



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//