



Al-Quds University

University Regulations and Instructions

(8)

Scientific and Training Scholarship System and
Attendance of Conferences

Al-Quds University Regulations and Instructions Scientific and Training Scholarship System and Attendance of Conferences

- Article (1):**
- a) This system shall be called the system of scientific and training scholarships and attendance of conferences at Al-Quds University, and shall be effective as of the date of its promulgation.
 - b) The scholarship policy is based on providing interest-free loans instead of financial grants to scholars, so that the amounts lent to him /her (or spent on him) to be repaid from his / her monthly salary in successive instalments to be determined by the University during his / her commitment period. Such shall be provided for in scholarship contract and undertaking letter.

Chapter I Scholarship System

- Article (2):** The scholarship aims to raise the level of job performance of full-time employees of various categories at Al-Quds University by obtaining academic degrees, either outside or inside homeland or inside the University. It should be noted that research and teaching assistants are subject to a research and teaching grant system if they are enrolled in graduate programs at the University.

- Article (3):** This system shall apply to all individuals who are sent on scientific scholarships through Al-Quds University, whether at the expense of the University or at the expense of any other party.

- Article (4):** The scholarship committee shall consist of the following: Vice President for Planning and Development (Chairperson) and membership of: Vice President for Academic Affairs, Vice President for Administrative and Financial Affairs, Dean of Graduate Studies, Dean of Scientific Research, Dean of the Faculty, or (Head of the Institute / Center or Head of the Department) to which applicant belongs.

- Article (5):** If an employee of Al-Quds University applied to study within the University: a University employee is entitled to apply to study at the University in any of the undergraduate or graduate programs within the University, provided that he / she meets the admission requirements set out in the instructions of the programs and such does not conflict with his / her performance in his / her work. Employees are divided into two categories:

- a) The first category enrolls a specialization required for the department or the department to which the employee belongs and by nomination of his her direct officer while to report to work. The tuition installments and fill fees shall be calculated as a loan and shall be deducted on monthly payments from his / her monthly salary within two year from beginning of study.
- b) The second category shall join the study on self-initiative to for his / her and work benefit subject to the approval of the direct head of the in a way that does not conflict with his / her daily shift, in which case a student shall pay 50% of semester installments and the remaining amount shall be considered as a loan to be deducted on monthly payments from his / her monthly salary within two years from beginning of study. In both cases, scholarship shall subject to obtaining approval by student and possibility of availing from it for the required duration of study.

- Article (6):**
- a) The administrative staff of the University shall be sent on scholarship by a decision of the University President upon the recommendation of the scholarship committee based on the recommendation of the concerned department.
 - b) Faculty members, research and teaching assistants, and laboratory technicians shall be sent on scholarship by a decision of the President of the University upon

the recommendation of the faculty board and the competent department and a recommendation of the committee of scholarships.

- Article (7):**
- a) The academic employee shall submit scholarship application by the head of the department who refers the recommendation of the department council to the dean of the faculty who refers the recommendation of the faculty council to the scholarship committee.
 - b) The administrative officer shall submit a scholarship application to the head of his / her department. The head of the department shall send the recommendation to the head of personnel affairs who gives the appropriate recommendation to the scholarship committee.

- Article (8):** The candidate for the scholarship:
- a) Shall be Palestinian.
 - b) Shall have the appropriate fitness for the specialization to be sent on scholarship for,
 - c) Shall have the qualifications and other conditions prescribed for the nominated scholarship.
 - d) Shall be an employee of Al-Quds University.
 - e) Shall have spent at least two years since his / her return from a previous scientific scholarship granted by or through the University, unless the University Council deems otherwise. If necessary, persons who meet the conditions set forth in clauses (a, b, and e) of this Article may be sent on scholarships without having served any period of service at the University. All shall without prejudice to Article (11) hereof.

- Article (9):** A scholarship decision shall state the following:
- a) Field of specialization in which the scholar shall complete his / her study.
 - b) The institution where the scholar will study.
 - c) Duration of scholarship.
 - d) The degree a scholar shall obtain.
 - e) Financial requirements and any other conditions determined by the President and stipulated in the contract concluded with the scholar, in a manner not inconsistent with the provisions hereof.

- Article (10):** The duration of the scholarship shall be as follows:
- a) One year to obtain a higher diploma or specialized diploma for bachelor holders.
 - b) Two years for a master's degree.
 - c) Four years to obtain a Ph.D. degree for bachelor holders (extendable for two more years to be extended annually).
 - d) Three years to obtain a Ph D. degree for masters holders (extendable for two more years to be extended annually).
 - e) In exceptional cases recommended by the scholarship committee and approved by the University President, scholar is allowed to extend for one additional year at the request of the scholar supported by documents from the institution in which he / she is studying to justify the necessity of the extension. The extension decision shall also require the approval of any other entity, through the University, which contributes to the financing of the scholarship.

- Article (11):** A scholar shall sign a contract including the following (depending on the type of scholarship):
- a) Employment with the University for a period calculated on the basis of two years of service for each of the first two years of the scholarship and for one year of service for each academic year after the first two years of the scholarship.
 - b) Acceptance of employment under the provisions of the University Staff Regulations in force upon his / her return from the scholarship.
 - c) Carry out all of his / her obligations under the provisions hereof.
 - d) Enforce the terms of the scholarship decision stipulated in the contract.

- Article (12):**
- a) A scholar shall provide a financial sponsor to guarantee the fulfilment of the conditions he she is abiding by, including to pay to the university all expenses

spent on the scholarship, including salaries, allowances, travel allowances, tuition fees, and all other allowances paid to him, whether from the university funds directly or from any other party for the benefit of the university, in addition to (50%) the total expenses mentioned. Amounts determined by the University shall be final and acceptable to both parties.

- b) The sponsor's solvency must be certified by the Chamber of Commerce and the contract must be certified by the Chamber of Commerce or the notary public.
- c) The contract and sponsorship shall be executed on a special form prepared by the University in three copies, of which the University shall keep two copies.

Article (13): The Dean or the head of the department or the head of the administrative unit shall follow up the study and the work of the scholarship on regular basis. A scholar shall be committed to provide the university with information and documents on the progress of his / her study in accordance with the instructions issued under these Regulations.

Article (14): Termination of scholarship and termination of service:
A scholarship of any scholar shall be terminated by a decision of the President of the University on the recommendation of the committee of scholarships based on the recommendation of the Dean or the head of the administrative unit in the following cases:

- 1- If a scholar is convicted of a moral crime.
- 2- (a) her for academic reasons. If the institution or university in which he / she is studying decides to dismiss him/ If the institution or university in which he / she is studying decides to dismiss him /
(b) her for not academic reasons, and the committee of scholarships and the University President were convinced of the validity of the procedure in either case.
- 3- If the annual results he /she achieves indicate a failure prevents him / her from pursuing his / her study or indicates that it would be impossible for him / her to obtain the degree for which he / she was sent on scholarship within the period allowed by these regulations in the institution he / she was sent to.
- 4- If he / she violates any of the provisions hereof, the instructions issued pursuant thereto, or the terms of his / her undertaking.

Article (15):

- a) If a scientific scholarship is terminated for any of the reasons mentioned in Article (14) hereof, the scholar and his / her sponsor shall refund all expenses incurred by the University in addition to (50%) the amount of such expenses without the need to notify him / her or give him /her an extension.
- b) If a scientific scholarship is terminated for any reason except as stated in clause (1) and (2- b) of Article (14), the University Council may, upon the recommendation of the scholarship committee, either request the scholar to reimburse the expenses immediately in accordance with the provisions of clause (a) hereof, allow the scholar to continue his / her studies at his / her own expense until the end of that study and then request the scholar to reimburse the expenses incurred by the University for his / her scholarship or incurred by any other party on this scholarship through the university in addition to (50%) of the amount of these expenses, or claiming him / her to serve at the University thereafter for a period equal twice the time spent on his / her scholarship at the University expense.
- c) The University Council may, upon the recommendation of the President, postpone the payment of the amounts due by the scholar whose scholarship is terminated for the period it deems appropriate in case a scholar continues his / her studies at his / her own expense.

Article (16): A scholar shall be paid by way of the loan as follows:

- a) One time travel tickets, on economy class, for scholar, his / her wife and two children under the age of 18 to the scholarship headquarters.
- b) Fees of the institute or university to which he / she sent on scholarship.
- c) Cost of printing the thesis according to the minimum conditions stipulated by the regulations of the University or institute to which he / she sent on scholarship.

- d) d) A monthly lump sum determined on the basis of the tariff determined by the University Council for each country, including cost of living, price of books, and any other studying supplies.
- Article (17):** If any institution other than the University bears the scholarship expenses provided for in Article (16), such scholarship expenses shall be considered as a grant by the University. When the said contribution is less than the expenses prescribed by the University, the University shall pay the remainder of such expenses.
- Article (18):** A scholar may not carry out any work outside the scope of his / her study.
- Article (19):**
- a) scholar shall notify the University of the date of completion of his / her study and report to the University upon his / her return from the scholarship.
 - b) If a scholar fails to report to report to work at the university for more than 60 days from the expiry date of the scholarship, he / she shall be deemed dismissed and shall be subject to the provisions of Article (15) hereof.
 - c) In case a scholar does not start the work he / she is asked to do within two weeks from the date of notifying him / her of the appointment decision without a reason acceptable to the University, the provisions of Article (15) hereof shall apply.
 - d) The University shall appoint the scholar upon his / her return to the country and pay his her salary according to the structure applicable in the University from the date of reporting to the University.
- Article (20):** Scholarship outside the university shall be considered on leave without salary from the time of his /her separation from work until he / she rejoins work. Years of scholarship shall not be considered years of service at the University.
- Article (21):**
- a) If a scholarship is terminated, after returning from his / her scholarship and joining the University in accordance with the provisions of the law and regulations in force during the period of his /her commitment to work at the University under the terms of the undertaking. b) If he / she resigns from the University during his / her commitment period under the terms of the undertaking, even if his / her resignation is accepted from the University, the scholar and his / her sponsor shall jointly and severally pay to the University from the salaries, allowances and other expenses incurred by the University a proportional amount to be calculated on basis of the remaining period of the full service period at the University under that undertaking in addition to (50%).
- Article (22):** In cases where a scholar or sponsor becomes obligated to refund the expenses to the University under any of the provisions hereof and prove the inability of the scholar or his / her sponsor to pay the amounts due to the University at once, such amounts may, for reasons estimated by the University, be paid in installments for a period not exceeding three times the period a scholar spent in his / her study.
- Article (23):** Place of study or the specialization branch of the scholar in a scientific or training scholarship may not be changed only after the approval of the president of the University based on the recommendation of the scholarship committee and the recommendation of the faculty council of the concerned department and after passing the stages of scholarship as stated in Article (7) hereof. In this case, nothing in this contract shall be changed.
- Article (24):** A schola, m a scientific scholarship may be exempted from paying the amounts spent on his / her study or any part thereof or any other obligation arising therefrom under these Regulations if he / she discontinued study due to health reasons that prevent him / her from pursuing the study or if it is proved that his / her health condition does not help him / her to the carry out his /her work. Such exemption shall be based to official medical reports issued by the medical committee approved by the University and the University Council may accept or reject these reports without explaining reasons.
- Article (25):** In the event that a scholar does not report to work within a period not exceeding one month from the date of expiry of his / her scholarship, the scholar and his / her sponsor shall be

subject to the provisions stipulated in the contract signed between him / her and the University, in accordance to the provisions hereof.

- Article (26):** In the event that a scholar does not carry out the job or work assigned to him / her without an acceptable excuse, the scholar and his / her sponsor shall subject to the provision contained in the contract signed between him / her and the University in accordance to the provisions hereof.
- Article (27):** Subject to the provisions of the preceding Article (25), if no decision is made to appoint the scholar within the six months following the date of reporting to the University officially, the said scholar shall be under no commitment to serve in the University.
- Article (28):** Any matter relating to scientific scholarships for which there is no explicit provision shall be referred to the University Council for consideration and appropriate recommendation to the President for appropriate decision. Such decision shall be final to the scholar.
- Article (29):** The provisions hereof shall not include all scholars sent before the adoption of these Regulations.
- Article (30):** The financial provisions related to the application of the provisions hereof shall be determined by special instructions issued by the President with the approval of the University Council.
- Article (31):** The President of the University shall issue the executive instructions for the implementation of the provisions of these Regulations.
- Article (32):** The President of the University shall be responsible for the implementation of these Regulations.

Chapter II

Training Scholarships Regulations

- Article (1):** Each training scholarship for a period of more than six months shall be treated as scientific scholarships and the scholarship system shall apply to the scholars.
- Article (2):** The duration of a training scholarship of less than six months shall be considered as a period of service for the employee concerned.
- Article (3):** If a scholar is sent in a training course by the University, the University shall pay him / her the following:
- a) Training fees.
 - b) Return air tickets in economy class.
 - c) A lump sum paid monthly for the duration of the course to be determined on the basis of the tariff decided by the University Council for each country and this amount shall include cost of living, price of books, health insurance, and any other study supplies.
 - d) The University shall pay top the scholar half of his / her total salary monthly according to the University staff structure throughout the duration of the scholarship, in addition to the salary mentioned in clause (c) hereof.
- Article (4):** If a scholar is sent at the expense of another entity by the University, the University shall cover the financial expenses mentioned in Article (3) not covered by such entity.
- Article (5):** Nomination, coordination and decision-making in training scholarships shall follow the methods and principles set forth in Articles (6) and (7) of the Scholarship Regulations of Al-Quds University.

Chapter III

Scientific Conferences

- Article (1):** Participation in scientific conferences shall subject to the decision of the President of the University at the recommendation of the Vice President for Academic Affairs and the Faculty Council concerned.
- Article (2):** Participation of faculty members in conferences shall fall among the following priorities:
a) The most specialized member in the conference subject field. b) Whoever is assigned by the university to represent it at the conference, or who is asked to prepare a research, study or working paper, or who is assigned an organizing task in the conference, or who is prepared a research acceptable to the conference, or who is asked to participate in the activities of the conference.
- Article (3):** The faculty member participating in the conference shall be paid the following:
a) A return air ticket from the University to the conference venue in economy class.
b) Fees of participation in the conference.
c) The prescribed daily expenses shall be paid in full to the participated member if was not hosted.
d) If a member obtains a grant from any other entity to attend the conference, the University shall cover the financial expenses provided for in clauses (a), (b) and (c) hereof which are not covered by such body.
- Article (4):** The President of the University may grant a member who is scheduled to participate in the Conference an advance not exceeding his / her total expected benefits under these Regulations.