



## **University Conditional Admission Committee (UCAC)**

### **Terms of Reference**

Document Version: 2.0

**AUTHORS**



This document was prepared by:

Office of the Provost

**VERSION HISTORY**

Date	Document Version	Document Revision History	Document Author/Reviser
April 22, 2019	1.0	Initial Draft	Provost Office
January 30, 2023	2.0	Review of TOR and Change in committee membership	Provost Office
March 2, 2023	2.1	Revised TOR following Internal Audit recommendations	Provost Office

**APPROVALS**

Date	Document Version	Approver Name and Title	Approver Signature
January 30, 2023	2.0	Dr. Michael J. Benedik, Provost	
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## TABLE OF CONTENTS

<b>1. Preamble .....</b>	<b>1</b>
<b>2. Jurisdiction of the University Conditional Admission Committee .....</b>	<b>1</b>
<b>3. Responsibilities of the Committee Chair .....</b>	<b>1</b>
<b>4. Rights and Responsibilities of the Committee Members .....</b>	<b>2</b>
<b>5. General .....</b>	<b>2</b>
5.1 Membership.....	2
5.2 Conflict of Interest.....	3
5.3 CONFIDENTIALITY .....	3
5.4 Quorum and Decision-making.....	3
5.5 Frequency of Meetings.....	3
5.6 Proxies.....	3
<b>6. Evaluation and Review .....</b>	<b>3</b>

## **1. PREAMBLE**

Admission to HBKU is a selective process that is governed by the University Admission Policy. Program admission requirements may exceed the minimum requirements stipulated at the HBKU Admission Policy. Under rare cases and based on holistic review of a candidate's credential, a College may wish to nominate a candidate for admission who does not meet the minimum HBKU or program requirements. Conditional admission provides students with an opportunity to compensate for any deficiency and to demonstrate the ability to perform satisfactory upon full admission. It must be viewed as the exception to a norm and may be granted to only those who demonstrate the greatest promise for academic success. This Standing Committee is advisory to the Provost and shall evaluate all conditional admission cases and shall report to the Provost.

## **2. JURISDICTION OF THE UNIVERSITY CONDITIONAL ADMISSION COMMITTEE**

The Committee shall have the jurisdiction to:

- Review conditional admission for:
  - i. Late application that are submitted close to start of the admission semester;
  - ii. Missing an official transcript;
  - iii. Not attaining the required score on a standardized test;
  - iv. Discrepancy in the GPA equivalency;
  - v. Not passing the interview;
  - vi. On rare occasions, the Provost may request the Committee to review a petition submitted by a college Dean to conditionally admit a student not meeting the minimum University's GPA requirements:
    1. Such a petition is normally limited to applicants seeking a master's level admission. Conditional admission for Ph. D may only be considered under exceptional circumstances.
    2. Such petitions must be evidence-based and must demonstrate exceptional credentials that goes beyond a normal admission, such an exception may be based on past credible academic achievements, attainment of alternative academic credential or other credentials that demonstrate future success as the Committee may determine fit after consultation with the Provost;
    3. Under no circumstance the Committee may recommend more than 20% of those admitted and meeting the GPA requirement for any particular degree program.
- Specify the conditions and the time required a conditionally admitted must attain for each of the recommended cases.
- Interview nominated candidates, if needed.
- Communicate with Colleges for each of the nominations, if needed.
- Develop forms for evaluations and recommendations under its jurisdiction, if needed.
- Reject nominations that do not meet the requirements.
- Advise the Provost on issues related to conditional admission issues;
- Upon the approval of the Provost; include additional jurisdictions as needed.

## **3. RESPONSIBILITIES OF THE COMMITTEE CHAIR**

The Chair shall be responsible for:

- Calling, cancelling or adjourning a meeting
- Setting the agenda for each meeting
- Approving the agenda for dissemination to members
- Ensuring that agendas and supporting materials are delivered to members in advance of meetings

- Admitting observers and visitors to meetings
- Managing conflicts of interest and meeting proceedings
- Ensuring broad participation from members in discussions
- Determining the vote on a particular motion by having a second or casting vote (when there is a tie)
- Following up on action items
- Approving the minutes
- Communicating meeting decisions to the Provost on behalf of the committee.

#### 4. RIGHTS AND RESPONSIBILITIES OF THE COMMITTEE MEMBERS

Individual Committee members have the following rights and responsibilities:

- Request an item to be placed on the agenda prior to the meeting, provided that it is within the subject matter jurisdiction of the committee
- Propose a motion or an amendment to a motion
- Request amendments to the minutes if they are inaccurate
- Actively participate in meetings through attendance, discussion, and review of minutes, papers and other Committee materials
- Support open discussion and debate during the meeting
- Notify the Chair of their planned absence in advance of the meeting
- Advise the Chair of their resignation from the committee or the fact that they no longer hold the necessary qualification for their membership category.

#### 5. GENERAL

##### 5.1 Membership

This is a standing committee appointed by the Provost to achieve the mandates mentioned above and provide the university with recommendations and best practices as well implementation mechanism, including the roles and duties of parties involve in the processes.

The UCAC members are appointed by the Provost for staggered two-year terms. Reappointments are permitted, but replacements of members who resign are appointed only for the remainder of the term.

The membership of the committee consists of:

- One College member (Appointed as Chair)
- One college member, including the member appointed as Chair
- Director of Enrollment and Registration (ex-officio)
- Enrollment Manager (ex-officio)

The members of the University Conditional Admission Committee are listed in the table below.

**Table 1:** Membership of the UCAC for the term 1 January 2023 to 31 December 2024.

Name	Role	Unit/College/Center	Contact
Dr. Steven M. Wright	Chair	College of Humanities and Social Sciences	<a href="mailto:stwright@hbku.edu.qa">stwright@hbku.edu.qa</a>
Dr. Adel Elomri	Member	College of Science and Engineering	<a href="mailto:aelomri@hbku.edu.qa">aelomri@hbku.edu.qa</a>
Dr. Barry Solaiman	Member	College of Law	<a href="mailto:bsolaiman@hbku.edu.qa">bsolaiman@hbku.edu.qa</a>
Dr. Per Johan Ericsson	Member	College of Life and Health Sciences	<a href="mailto:pericsson@hbku.edu.qa">pericsson@hbku.edu.qa</a>
Dr. Dalal Assouli	Member	College of Islamic Study	<a href="mailto:daassouli@hbku.edu.qa">daassouli@hbku.edu.qa</a>
Dr. Andreas Rechkemmer	Member	College of Public Policy	<a href="mailto:ARechkemmer@hbku.edu.qa">ARechkemmer@hbku.edu.qa</a>
Mrs. Lana Asfour	<i>ex-officio</i>	Enrollment Manager	<a href="mailto:lasfour@hbku.edu.qa">lasfour@hbku.edu.qa</a>
Mr. Mourad H. Hmida	<i>ex-officio</i>	Director of Enrollment and Registration	<a href="mailto:mhmida@hbku.edu.qa">mhmida@hbku.edu.qa</a>

## **5.2 Conflict of Interest**

Conflict of interest (COI) exists when there is a close personal, familial, business or professional relationship, or there is a conflict between a member's role on the committee and their position within the University. Conflict of interest or perceived conflict of interest by any or all members involved in the review process must be declared to the Committee Chair and if needed to the Provost ahead of discussing a conditional admission case. Voting to support or reject an application shall be in secret ballot. Minutes of the meeting and voting results shall be reported to the Provost.

## **5.3 CONFIDENTIALITY**

All conditional admission proceedings must be treated in strict confidence. Violation of confidentiality by any individual involved in the review process shall be treated as a serious breach of professional ethics and shall be subject to appropriate sanctions. All aspects of review process and the Committee's deliberations shall not be revealed to any person outside the Committee except for the Provost or designee.

## **5.4 Quorum and Decision-making**

A Quorum shall consist of all members. Resolutions are passed by simple majority of members. Both supporting and objecting members on any resolution may submit in writing support for their vote. In case of a tie in votes, the side of the chairman will be adopted.

## **5.5 Frequency of Meetings**

The committee shall meet as many times as it is necessary to complete the assignment. The Chair, in consultation with the committee members, sets the schedule.

## **5.6 Proxies**

Members of the Committee may send proxies to meetings with approval of the Chair. Proxies can participate in discussions; however, only College proxies have a role in decision-making. Committee members will inform the Chair as soon as practicable if they intend to send a proxy to a meeting and no less than two business days prior to the scheduled meeting.

## **6. EVALUATION AND REVIEW**

To ensure it is fulfilling its objectives, the Committee will:

- Conduct a biennial review and assessment of its performance against the Terms of Reference
- Review the Terms of Reference (at least once every two years) and recommend appropriate amendments to the Provost if required.