



## 29. Policy of the Board of Trustees and the Academic Council

Status:	<input checked="" type="checkbox"/> New Policy
	<input type="checkbox"/> Reviewed Policy
	<input type="checkbox"/> Addendum to existing policy
Scope:	<input checked="" type="checkbox"/> All Colleges of Applied Sciences
	<input type="checkbox"/> Some Colleges (.....)
	<input type="checkbox"/> One College (.....)
Target:	<input type="checkbox"/> Employees <input checked="" type="checkbox"/> All <input type="checkbox"/> Academic Staff <input type="checkbox"/> Non-Academic Staff
	<input type="checkbox"/> Employees
Students:	<input type="checkbox"/> All <input type="checkbox"/> Diploma <input type="checkbox"/> Bachelor Students <input type="checkbox"/> Post-Graduate Students
	<input type="checkbox"/> All Specializations <input type="checkbox"/> Some Specializations (.....)

### 1-Principles and Objectives

Effective management and follow-up work of the Board of Trustees and the Academic Council requires a robust and organized process to prepare for meetings, present topics, make decisions and follow up on all implementation. This involves the enforcement of the two councils' roles to accomplish their tasks and achieve their goals. Colleges of Applied Sciences are committed to activate the management of the two councils in a way that ensures the implementation of regulations and plans as well as facilitates access to the data required by the members of the councils to perform their tasks.

### 2- Definitions

For the purposes of this Policy, the following definitions apply unless otherwise stated:

**Board of Trustees:** The Board of Trustees of the Colleges of Applied Sciences, which is formed by a decree of the Minister, and is under his chairmanship, also includes as members, the deputy Minister, two relevant deputy Ministers, four public figures and representatives of relevant sectors who are appointed for a renewable three-year term. Public figures of thought and status and representatives of relevant sectors are appointed for a renewable three-year term.

**The Academic Council:** The Academic Council of the Faculties of Applied Sciences is formed by a decision of the Minister and is headed by the Undersecretary of the Ministry, also includes as members, the Director General and Deans of faculties and three faculty members for a period of three years.



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### 3- Content and principles of policy:

This policy covers the framework for the management of the Board of Trustees and the Academic Board for all policies, guidelines and procedures within the faculties. In applying this policy, the Faculties of Applied Sciences shall abide by the following principles:

- The Board of Trustees and the Academic Council manage their meetings to ensure the implementation of their tasks and objectives.
- The Board of Trustees and the Academic Council hold regular meetings according to an approved annual plan. The Board of Trustees and the Academic Council shall determine a mechanism for presenting topics to meetings and how to prepare the agenda.
- The Board of Trustees and the Academic Council shall establish a mechanism for preparing, approving and distributing minutes of meetings to all members.
- The Board of Trustees shall establish the Academic Council's mechanism for preparing, approving and distributing minutes of meetings to all members.
- The Board of Trustees and the Academic Council periodically review their performance to ensure that their tasks are effectively achieved in terms of their responsibilities, modus operandi and contributions of their members, and to provide colleges with the results of the review of the performance of both bodies.

### 4- Legislative Compliance

- Strategic Plan for Colleges of Applied Sciences
- The bylaws of Colleges of Applied Sciences
- Academic System of Colleges of Applied Sciences
- All regulating bylaws of the Colleges of Applied Sciences

### 5- Materials supporting this policy

- Annual plans for the meetings of the two boards
- Self-evaluation forms for the work of both boards

### 6. Appendices: None

### 7. Accreditation Body: Board of Trustees of Applied Science Colleges

### 8. Policy Approval Dates:



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- This policy was approved on May 5<sup>th</sup>, 2019
- This version of the policy was approved on May 5<sup>th</sup>, 2019
- This version of the policy came into effect on May 5<sup>th</sup>,2019
- This policy shall be revised on May 5<sup>th</sup>, 2023

**9. Sponsor of this Policy:** Director General of Colleges of Applied Sciences

**10. Contact:** Technical Office



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