



جامعة البريمي
UNIVERSITY OF BURAIMI

مكتب رئيس الجامعة
Vice Chancellor Office

Decision Number:

AD 11-22-061

Date of Issue:

13 Novemebr 2022

University Academic Council Terms of Reference (ToR)

ADMINISTRATIVE DECISION

Version Control and Change History

Document No.	Version No.	Approval	Date of Approval	Review Date
UoB-ToR-04	01	BoT	24 th September 2020	AY 23-24
Related documents	None			
Dissemination list	<ul style="list-style-type: none"> DVCAARI, Colleges/center 			

GLOSSARY

- ARD: Admission and Registration Department
- BoT: Board of Trustees
- UAC: University Academic Council
- DVCAARI: Deputy Vice Chancellor for Academic Affairs, Research, and Innovation
- DVCFAASS: Deputy Vice Chancellor for Financial, Administrative Affairs and Support Services
- FAAD: Finance and Accounting Affairs Department
- MMD: Media and Marketing Department
- QAD: Quality and Accreditation Department
- RIEU: Research, Innovation & Entrepreneurship Unit
- SAD: Student Affairs Department
- UoB: University of Buraimi
- UMC: University Management Council
- VC: Vice Chancellor
- VCEO: Vice Chancellor Executive Office

Based on the decision of BoT to establish the University Academic Council as detailed below:

A. THE UNIVERSITY ACADEMIC COUNCIL MEMBERSHIP

The University Academic Council serves as an executive body of a university's governance system. The council oversees and monitors the academic/ admin activities of the University.

The University Academic Council shall be chaired by the Vice Chancellor and shall include the following members:

- DVCAARI- Member
- DVCFAASS- Member
- College Deans and Center Director -Members
- SAD Director- Member Legal Advisor- Member



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- One member from each of the academic colleges recommended by the respective college deans/ center director, on a rotating basis, and appointed by the Vice Chancellor for one year- Members
- ARD Director – Member
- QAD Director- Member and Secretary
- RIEU Head- Member
- Two Student representatives from Student Advisory Council- Members

The University Academic Council may seek the advice of experts and consultants on academic matters related to objectives of the University. It may form standing or ad-hoc committees to look into specific matters related to its functions and raise their recommendations to the Council.

B. THE UNIVERSITY ACADEMIC COUNCIL DUTIES AND RESPONSIBILITIES

Be responsible of carrying out the academic policies approved by the Board of Trustees under the supervision of the Vice Chancellor. The council is to undertake the following tasks:

- Supervise and implement the university regulations pertaining to teaching and scientific research& innovation
- Gather information about and deliberate any academic matter which may arise within the university.
- Approve, supervise, develop and implement the academic policies and regulations
- Supervise and implement the university's standards for teaching and ensure that they meet the one for research, and examination regulations
- Monitor student results and grade average points
- Approve the University Accreditations Plans for local and international agencies pertaining to institutional and academic programs accreditation.
- Approve academic faculty promotions after the satisfaction of the departmental, college and university promotion boards
- Monitor the criteria pertaining to the students' withdrawing, dropping, adding and returning of or to the courses
- To study, approve the recommendations presented by the college boards and committees
- To propose establishment or abolition or change of nomenclature of colleges, institutes and departments and to propose establishment of centers or abolition or change of nomenclature of them
- Provide advice on any other academic items presented by the University Vice Chancellor
- Monitor the activities of all committees (under UAC) and approve the recommendations presented

C. STANDING COMMITTEES UNDER UAC:

There shall be nine (9) standing committees of the University Academic Council. The structure



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and responsibilities of these standing committees shall be determined by the University Academic Council and the committee structure need to be approved by UAC.

1. Quality Assurance and Accreditation Committee
2. Teaching, Learning Committee
3. Research Ethics and Biosafety Committee
4. University Academic Promotion Committee
5. Industry Partnership and Consultancy Committee
6. E-Learning Committee
7. University Students Academic Appeal Committee
8. UoB Examination Committee
9. Deans' Committee

D. THE UNIVERSITY ACADEMIC COUNCIL MEETINGS

The University Academic Council should meet once every month and, the UAC Secretary upon the advice of Vice Chancellor shall call for a meeting attended by the members of the University Academic Council to discuss key issues concerning the University. The chairs of the university committees under UAC shall present a summary of committee activities to the council.

E. THE UNIVERSITY ACADEMIC COUNCIL COORDINATOR

The Quality and Accreditation Department Director shall be the rapporteur of the council and shall undertake the following duties:

- To prepare the agenda for each meeting in consultation with the Vice Chancellor
- To prepare and record the minutes of the meetings
- To upkeep the documents and records of the council
- To communicate the decisions of the council to the concerned bodies within a week from their approval
- To follow up the implementation of the decisions of the council and submit a report to the council
- Any other duties assigned to him by the council, president of the council or his deputy (Vice Chancellor)
- Prepare an annual summary report on the UAC decision implementations
- Annual reports of all committees under UAC to be maintained and furnish a copy to VCEO.



Dr. Said Eid Younes
Acting- Vice Chancellor



Action Taken/Remarks: VCEO Dissemination to all Departments/Units

Copy to: VCEO Records, QAD