad student registers outside his/her academic program.
3. The study abroad student is required to present an affidavit from his/her academic supervisor to the effect that his/her master's thesis or doctorate dissertation falls within the field of the narrow specialization of his/her study abroad contract.
4. During his/her study in the master's and doctorate program, the study abroad student is required to present an academic report together with an annual report from the thesis/dissertation supervisor.
5. If the host university undertakes the payment of a student's full or partial tuition fees, the study abroad student may not claim funds for this amount.

#### **Article (24)**

A study abroad student is required to commence work within no more than a maximum of three months from the date of completing all of the requirements for obtaining the academic degree from the host university. Otherwise, s/he will be required to repay all of the study abroad expenses.

#### **Article (25)**

After obtaining the doctorate degree, and a decision is issued for his/her appointment as a faculty member at the University, the study abroad student is required to work for the University for a period of no less than the duration of his/her study abroad. Otherwise, s/he will be required to repay 150% of the total study abroad expenses incurred by the University.



### **Article (26)**

The period spent abroad by the study abroad student appointed as a faculty member shall be counted as part of his/her continuous service at the University upon his/her return. The University and the appointed study abroad student shall bear the cost of their share of the insurance subscription payments for this period in accordance with the service procedures followed by the concerned party.

### **Article (27)**

Study abroad students are required to submit in writing a signed pledge binding them to repay all salaries and expenses incurred by the University up to the date of a decision to withdraw their study abroad contract or accept their resignation, in addition to 50% of the total expenses paid to them. This amount shall be due after the date of the decision to withdraw the study abroad contract or to accept the resignation.

### **Discontinuation and Withdrawal**

### **Article (28)**

If a study abroad student submits his/her resignation, the resignation shall be considered effective as of the date that the Chancellor issues a decision to accept the resignation or if sixty days from the date of the submission of the resignation lapse without a response. The University bears no obligation to cover any tuition expenses from the date that the resignation is submitted.

### **Article (29)**

In addition to full compliance to the regulations stated in this decision regarding the suspension of a study abroad contract, the following regulations shall apply:

1. When necessary, a study abroad contract may be suspended for six months upon a request from the study abroad student and by decision of the Chancellor based upon the recommendation of the department study abroad committee and approval of the college study abroad committee. After completion of the master's degree, a study abroad contract may be suspended for a maximum additional period of six months upon the recommendation of the department study abroad committee and the approval of the college study abroad committee. In all cases, the study abroad funds shall be suspended during the entire period of suspension.
2. If the study abroad student does not resume study after the lapse of the suspension periods, the study abroad contract shall be withdrawn and the position shall be cancelled automatically by decision of the Chancellor without it being necessary to present the matter to the department and college study abroad committees or to the General Study Abroad Committee. The General Study Abroad Committee may look into the reinstatement and completion of the study abroad contract for reasons it deems justifiable upon the approval of the concerned department and college study abroad committees, provided no more than six months have lapsed since the suspension of the study abroad contract.



### **Article (30)**

In addition to full compliance to the regulations relating to obtaining the master's degree, the following regulations shall apply:

1. The study abroad student is required to seek admissions to a doctoral degree program while studying for the master's degree.
2. The University shall not cover the tuition fees for a study abroad student who completes the master's degree but does not obtain acceptance for a doctoral degree. Such fees may be paid if the master's courses paid for are applicable to the PhD requirements later on.
3. A student who has obtained a master's degree shall be granted a three-month funded period that may be automatically extended for another three-month (unfunded) period to obtain an admissions acceptance. This period shall be considered as part of the overall study abroad duration. If acceptance to a doctoral program is not obtained during this period, the General Study Abroad Committee shall consider whether to continue the study abroad contract.

### **Article (31)**

The General Study Abroad Committee may recommend exempting a study abroad student from completing his/her study abroad if s/he is unable to complete his/her program for health reasons and submits a certificate certified by the UAE Ministry of Health to this effect. In such a case, s/he shall not be liable to pay back any financial commitments. Additionally, all financial liabilities shall be waived in the event of the death of a study abroad student.

### **Article (32)**

A student whose study abroad contract has been withdrawn for reasons other than exceeding the duration of the study abroad period or academic failure may apply for the reinstatement of his/her study abroad contract within the period specified in the University announcement, according to the following conditions:

1. The student satisfies the conditions stated in the study abroad announcement of the University.
2. The student has achieved a cumulative GPA of no less than "very good" during his/her previous study abroad (for students who have completed at least one semester).
3. When the student submits the application, no more than two years have lapsed since the previous study abroad contract was withdrawn.
4. Priority for appointments shall be given to new applicants.



## **Financial Provisions**

### **Article (33)**

The University shall pay the travel expenses of the study abroad student and his/her family from the UAE to his/her study abroad site and their return to the UAE upon completion of the study abroad program, according to the following procedures:

1. The study abroad student shall receive the travel expenses in cash (for economy class air tickets) to the airport nearest the study abroad site.
2. When the student travels to the study abroad site, the University shall cover the cost of 20 kg excess luggage for the student and his/her family members (paid in cash). Upon the return of the study abroad student, after having achieved the study abroad objective, the University shall cover the cost of excess luggage (approx. 20 kg if travelling by air and 100 kg if traveling by land or sea for each family member), in addition to shipping costs of up to AED5000.

### **Article (34)**

A study abroad student shall be paid the travel expenses for economy class air tickets in cash to travel from the study abroad site to the United Arab Emirates and back in the following cases:

1. When the student's health condition requires his/her return to the United Arab Emirates (a certified medical certificate is required in this case).
2. For travel during a regular holiday once a year, provided s/he notifies the Study Abroad Section and the duration remaining until the end of the study abroad is no less than six months.

### **Article (35)**

A study abroad student who has joined the study abroad site shall be paid the funds agreed upon in the contract drawn up between the student and the University.

### **Article (36)**

A study abroad student shall be paid the travel expenses for economy class air tickets in cash for study-related travel once only for the master's degree and once only for the doctorate degree, based upon the recommendation of the student supervisor and approval of the department study abroad committee. The student shall be paid the funds required at the study abroad site for a maximum of one semester at a time. If the student exceeds the study abroad duration, the funds will be suspended.





#### **Article (37)**

1. A study abroad student shall be allocated a total amount of AED12,000 or its equivalent throughout the study abroad duration to cover conference attendance and specialized workshops expenses.
2. A study abroad student is required to obtain the recommendation of the supervisor and the approval of the Study Abroad Section before attending conferences and specialized workshops, according to the designated regulations.
3. A study abroad student is required to provide a copy of the air ticket to the Study Abroad Section, which will reimburse him/her and calculate the other expenses due in connection to his/her stay. This amount shall be deducted from the funds allocated for attending conferences and specialized workshops.
4. The study abroad student is required to submit a report to the Study Abroad Section, explaining the usefulness of the conference or a workshop attended within thirty days of his/her return. Failure to do so will result in denying any future approval for the student to attend conferences and/or specialized workshops.

#### **Article (38)**

A study abroad student shall be paid tuition and exam fees whenever they are part of the study requirements.

#### **Article (39)**

The University shall be responsible for the education expenses of children accompanying the study abroad student to the study abroad site, according to the policies and procedures governing the education allowance for the children of faculty members.

#### **Article (40)**

The study abroad student shall be paid an annual allowance for textbooks and journal subscriptions (relevant to his/her field of specialization) in the amount of AED5000 or the equivalent. The student shall also be paid a maximum amount of AED8000 or the equivalent as a computer allowance once only throughout his/her study abroad period (substantiating documents are required).

#### **Article (41)**

The University shall pay a maximum amount of AED3000 or the equivalent for the printing expenses of a student's master's degree thesis and a maximum amount of AED5000 for the printing expenses of a student's doctorate dissertation (substantiating documents are required).

#### **Article (42)**

A study abroad student who obtains a doctorate before the lapse of the designated study abroad period shall be paid the funds for the remaining duration of no more than six months as an incentive. This amount shall be paid after the return of the student and upon his/her submission of the relevant substantiating documents to the Study Abroad Section.





### **Article (43)**

The University shall also be responsible for the following:

1. Health insurance expenses for the study abroad student and his/her family members who accompany him/her to the study abroad site, according to the health insurance system in effect at the University.
2. The expenses for sending the body of a deceased study abroad student or any of his/her family members to the United Arab Emirates, in addition to return tickets for the rest of the family members.

### **Final Provisions**

#### **Article (44)**

The General Study Abroad Committee at the University shall decide upon matters not stated in this decision.

#### **Article (45)**

This decision shall come into force from the date of its issuance, and all parties concerned shall act in its accordance. Any provision that contradicts with this bylaw shall be repealed to the extent required, and this decision shall be published in the Official Gazette.

Issued by us on:

Monday, Rajab 17, 1445 A.H.

Corresponding to: January 29, 2024 A.D.

**Sultan bin Mohammad Al Qasimi,**

**Ruler of the Emirate of Sharjah**

**President of the University of Khorfakkan**

**//Signed//**



**University President Decision No. (09) of 2024**  
**In the issuance of**  
**The Student Housing Bylaw of the University of Khorfakkan\***

We, Sultan bin Mohammad Al Qasimi, Ruler of the Emirate of Sharjah, President of the University of Khorfakkan,

After the perusal of:

- Decree-Law No. (1) of 2022 concerning the organization of the University of Khorfakkan, and its executive bylaws,
- Amiri Decree No. (40) of 2022 concerning the establishment of the University of Khorfakkan,
- And based on the approval of the Board of Trustees, and upon public interest,

We hereby issue the following decision:

**Article (1)**

This Decision shall be named "The Student Housing Bylaw of the University of Khorfakkan."

**Definitions**

**Article (2)**

In application of the provisions of this Decision, the following terms and expressions shall have the meanings assigned thereto, unless the context requires otherwise:

<b>The University:</b>	University of Khorfakkan
<b>The Chancellor:</b>	Chancellor of the University
<b>Director of Student Affairs:</b>	The Male/Female Director of Student Affairs for Boys or Girls, as appropriate.
<b>The Students:</b>	Male and female students registered at the university and actively enrolled in their studies.
<b>The Housing:</b>	University housing
<b>The Supervisor:</b>	The housing supervisor (male or female), as appropriate.
<b>The Disciplinary Violation:</b>	Any breach of laws, regulations, university values, traditions, or instructions issued in application thereof.
<b>The Mahārim (Close Family Members):</b>	The individuals with whom the female student is allowed to leave, namely: father, mother, husband, brother, sister, paternal uncle, paternal aunt, maternal uncle, and maternal aunt, provided they submit proof of the required kinship.
<b>The Internal Regulations:</b>	The regulations set out to organizing university housing, issued by the Chancellor or their authorized representative from time to time.

\*This bylaw is translated from Arabic into English. In the event of inconsistency or conflict between the two versions, the Arabic version shall prevail.

### **Article (3)**

The university is committed to providing suitable housing and any other necessary services for its students, ensuring peace and stability for them in a manner that supports the university's educational functions and helps achieve the following:

1. Strengthening university values among students.
2. Guiding students to focus on their time management and organizing their cultural, social, sports, and recreational activities that align with their interests and nurture their extracurricular hobbies.
3. Enhancing the spirit of harmony among students, fostering mutual acquaintance, and developing their sense of community and belonging, working together as a team.

### **Article (4)**

The student housing service at the University of Khorfakkan is provided for a fee determined by the university administration.

### **Article (5)**

University housing is considered one of the units affiliated with the university and is subject, in its management and operation, to the university's law and its executive bylaw, in addition to this bylaw and internal instructions.

### **Article (6)**

The Director of Student Affairs is responsible for overseeing the management of the university housing and its operations in accordance with the university's regulations and laws.

### **Article (7)**

The housing administration, in accordance with the provisions of this Decision, may inspect the rooms at a time deemed appropriate, provided that prior approval is procured from the Director of Student Affairs. The inspection shall take place in the presence of the concerned student, except in cases deemed necessary by the Director of Student Affairs.

## **Conditions for Acceptance into University Housing**

### **Article (8)**

To be accepted into university housing, the following conditions shall be met:

- a. The student shall be accepted into one of the university's colleges or centers, with priority given to full-time students. Housing may be allocated to other categories with the approval of the Director of Student Affairs.
- b. The student shall be of a good conduct and behavior.

- c. The student shall provide a medical report confirming that they are free of contagious diseases.
- d. The student shall pay the required housing fees.
- e. The student shall sign a written declaration committing to abide by the university's laws and regulations, particularly the university housing regulations.
- f. The student shall submit a recent photo of themselves.
- g. Any other conditions set by the university through the Director of Student Affairs.

#### **Article (9)**

Students will be assigned housing and rooms based on availability and the regulations set by the Director of Student Affairs, while considering the students' preferences whenever possible. Students may not change their assigned rooms without written approval from the supervisor.

#### **Article (10)**

If scholarship recipients wish to stay in a room of a higher standard than that specified by the granting entity, and the required space is available, they shall pay the difference in fees unless the granting entity objects.

### **Student Rights and Responsibilities**

#### **Article (11)**

Students are allowed to engage in any cultural, social, sports, and recreational activities within the housing in accordance with the instructions issued by a decision from the Director of Student Affairs.

#### **Article (12)**

1. A male student residing in university housing may receive male visitors in the designated visitor hall.
2. A female student residing in university housing may receive visitors or maḥārim (close family members), provided that this occurs in the locations and times specified by the dean's office. Female students are strictly prohibited from receiving female visitors in their rooms, regardless of the visitor's relationship to the student.

#### **Article (13)**

Students may stay in the university housing during weekends for study-related reasons with the approval of the Director of Student Affairs.

#### **Article (14)**

A student may reserve a room for the next semester by paying a deposit equal to 25% of the housing fees, which will be deducted from the required fees if the room is occupied. The student forfeits the right to reclaim the deposit if they cancel the room reservation for any reason. In all cases, housing fees will not be refunded once paid, except in special circumstances determined by the chancellor.

#### **Article (15)**

Students residing in the housing shall comply with the university's law, related regulations, and the internal instructions for housing.

#### **Article (16)**

Students shall behave appropriately with their peers, supervisors, staff, and all workers within the university housing. They are prohibited from engaging in any action or behavior that goes against proper moral conduct.

#### **Article (17)**

Students shall sleep in the room assigned to them and are not permitted to stay in any other room unless they have prior approval from the housing administration. They shall also report to the designated supervisor to verify their presence at night during the times specified by the housing instructions.

#### **Article (18)**

Students shall maintain the cleanliness of the housing and the safety of its contents. The furniture in the room is considered the responsibility of the students residing there.

#### **Article (19)**

Students, either collectively or individually, are responsible for any loss or damage to the furniture or buildings. They will not be allowed to transfer from one room to another while responsibility is pending unless the lost or damaged items are returned or their value is paid. The student shall pay a refundable deposit when signing the contract, as determined by the university administration.

#### **Article (20)**

Students are responsible for safeguarding their personal belongings and items. They cannot leave valuable items in their rooms when leaving the housing for the weekend or at the end of the semester.

#### **Article (21)**

Students shall return to the university housing at the times specified by the instructions issued by the Director of Student Affairs. In special cases, with the approval of the Director of Student Affairs, students may be allowed to delay due to study-related reasons, university activities, or emergencies.

#### **Article (22)**

Students shall cooperate with the security personnel in the university housing and present their student ID or housing card upon request.

#### **Article (23)**

The students' stay in the housing ends no later than two (2) days for resident students. For non-resident students, their stay ends immediately after they complete their exams. If a student is late in leaving the housing after the specified time, a fee of thirty (30) dirhams will be charged for each additional day.

### **Article (24)**

1. Students may not stay outside the housing overnight without prior approval from the housing administration. They shall personally report to the supervisor to confirm their night attendance at the following times:
  - a. 12:00 AM for male students.
  - b. 9:00 PM for female students authorized to leave with a taxi.
  - c. 11:00 PM if leaving with one of their parents or siblings.
2. Any person who brings a female student to or from the housing shall be a mahram (close family member) and shall present themselves to the security office in the housing to verify their identity and vehicle ownership.

### **Article (25)**

Students residing in the university housing shall observe the following:

1. Maintain the cleanliness and organization of the rooms.
2. Avoid tampering with the housing's property and equipment.
3. Avoid hanging pictures, drawings, or slogans on the walls, doors, or windows for any reason without prior permission from the supervisor or administration.
4. Hand over any furniture that is no longer needed to the supervisor for proper action.
5. Adhere to the regulations for the proper use of water and electricity.
6. Wear modest clothing when moving around public areas like reception halls, administration offices, and the dining hall.
7. Maintain quiet and avoid disturbing others.
8. Not to place luggage or personal items in the housing corridors.
9. Avoid bringing personal cars into the housing.
10. Avoid bringing children into the housing.
11. Avoid bringing animals into the housing.
12. Comply with the university's law, regulations, and any rules issued by the dean's office.
13. In general, students are prohibited from engaging in any activity that could disrupt the identity of the housing or damage public property, with violators subject to the disciplinary penalties outlined in the housing regulations.

### **Article (26)**

Students may not perform any act or behavior that contradicts university traditions or values. Specifically, students are prohibited from:

1. Carrying or storing any kind of weapons, consuming alcohol, using drugs, or smoking inside the housing.
2. Using incense burners or candles inside rooms or any other facility in the housing.
3. Using fireworks, gas appliances, or anything else that could cause a fire in the housing.
4. Bringing unauthorized electrical appliances into the housing without coordination with the supervisor.

5. Obtaining any tools, materials, books, magazines, or images that are immoral or contrary to university laws and traditions.
6. Possessing or using video devices or other display equipment inside rooms.
7. Accompanying a fellow student to the hospital unless with a prior permission from the supervisor.
8. Bringing a visitor, graduate, or student from outside the university into the housing or into their room.
9. Issuing any publications or statements without prior approval from the dean or their designee.
10. Disrupting authorized activity programs within the housing.
11. Misusing photography equipment.
12. A female student leaving the university campus without written permission from her guardian and failing to obtain permission from the supervisor in accordance with the internal housing permit system.
13. Engaging in any behavior or act that goes against proper moral conduct and the required behavior.
14. Smoking in any form inside the university housing buildings.
15. If it is discovered that a student has misused a phone camera or engaged in any behavior that breaches ethics, the student will be expelled from the university after an investigation and confirmation.
16. Using university computers for private chat programs or any other form of misuse.

### **Violations**

#### **Student Accountability In University Housing**

#### **Article (27)**

Without prejudice to the Student Disciplinary Bylaw, students are subject to the disciplinary system outlined in the following articles concerning any violations they commit within the university housing.

#### **Article (28)**

Any violation of laws, regulations, instructions, or university traditions, or the commission of any prohibited act under these instructions or any other systems or instructions issued in accordance with them, will be considered a disciplinary breach.

#### **Article (29)**

In cases where a student is accused of committing a disciplinary violation, the housing supervisor is responsible for documenting the incident and submitting it to the housing manager for initial investigation. It will then be referred to the Director of Student Affairs and forwarded to the relevant dean within twenty-four (24) hours of the incident for appropriate action.

### **Second: Penalties**

#### **Article (30)**

The penalties that may be imposed on students of the university housing include:

1. Verbal or written notice of caution.
2. Warning in the form of a first, second, or final warning.
3. Suspension from the housing for one academic semester.

4. Suspension from the housing for one academic year.
5. Permanent expulsion from university housing.
6. Cancellation of the student's enrollment for one or more academic semesters.
7. Permanent cancellation of the student's enrollment from the university.

#### **Article (31)**

The investigation into student violations will be conducted by someone appointed by the Director of Student Affairs. Note that the official conducting the investigation cannot be a member of the Student Conduct Committee.

#### **Article (32)**

A decision to refer a student to the Student Disciplinary Committee will be made by the university president based on a recommendation from the Director of Student Affairs.

#### **Article (33)**

The following are responsible for imposing the penalties mentioned in Article (30):

- a. The Director of Student Affairs, who has the authority to impose the penalties specified in paragraphs (1) and (2).
- b. The Chancellor, who has the authority to approve the record containing the penalties specified in paragraph (3).
- c. The Student Disciplinary Committee, which has the authority to impose all the penalties outlined in Article (30).

#### **Article (34)**

Penalties specified in clauses (3) to (7) of Article (30) of this Decision may not be imposed unless the student has been investigated in writing, their statements have been heard and recorded, and their defense against the allegations has been duly considered. If the student does not attend the investigation at the specified time provided that he has been notified in writing, or fails to attend without a valid excuse accepted by the investigation committee, their right to be heard is waived, and the violation will be examined in absentia.

#### **Article (35)**

Decisions with regard to disciplinary penalties are announced on the university housing bulletin board.

#### **Article (36)**

The decisions issued by the Student Disciplinary Committee are final after being approved by the Chancellor, unless an appeal is filed with the Board of Deans within two weeks as of the date of the written notification of the penalty to the student, their guardian, or the granting authority. The decisions of the Board in this regard are considered final and cannot be appealed to any other entity.



### **Article (37)**

Decisions with regard to penalties are kept in the student's file in the University Housing and Registration Department. The Director of the Registration Department is responsible for notifying the student's guardian in writing, the student via their email, and informing the relevant dean.

### **Article (38)**

The Board of Deans will decide in cases not covered by this Decision or in any issues that arise during its implementation.

### **Article (39)**

This Decision shall take effect as of the date of its issuance, and the relevant authorities are required to implement it as it pertains to them. Any provision that contradicts with this bylaw of this Decision shall be repealed to the extent of such contradiction. The Decision will be published in the Official Gazette.

Issued by us on:

Monday, Rajab 17, 1445 A.H.

Corresponding to: January 29, 2024 A.D.

Sultan bin Mohammad Al Qasimi,  
Ruler of the Emirate of Sharjah  
President of the University of Khorfakkan



## **University President Decision No. (10) of 2024**

### **In Issuance of the Procurement Bylaw at the University of Khorfakkan\***

We, Sultan bin Mohammad Al Qasimi, Ruler of the Emirate of Sharjah, President of the University of Khorfakkan,

After the perusal of:

- Law No. (4) of 2017 concerning the financial regulations of the Government of Sharjah,
  - Law No. (8) of 2017 concerning the purchases, tenders, auctions, and resources of the Government of Sharjah and its executive bylaws,
  - Decree Law No. (1) of 2022 concerning the Organization of the University of Khorfakkan and its executive bylaws,
  - Amiri Decree No. (40) of 2022 concerning the establishment of the University of Khorfakkan,
  - And based on the approval of the Board of Trustees, and upon public interest,
- We hereby issue the following decision:

#### **Article (1)**

This decision shall be named the “Procurement Bylaw at the University of Khorfakkan.”

#### **Definitions**

#### **Article (2)**

In the application of the provisions of this decision, the following terms and expressions shall have the meanings set against them unless otherwise indicated by the context:

The Country:	United Arab Emirates.
The University:	University of Khorfakkan.
The Board:	University Board of Trustees.
The Chancellor:	Chancellor of the University.
The Vice Chancellor:	Vice Chancellor for Financial and Administrative Affairs.
The Dean:	Dean of the College or whomever s/he delegates.
The Department:	The Procurement Department.
The Committee:	The Procurement Committee.
The Contractor:	The supplier or contractor contracting with the University to provide a supply or services.

#### **Article (3)**

#### **Contracts Concluded at the Expense of the University**

With respect to contracts governed by this decision, the contractor shall be selected by one of the following methods:

1. Limited Tender

2. Negotiated Tendering
3. Direct Procurement
4. Competition

#### **Article (4)**

1. The method for selecting the contractor and the approval thereof shall be authorized by the following parties, according to the value indicated in the following table:

Value of Order/Contract (VAT excluded)	Requirement	Approvals	Approval Prerequisites & Parameters
<=5,000	1 Quotation	Dean/Department Director	<ul style="list-style-type: none"> <li>• CAPEX</li> <li>• Justification</li> <li>• Budget Availability</li> <li>• Contracted Item</li> <li>• Approved Supplier</li> </ul>
<=10,000	1 Quotation	Dean/Department Director	<ul style="list-style-type: none"> <li>• OPEX</li> <li>• Justification</li> <li>• Budget Availability</li> <li>• Contracted Item</li> <li>• Accredited Supplier</li> </ul>
10,000-50,000	2 Quotations	Procurement Director+ AND Dean /Department Director	<ul style="list-style-type: none"> <li>• OPEX or CAPEX</li> <li>• Justification</li> <li>• Budget Availability</li> <li>• Contracted Item</li> <li>• Approved Supplier</li> </ul>
<= 50,000	2 Quotations	FMP Director AND Procurement Director	<ul style="list-style-type: none"> <li>• OPEX or CAPEX</li> <li>• Justification</li> <li>• Budget Availability</li> <li>• Contracted Item</li> <li>• Accredited Supplier</li> </ul>
50,001 -100,000	3 Quotations	Procurement Director vice Chancellor + Chancellor	<ul style="list-style-type: none"> <li>• Justification</li> <li>• Budget Availability</li> </ul>
100,001-500,000	3 Quotations (Secure)	VCFA AND Chancellor	<ul style="list-style-type: none"> <li>• Justification</li> <li>• Budget Availability</li> <li>• If Capex, Capex review committee approval</li> </ul>
>500,000	Open Tender/Invited Tenders (Secure)	VCFA OR Chancellor, AND Finance Committee, or Head of Finance for Strategic Initiatives*	<ul style="list-style-type: none"> <li>• Justification</li> <li>• Budget Availability</li> <li>• If Capex, Capex review committee approval</li> </ul>

\*Strategic Initiatives are projects and programs unrelated to day-to-day operational activities and require detailed business case development. They are designed to deliver change and help the organization achieve its strategic goals.

2. Provision of services, materials and items by direct procurement may not be made in excess of (20%) of the value specified in item (1) of this article, with the exception of the

direct procurement cases set forth in Article (24) of this decision, provided the contract is signed by the Chancellor or his designee.

#### **Article (5)**

##### **Tender-Opening Committee**

1. The Tender-Opening Committee shall be formed by decision of the Chancellor, upon the recommendation of the Vice Chancellor, and shall be tasked with opening the envelopes containing tenders at the determined time.
2. The committee shall consist of five members and the opening of the envelopes containing tenders shall be undertaken in the presence of three members, according to specified procedures.

#### **Article (6)**

##### **Procurement Committee**

1. The Procurement Committee shall be formed by non-members of the Tender- Opening Committee, based upon the recommendation of the Vice Chancellor and by decision of the Chancellor, as follows:

a. Director of the Procurement Department	Chair
b. Director of the Finance Department	Member
c. Director of Physical Plant Department	Member
d. Faculty Member from the College of Law	Member
e. Representative from the party requesting the purchase	Member
f. Staff Member from the Procurement Department	Rapporteur
2. The Tenders Review Committee shall convene its meetings upon invitation from its chairperson whenever necessary. Meetings shall be considered a quorum if the committee chairperson, or whomever s/he delegates in his/her absence, is present in addition to half of the committee members. The committee shall take decisions by an absolute majority or by the majority vote of its members present. When the votes are equal, the side of the chairperson shall carry the motion.
3. The task of the Tenders Review Committee shall be to review the tenders, according to specified procedures, and submit its recommendations to the Vice Chancellor.

#### **Article (7)**

The Procurement Department shall be responsible for taking the necessary measures to conclude service contracts in accordance with the general provisions and within the limits specified in this decision. Permission to purchase items shall not be authorized if sufficient funds are unavailable in the budget, if the project is not included in the budget, or if the total cost for works and maintenance contracts is not stated.

#### **Article (8)**

##### **Contract Regulations for Suppliers and Contractors**

1. A contractor or supplier who enters into a contract with the University shall:
  - a. Be registered in one of the chambers of commerce and industry and hold a license

from one of the governmental departments in the country.

- b. Not be an employee of the University, nor a member of the tender, negotiated tendering, or arbitration committees related to the competition.
  - c. Not be prohibited from dealing with the University unless the prohibition is removed by the competent authority.
  - d. Not be prohibited from dealing with the University as an individual or company/institution, including external companies/institutions and services provided through correspondence.
  - e. Fulfill the financial, technical and professional requirements specified in the special conditions, if the University requires them.
2. A contractor is exempted from the provisions in items (1/ a, b) of this article in the case of contracts concluded outside of the country, by correspondence or with companies in the free zone. Contracts with these parties may be concluded upon the approval of the Chancellor and the recommendation of the Vice Chancellor.
  3. Notwithstanding item (2) above, the application of the provisions in items (1/ a, b) of this article are required in the case of maintenance contracts.

#### **Article (9)**

##### **Records of Contractors and Suppliers**

1. The Procurement Department shall maintain a record of the contractors applying to work with the University and apply the required conditions. Announcement of registration in the register shall be made annually by means of a public advertisement and shall be made for every group of goods and major and secondary items respectively.
2. The register shall include all of the main data on the suppliers or contractors, particularly the basis upon which they will be selected. The person in charge of the register shall review the names of those registered in the registry on a regular basis for the purpose of evaluating their dealings with the University.

#### **Article (10)**

##### **Contractor and Supplier Data**

1. The supplier or contractor in tenders or negotiated tendering must attach or present the following:
  - a. Name, address, P.O. Box number, email address, and telephone numbers.
  - b. Name of person(s) in charge of contracting and a sample of their signatures.
  - c. Names of agencies assigned to him/her.
  - d. The legal entities, commercial register number, branch if available, and registration at the local chamber of commerce and industry.
  - e. Previous experiences in implementation at other institutions and the volume and types of works completed.
  - f. Types of goods dealt with or the contracts and works practiced.

- g. Name of the bank it deals with.
  - h. 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.
  - i. The capital of the company or establishment and its last budget approved by an auditor.
  - j. Any other additional information required by the University.
  - k. A copy of the commercial license to practice business from one of the government departments in the country, and a copy of a valid membership card in the chamber of commerce in the country.
  - l. A list of the names of representatives of the company or establishment.
2. A contractor shall be exempted from the provisions in item (1/ h) of this article in the case of contracts signed outside the country, contracts by correspondence, or contracts with companies in the free zone. Contracts with these parties shall be concluded upon the approval of the Chancellor and the recommendation of the Vice Chancellor.

### **Article (11)**

#### **Limited Tender**

A limited tender is a tender in which some contractors and suppliers are invited for their competence and/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)**

Invitations shall 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, those who are not registered in the register are permitted 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 invited to participate in a limited tender that does not submit a bid in response nor apologize for the non-submittal of a bid for three consecutive times shall be prohibited from dealing with the University for one year.

### **Article (14)**

Limited Tender documents shall be prepared by the Department, subject to the following regulations:

- 1. The Department, in coordination with the concerned departments at the University, shall prepare in detail the complete technical specifications of the items required for supply or the services to be carried out or implemented.
- 2. The University may require, in some aspects of the contract, the bidders participating in the tender bid to submit brochures, illustrations or samples of the materials to be purchased.

#### **Article (15)**

1. Selection criteria for tender offers shall be based on the lowest price, subject to conformity with conditions and specifications.
2. The Committee, upon the official recommendation of the Technical Committee, may accept a higher price offer provided its decision is justified and approved by the Chancellor.

#### **Article (16)**

If members of the concerned Technical Committee do not reach an agreement on comparing the offers, which are compatible in their conditions and specifications, the matter shall be recorded in the minutes and a vote of the majority shall be taken. When the votes are equal, the side of the committee chairperson shall carry the motion.

#### **Article (17)**

The Department shall follow up with the contractor the procedures for the implementation of the contract up to supply or completion.

#### **Article (18)**

Negotiated  
tendering

Negotiated tendering is a special method for selection of the contracting party, which may be used in limited cases within this decision. Procedures for tender shall apply to negotiated tendering in all matters not provided for in this decision.

#### **Article (19)**

Procurement by means of negotiated tendering shall be made within the financial jurisdictions of the Committee, which shall be formed by decision of the Chancellor in accordance with the authority and limitations set forth in this decision. Procurement by means of negotiated tendering shall be made within the above-mentioned jurisdictions in the table of authorities under Article (4) of this decision.

#### **Article (20)**

Procurement of items or execution of services or works by means of negotiated tendering shall be carried out in the following cases:

1. Items and work contracts that cannot wait until tender procedures are completed or whose value does not match the costs for conducting a tender.
2. Items and work contracts that have previously been submitted for negotiated tendering but where no bids were offered against them or those for which the bids were unacceptable, or were given one bid only and thus where there was no need to resubmit them in another tender.
3. Negotiated tendering may be conducted among more than one supplier submitting bids

in the tenders that include equal prices or conditions or high prices where the need does not permit the reoffering the tender.

4. Items that are monopolized, manufactured, imported or available exclusively from a particular dealer or agent.
5. Items that are difficult to define with precise specifications.
6. Technical works required for completion by certain technicians or specialists.
7. 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/her negligence and/or delay of implementation or upon termination of the contract.
8. If the aim is to conduct research or experiments requiring a certain method of implementation far different from the tender method.

#### **Article (21)**

The Procurement Committee shall obtain the offers of a number of contactors, and shall submit the negotiated tendering offers during the period specified in the application, signed and stamped by the applicants and accompanied by all required documents and papers.

#### **Article (22)**

1. The Procurement Committee shall convene on the date set for it. After opening the tender documents, the committee shall examine all papers attached to each offer, check for the bidders who meet the requirements, eliminate those who did not meet the above requirements, and read out the name of each applicant and the applicant's total value.
2. In administering the procedures of the negotiated tendering, the committee shall observe the provisions of Article (20 / 4, 5, 6, 7) in this decision and determine the applicant with the best price and quality as a result of negotiating with the applicants.
3. The committee shall submit its recommendations to the concerned department for approval of the result of the negotiated tendering, according to the provisions of this decision.

#### **Article (23)**

1. Articles (7) and (11) concerning the regulations of the limited tender shall apply to the negotiated tendering in so far as they are compatible with the nature of negotiated tendering and its provisions as provided for in this decision.
2. Procedures for contracting in general tenders shall apply in contracting by negotiated tendering if the value of a contract is more than (AED50,000). However, if the value is less than this, or if delivery of items or completion of works is to be made during a period no later than ten days, a written statement by the contractor undertaking to implement the subject matter of the negotiated tendering 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 the possession or at the store of the contractor or if it is possible to inspect them and make final delivery immediately after concluding the agreement.



## **Article (24)**

### **Direct Procurement**

Direct procurement shall be made by means of issuing a purchase order to the supplier who is dealing with the required materials in accordance with the following procedures:

1. Items and services issued or governed by compulsory prices or international stock markets or specific tariffs.
2. Items, tasks and services that are not produced, supplied or carried out except by a specific entity, making it impossible to conduct a tender or negotiated tendering.
3. Items, tasks, and services that are urgently required, provided that direct procurement is limited to the least quantity needed for university functioning, until procedures for selecting a contractor by other methods are completed.
4. Items, tasks, and services that the public interest requires to be carried out confidentially.
5. Items, services or tasks that are offered to the University by the public departments of the government or the Emirate and its public institutions or corporations, of which the government or the Emirate has at least (51%) of its capital, this shall be by virtue of a contract signed by the University with these parties directly.
6. Items, tasks, or services of any type and whose value does not exceed (AED10,000).
7. Services and tasks that require highly specialized competencies and qualifications pursuant to a general invitation that contains a statement of 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 the recommendation of the Vice Chancellor.
8. Books, periodicals, literature, tapes, manuscripts, and practical slides necessary for laboratories.
9. Hotel reservations, procurement of spare parts, and car rental.

## **Article (25)**

A contractor shall be selected through direct procurement by any of the following means:

1. Through the Committee, whose recommendations will be approved within the authorities prescribed in Article (4) of this decision.
2. Through a representative directly appointed by the Director of the Procurement Department, who shall submit a receipt for the value of purchases in cases for which the value of the materials, works or services exceeds no more than AED2,000 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, according to the regulations laid down.

### **Article (27)**

1. 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, 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.
2. 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 experience in preparing the reports, drawings, designs and plans required for the project.
3. Applications for participation in the competition as well as the attached reports, drawings, designs, and plans shall be submitted for consideration by the Tender-Opening Committee, which shall be formed in accordance with Article (5) of this decision, and which shall examine and decide upon the successful application, subject to the approval of the concerned committee. The committee may, for those matters, call upon the participants and discuss with them their designs, drawings, and plans, and may also make whatever modifications it may deem appropriate.
4. The Tender-Opening Committee shall record its procedures in a report that states each presentation submitted and identifies the basis upon which the committee adopted selection of the successful presentation, and the notes or the reservations it may deem necessary.
5. The committee is entitled to decide the non-eligibility of any of the participants in the competition for the prizes or the award or the compensations, in whole or part, if the committee considers these reports, plans, designs and drawings to be in non-compliance with the conditions of the competition or if they are below the required technical standards.
6. The same procedures for contracting with a successful applicant in a general tender shall apply to a successful contestant in a competition.

### **Article (28)**

#### **Procedures**

#### **Contract Implementation Procedures**

1. The fixed term for the implementation of the contract shall start following the day of the contract signing or from the date of handing the location to the contractor, as the case may be, unless otherwise provided for in the contract.
2. If the contractor or his/her representative is not present to hand over the contract on

the specified date, such shall be recorded in a report and the contractor shall be formally notified with a copy. The receipt date of the notification shall be the approved date for implementation of the contract.

#### **Article (29)**

1. In case of bankruptcy or insolvency of the contractor, the University is entitled to terminate the contract, confiscate the final insurance and implement the contract at the expense of the contractor, while reserving its right for compensation.
2. In case the contractor commits fraud, swindling or receives a bribe, the University is entitled to terminate the contract, confiscate the final insurance and implement the contract at the expense of the contractor, while reserving its right for compensation.
3. In case contractor's death, the University is entitled to terminate the contract, return the insurance to the heirs, or retain the contract and allow the heirs to continue its implementation.

#### **Article (30)**

1. 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 consideration of the contract.
2. In exceptional cases, it is allowed to exceed the limit specified in item (1) of this article, provided that such is made within the said budget and subject to the approval of the contractor not to increase the prices specified in the contract if these prices are still appropriate and do not exceed the market prices. The modification mentioned in the above item may include the 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.
3. Calculating the limit mentioned above in item (1) 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.
4. All modification processes shall be presented to the Committee, as the case may be, in order to take the necessary decision in this regard, subject to the approval of the party that approved the original tender. A contract supplement shall be prepared and signed by the two contracting parties.

### **Article (31)**

1. The contractor shall implement the contract in accordance with the terms and conditions specified therein; otherwise the contractor shall be subject to the penalties set forth in the contract and in this decision.
2. If the contractor submits documentary evidence that the delay in the implementation of the contract is due to unforeseeable circumstances or by cause of the management within 15 days of the occurrence of the force majeure or cause, this matter shall be brought to the attention of the Committee for consideration. However, this period may be waived if the Committee deems valid upon the approval of the Vice Chancellor.
3. The contractor may not assign this contract without the written consent of the University. If the contractor assigns the contract, s/he shall be jointly responsible with the assignee for its implementation.

### **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 shall be made in return of a bank guarantee of the same value and currency.

### **Article (33)**

In case the contractor delays implementation of the contract during the stated period, s/he shall be subject to the provisions in Article (35) of this decision.

### **Article (34)**

Without prejudice to the special regulations set forth in this decision, the Chancellor shall be responsible for forming the necessary committees and regulating their procedures to ensure the implementation results of University contracts if receiving is a requirement for implementation of the contract.

### **Article (35)**

#### **Implementation Procedures for Supply Contracts**

In case of a supplier's delay in the delivery of all or some of the required quantities by the date specified in the contract, including rejected materials or materials that have not been supplied, the University is entitled to take one of the following actions:

1. Give the supplier extra time for delivery if it deems this will best serve the interests of the University, provided its prior consent is obtained. The extra time shall not exceed 15 days in the interest of the University as approved by the Committee and subject to the approval of the Chancellor. In case of a supplier 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 that the supplier failed to deliver after the expiration of the extra time.

2. Purchase of the items or materials that the supplier fails to supply shall be at the supplier's expense, in addition to charging back the supplier an extra (10%) of the value of the purchased materials as an administrative expense. The foregoing does not preclude the University from imposing delay charges pursuant to item (1) of this Article.
3. 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 item (1) of this Article.

#### **Article (36)**

Upon delivery of the items on the specified date, they shall be temporarily received at the site designated by the University 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/her designee will be issued if the delivery is made at the work location, which shall be approved by the responsible person in the receiving party until the inspection and final acceptance of the items are completed.

#### **Article (37)**

Upon temporary receipt of the items, the employee shall ensure that the items belong to the University and that they are identical to the contents specified in the supply contract and those in the approved samples or (catalogs) and that they match the supplier invoice in terms of number, weight, size and/or delivery authorization. The delivery shall be considered temporary while the items are under inspection and testing until all inspection and delivery procedures are finally completed.

#### **Article (38)**

One committee or more for inspection and receiving shall be established within seven (7) days from the delivery date by decision of the Chancellor upon the recommendation of the Vice Chancellor. The Finance Department as well as the Stores Department shall be represented on these committees, in addition to the requisitioning party if so required by the nature of the item/s and if their values is in excess of (AED50,000).

#### **Article (39)**

1. The Inspection and Receiving Committee shall convene within a maximum of seven days from the date of temporary receipt of the items or from the date of completion of inspection after being notified by the stores of the delivery date of the items. The head of the section shall inform the suppliers of the date of the committee meeting for their attendance or to send their representatives if the nature of the items so requires. The mandate of the committee is to:
  - a. Inspect and receive delivered items in accordance with the conditions and specifications specified in the contracts and relevant documents, and in light of the approved samples and catalogs. The committee shall be responsible for its decisions once it signs the inspection and receives the report.

- b. Seek the assistance from any technical party to ensure that the delivered items are consistent with the terms and conditions of the contract. The report of the technical party or requisitioning party, as the case may be, shall be considered part of the receiving document.
  - c. Inspect 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 shall also be checked against the commercial invoice after ensuring the safety of the seals, brands, and boxes in which items have been stored. The committee shall record any increase, shortage, damage, breakage or any violation to the specifications in order to establish the accountability of the insurance company or the supplier, as the case may be, in accordance with the agreed terms and conditions.
  - d. Remove the rejected items in order to return them to the supplier at the supplier's expense in accordance with the general provisions of the guarantee.
  - e. Prepare a report on inspection and receiving, including particularly all procedures undertaken and the results of the item inspection. The committee's decision for acceptance or rejection, in part or in whole, shall be justified and signed by the Committee Chairman and its members. After their approval, reports shall be sent to the Department.
2. Upon receiving items from outside the country prior to receipt of the commercial voucher, and if the Inspection and Receiving Committee deem it necessary to receive the items for justified reasons, all receiving procedures stipulated in this decision shall be followed, 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 reports shall be submitted to the Procurement Committee to decide upon, in the following cases:

1. If disagreement regarding such occurs among the committee members and the technical member/s, provided each party prepares a report clarifying its point of view.
2. If disagreement occurs between the supplier and the Inspection and Receiving Committee.
3. If the committee accepts some replacement items, having specifications corresponding to the specifications and conditions set out in the contract and attached documents, and decides that they meet the requirements and that their acceptance does not cause any harm to the interests of the University. In this case, the items may be accepted at the same price or less at the discretion of the Procurement Committee.

#### **Article (41)**

The storekeeper shall maintain the rejected items separately until they are delivered to the supplier. The Department shall notify the supplier of the reasons for rejection by registered mail with a return receipt requested in order to withdraw these items and for the items to be replaced during the period specified in the letter. In case the supplier fails or delays the receipt of the rejected items on the specified date, storage charges of (1%) shall be imposed on the supplier weekly according to the value of rejected items up to a maximum of (10%), effective from the date specified by the Department up to a maximum of four weeks. Upon the expiration of this period, the University shall be entitled to sell the items in a public auction for reimbursement of all expenses and fines, provided that any amount (if any) above this shall be returned to the supplier.

#### **Article (42)**

The University shall not be liable for any damage or impairment to the rejected items until the day of withdrawal by the supplier or their disposal by the Department.

If the supplier requests reanalysis or technical testing of the rejected items that fail to meet the country's standard specifications, either regarding the approved sample or both, and the University so approves, the expenses of the second analysis and testing shall be at the expense of the supplier unless the results are in favor of the supplier.

#### **Article (43)**

The technical party charged with the analysis or technical testing of the items shall clarify, in the analysis or test reports, the results of its work in comparison to the conditions and specifications upon which the contract is based. Acceptance or rejection of the items will be based on these results.

#### **Article (44)**

##### **University Income-Generating Contracts**

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:

1. Direct Agreement
2. Negotiated tendering
3. Auctioning

#### **Article (45)**

1. Direct agreement shall be 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 at each time does not exceed AED5,000.
  - c. Rental may be conducted whether the rental value is by direct agreement through a committee formed for that purpose by decision of the Chancellor (members of the committee shall hold positions that are consistent with the importance and the value of the items and materials to be rented), which shall include the procedures to be followed by the committee.

2. 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 item (c) of Article (1) above. The committee is entitled to obtain written offers from the parties wishing to purchase items.

#### **Article (46)**

Negotiated tendering shall be practiced in the following two cases (specified in detail in Article 48):

1. If the auction fails.
2. If the value of sales does not exceed (AED100,000). Procedures set forth in Article (48) shall apply for the implementation of this method.

#### **Article (47)**

The following regulations apply to items offered for sale by negotiated tendering:

1. The Department shall determine the estimated values of the materials or items offered for sale. The Department shall take into account the cost value, market prices, the period of use and consumables allocated, and shall observe strict confidentiality regarding the price and/or the estimated basic rental value.
2. The Department at the University shall inform other government departments of the University's desire 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 shall inquire from these departments about their wish to purchase during a period specified in the sent letter.
3. In case no department wishes to utilize the materials or items offered for sale (whether in writing or by not responding during the specified period), the Department shall request quotations from other departments wishing to purchase. This may be done 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 Vice Chancellor based upon a recommendation, including justifications, from the Department Director.
4. The 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 of the procedures it takes, especially the quotations and the prices and its decision in this regard. The report shall be approved by the Chancellor and be considered the basis upon which the contract will be concluded with the purchaser.

#### **Article (48)**

##### **Auction**

Sale by auction is conducted when the estimated value of the items or materials exceeds (AED50,000) 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:

1. Auction by sealed envelopes:

The best quotation that includes the highest price shall be selected by the Auctions



Committee, which shall be formed by decision of the Chancellor upon the recommendation of the Vice Chancellor. If this method fails, sale will be implemented through a:

2. Public Auction:

Which shall be conducted under the supervision of the above-mentioned Committee in a public session in the presence of all parties wishing to participate that 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 regulations and procedures shall apply upon conducting an auction:

1. The Department shall determine the estimated value for the auction items that are to be offered for sale as well as the insurance value that must be paid to participate in the auction before it is conducted, provided this value is approved by the Vice Chancellor.
2. The announcement of the auction shall be made in accordance with standard procedures for tenders, and in all cases, the auction shall be cancelled if the University does not receive a price equivalent to or above the estimated value of the materials.
3. In case of canceling or conducting the auction one time, the negotiated tendering method shall be adopted.

**Article (50)**

The sold items shall be handled by the party 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 shall be entitled to confiscate the final insurance paid by the purchaser and resell the items. In case of payment, the purchaser is required to repossess all purchased items from the University stores within one month from the date of the award date. In case the delay extends beyond the above-mentioned period, the purchaser shall be charged the storage and maintenance fees and any other expenses or charges at the percentage of (1%) daily from the price of the items awarded to the purchaser, up to a maximum of (10%) of the value of these items, which the purchaser is required to pay in cash before the items are handed over to him/her.

**Article (51)**

The procedures for selling items and materials pertaining to the University provided for in the above articles shall apply to rental spaces offered by the University, provided the Auctions Committee determines a minimum limit for the rental of such spaces prior to the rental space auction.

**Article (52)**

**Initial Insurance**

The bid shall be accompanied by an initial insurance within the percentage of 2% to 5% of the bid value provided the insurance is defined in a lump-sum amount with regard to tenders for which a financial counterpart cannot be determined. Any bid that 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 extend to the end of the duration of the 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 such 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 decides to withdraw his/her bid before the specified deadline for opening the envelopes (which shall be done by a letter submitted to the University), the initial insurance submitted by the participant will be confiscated to the benefit of the University and shall be considered as part of its revenues without the need to issue a warning or take any legal action.

#### **Article (55)**

##### **Final Insurance**

1. The final insurance shall be determined by the amount of (10%) of the bid value, without calculating the interests of this insurance and shall take the same form of the initial insurance.
2. The final insurance shall be determined by a lump-sum amount for contracts for which the financial counterpart cannot be determined.
3. The winning bidder need not submit final insurance if the supply duration as specified in the contract does not exceed ten days from the date of its signature provided the validity period of the initial insurance is extended in order to ensure coverage of the implementation of the contract if its duration is insufficient.
4. 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 services contracts except for those pertaining to consultations.
5. 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 with respect to supply and services contracts, and after the final delivery with respect to works contracts and provision of engineering services. The committee may extend that period as the case may be.

#### **Article (56)**

If the successful party fails to pay the final insurance within 15 days of notification of the acceptance of its bid, the University may confiscate the initial insurance and implement the subject matter of the tender, in part or in whole, at the expense of the said party without taking any legal action and without prejudice to its right to claim any other compensations and deduct them from the party's entitlements held by any other party or claim them by law. The University may also remove the said party's name from the suppliers and contractors register for a period that shall be determined by the Chancellor upon the recommendation of the Procurement Committee.

#### **Article (57)**

Without prejudice to the provisions of Article (52) of this decision, the final insurance shall be fully retained by the University until the implementation of the contract or the final delivery of materials or works with respect to supply and works contracts after fulfilling all conditions and requirements. At this time, the said party shall be reimbursed fully or what remains, and the contractor or his/her 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, supplies and services increase more than that which is specified in the contract, the contractor shall be required to complete the final insurance according to the determined amount within 15 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 the contractor's entitlements under the contract or any other contract in its possession, without prejudice to the provisions of Article (52) of this decision.

#### **Final Provisions**

##### **Article (59)**

In the event that a disagreement or dispute arises between the two parties, and if the said disagreement or dispute cannot be settled amicably, the matter shall be referred to arbitration in the Emirate of Sharjah by 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 (60)**

Law No. (4) of 2017 regarding the financial regulations of the Government of Sharjah shall be applied in cases of purchases, tenders, auctions, and assets for the Government of Sharjah, and according to its executive bylaws, not covered in the text of this decision.

##### **Article (61)**

The Chancellor, upon the recommendation of the Vice Chancellor, shall issue the decisions, procedures, and regulations required for the implementation of the provisions of this decision.

**Article (62)**

This decision shall come into force from the date of its issuance. All relevant bodies, as concerned, shall comply with this decision. Any provision that contradicts with this bylaw shall be repealed to the extent required, and this decision shall be published in the Official Gazette.

**Issued by us on:**

**Monday, Rajab 17, 1445 A.H.**

**corresponding to: January 29, 2024 A.D.**

**Sultan bin Mohammad Al Qasimi,**

**Ruler of the Emirate of Sharjah**

**President of the University of Khorfakkan**



**University President Decision No. (11) of 2024 In  
Issuance of the  
Financial Bylaw at the University of Khorfakkan\***

We, Sultan bin Mohammed Al Qasimi, Ruler of the Emirate of Sharjah, President of the University of Khorfakkan,

After the perusal of:

- Law No. (4) of 2017 concerning the financial regulations of the Government of Sharjah;
- Law No. (8) of 2017 concerning the purchases, tenders, auctions, and resources of the Government of Sharjah;
- Decree-Law No. (1) of 2022 concerning the organization of the University of Khorfakkan and its executive bylaw;
- Amiri Decree No. (40) of 2022 concerning the establishment of the University of Khorfakkan;
- The President's Decision No. (10) of 2024 on issuing the Procurement Bylaw at the University of Khorfakkan;
- And based on the approval of the Board of Trustees, and upon public interest,

We hereby issue the following decision:

**Article (1)**

This decision shall be named the “Financial Bylaw at the University of Khorfakkan.”

**Definitions**

**Article (2)**

In the Application of the provisions of this decision, the following terms and expressions shall have the meanings assigned to them unless the context requires otherwise:

The University:	University of Khorfakkan.
The Board:	University Board of Trustees.
The President:	President of the University and Chairman of the Board.
The Finance Committee:	Board of Trustees Finance Committee.
The Chancellor:	Chancellor of the University.
The Vice Chancellor:	Vice Chancellor for Financial and Administrative Affairs.
The Finance Department:	Finance Department at the University.
The Director of the Finance Department:	Director of the Finance Department at the University

The Finance Employee: The University accountant and auditor and any employee in the Finance Department is entrusted with receiving, keeping and disbursing its funds and maintaining and utilizing any accounting records.

**\*This bylaw is translated from Arabic into English. In the event of any inconsistency or conflict between the two versions, the Arabic version shall prevail**



## **Budget and Financial Accounts**

### **Article (3)**

1. The University shall have an independent annual budget based on the University Strategic Plan and the law regarding its reorganization.
2. 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 specific objectives or recommended modifications to the university's administrative processes that require examination and incorporation into the strategic plan when drafting the budget.
3. The budget shall become effective upon its approval by the Board.
4. Procedural amendments may be made to the budget for transfers that take place during the fiscal year to meet urgent operational requirements.
5. 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 prior to the beginning of the new fiscal year, work will continue based on the previous year's estimated costs and revenues until the new budget is issued. Expenditures and revenues during this period will be considered part of the new budget's calculations after it has been issued. These expenses may not exceed the proportion of one-twelfth of the new budget.

### **Article (5)**

The annual University budget shall include all revenues and operational and capital expenditures.

### **Article (6)**

The University's draft annual budget shall be 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.

### **Article (7)**

1. 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.
2. The Director of the Finance Department shall be responsible for managing the budget cycle.



### **Article (8)**

The Chancellor shall present the draft budget for approval to the Board, together with the recommendation of the Finance Committee, after it has been studied by the concerned authorities at the University and discussed with the Finance Committee.

### **Article (9)**

1. During the fiscal year, additional allocations may be added as an appendix to the budget, for cases that the Board finds necessary, on the condition that the same procedures used in the preparation of the annual budget for the University and its organization be followed, with the exception of articles related to the dates of its submission.
2. It is not permitted to use any of the allocations in the budget or its appendices for purposes other than those specified in that budget or those in the 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:

1. **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.
2. **Chapter Two:** Operational expenses that include University expenditures required for its regular activities.
3. **Chapter Three:** Capital expenditures that include capital items, which requires use for more than one fiscal year and exceed the amount of AED 5,000.

### **Article (11)**

1. The transfer of expenditures from one chapter to another requires the recommendation of the Vice Chancellor and Chancellor and the approval of the 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 each request, and exceeding this amount, by decision of the Chancellor.
2. 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 each 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 capital projects and their disbursement shall be made within the limits of the provisions allocated in part or in whole 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.

### **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. 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 in its first meeting.

### **Article (15)**

1. The capital budget may be shifted to the following year upon the approval of the Finance Committee.
2. The operating budget contained in the budget may not be shifted to the following year.

## **Duties and Responsibilities**

### **Article (16)**

The Chancellor is responsible for the University funds and is authorized to issue payment orders after the budget is approved by the Board and in accordance with the bylaws. The Chancellor may delegate in writing any of his authorities stipulated in this bylaw to the Vice Chancellor, and the Chancellor retains the right to rescind this authorization.

### **Article (17)**

1. 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.
2. The Director of the Finance Department at the University shall report to the Vice Chancellor and is responsible for University accounts, financial transactions, records, safeguarding University funds and ensuring the application of the provisions of this decision.
3. Finance employees in the University shall report to the Director of the Finance Department and are responsible for the financial responsibilities they carry. They shall organize entries, accounts and bookkeeping in accordance with the articles of this decision and the regulations issued pursuant thereto.





4. Each employee at the University shall be personally liable for any pecuniary loss incurred by the University due to his/her shortcoming, fault or negligence. The University shall seek to recover the value of such loss by the means it views appropriate.

### **Expenditures**

#### **Article (18)**

Expenditures are disbursed in accordance with the approved budget allocation, issued by the designated authority in accordance with Article (4) in the Procurement Bylaws at the University of Khorfakkan.

#### **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.

#### **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 authority).

#### **Article (21)**

Actual payment of University expenditures is in cash, checks or transfer orders, according to the instructions issued by the Vice Chancellor.

#### **Article (22)**

It is not permitted to commit any amount for recurrent expenditures or for payment, except within 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 shall determine the authorities and signature categories of these persons.

#### **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 subscriptions in journals and periodicals, shall be paid in accordance with contracts concluded by the concerned party at the University. Such contract specify the method of payment, which may be through letters of credit or bank remittances. Transfers may be made in one lump sum, installments or advance payments, provided that the guarantees to ensure the delivery of procurements are taken within the prescribed specifications and the specified times.

**\*This bylaw is translated from Arabic into English. In the event of any inconsistency or conflict between the two versions, the Arabic version shall prevail**



### **Article (26)**

1. The Chancellor or Vice Chancellor may approve the payment or settlement of certain amounts when payments or expenditures are not supported by documents or receipts for any reason. Such amount shall not exceed the amount determined by a decision from the Finance Committee for each payment. The individual making the disbursement is required to present a written statement with his/her signature indicating the amount of the expenditure and verify that it was spent in the interest of the University or for activities related to the University on the condition that the statement is approved by the Vice Chancellor.
2. The Chancellor or the Vice Chancellor may approve the payment of amounts against substitute documents for lost originals in amounts that do not exceed the maximum payment determined by a decision from the Finance Committee. The reasons for such a loss require verification and proof that no previous payment was made for which the beneficiary might make claim to in the future.

### **Revenues**

### **Article (27)**

1. 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.
2. The collection of funds for University accounts shall be completed in exchange for original receipts, a copy of which shall be 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.
3. Upon the approval of the Director of the Finance Department, receipt booklets may be provided to staff outside the Department of Finance in order to collect 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 at the end of the event or periodically for continuous activities. These funds may not be used for any expenditure.

### **Article (28)**

Incoming funds to University accounts will be refunded to the payer in the following cases upon the approval of the Chancellor and recommendation of the Vice Chancellor:

1. Refunds to students shall be based upon the applicable policies in effect. The approval of the Vice Chancellor is required in exceptional cases.
2. If a refund is requested by a supplier, justification and the approval of the Vice Chancellor are required.



## **Non-Budgetary Accounts**

### **First: Advances**

#### **Article (29)**

1. Continuous Cash Advance: This is a cash advance provided to each department or college for their operational requirements. Approval of the list of names entrusted with the advance 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.
2. 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 or Vice Chancellor have the authority to approve the payment of advance funds in the following cases:

1. Daily expenses paid as an advance to persons officially assigned with certain tasks or to attend conferences or training sessions.
2. Salary advances to newly appointed employees provided the amount does not exceed AED5,000 and that it is deducted from the employee's salary (not more than 10% per month) starting from the following month of the salary advance date.
3. An advance payment may be made to suppliers in accordance with the agreed payment terms upon receipt of bank checks or bank guarantees for amounts over AED100,000.
4. 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.
5. 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, according to need.
6. An advance may be paid to a party as per unconditional bank guarantees in the same amount of the advance. The recipient gives the University the full right to retain the advance without notification in the case that s/he fails to repay the dues.

#### **Article (31)**

According to circumstances, the Chancellor and the Vice Chancellor have the authority to make exceptions to any of the terms listed under article (30) of this decision.



### **Article (32)**

Without prejudice to the provisions of Article (30) in this decision, the following regulations shall be observed:

1. Advances shall be settled at the end of the purpose for which they were paid within no more than two weeks or at the end of the year during which the advance was paid, whichever comes first.
2. The Vice Chancellor shall issue a decision on regulating the procedures and conditions for paying advances as well as how to settle them in the cases mentioned in Article (30) of this decision.
3. The employee to whom the advance is paid shall be responsible for its value and present documents verifying that the advance was spent for the specified purposes.

### **Second: Security Accounts**

#### **Article (33)**

Amounts not received by those payable and amounts submitted by others to the University as part of their payables will be kept in securities accounts. These amounts will be recovered when the reasons for their seizure are no longer valid.

#### **Article (34)**

Securities are paid back upon a request from beneficiaries signed by the concerned unit at the University to indicate that the work for which these securities were paid has been completed. These securities shall also be signed to indicate that they have been paid back.

#### **Article (35)**

The security deposit, or part of it, may be transferred to the University revenue account or to another University account in case the depositor fails to complete the transactions for which the deposit was paid or s/he is legally indebted to the University.

#### **Article (36)**

Securities exceeding AED5,000, not claimed within five years from the date of deposit, shall be considered as revenues for the University account. The securities owner shall be contacted or an announcement shall be posted in this respect in a prominent location at the University. Another notification shall be sent to any known address for the owner. Should no known contact details exist, or should the existing contact details be inaccurate, an announcement shall be published in one of the UAE daily Arabic and English newspapers, or an announcement shall be made by any other means deemed appropriate by the Vice Chancellor, at least three months prior to the end of this period.



## **Records**

### **Article (37)**

University accounting transactions shall be documented in accordance with international accounting standards.

### **Article (38)**

1. 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:
  - a. Affiliate record
  - b. Revenue record
  - c. Received/collected funds record
  - d. Payments record
  - e. Record of debit and credit notifications
  - f. General daily record
2. 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, following their submission by the Director of the Finance Department.
3. A regular update of the finance system shall be undertaken as appropriate to systematic practices in this area.

## **Vouchers**

### **Article (39)**

Payment vouchers, receipt vouchers, and journal vouchers are the basis of entry for any accountancy action. Vouchers will have serial numbers and will be issued in one original and many copies (paper or electronic) according to the usage requirements in this regard.

### **Article (40)**

1. Invoices and receipts shall be prepared, supervised, and approved by the concerned staff member 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 already been paid; the beneficiary shall not undertake to claim these amounts in the future.



2. The authorized individual, or staff member delegated with a portion of the Director's authority, shall issue invoice payments, and the Director of the Finance Department shall issue payment receipts.
3. The authorized person, or whomever s/he may authorize, shall issue expenditures payment vouchers. Receipt vouchers, issue vouchers, and security payment vouchers are issued by the Director of the Finance Department.
4. 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.
5. Checkbooks are obtained from the bank at which the University funds are deposited by decision of the Chancellor and Vice Chancellor.
6. After issuing checks or the transfer order, all papers and documents, and original documents will be stamped with a (PAID) stamp or any electronic proof of payment.

### **Bookkeeping**

#### **Article (41)**

All financial records, forms, and documents will be kept with the competent financial employees who will be responsible for receiving them as trust and will be responsible for maintaining the confidentiality of its contents.

#### **Article (42)**

When the employee in charge leaves his/her job, moves to another job or stops working for any reason whatsoever, s/he shall deliver all financial records, forms, and documents in his/her 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 (43)**

Financial records, forms, and documents used in the University will be kept on record for not less than ten years after no longer being used. Following this period, such records, forms and documents may be destroyed or discarded, according to instructions issued by the Chancellor upon the recommendation of the Vice Chancellor. The Chancellor may also approve delivering such records, forms, and documents to the competent official authorities to document them.

#### **Article (44)**

A copy of the financial records, forms, and documents shall be kept off campus in accordance with instructions issued by the Chancellor upon recommendation from the Vice Chancellor.



## **Internal Financial Audit and Reports**

### **Article (45)**

All University financial transactions will be subject to internal auditing. The mandate of the internal audit is to:

1. Monitor the movement of University assets in banks and at other financial institutions on a continuous basis.
2. Monitor the movement of University assets in the storehouses and oversee their inventory.
3. Audit payment vouchers (before requesting payment), journal vouchers (before recording them), and receipt vouchers.
4. Sign on all financial obligations to ensure the availability of funds in the budget.
5. Verify that the figures in the final accounts are correct before presenting them to the competent authorities.
6. Ensure the availability of the allocated amount in the budget and that this amount is not exceeded.

### **Article (46)**

The Chancellor shall present the Annual Finance Report and final accounts to the Finance Committee for discussion and later to the Board (in its first meeting) for approval and ratification.

### **Article (47)**

The Board, upon the recommendation of the Financial Committee, shall appoint an external auditor every year to audit the University accounts, issue an independent financial report, and authenticate final fiscal year reports prepared by the concerned University authority.

### **Article (48)**

The Finance Department shall present a monthly report to the Vice Chancellor indicating 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 presentation to the Board Finance Committee.

## **Final Provisions**

### **Article (49)**

The University Administration shall obtain insurance policies covering financial employees. The Chancellor shall determine the value of the insurance policy upon the recommendation of the Vice Chancellor after such has been presented by the Director of the Finance Department and approved by the Finance Committee.

### **Article (50)**

The Director of the Finance Department shall be provided with a copy of every contract or agreement that imposes any financial obligations or commitments on the University to be observed prior to the implementation of the contract or agreement.



### **Article (51)**

Bad debts, shortfalls, 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. Upon decision of the Chancellor and the Vice Chancellor if the amount does not exceed AED10,000.
- b. Upon decision of the Finance Committee if the amount exceeds AED10,000.

### **Article (52)**

In case of embezzlement, a shortfall in University funds or any forgery in records or entries, the financial employee responsible for these funds, records, and entries is required to inform the Director of the Finance Department, who will inform the Vice Chancellor, who will then inform the Chancellor so that the proper action may be taken.

### **Article (53)**

The Chancellor, upon the recommendation of the Vice Chancellor, shall issue the decisions, procedures, and regulations required for the implementation of the provisions of this decision.

### **Article (54)**

This decision shall become effective as of the date of issue, and all parties concerned shall act in its accordance. Any provision that contradicts with this bylaw shall be repealed to the extent required, and this decision shall be published in the Official Gazette.

Issued by us on:

Monday, Rajab 17, 1445 A.H.

Corresponding to: January 29, 2024, A.D.

**Sultan bin Mohammad Al Qasimi,**  
**Ruler of the Emirate of Sharjah**  
**President of the University of Khorfakkan**