**Qatar University**

|  |  |
| --- | --- |
| *Number of document* | **Document Number\*:** |
| Bylaws | **Document Type:** |
| *Title of bylaws* | **Document Title:** |
| *Insert the responsible sector* | **Responsible Sector:** |
| *Insert the president’s approval date of the document* | **Approval Date:** |
| *Insert the document’s effective date* | **Effective Date:** |

**Decree of the Qatar University Board of Regents**

**Number (….) of (…..)**

**Regarding** *Title of bylaws*

|  |  |
| --- | --- |
| *Please insert the title of any related legal documents such as bylaws and/or policies and/or president decisions and/or instructions and/or guidelines. In case no related legal documents exist, please write none.*  | **Related Legal Documents\*\*:** |

|  |  |
| --- | --- |
| **Date:** *Day – Month - Year***Stamp:** *Add stamp of the President/ EMC* | **Approval of the President/ Executive Management Committee** |
| **Date:** *Day – Month - Year***Stamp:** *Add stamp of BoR/ Executive Committee of BoR* | **Approval of Board of Regents/ Executive Committee of Board of Regents** |

*\* Please refer to the Institutional Data and Policies Management section for the document number*

*\*\* It is filled out by the requesting sector in consultation with the Institutional Data and Policies Management section. It refers to bylaws, policies, president decisions, instructions or guidelines that may be related to the bylaws to be published, whether they are related to it, or complementary.*

**Decree of the Qatar University Board of Regents**

**Number (….) of (…..)**

**Regarding** *Title of bylaws*

**(This is as true as possible translation, where the Arabic version is the only official document)**

Qatar University Board of Regents:

After perusal of:

* The Constitution;
* Decree –Law No. (34) of (2004) on Regulating Qatar University;
* Bylaws …… approved by the Board of Regents on ………. ;
* Bylaws/ policy ……… approved by the Board of Regents on ….. ;
* Executive Management Committee (EMC) recommendations issued during its meeting held on ………
* And in consideration of the public interest;

*The bylaws consists of chapters where each chapter includes at least one or a number of articles, where articles covering the same field are listed under the same chapter.*

**Resolution**

**Article (1)**

* *Title of bylaws*
* *Effective date*
* *Category of stakeholders to which this bylaws apply*

**Article (2)**

* *Please insert title of bylaws and/or policies and/or president decisions that are repealed by the issuance of this bylaws*

**Chapter one: Definitions**

**Article (3)**

* *Please include definitions of important terms.*

In the implementation of the provisions of this bylaws, the following terms and phrases have the meanings ascribed to them:

1. University: Qatar University (QU)
2. President: President of Qatar University
3. Board: Qatar University Board of Regents (BoR)

**Chapter Two: ……..**

**Article (4)**

* *Chapters and articles are added as needed*