



**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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