



Internal Rules of Procedure of Higher Education Council



Internal Rules of Procedure of Higher Education Council

Resolution No. 1 / 2019

Higher Education Council based on

Provisions of Universities Organizing Law No. (27) Of 2019

Higher Education Council Session No. 1 on the 3rd of November, 2019

Requirements of the public interest

It was decided the following:

Article (1): Approving the internal system of the Higher Education Council following the Universities Organization Law No. (27), especially Article (09) thereof.

Article (2): This decision shall be communicated to whoever is required

Date 3 November 2019

Dr. Majdi Al-Hasani

Chairman of the Higher Education Council

SECTION I

Definitions

Article (1): The following expressions are meant in the context of applying the rules of procedure of the Higher Education Council accompanying each of them:

Chairman: Chairman of the Higher Education Council

Secretary: Secretary of the Higher Education Council

Teaching staff: the total number of faculty members, technical staff members, and teaching assistants

Teaching year: the period that extends for each stage (undergraduate studies - postgraduate studies) from the start of the study in it until the end of exams.

Academic year: The stage in which the student continues his/her studies during a particular academic year

Year: The Gregorian year consists of twelve months

Teaching quorum: the basic teaching quorum without any additions or reductions

Duty quorum: The teaching quorum that a faculty member is required to undertake after the legal increase or decrease.

SECTION II

The composition of the Higher Education Council and its functions

Article (2): The council is formed and carries out its basic tasks per the provisions of Articles (2 and 3). Its members who make up the council are named in Article (3) at the beginning of each academic year by a decision from the chairman, and it exercises, in particular, the following competencies:

- 1- Setting the organizational and administrative structure and the scientific, administrative, and financial regulations necessary for the work of universities and their branches, in a manner that does not contradict the Universities Organizing Law and its Executive Regulations.
- 2- Approval of the events and opening of specialized scientific centers attached to universities, their faculties, or their institutes.
- 3- Approval of the internal regulations that include the private affairs of colleges and institutes.

- 4- Approval of the establishment of scientific degrees at the level of qualification studies, specialization, or postgraduate studies in any of the university's faculties, based on a scientific cooperation agreement carried out under the provisions of the law with a non-Syrian university.
- 5- Approving the general rules for the wages of contractors, researchers, lecturers, visiting professors, and those charged with applied work, and their compensation and rewards proposed by the university councils.
- 6- Setting rules for the transfer of students from one college to another and from one university to another.
- 7- Determining the criteria for the equivalence of degrees and academic qualifications.
- 8- Determining the tasks of the open and virtual education council.
- 9- Setting executive instructions and other conditions that Higher Education Council deems necessary to appoint the faculty member.
- 10- Setting the rules regulating filling the position of a faculty member at the university based on the proposals of the university councils and their scientific affairs councils, and the equivalence of academic degrees to fill that position.
- 11- Setting executive instructions to implement the provisions of the articles of the Universities Organizing Law for appointment to the position of assistant professor or professor, whether from inside or outside the university
- 12- Setting rules for evaluating educational performance and developing the scientific, technical, linguistic, and research competence of faculty members.
- 13- Approval of the transfer of a faculty member to another public position.
- 14- Setting rules for the delegation with scientific missions for scientific research for a faculty member, and re-delegating them to take advantage of the mentioned mission.
- 15- Rules for delegating faculty members to short official or scientific missions for a period not exceeding three months.
- 16- Rules for granting compensation to a faculty member who is assigned to teach outside his/her workplace.
- 17- Approval of the appointment of the professor after completing his/her seventy years of age with a total compensation equal to the difference between his/her salary and the contractual pension in addition to the legal compensation he/she was receiving before his/her retirement
- 18- Setting rules of eligibility and competence in transferring and appointing posts in the technical body, and rules for evaluating educational performance and developing competence.

- 19- Setting rules for equivalence of non-Syrian academic degrees for candidates for appointment to the post of teaching assistant, and the rules for their appointment and disapproval.
- 20- Setting rules for awarding an honorary doctorate.
- 21- Suggesting detailed provisions related to the updated division.
- 22- Setting the rules for the originality, and the provisions related to the affairs of the departments.
- 23- Rules for determining teaching hours for scientific workers who are not members of the teaching staff in universities
- 24- Laying the foundations related to calculating the teaching hours in the quorum for the person charged with teaching individually or jointly with others.
- 25- Setting the rules for the additional work that falls on the members of the teaching staff in addition to their teaching shares (doing student interviews, exam work, and correcting exam papers).
- 26- Suggesting the rules for preparing the budget for practicing the profession at the university, issuing it, contracting its expenses, liquidating and disbursing from it, the rules for keeping its accounting, its restrictions, depositing its funds, and everything related to it (the financial system for practicing the profession).
- 27- Develop the necessary executive instructions to implement the provisions of practicing the profession, especially in the following:
 - Procedures for accepting professional works and the rules for universities' participation in competitions and tenders to carry out the work of practicing the profession.
 - Rules for distributing missions and professional work to the offices of practicing the profession in colleges and to members of the teaching staff and technical staff therein.
 - The foundations of inter-faculty cooperation for the implementation of joint multidisciplinary professional work.
 - The foundations and rules of cooperation for practicing the profession with scientific and research bodies and institutions inside and outside Syria.
 - Determining the tasks of the Profession Council and the Profession Practice Office.
- 28- Determining the system of study in colleges (annual, semester, credit hours, etc.) and setting the organizational structure and study plans according to this system.
- 29- Determining the start and end of the study calendar according to the academic system adopted in the college, and the University Council, when necessary, may

- decide to start and end the study on dates other than the mentioned dates after the approval of the Higher Education Council.
- 30- Determining the dates for the start and end of exams according to the study system followed in the college
 - 31- Setting rules related to the results of exams for various courses, after consulting the university councils
 - 32- Setting rules for depriving a student who tries to cheat or cheat in the exam from sitting for the exam.
 - 33- Determining the license degree certificate form based on the proposal of the relevant university council
 - 34- Setting the provisions governing the transfer from the academic year in which the student is registered to the next academic year by the approved academic system.
 - 35- Determining the applied colleges in which the student's passing score is at least (60).
 - 36- Setting the necessary transitional provisions to address the conditions of students registered before the issuance of the executive regulations, the rules for stopping registration, and the rules for entering the supplementary session exams.
 - 37- Setting rules for handling errors in announcing the student's exam results.
 - 38- Setting the method of calculating the GPA in the credit hour system.
 - 39- Determining the documents required for enrollment in the university.
 - 40- Setting admission rules and conditions for new students in universities.
 - 41- Setting general and parallel comparison rules in regular, open, virtual, and distance education.
 - 42- Setting criteria for acceptance of trade-offs and their conditions.
 - 43- Determining the colleges or departments whose students must participate in the productive camps, the foundations for setting up the camps, their programs and timing, and the conditions for participation and success in them.
 - 44- Determining the branches of diploma and master's degrees in qualification and specialization and their details and specializations according to the needs of society and the possibilities available to faculties and based on coordination between universities and higher education institutes.
 - 45- Determining the branches of the master's and doctoral degrees and their details and specializations according to the needs of society and the possibilities available to colleges based on coordination between universities and higher education institutes.
 - 46- Setting rules for equivalence of the degree of a non-Syrian license for enrollment in a master's degree.

- 47- Setting rules of admission between Syrian applicants and the like, including applicants, based on education parallel to enrollment in a master's degree.
- 48- Determining the number of Arab and foreign students who are accepted into a master's degree and setting rules of admission for them.
- 49- Setting the conditions for success in the master's degree and the conditions for applying for a two-session exam for those who did not pass, and specifying the certificate forms.
- 50- Setting the conditions for passing the foreign language exam to register for a doctoral degree, and the additional conditions required for registration in the foreign language departments.
- 51- Determining the branches of scientific degrees, their details, and specializations according to the needs of society and the possibilities available to medical colleges.
- 52- Determining the rules of admission between applicants for enrollment for a master's degree (in pre-clinical specialties) or a general or sub-specialized studies certificate.
- 53- Determining the conditions of the assessment and measurement exam that a master's student or graduate student must undergo to obtain a specialized certificate in medicine to succeed.
- 54- Determining the conditions for passing the foreign language exam for enrollment in a doctoral degree in medical sciences.
- 55- Laying down the rules governing the printing and gifting of doctoral dissertations, granting copies of them to the student, and the remuneration due thereon.
- 56- Setting the rules for stopping registration in master's and doctoral studies.
- 57- Determining the forms of the master's and doctoral degree certificates.
- 58- Determining the conditions for transferring master's and doctoral students between universities.
- 59- Approval of the regulations for postgraduate studies in colleges.
- 60- Setting the regulations governing the determination of the general average and assessment for the holder of a master's degree or doctorate.
- 61- Approval of the internal regulations of the facilities attached to the universities.
- 62- Approval of determining the amount of university collected for residence on university campus.
- 63- Approval of the level of qualification and specialization studies or updated postgraduate studies based on a scientific cooperation agreement with universities other than the universities of the Higher Education Council.

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- 64- Setting the detailed rules and provisions necessary for the implementation of this regulation, as well as the provisions that are not dealt with by the regulation, in a manner that does not conflict with the texts contained in the Universities Organizing Law and the Executive Regulations.
 - 65- Setting the necessary transitional provisions to deal with the existing cases before saving the executive regulations.
 - 66- Approval of the creation of branches of private educational institutions outside their main headquarters.
 - 67- Suggesting the initial approval for the establishment of post-secondary, higher educational institutions.
 - 68- Proposal for licensing post-secondary private educational institutions.
 - 69- Setting the rules for the scientific accreditation of the licensed institution and the conditions for granting and canceling.
 - 70- Approval of the rules set by the institution's administration for post-secondary education and the appointment and promotion of scientific administrators and members of the educational staff.
 - 71- Setting rules and conditions for private educational institutions to contract with members of the educational staff in public universities.
 - 72- A proposal to cancel the licensing of private educational institutions for violating the objectives for which they are licensed.

Article (3): Higher Education Council may delegate a mini-council headed by the Chairman, and the membership of university presidents to decide on urgent matters. The following issues are considered among these urgent matters:

- Students Affairs
- Exams
- Academic Staff Affairs
- Scientific research issues
- Equivalency of academic certificates
- Define certification forms
- Any other matters that the Chairman deems urgent

SECTION III

Technical Committees in the Council

Article (4): The Council shall form from among its members and other members of the teaching staff in universities and institutes, specialists, and members of the scientific trade unions and popular organizations the following permanent technical committees:

- 1- Higher Education Planning and Policy Planning Committee.
- 2- Qualification and Degree Equivalency Committee.
- 3- Committee for Scientific Research and Graduate Studies.
- 4- Study Plans and Curriculum Committee.
- 5- Open education committee.
- 6- Vocational Education Committee.
- 7- Student Affairs and Admission Committee.
- 8- Authoring, Translation, Arabization, and Publishing Committee.
- 9- Higher Education Budget Committee.
- 10- Accreditation and Quality Assurance Committee.
- 11- Committee of Private Educational Institutions.
- 12- Other related committees.

Article (5): Each of the committees described in the previous article is responsible for what is assigned to it by the Council, and it submits its suggestions, recommendations, actions, and reports to the Higher Education Council, and is directly aware of the tasks entrusted to it.

Article (6): The Planning and Policy Planning Committee in higher education is in charge of the following issues:

- 1- Suggesting the necessary plans to implement the higher education policy in the light of human and material development plans.
- 2- Drawing higher education policy and plans in all its branches, specializations, and levels and linking them to economic, social, and human development and market needs.
- 3- A statement of the general methodology for the development of higher education in all its institutions following scientific plans and with the tasks of each of its institutions.
- 4- Develop future visions for scientific degrees that keep pace with international developments in various fields.

Article (7): The Research and Graduate Studies Committee undertakes the following tasks:

- 1- Suggesting the general policy for scientific research in universities and institutes and directing it toward addressing social and economic problems in the region and the necessary plans for its implementation.
- 2- Suggesting rules for coordination between universities, institutes, colleges, and departments concerning the research they are interested in and the postgraduate studies they undertake.
- 3- Suggesting ways to advance scientific research in universities, institutes, colleges, and departments, and issuing journals and scientific publications.
- 4- Suggest scientific research plans and topics.
- 5- Proposing academic degrees for postgraduate studies and determining their levels.
- 6- Setting accreditation rules for public and private universities.
- 7- Study the events of specialized scientific centers attached to universities or one of their colleges or institutes.
- 8- Proposing the establishment of scientific degrees at the level of qualification studies, specialization, or postgraduate studies in any of the faculties of the university, based on a scientific cooperation agreement with a non-Syrian university.
- 9- Suggesting general rules for the wages, compensation, and rewards of contractors, researchers, lecturers, visiting professors, and those charged with applied work.
- 10- Studying the branches of the master's and doctoral degrees, their details and specializations, according to the needs of society and the possibilities available to faculties and based on coordination between universities and higher institutes.
- 11- Suggesting rules for the equivalency of the non-Syrian degree and the conditions for passing the foreign language exam for master's enrollment.
- 12- Suggesting the rules of comparison between Syrian applicants and the like, including applicants, based on education parallel to enrollment in a master's degree.
- 13- Suggesting the number of Arab and foreign students who are accepted into a master's degree and suggesting the rules of comparison for them.
- 14- A statement of the conditions for success in the master's degree and the conditions for applying for a two-session exam for those who did not pass.
- 15- Setting the conditions for passing the foreign language exam to register for a doctorate and the additional conditions required for registration in the foreign language departments.

- 16- Determining the branches of scientific degrees, their details and specializations, according to the needs of society and the possibilities available to medical faculties.
- 17- Determining the rules of admission between applicants for a master's degree (in pre-clinical disciplines) or a general or sub-specialized studies certificate.
- 18- Determining the conditions for the national examination that master's students or postgraduate students undergo to obtain a specialized medical certificate to succeed.
- 19- Determining the conditions for passing a foreign language exam for enrollment in a doctoral degree in medical sciences.
- 20- Laying down the rules governing the printing and gifting of doctoral dissertations, granting copies of them to the student, and the reward due for them.
- 21- Setting the rules for stopping registration in the master's and doctoral levels.
- 22- Determining the forms of the master's and doctoral degree certificates.
- 23- Determining the conditions for transferring master's and doctoral students from non-Syrian universities to Syrian universities.
- 24- Studying the regulations for postgraduate studies in faculties and suggesting the necessary regarding them.
- 25- A statement of the provisions governing the determination of the GPA, and the assessment of the person holding a master's or doctoral degree.
- 26- Suggesting rules for awarding an honorary doctorate.

Article (8): Student Admissions and Affairs Committee undertakes the following tasks

- 1- Suggesting the general principles for admission of students to universities and institutes and the interim policy for admission and linking this to the future needs and the labor market in the various fields of specialization, and proposing new policies that are more advanced and effective for admission in force to keep pace with the global development in this field.
- 2- Suggesting rules for the transfer of students from one college to another and from one university to another.
- 3- Suggesting programs and policies for employing graduates who have been accepted into higher education under the admission plan and its special conditions.
- 4- Tracking and evaluating the effects of admission policy within universities and institutes, and stating all observations and recommendations related thereto.
- 5- Determining the start and end of the study according to the academic system adopted in the college, and the University Council, when necessary, may decide

to start and end the study on dates other than the mentioned dates after the approval of the Higher Education Council.

- 6- Determining the start and end dates of exams according to the college's study system.
- 7- Lay down rules relating to the results of exams for various courses, after taking the opinion of university councils.
- 8- Establishing rules for depriving a student who tries to cheat or cheat in the exam from sitting for the exam.
- 9- Determining the license degree certificate form based on the proposal of the relevant university council.
- 10- Setting the provisions governing the transfer from the academic year in which the student is registered to the next academic year following the approved academic system.
- 11- Determine the applied colleges in which the student's passing score is at least (60).
- 12- Setting the necessary transitional provisions to address the conditions of students registered before the issuance of the executive regulations, the rules for stopping registration, and the rules for entering the supplementary session exams.
- 13- Setting the rules for handling errors in announcing the student's exam results.
- 14- Putting the method of calculating the GPA in the credit hours system.
- 15- Determine the documents required for enrollment in the university.
- 16- Establishing admission rules and conditions for new students in universities.
- 17- Setting general and parallel admission rules in regular, open, virtual, and distance education.
- 18- Setting criteria for acceptance in trade-offs and their conditions.
- 19- Determining the foundations for establishing production camps, their programs, timing, and conditions for participation and success in them.

Article (9): Qualification and Degree Equivalency Committee undertakes the following tasks:

- 1- Suggest executive instructions and additional conditions for appointing a faculty member.
- 2- Suggesting the governing rules and additional executive instructions for filling the position of a member of the faculty at the university and appointing to the position of assistant professor or professor, whether from inside or outside the university.

- 3- Suggesting rules for evaluating educational performance and developing the scientific, technical, linguistic and research competence of faculty members.
- 4- Suggesting rules for sending faculty members on short official or scientific missions for a period not exceeding three months.
- 5- Suggesting rules for granting compensation to a faculty member who is assigned to teach outside his/her workplace.
- 6- Suggesting the rules of eligibility and competence in transfer and appointment to the posts of the technical body and the rules for evaluating educational performance and developing competence.
- 7- Suggesting rules for equivalence of non-Syrian degrees for candidates for appointment to a teaching assistant position, and the rules for their appointment and disapproval.
- 8- Suggesting standards equivalent to degrees and academic qualifications that Higher Education Council is responsible for equalizing.
- 9- Rules for the delegation with short scientific missions, secondment, delegation, and leave without pay.
- 10- Establishing rules of procedure and provisions relating to departmental affairs.
- 11- Setting the rules for the additional work that falls on the members of the teaching staff in addition to their teaching shares (doing student interviews, exam work, and correcting exam papers).
- 12- Studying the needs of higher education from specialized scientific cadres and proposing rules for selecting teaching assistants.

Article (10): Study Plans, Academic Specializations, and Curriculum Committee undertakes the following tasks:

- 1- Studying the internal regulations that include the private affairs of colleges and institutes and expressing an opinion on them.
- 2- Suggesting the detailed packages related to the updated division in the department.
- 3- Determining the system of study in colleges (annual, semester, credit hours, etc.) and setting the organizational structure and study plans according to the system.
- 4- Determining the start and end of the study according to the academic system adopted by the college.
- 5- A statement of the foundations for establishing internal regulations for colleges, study plans, and organizing and developing curricula.
- 6- Study plans, curricula and their vocabulary, examination affairs, and coordination between universities in this regard.

- 7- Studying university proposals regarding the establishment of new departments or studies.
- 8- Studying the needs of development and the labor market among the new specializations, determining their types, and submitting suggestions regarding them.

Article (11): The Regular and Investment Budget Committee shall undertake the following tasks:

- 1- Studying the draft regular budget for universities, higher education institutions, and institutes affiliated with Higher Education Council.
- 2- Study the investment budget related to higher education and indicate when it will meet the development requirements, education needs, and the required specializations and secure the material intention necessary for development and modernization plans.
- 3- Studying ways that lead to enriching the self-resources of universities, higher education institutions, and institutes affiliated with the Higher Education Council.
- 4- Studying the internal regulations of the facilities attached to the universities and submitting related suggestions.
- 5- Study the development, modernization, and activation of the use of university campuses, university facilities, and related regulations.

Article (12): Private Educational Institutions Committee undertakes the following tasks:

- 1- Studying the need for private post-secondary educational institutions, proposing an educational map for these institutions, and stating the foundations and standards adopted for that.
- 2- Study requests related to the establishment of branches of private educational institutions outside its main headquarters.
- 3- Suggesting the initial approval for the establishment of post-secondary private higher educational institutions.
- 4- Proposal for licensing post-secondary private educational institutions.
- 5- Suggesting the rules for the scientific accreditation of the licensed institution and the conditions for granting and canceling.
- 6- Studying the rules set by the management of the licensed institution for the appointment and promotion of scientific administrators and members of the educational staff, and expressing an opinion thereon.
- 7- Suggesting rules and conditions for private educational institutions to contract with members of the educational staff in public universities.

- 8- A proposal to cancel the license of private educational institutions for violating the objectives for which they are licensed.
- 9- Suggesting the rules for the admission system for students and determining the numbers for each institution.
- 10- Suggesting rules regarding enrollment and transfer.

Article (13): Open Learning Committee undertakes the following tasks:

- 1- Suggesting the rules for the work of the Open Education Council at universities.
- 2- Studying the rules of admission and comparison and determining the numbers of students accepted in each program.
- 3- Studying and proposing new programs in the field of open education.
- 4- Studying the development of work mechanisms, study plans, and curricula.
- 5- Suggesting fees for the programs.
- 6- Suggesting rules regarding enrollment and transfer.
- 7- Suggesting rules related to the transfer of students from one year to another and the conditions and rates of success.

Article (14): Vocational Education Committee undertakes the following tasks:

- 1- Suggesting the rules for preparing the budget for practicing the profession at the university, issuing it, contracting its expenses, liquidating and disbursing from it, the rules for keeping its accounting, its restrictions, depositing its funds, and everything related to it (the financial system for practicing the profession).
- 2- Suggesting the necessary executive instructions to implement the provisions of practicing the profession.

Article (15): Accreditation and Quality Assurance Committee undertakes the following tasks:

- 1- Suggesting accreditation rules for public and private universities.
- 2- Suggesting the examination, evaluation, and measurement program and the specializations that require that, and preparing the related schedules and time plans.

Article (16): The council may from among its members and other members of the teaching staff in universities, institutes, and specialists, and members of trade unions of scientific professions and popular organizations, temporary technical committees to study some of the topics that fall within its competence, define their tasks in the decision to form them and report the results of their work to it.

Article (17): For each committee it composes, the council shall name a chairman, and its members shall be named from among its members and those with expertise and competence.

The term of the committee's operation is set for one year, and Higher Education Council may, in case of necessity, re-form it before the expiry of its term.

The Council may delegate some of its powers to any of its committees or university councils.

Article (18): The Council sets the rules for granting compensation and rewards for attending its sessions and the work of its committees. These rules are issued by a decision of the Chairman of the Higher Education Council by the laws and regulations in force.

Compensations and rewards are paid from the board's appropriations by a decision of the board chairman.

SECTION IV

Meetings and management of Higher Education Council

Article (19): The council's headquarters is in Idlib, and it may hold its sessions outside its headquarters in universities by a decision it takes in a previous session.

Article (20): The Council holds its sessions periodically every month (the first week of every month) at least once to deliberate on its agenda based on an invitation from its Chairman or the Secretary, commissioned by the Chairman of the Higher Education Council. The Council may hold emergency meetings according to the following procedures:

- 1- The invitation to the members to attend the meeting of the Council shall be sent with the draft agenda at least 72 hours before the date set for the meeting, in which the place and date of the meeting shall be specified.
- 2- The Chairman of the Council, in cases of necessity, may invite members to attend an emergency meeting without being restricted to a period and send the draft agenda.
- 3- An emergency meeting of the council may be held at the invitation of the Chairman, at the request of half of its members.
- 4- The Chairman may invite some people of expertise and competence to attend the council's sessions without having the right to vote.

Article (21): The Chairman of the Council manages the meetings of the Council, and nominates a deputy for him/her to manage the meetings of the Council when delegated to do so or when there is an impediment preventing him/her from managing it.

Article (22): In addition to the powers stipulated in this system, the Chairman of the Higher Education Council shall announce the opening, closing, suspension, and adjournment of sessions, manage the Council's work and discussions, observe the system, implement its provisions, close the debate, put forward a proposal for opinion, give the right to speak, present groups to vote, judge points of order, announce decisions, and exercise all the tasks assigned by the council.

Article (23): The meetings of the Council are legal in the presence of the majority of members, and the meetings of the committees are legal in the presence of the absolute majority of the members of each committee. Members delegated on external missions are not included when calculating the majority, and the management of the session shall be per the following:

- 1- The Chairman invites the speakers in the order of their request to speak, and priority in speaking may be given to the head of a committee to present or defend the committee's report.
- 2- The Chairman may specify the period that each speaker is allowed to speak.
- 3- During the discussion, the Chairman may announce the list of speakers and, with the approval of the council, announce the closing of the list, and give the right to answer to one of the members if a speech is given that calls for a response to it.
- 4- The Chairman puts the amendment to the vote after stopping the discussion. The proponent of the proposal may withdraw his/her proposal at any time before the start of voting on it, provided that it has not been covered by the amendment, and any other member may adopt the withdrawn proposal.
- 5- If a member requests the division of the proposal, the parts are voted on separately, and the parts that he approves are then put to the vote in their entirety. If all the parts that make up the proposal are rejected, the proposal is considered rejected.
- 6- If an amendment is submitted to the proposal, then the vote is taken on the amendment first, and if two or more amendments are submitted to a proposal, the council votes first on the amendments that are farthest from the original proposal and then on the amendment that is less distant, and so on until all amendments are voted on, and the chairman determines the order vote on amendments based on this rule.

- 7- A member may raise any point related to this bylaw during his/her discussion of any subject and the Chairman shall immediately decide on this point. It is possible to comment on the chairperson's decision, and then this comment shall be immediately presented to the vote, and the ruling of the Chairman shall stand if the majority of the members present and voting do not reject it.
- 8- Any member may propose to close the debate, and the amendment shall have priority. If requests are made to speak in it, only two are allowed to do so, one to defend it and the other to oppose it. After that, the Chairman presents to a vote the closing amendment. If the council approves it, the Chairman announces the closure of the debate.
- 9- It is not permissible to reconsider a proposal or a decision taken in the meeting by itself unless the council decides otherwise by a majority of two-thirds of its members present. Permission is given to speak on the subject of reconsideration to two speakers, after which the opinion is immediately presented to a vote in the same session unless the decision or proposal violates the law or the regulations in force than may be withdrawn at any time.
- 10- If the Chairman appears to be ambiguous in the voting, he/she may re-vote a second time only before moving to another topic on the agenda.

Article (24): The council takes its decisions by the relative majority of the participating members (present) in voting, except in cases where a special majority is required according to this system. The Chairman and every other member shall have the right to register his/her violation or reservation if he/she participates in the voting.

SECTION V

Secretary of the Council of Higher Education

Article (25): The Secretary of the Higher Education Council is appointed by the Chairman of the Higher Education Council.

Article (26): The Secretary must have a Ph.D. degree and be teaching at a public university.

Article (27): The Secretary must be full-time, with a teaching quorum equal to that of the vice president of a public university.

Article (28): The council secretary is entitled to compensation equal to the compensation of the vice-president of a public university, from the budget of the Higher Education Council.

Article (29): The Secretary of the Higher Education Council undertakes the following duties:

- 1- Preparing the work of the Higher Education Council and following up the implementation of its decisions and the work of its permanent and temporary committees, and coordinating between them.
- 2- Writing the minutes of the council's meetings and signing them with the Chairman, who is responsible for keeping them with the council's documents and records.
- 3- Manage all correspondence on issues related to the work of the Council in terms of preparing for its meetings and preparing its agendas and clarifications related to all issues that fall under its management.

The draft agenda includes all of the following:

- 1- Minutes of the previous meeting.
- 2- Topics referred to the council by the Chairman.
- 3- Topics that the council decided in a previous meeting to include in the agenda.
- 4- Suggestions of the competent university councils that the laws and regulations stipulate to be presented to the council.
- 5- At the beginning of each meeting, the Council approves or amends the draft agenda.
- 6- Each member of the council may submit to the Chairman in writing what he/she deems fit of the proposals, and the council may decide after deliberation to include them in the agenda of the next meeting.
- 7- It is not permissible to raise topics outside the agenda in the same session of the Council.

SECTION VI

Miscellaneous provisions

Article (30): The decisions of the Council are considered effective starting from the date of the day following the end of its meetings, unless the decision stipulates otherwise, or if its implementation requires the issuance of a special law.

Article (31): The Chairman of the Higher Education Council, university presidents, deans of faculties and institutes, and the competent authorities, each in his/her jurisdiction, implement the decisions of the council

Article (32): Higher Education Council may decide to prepare audio recordings of the deliberations of its meetings, which shall be kept with the Secretary of the Council.

Article (31): In everything that is not provided for in this bylaw, the council shall apply the laws and regulations in force.

This decision shall be published and notified to whoever is required to implement it.

Dr. Majdi Al-Hasani

Chairman of the Higher Education Council.