

DCO R 6-03-17

Document Control Register

DCO Procedure

Policy on Functions of PGS & Academic Research



Policy Resolution	6-03-17
Policy Executive Order	N/A
Policy Owner	University Council
Policy Author	University President
Version	V 1.1
Issuing Authority	University President
Document Date	06 March 2017
Last Modified/Revised	06 March 2017
Circulation	All Colleges
Effective Date	06 March 2017
Next Review Date	March 2022
History	The proposal was submitted to the University Council and the council approved the functions. After thorough review and recommendations from the council, the President has authorized the policy and approved it on 06.03.2017 with (V1.1). The policy has been implemented to all colleges and distributed to all departments for their awareness.

DCO Form V1.1

Council for Post Graduate Studies and Academic Research

Policy Context

In line with the University Mission and the Institutional and Program Accreditation requirements to achieve governance and administrative organization of the university operations, it is recommended that a council such as Council for Post Graduate Studies and Academic Research be established. It is also suggested that the Council be under the Vice President and takes responsibility for supervising and coordinating all the activities and operations connected to post graduate programs and academic research activities. The Council for Post Graduate Studies and Academic Research is authorized to form committees out of its members or from any member of the university to review whatever is assigned to them.

Council Duties and Jurisdiction

A. Post Graduate Studies

1. Proposing the creation and/or modification of the General Policy for post graduate studies departments. Also, coordinating and following up on its implementation in all the colleges that offer post graduate programs.
2. Proposing policies and internal procedures regulating the operations of the PGS department and coordinating with the concerned academic departments.
3. Proposing the creation and/or modification of admission requirements for post graduate studies programs and implementing and overseeing them.
4. Recommending the approval of new programs after ensuring their alignment with the existing programs.
5. Recommending the cancellation and/or modification of any of the existing post graduate programs.
6. Recommending the approval or modification of Study Plans for post graduate studies programs.
7. Recommending the approval of proposals from the concerned college councils in regards to the naming of the post-graduate diploma(s) in English and Arabic.
8. Addressing all student affairs for post graduate students.

9. Approving the formation of committees for supervision and theses viva for programs that require theses.
10. Developing the general framework for the research plan and the regulations governing the mechanisms for writing academic theses, the approved thesis templates and the templates for the viva committee for the programs that require academic theses.
11. Developing periodical calendars for the post graduate programs in the University through the concerned committees or parties from the university or from outside, and in coordination with the concerned colleges in the university.
12. Reviewing and analyzing annual reports related to post graduate studies presented by academic departments.

B. Academic Research

1. Proposing a university annual plan for research and preparing its budget in preparation for presenting it to the university administration.
2. Proposing policies, regulations and procedures governing academic research activity in the university.
3. Approving research and studies projects and overseeing their implementation, review and funding according to the policies in place.
4. Encouraging joint research between departments and colleges to maximize the use of available resources/materials.
5. Supporting faculty members and other researchers and encouraging them to conduct innovative academic research, providing the necessary research means and resources and empowering them to complete their research in a proper academic environment.
6. Organizing the process of communicating with local and international research centers and developing the cooperation with them to benefit from developments in different fields.
7. Establishing a database for ongoing and completed research activities in the university and exchanging research data with other universities and research centers.
8. Approving the annual report and final account for research activity in the university in preparation for presenting it to the board of trustees.
9. Overseeing and following up on research projects funded by outside of the university sectors if fall under its jurisdiction.
10. Reviewing whatever is forwarded to it for its review and feedback by the university council or the president

Nomination and Duration of Council Members

The Council for Post Graduate Studies and Academic Research is to be formed according to the following:

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| 1. University Vice President | Head of the Council |
| 2. Director of Post Graduate Studies | Member |
| 3. Director of CBAR | Member |
| 4. Representative for COBA | Member |
| 5. Representative from CCIS | Member |
| 6. Representative from College of Engineering and Architecture | Member |

The members of the Council for Graduate Studies and Academic Research are to be appointed through a directive from the University Council following a nomination from college councils and approval of the University President. Their appointment is for three years.

Frequency of Council Meetings

The Council for Graduate Studies and Academic Research meets at least once in a semester after the invitation of its head. The Council meeting is not valid unless two thirds of its members are present. The directives of the Council are issued by majority vote from the members in presence. In the case of a parity of votes, the decision is made in favor of the side which has the head of the council. If not objected to within 15 days from announcing them, the decisions of the Council are irreversible.

THIS POLICY MAY BE MODIFIED AT THE DISCRETION OF THE PRESIDENT.

Signature  Effective Date 7/6/1438 (6/3/2017)
President of the University

