

Qatar University

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| Document Number: | VPSA-PD-05-V1 |
| Document Type: | President Decision |
| Document Title: | Establishing and Regulating Qatar University Students' Support Fund |
| Responsible Sector: | Vice President for Student Affairs |
| Approval Date: | 12/02/2023 |
| Effective Date: | Spring 2023 |

President Decision

Number (3) of (2023)

Regarding Establishing and Regulating Qatar University Students' Support Fund

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| Titles of relevant legal documents: | Law No. (15) Of 2014 Pertaining to the Regulation of Charitable Activities President Decision No. (6) Of 2021 Concerning the Regulation of Student Financial Aid |
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| Approval of the President | Date: 12/02/2023 |
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President Decision
Number (3) of (2023)
Regarding Establishing and Regulating Qatar University Students' Support
Fund

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

The President:

After perusal of:

- Decree-Law No. (34) of 2004 on regulating Qatar University;
- Academic bylaws approved by the Board of Regents on 16/06/2005;
- President Decision No. (6) of (2021) Concerning the Regulation of Student Financial Aid issued on 15/02/2021;
- Approval of the application for the license of QU's Student Support Fund project by the Regulatory Authority for Charitable Activities No. 2/2022 dated 13/04/2022.
- Executive Management Committee (EMC) recommendations issued during its session held on 31/01/2023;
- And in consideration of the public interest;

has decided the following:

Resolution

Article (1)

- This decision is entitled: "President Decision regarding Establishing and Regulating Qatar University Students' Support Fund."
- This decision applies to undergraduate students at Qatar University

Articles

Article (2)

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

- a. **University:** Qatar University
- b. **President:** President of Qatar University

- c. **Fund:** Qatar University Student Support Fund.
- d. **Committee:** Financial Aid Committee.
- e. **Section:** Student Financial Aid Section.
1. **Tuition fees:** The fees charged for each course per semester.
- f. **Housing fees:** Fees paid by a student residing in the QU campus housing provided by the university for the cost of living and transportation (from and to the university).
- g. **Per capita monthly income:** The monthly salary of the family breadwinner, or any fixed income obtained from other sources, after taking out any main deductions and obligations, such as the monthly housing rent, divided by the number of the student's family members, knowing that his family members who are not eligible for alimony are not counted.
- i. **Family Breadwinner:** The person in charge of the family who is legally obligated to take care of the family's financial needs. The family breadwinner may be different from one family to another, depending on the family's structure.

Article (3)

The fund provides financial assistance (entirely or partially) to pay tuition and housing fees for non-Qatari students with limited income. It also grants laptops (based on the loan system applicable at the university) to the students, to assist them meeting the university requirements.

Article (4)

Collection of donations, grants, and self-funding are the main financing sources of the student support fund. These financing sources are provided to the university via sponsoring companies and individuals for students' financial support purposes, in compliance with the State of Qatar and Qatar university rules and regulations.

Article (5)

Collection of donations shall be carried out through one of the fundraising methods and channels licensed for the project as follows:

- Wire transfer or bank deposit.
- Self-service machines of the entity
- University websites / mobile applications / ATMs
- Bank cards devices

- In-kind donations.

Article (6)

The fund is managed by a committee, formed based on a president decision and chaired by the Vice President for Student Affairs . The committee shall have the following duties and authorities:

- Setting standards and principles for providing support to students through the fund's resources annually.
- Developing forms and procedures related to the application for the aids provided by the fund.
- Adjudication in the applications submitted by students for receiving support.
- Submitting an annual report in cooperation with the Finance Department on the fund revenues and the value of aids provided by the fund.

Article (7)

A student can benefit from the support provided by the fund after satisfying the following conditions:

- The student is enrolled on a full-time basis in one of the university's undergraduate programs.
- The availability of sufficient financial resources.
- Satisfying other conditions that are set and published by the committee.
- The committee may consider other circumstances of each family.

Article (8)

The percentage allocated for purchasing laptops from the fund's revenues is determined by the committee before the beginning of each semester, and then the section coordinates with the concerned entities to complete the procurement procedures, in compliance with the applicable policies and procedures.

Article (9)

The Finance Department at the university manages the financial operations related to the fund's account, only after receiving the request from the section and obtaining the committee's approval. The Finance Department must submit a detailed quarterly report to the departments of Licensing and Support, and Supervision and Control at the Regulatory Authority for Charitable Activities.

Article (10)

The section undertakes the following:

- Implementing all procedures related to financial aid applications, starting from receiving the requests until the submission of proposals to the committee for review and feedback. The committee shall submit recommendations to the Vice President for Student Affairs for approval.
- Implementing all required procedures according to the approved recommendations in coordination with the concerned entities.

Article (11)

The distribution of laptops shall be based on the loan system of the university for eligible students.

Article (12)

A student may appeal to the Vice President for Student Affairs within a period that does not exceed ten days from the date of being notified of the decision, who, in turn, decides within a period not exceeding ten days from the date of submitting the appeal. The decision of the Vice President for Student Affairs is considered as final.

Article (13)

If any statement in this decision contradicts the provisions of Law No. (15) for (2014) Pertaining to the Regulation of Charitable Activities, the provisions of this law shall prevail to the extent that it removes that contradiction.

Article (14)

The competent authorities shall implement this decision, each within its competence, and all that contradicts its content shall be nullified; this decision shall come into force as of the Spring semester 2023.

Dr. Hassan Rashid Al-Derham
President of Qatar University