



University Academic Programs and Studies Committee

Terms of Reference

Document Version: 4.2

AUTHORS

This document was prepared by:

Office of the Provost

VERSION HISTORY

Date	Document Version	Document Revision History	Document Author/Reviser
May 8, 2017	1.0	Initial Draft	Provost Office
November 2, 2017	2.0	Change in committee membership	Provost Office
October 14, 2018	3.0	Change in committee membership	Provost Office
November 12, 2019	3.1	Reviewed and updated committee membership: Associate Provost for Teaching and Learning was added to the committee membership	UAPSC members
March 17, 2020	3.2	Change in committee membership: Director of Enrolment and Registration was added to the committee membership	UAPSC members
June 22, 2022	4.0	Reviewed TOR and renewed committee membership	Dr. Abdesselam Bouzerdoum
August 1, 2022	4.1	Change in committee membership	Dr. Abdesselam Bouzerdoum
February 28, 2023	4.2	Revised TOR following Internal Audit recommendations and change of committee membership	Dr. Abdesselam Bouzerdoum, Associate Provost for Academic Affairs and UAPSC Chair

APPROVALS



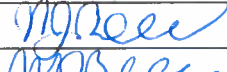
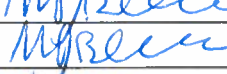

Date	Document Version	Approver Name and Title	Approver Signature
November 12, 2019	3.1	Dr. A. Bouzerdoum, UAPSC Chair	
March 17, 2020	3.2	Dr. A. Bouzerdoum, UAPSC Chair	
June 22, 2022	4.0	Dr. Michael J. Benedik, Provost	
August 1, 2022	4.1	Dr. Michael J. Benedik, Provost	
February 28, 2023	4.2	Dr. Michael J. Benedik, Provost	

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1. PREAMBLE

The University Academic Programs and Studies Committee (UAPSC) is a standing university committee, established under the authority of the Provost to perform the approval, advice and monitoring functions set out in these Terms of Reference and all matters ancillary to those functions.

2. JURISDICTION OF THE UAPSC

The Committee shall have the jurisdiction to review and make recommendations on:

- University-wide policies on the governance of academic matters, including policies and procedures on student admissions, grading, academic standing, records and registration, academic integrity, managing the thesis processes, general policy development;
- Proposals to introduce new programs;
- General program requirements;
- Proposals for new courses and amendments to existing courses;
- Measures for program quality control and assurance.

The Committee may form working groups and sub-committees as deemed necessary.

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
- Nominate a proxy to attend a 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

The UAPSC 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:

- Associate Provost for Academic Affairs or designee (Chair)
- Associate Provost for Teaching and Learning
- Deans of Colleges or designees
- One representative to be selected from the research institutes
- Registrar (ex-officio)
- Additional members as needed. Such additional voting members may not exceed one-third of the formal committee membership.

The members of the UAPSC are listed in the table below.

Table 1: Membership of the UAPSC for the term 1 August 2022 to 31 July 2024.

Name	Role	Unit/College/Center	Contact
Dr. Abdesselam Bouzerdoum	Chair	Associate Provost for Academic Affairs	abouzerdoum@hbku.edu.qa
Dr. Ala Al-Fuqaha	Member	Associate Provost for Teaching & learning	aalfuqaha@hbku.edu.qa
Dr. Mohamed M. Abdallah	Member	College of Science and Engineering	moabdallah@hbku.edu.qa
Dr. Steven M. Wright	Member	College of Humanities and Social Sciences	stwright@hbku.edu.qa
Dr. Georgios Dimitropoulos	Member	College of Law	gdimitropoulos@hbku.edu.qa
Dr. Borbala Mifsud	Member	College of Life and Health Sciences	bmifsud@hbku.edu.qa
Dr. Mohamed Eskandar Shah	Member	College of Islamic Study	mrasid@hbku.edu.qa
Dr. Logan J. R. Cochrane	Member	College of Public Policy	lcochrane@hbku.edu.qa
Dr. Julie Decock	Member	Qatar Biomedical Research Institute	jdecock@hbku.edu.qa
Mrs. Arwa S. Sulieman	<i>ex-officio</i>	Registrar	aibnouf@hbku.edu.qa
Mr. Mourad H. Hmida	Member	Director of Enrolment and Registration	mhmida@hbku.edu.qa

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.

- Committee members are required to identify and declare any actual, potential or perceived conflict of interest that may arise in respect of any item on the agenda.
- When an interest is declared, the Chair may resolve that the member:
 - Leaves the meeting during the debating of the item;
 - Stays in the meeting, but does not participate in the debate or decision;
 - Can participate in the discussion, but not vote on the matter under consideration;
 - Retains the full debating and voting rights concerning the item of business.
- If the Chair declares an interest, the deputy chair or a member nominated by the Chair shall serve as the chair during the discussion of the item of business.
- All declarations of COI will be recorded in the minutes.

5.3 Quorum and Decision-making

- A minimum of two thirds of the committee membership is required to make decisions. The quorum must include a minimum of half the college members.
- A simple majority vote of the present members is sufficient to pass any resolution if there is quorum.

5.4 Frequency of Meetings

The Committee meets periodically during the regular semesters at a rate of once a month, unless additional or fewer meetings are needed as determined by the Provost.

5.5 Proxies

Members of the Committee are entitled to send proxies to meetings. 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.