


Hamad Bin Khalifa University Board of Trustees Resolution No. 2 of 2023

Meeting Number: 2/2022-2023

Held on: May 14, 2023

The HBKU Board of Trustees resolves that it is in the best interest of the university to approve the Faculty Development Fellowship Policy subject to implementation of the Board's feedback.




Policy Owner:	Provost			 جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY عضو في المؤسسة قطر Member of Qatar Foundation
Responsible Unit:	Office of the Provost			
Policy Name:	Qatari Faculty Development Fellowship			
Policy ID Code:	AC FA.01.022	Rev. 00	Page 1 of 5	

Qatari Faculty Development Fellowship Policy

Ver.	Approval Date	Effective Date	Type of Change	Approved by	Description of Change
00	14/05/23	14/05/23	Initial Release	Board of Trustees	



Policy Owner:	Provost			 جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY عضو في المؤسسة القطرية Member of Qatar Foundation
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1. Purpose

HBKU seeks to attract highly qualified Qatari nationals to join its faculty members. The purpose of the Qatari Faculty Development Fellowship Policy is to establish standards, rules, and requirements to attract eligible Qatari nationals and to offer them the opportunity to secure a faculty member position at one of HBKU Colleges or Research Institutes.

2. Scope

This policy applies to all HBKU Colleges and Research Institutes that may offer professional development opportunities as defined in this policy to eligible Qatari nationals who are interested in pursuing a career as a faculty member at HBKU.

3. Terms, Abbreviations, and Definitions,

Term/Abbreviation	Definition
HBKU	Hamad Bin Khalifa University
Doctoral Studies	Doctor of Philosophy, Doctor of Juridical Science and other relevant Doctorates as determined by HBKU Colleges
QDFD	Qatar Faculty Development Fellowship
QDFDC	Qatar Faculty Development Fellowship Committee

4. Policy


4.1. General Provisions:

4.1.1. Qatari Faculty Development Fellowship may be offered to eligible Qatari nationals in two different tracks:

- **Track 1:** The Professional Development track providing support to eligible Qatari nationals who already have a PhD/Doctorate degree from reputable institutions recognized by the Ministry of Education and Higher Education in Qatar to pursue a postdoctoral assignment abroad at an institution outside Qatar that is pre-selected and approved by the relevant HBKU College or Research Institute.
- **Track 2:** The Sponsorship Award track providing support to eligible Qatari nationals who already have a master or equivalent degree and who have been admitted in a PhD/Doctorate program of study at an accredited higher education institution outside Qatar that is recognized by the Ministry of Education and Higher Education in Qatar in a discipline area and specific field of study that is pre-selected and approved by the relevant HBKU College or Research Institute.


In exceptional circumstances, the Sponsorship Award may also be offered to highly qualified Qatari nationals holding a Bachelor level or higher degree from a highly reputable and accredited higher education institution and who have been admitted in a master or higher level degree program of study in a specific field of study that is pre-selected and approved by the relevant HBKU College or Research Institute and are committed to pursuing a PhD/Doctorate or equivalent degree program in the College or Research Institute pre-selected and approved field of study.



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- 4.1.2. The QDFD program will be administered by the Provost office.
- 4.1.3. A QDFD Committee (QDFDC) including representatives from HBKU Colleges and Research Institutes and reporting to the Provost is to be established by the Provost to review applications and to provide recommendations to the Provost.
- 4.1.4. The application process and the process for the selection of candidates are to be developed and detailed in a procedure document to be associated with this Policy.
- 4.1.5. Candidates may be required to satisfy additional University, College, and/or Research Institute specific professional pre-employment conditions as related to the field of study and/or profession to be defined as pre-conditions to offering a faculty appointment at HBKU. The pre-employment conditions shall be defined prior to the selection of candidates, clearly published at the time of the annual announcement of the QDFD program and the annual opening of the application period, and explicitly stated in the contractual agreement between the selected candidate and the University.
- 4.1.6. Final approval of candidates to be selected for the Qatar Faculty Development Fellowship program rest with the President based on the QDFDC recommendation and the Provost endorsement.
- 4.1.7. Selected candidates who are to enroll in the QDFD program must sign a contractual agreement with the University, prior to their enrollment in the program, that clearly defines the terms of the agreement including the performance requirements to be maintained by the selected candidate during the period of study or the postdoctoral assignment, the agreed upon period of time for the provided support and for completion of the program of study or postdoctoral assignment, and the professional pre-employment conditions.
- 4.1.8. Funding and related resources are subject to budget availability that will be decided in consultation with HBKU President and require prior planning within the business planning cycle at respective Colleges and Research Institutes.
- 4.1.9. Specific application dates and deadlines shall be announced at the beginning of every academic year to the public via HBKU website.
- 4.1.10. Selected candidates are to be affiliated with one of HBKU Colleges or Research Institutes based on their area of specialization and will have 'HBKU Sponsored Member' status throughout their period of study/assignment.
- 4.1.11. While affiliated with a College or Research Institute, selected candidates will not have ERP access or active employment ID number and shall not be entitled to compensation or benefits provided to HBKU employees.
- 4.1.12. Selected candidates who successfully complete their program of study and/or postdoctoral assignment and satisfy the pre-employment conditions defined by the College, Research Institute, and the University and recorded in the signed contractual agreement will be extended a faculty appointment offer at the College or the Research Institute.
- 4.1.13. Upon completion of their program of study or Postdoctoral assignment and satisfying the pre-employment conditions, HBKU will extend a faculty member appointment offer at the relevant College or Research Institute in which the selected candidate must serve for a minimum period equivalent to double the number of years of support provided by HBKU.



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4.1.14. The University may terminate the contractual agreement with the selected candidate at any time, as stated in their contract and relevant HBKU's policy, in case the selected candidate does not meet the performance requirements as defined in the contractual agreement or is subject to disciplinary actions.

4.1.15. The selected candidate must reimburse HBKU the full costs and expenses incurred by HBKU during the program of study or the postdoctoral assignment if:

- a) The university decides to terminate the contractual agreement because the selected candidate did not meet the performance requirements or is subject to disciplinary actions.
- b) Upon successful completion of the PhD/Doctoral program of study or the postdoctoral assignment, the selected candidate does not meet the agreed upon pre-employment conditions.
- c) The selected candidate does not successfully complete the postdoctoral assignment or the PhD/Doctoral program of study within the agreed upon period of time as recorded in the contractual agreement.
- d) Upon successful completion of the PhD/Doctoral program of study or the postdoctoral assignment, the selected candidate decides not to accept the appointment offer, decides not to work for HBKU, or fails to complete the required period of service within HBKU.

4.1.16. In exceptional cases and subject to the President approval following recommendation by a committee established by the President including faculty and/or researchers from the relevant Colleges and/or Research Institutes, selected candidates may be provided additional time as decided by the President, with or without additional financial support as also decided by the President, to successfully complete their program of study or their postdoctoral assignment. The additional time may be granted only once.

4.1.17. In exceptional cases and subject to the President approval following recommendation by a committee established by the President including faculty and/or researchers from the relevant Colleges and/or Research Institutes, selected candidates may be exempted from the reimbursement of the full costs and expenses incurred by HBKU.

4.2. Track 1: Professional Development (Postdoctoral assignment)


4.2.1. Eligibility Criteria:

- Qatari national
- holder of a Ph.D./Doctorate or equivalent degree awarded by a reputable university recognized by the Ministry of Education and Higher Education in Qatar.
- Recent Ph.D./Doctorate graduate with a maximum of three years after graduation
- An additional post Ph.D. research experience (e.g., postdoctoral fellowship)
- Strong publication record
- English and Arabic proficiency
- No past or ongoing disciplinary action with any University

4.2.2. Selected candidates will be affiliated with one of HBKU Colleges or Research Institutes based on their area of specialization until successful completion of their postdoctoral assignment within the period of time specified by the College or the Research Institute.

4.2.3. Selected candidates will have full sponsorship from HBKU as per QDFD rules and regulations, to pursue their assignment internationally after obtaining required approvals from the University and signing a contractual agreement with the University.



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4.3. Track 2: Sponsorship Award (PhD/Doctoral Studies)

4.3.1. Eligibility Criteria:

- Qatari national
- English and Arabic proficiency
- No past or ongoing disciplinary action with any University
- Satisfy criteria relevant to one of the following two options:
 - Option 1:
 - Holder of a master degree or its equivalent awarded by a reputable university recognized by the Ministry of Education and Higher Education in Qatar, and
 - Admission acceptance letter in a Ph.D./Doctorate degree program in a specific subject area and field of study as determined by the sponsoring College or Research Institute and that is offered by a reputable higher education institution recognized by the Ministry of Education and Higher Education in Qatar.
 - Option 2:
 - Holder of a Bachelor level or higher-level degree or its equivalent awarded by a reputable university recognized by the Ministry of Education and Higher Education in Qatar, and
 - Admission acceptance letter in a master or higher-level degree program in a specific subject area and field of study as determined by the sponsoring College or Research Institute and that is offered by a reputable higher education institution recognized by the Ministry of Education and Higher Education in Qatar with a written and signed commitment to pursue a PhD/Doctorate degree program in the field of study determined by the sponsoring College or Research Institute.

4.3.2. HBKU will only sponsor candidates in full-time international degree programs that are not delivered online. Online and part-time based studies will not be sponsored.

4.3.3. Selected candidates will have full sponsorship from HBKU as per QFDF rules and regulations, to pursue their degree internationally after obtaining required approvals from the University and signing a contractual agreement with the University.

5. Associated Procedures, Guidelines, and Supporting Documents

Qatari Faculty Development Fellowship procedure

6. References and Related Policies

N/A

7. Source, Responsible Office, Authority

This policy is developed by the Office of the Provost, reviewed by HBKU Colleges and HBKU-HR, endorsed by the University Policy Officer, the Provost, and the President, and approved by the Board of Trustees.

This policy assigns the implementation of this process to the HBKU Provost in collaboration with the Provost Office and the QFDFC.

