

جامعة الشرقية
A'SHARQIYAH UNIVERSITY



**A 'Sharqiyah University Bylaws
2022**



Approvals

This document has been approved by

Name	Date
1. Board of Trustees	7 th December 2022
2. Board of Directors	23 rd March 2023

Implementation and Responsibility

Document owner	Contact person	Date of Implementation
VC Office	Director of VC Office	18 th April 2023

General provisions

- Any form of non-compliance with of one of these Bylaws makes those responsible open to University Disciplinary Measures.
- Any exception to these Bylaws upon application shall have no effect against the University or others unless it has been approved by the Board of Trustees.



Glossary	
The Sultanate	The Sultanate of Oman
MoHERI	Ministry of Higher Education, Research, and Innovation
The University/ASU	A' Sharqiyah University
Boards	Board of Trustees and Board of Directors
The Vice Chancellor	Vice Chancellor of the University
The Deputy Vice Chancellor for Academic Affairs and Research	Deputy Vice Chancellor for Academic Affairs and Research of the University
The Deputy Vice Chancellor for Resources and Institutional Support	Deputy Vice Chancellor for Resources and Institutional Support of the University
The Deans' Council	Deans' Council at the University
The Dean	College Dean
The Assistant Dean	College Assistant Dean
The Heads of Departments	Heads of Academic Departments at Colleges
Faculty	The Faculty Members of all Colleges in the University
Staff	Both Academic and Administrative Staff of the University
Students	Students at all Colleges in the University



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Revised on and effective from:



Preface

On June 28, 2008, it was agreed by the Ministry of Commerce and Industry and the representatives of the founding shareholders to establish A 'Sharqiyah University as an Omani, Stockholding, Closed Company in accordance with the provisions of the Commercial Companies Law No. 4/4/1974 and its amendments, as well as the provisions of the Royal Decree No. 41/99 regarding the regulations of private universities. Accordingly, the company has a Board of Directors representing the shareholders and the University has a Board of Trustees appointed by the Board of Directors and approved by the Ministry of Higher Education, Research and Innovation.



Chapter 1. About the University

Article 1

A'Sharqiyah University (the University) is a private higher education institution established under Ministerial Resolution 78/2009 issued by the Ministry of Higher Education.

Article 2

The campus of the University is located in the A' Sharqiyah North Governate of the Sultanate of Oman and the University may establish branches (centres, institutions, colleges, offices etc.) in the rest of the Sultanate and abroad.

Article 3

Goals

The University aims to:

- A. Promote quality higher education in the Sultanate of Oman and contribute to the socio-economic advancement of the country by relying on advanced knowledge and applied research in areas of particular interest to the Sultanate.
- B. Enhance the knowledge-based economy of Sultanate of Oman through excellence in research and innovation, internationalization practices and community engagement services.
- C. Promote the history and culture of the Sultanate of Oman while building students' character on that basis.

To achieve these goals, the University shall seek to:

1. Disseminate high-quality and relevant knowledge and consolidate life-long learning skills that not only instill in the learner the ability to educate but also make the learner passionate about learning.



2. Create an educated society characterized by academic excellence, originality of thought, practical applications of knowledge, innovation, entrepreneurship, and civilized behavior.
3. Develop academic programs and activities to ensure the sustainability of excellence that enables the University to compete.
4. Produce cutting-edge knowledge through academic and scientific research based on a commitment to the highest academic and ethical standards.
5. Promote research, innovation and consultancy related to the needs of the local communities that directly contribute to socioeconomic development and meet the needs of the market in both the public and private sectors.
6. Prepare students for the job market and/or to participate in post-graduate programs through a variety of modes of delivery to facilitate accessibility and to meet the economic and social needs of students.
7. Achieve a good reputation based on academic excellence, commitment to research, and an emphasis on innovation.
8. Attract international students and well-qualified and caring faculty and staff.
9. Create one or more campuses with architectural and natural aesthetic characteristics and with facilities and equipment that help students develop their knowledge and their sense of social responsibility.
10. Establish colleges and scientific centers to meet the various requirements of national development and regional labor market, including a wider pool of programs that the students can select from.



11. Establish specialized departments in the areas which aim to serve the study in each individual college.
12. Prepare the most appropriate means and find common issues between scientific majors in order to display more scientific programs to serve the greatest number of students at a reasonable cost.
13. Apply scientific principles and the modern management foundations in its study programs.
14. Contact with the various local, regional and global institutions of higher education in order to recognize the University certificates, and cooperate with various institutions in academic matters, and in the fields of scientific research and innovation and exchange of experiences, including the exchange of professors and students.
15. Ensure that the latest developed equipment necessary is available to support the University's activities.
16. Collaborate with universities, bodies and various international organizations interested in applied, practical academic and training sciences.
17. Facilitate education for those unable through the establishment of a fund as determined by the Board of Trustees.
18. Establish educational, research and innovation, and entrepreneurship and/or training institutions inside and/or outside the Sultanate to better serve the vision and mission of the University.



Chapter 2. Board of Trustees

Article 4

The University has a Board of Trustees consisting of twelve members. Members of the Board may be re-elected more than once, as per the directive of the Ministry of Higher Education, Research and Innovation. The Vice Chancellor is an ex-officio member of the Board.

Article 5

Duties of the Board of Trustees

In addition to the tasks and duties stated in the charter of private universities, the duties of the Board of Trustees shall include the following:

1. Approve future plans for the development of the University.
2. Approve the organisational structure of the University.
3. Approve fiscal policies and the annual budget of the University in order to achieve its objectives and maintain shareholders' equity and development.
4. Approve the financial accounts of the University.
5. Approve the appointment of the members of the University Academic Board; the appointment shall be for three years, subject to renewal after sending a notification to the Ministry of Higher Education, Research and Innovation.
6. Appoint the University Vice Chancellor and his/her deputies and assistants. The appointments shall be for a period of three years and subject to renewal after notifying the Ministry of Higher Education, Research and Innovation. It is stipulated that the Vice Chancellor should hold the academic title of full professor.



7. Approve the appointment of the Deans of Colleges.
8. Approve the University's Bylaws, policies, and MoU.
9. Accept grants, subsidies and contributions provided to the University, ensuring that they do not contradict the public interest of the country and after notifying the Ministry of Higher Education, Research and Innovation, which has the right to veto any funding within 30 days from the date of notification.

Article 6

The Board of Trustees is required to meet four times per year and may call additional meetings as required. Meetings of the Board shall be valid by the attendance of the majority of its members and decisions are taken by absolute majority of votes. Abstainers are considered absentees when votes are counted. In the case of equal votes, the chairperson's vote shall be the casting vote.

Article 7

The duration of membership of the Board of Trustees shall be three years, subject to renewal after notification to the Ministry of Higher Education, Research and Innovation.

Article 8

The Chairperson of the Board of Trustees shall be chosen from among its own members, excluding the Vice Chancellor of the University. The Chairperson shall hold the office for three years, subject to renewal after notification of the Ministry of Higher Education, Research and Innovation.



Article 9

If the post of Vice Chancellor of the University becomes vacant for any reason, the Chairperson of the Board of Trustees shall commission the Deputy Vice Chancellor for Academic Affairs and Research of the University or one of the academics to act in the absence of the Vice Chancellor.

Article 10

The Board of Trustees has one standing committee:

Academic Committee

The Board of Trustees shall approve the membership of the Academic Committee, whose main role is to review all academic matters, in addition to reviewing applications for the University Executive Officer positions and make appropriate recommendations. The membership of the Academic Committee and its assigned tasks are those agreed upon in its Terms of Reference.



Chapter 3. Board of Directors

Article 11

Subject to the provisions of Article (179) of the Commercial Companies Law and without prejudice, the University shall have a BoD, consisting of seven members. The election, criteria, duties, administration, authority, and accountability information for the Board of Directors can be found in the University's Articles of Association.

Article 12

The Board of Directors has two standing committees:

Executive Committee

The Board of Directors shall approve the membership of the Executive Committee, whose main role is to review all financial and administrative matters, including budget proposals, raised by Executive Management, in addition to matters delegated to it by the Board of Directors, and make appropriate recommendations. The membership of the Executive Committee and its assigned tasks are those agreed upon in its Terms of Reference.

Audit and Risk Committee (ARC)

The Board of Directors shall approve the membership of the ARC, whose main role is to review financial and risk reports raised by Executive Management, in addition to audit reports prepared by the Internal Auditor, and make appropriate recommendations to the Board of Directors. The membership of the ARC and its assigned tasks are those agreed upon in its Terms of Reference.



Chapter 4. Boards' Joint Committee

Article 13

Executive Office

The Board of Trustees and Board of Directors shall jointly approve the membership of the Executive Office, whose main role is to advise on matters of importance to both the Board of Trustees and Board of Directors , liaise with government authorities about selected matters of concern to the University, and when necessary to act and expedite decision making that impact both Boards The membership of the Executive Office and its assigned tasks are those agreed upon in its Terms of Reference.



Chapter 5. University Academic Board

Article 14

The Board of Trustees shall approve the membership of the University Academic Board, whose main role is to consider and act upon all matters that further the objectives of the University. The membership of the University Academic Board and its assigned tasks are those agreed upon in its Terms of Reference.



Chapter 6. University Main Standing Committees and Other Councils Reporting to University Academic Board

Article 15

The University has the following main standing committees:

1. University Learning and Teaching Committee
2. University Research and Enterprise Committee
3. Quality Assurance Committee
4. Risk Management Committee
5. Strategy Review and Execution Committee
6. Students and Staff Services Committee
7. Industry and Community Engagement Committee
8. Accreditation and Standards Committee
9. University Academic Promotions Committee

The membership of these committees and their assigned tasks are those agreed upon in their Terms of Reference.



Article 16

Industry Advisory Council

The Industry Advisory Council, appointed by the Vice Chancellor, consists of external members from local industry, whose aim is to increase university-industry links that support the University in its efforts to achieve its vision and mission. Its assigned tasks are those agreed upon in its Terms of Reference.



Article 17

Student Advisory Council

The Student Advisory Council, reporting directly to the Vice Chancellor, is elected yearly by the student body. The Student Advisory Council acts as the link between students and Executive Management. Its assigned tasks are those agreed upon in its Terms of Reference issued by the Ministry of Higher Education, Research and Innovation.



Chapter 7. Executive Officers of the University

Article 18

Vice Chancellor

The Vice Chancellor is the Chief Executive Officer of the University and reports directly to the Board of Trustees and the Board of Directors. The Vice Chancellor is responsible for university-wide policies and regulations in furtherance of the University's vision and mission, and strategic objectives.

Main Duties of the Vice Chancellor

1. Oversee the preparation of the University's Bylaws, policies and procedures, and regulations.
2. Oversee the preparation of the University's Strategic Plan and its corresponding Strategies and Operational Plans.
3. Propose the annual budget of the University.
4. Oversee the operations and management of the University.
5. Oversee partnership and engagement with the local community, and national and international organizations.
6. Represent the University in all transactions and relationships with other parties.
7. Provide periodical reports to the Boards on the state of the University.
8. Any other duties assigned by the Boards.



Article 19

Deputy Vice Chancellor for Academic Affairs and Research

The Deputy Vice Chancellor for Academic Affairs and Research is the Chief Academic Officer, who reports to the Vice Chancellor and holds the title of full professor, is responsible for University-wide policy and strategy related to academic affairs and research.

Main Duties of the Deputy Vice Chancellor for Academic Affairs and Research

1. Provide leadership in all academic and research matters and encourage innovation and enterprise activities.
2. Initiate, participate in and supervise strategic, operational and academic planning of the units in their line of reporting.
3. Oversee academic program reviews and curriculum development.
4. Oversee the faculty professional development plan.
5. Oversee the process of faculty academic promotion.
6. Supervise the preparation of the staffing and resource requirements of academic and research units.
7. Supervise the appointment of faculty members and academic support staff in their line of reporting.
8. Propose ways to diversify the University's revenue streams.
9. Review and approve the College Deans' Annual Reports.
10. Submit an annual report to the Vice Chancellor.
11. Any other duties assigned by the Vice Chancellor.



Article 20

Main Duties of the Deputy Vice Chancellor for Resources and Institutional Support

1. Provide leadership in all administrative and financial matters.
2. Initiate, participate in and supervise financial planning to advance the objectives of the University.
3. Initiate, participate in and supervise strategic and operational planning of the units in their line of reporting.
4. Implement administrative and financial regulations as stipulated in relevant University policies and other relevant governmental laws and directives.
5. Oversee the appointment of heads of department in their line of reporting.
6. Prepare and recommend the annual budget of the University.
7. Assist the Vice Chancellor in developing strategic alliances locally, regionally, and internationally.
8. Supervise the preparation of the staffing and resource requirements of units in their line of reporting.
9. Propose ways to diversify the University's revenue streams.
10. Submit an annual report to the Vice Chancellor.
11. Any other duties assigned by the Vice Chancellor.



Chapter 8. Deans' Council

Article 21

The purpose of the Deans' Council is to discuss matters related to the academic provision and operations pertaining to the Colleges and the Centre for Language and Foundation Studies (CLFS). It ensures quality of academic matters at the University and provides academic leadership to the various units in the University.

The Deans' Council shall perform its assigned tasks as per its Terms of Reference.



Chapter 9. Colleges Deans

Article 22

The University has a number of colleges, each of which is headed by a College Dean who is supported by an Assistant Dean.

The Dean, who reports to the Deputy Vice Chancellor for Academic Affairs and Research and holds the title of associate professor or higher, is responsible for providing leadership in all academic and administrative matters pertaining to their college.

Main Duties of the Dean

1. Manage the college and its academic programs portfolio.
2. Provide quality academic programs in compliance with MoHERI regulations and directives.
3. Supervise teaching and learning activities of the College.
4. Provide guidance and support to faculty members to produce quality research output and encourage innovation and enterprise activities among them
5. Assist College faculty to seek funds from outside sources and create opportunities for faculty to collaborate with our academic partners and others.
6. Oversee personnel selection and performance and make recommendations to the Deputy Vice Chancellor for Academic Affairs and Research.
7. Prepare the staffing and resource requirements of the College and ensure that all College needs are met.
8. Develop the operational plan for the College.



9. Propose strategies to improve student experience, progression and retention.
10. Promote a high level of academic and ethical standards in the College.
11. Submit an annual report to the Deputy Vice Chancellor for Academic Affairs and Research.
12. Any other duties assigned by the Deputy Vice Chancellor for Academic Affairs and Research.

Article 23

Assistant Deans

Assistant Deans are appointed by the Vice Chancellor for a renewable period of up to two years and are expected to carry out the following:

1. Prepare data on students' academic performance (such as progression and graduation rates) and make recommendations to the College Academic Board.
2. Coordinate research, innovation and consultancy activities in the College with an emphasis on interdepartmental research collaboration and ensure a fair distribution of the research budget among the College active research Faculty.
3. Oversee the registration of students process in the College.
4. Oversee the advising of students process in the College.
5. Coordinate community service activities in the College.
6. Any other duties assigned by the Dean.



Article 24

Heads of Department

Heads of Department are appointed by the Vice Chancellor for a renewable period of up to two years and are expected to carry out the following:

1. Provide leadership in all academic and administrative matters pertaining to their department.
2. Review and propose modifications to curricula and academic guidance for students, in coordination with the Department Faculty, and the Departments of Admissions and Registration, and Student Affairs
3. Manage the day-to-day operations of the Department.
4. Oversee the performance appraisals of their faculty.
5. Prepare the teaching workload of their faculty.
6. Follow up on the advising duties of their faculty.
7. Oversee the research, innovation, and consultancy activities of their faculty.
8. Coordinate community service activities in the Department.

Any other duties assigned by the Dean.



Chapter 10. Policies, Procedures, and Authorities

Article 25

The University prepares policies and procedures governing academic and non-academic matters. These policies and procedures are placed in the Policy Repository administered and maintained by the Quality Assurance and Accreditation Department.

Article 26

The University has an authority matrix, approved by both the Board of Trustees and Board of Directors that outlines the authority allocated to each Board and Executive Officers of the University.

Article 27

The Board of Trustees may appoint other committees from time to time from among its own members, or otherwise, and confer powers on such committees, and revoke such powers and terminate the existence of such committees at its gratification.

Article 28

The Board of Trustees may amend the By-Laws or subsequent decisions by means of another decision issued by the Vice Chancellor upon the approval of a two-thirds majority of the active members in a regular or an extraordinary meeting.



Revision history

Version	Author/ Reviewer	Revision(s) made	Date
2	Vice Chancellor	Condensing and simplifying the Bylaws; highlighting current University practice	23 Oct 2022

