**Qatar University**

|  |  |
| --- | --- |
| *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:** |
| *Insert the document’s effective date* | **Effective Date:** |

*Title of Instructions*

|  |  |
| --- | --- |
| *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** |

*\* 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 Instructions to be published, whether they are related to it, or complementary.*

 ***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*