**Qatar University**

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| *Number of document* | **Document Number\*:** |
| Instructions | **Document Type:** |
| *Title of Instructions* | **Document Title:** |
| *Insert the responsible sector* | **Responsible Sector:** |
| *Insert the president’s approval date of the document* | **Approval Date:** |
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*Title of Instructions*

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***Title of Instructions***

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

*- The Instructions document in presented in sections in which each section is under a main heading, and sub-headings can be added within the section as needed.*

*- Appendices can be added as needed*

**Heading 1**

**Sub-heading 1.1.**

**Sub-heading 1.2.**

**Heading 2**

**Sub-heading 2.1.**

**Sub-heading 2.2.**

**Appendices**

* *Appendices can be added if needed, such as definitions of important terms that have been used in the document*