



**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**