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**Higher Education Council, Syria**  
**The Executive Regulations of the Universities**  
**Organizing Law No. 27 of 2019**



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## **The executive regulations of the Universities Organizing Law No. 27 of 2019**

Higher Education Council, based on,

- Provisions of Article (129) of the Universities Organizing Law No. 27 of 2019.
- Higher Education Council session No. / 2 / dated Dec, 3<sup>rd</sup> 2019.
- Proposal of the committee to amend the executive regulations formed by Resolution No. / 43 / dated Oct, 27<sup>th</sup> 2019.

It was decided the following:

### SECTION I

#### Chapter I: Definitions

Article (1): The following expressions, wherever they appear in this regulation, mean what is indicated next to each of them:

- **Teaching Staff**: The total number of faculty members, technical staff members, and teaching assistants.
- **Academic Year**: the period that extends during the bachelor's stage, qualification studies, specialization, and postgraduate studies, from the start of the study to the end of examination procedures, including supplementary exams.
- **Teaching year**: the stage in which the student continues his/her studies to obtain a bachelor's degree during a particular academic year.
- **A Year**: The Gregorian year and its duration are twelve months.
- **Teaching quorum**: the basic teaching quorum without any addition or reduction.
- **Duty quorum**: The teaching quorum that a faculty member is required to undertake after the legal increase or decrease.

#### Chapter II: Academic Degrees

Article (2): Universities grant the following academic degrees:

- A. Licensed Assistant, Technical Diploma.
- B. Bachelor's degree.
- C. Diploma in qualification and specialization.
- D. Master's degree in qualification and specialization.
- E. General Specialized Studies Certificate.
- F. Subspecialty Studies Certificate.
- G. Master degree.
- H. Ph.D. degree

This is what is determined by the internal regulations of faculties and institutes and their procedures for qualification, specialization, and postgraduate studies. Universities also grant an honorary doctorate by the rules set by the Higher Education Council.

### Chapter III: Specializations of Scientific Administrators

Article (3): In addition to the competencies stipulated in the Universities Organizing Law and in this regulation, the scientific administrators in universities shall exercise the competencies indicated in the following articles in this chapter:

#### First: President of the University

Article (4): President of the University shall manage the university's scientific, educational, and research affairs, as well as administrative and financial affairs within the limits of the plans drawn up by the Council of Higher Education and the University Council under the provisions of the laws and regulations in force, and in particular, he/she shall supervise:

- A. Preparing scientific, educational, and research plans for the university.
- B. Preparing plans to complete the university's need for educational, laboratory, and administrative bodies.
- C. Preparing and implementing plans to develop the scientific, technical, linguistic, and educational qualifications of the university's scientific workers.
- D. Implementing the educational performance evaluation system and developing the scientific, technical, and linguistic competence of the members of the educational staff and their carrying out educational and research duties.
- E. Preparing plans to complete the university's needs of facilities, equipment, tools, mechanisms, and other needs.

- F. Monitor the level of university performance in terms of scientific, educational, research, administrative and financial aspects, and follow-up of the implementation of the decisions of the Higher Education Council and the University Council in these areas.
- G. He/she is responsible for all employees of the university.

Article (5): President of the University may entrust any of his/her deputies to study or decide on the topics he/she deems appropriate. He/she may also delegate a decision from him/her to any of them, within the limits of his/her competence, to decide permanently on certain topics. In this case, the authorization is circulated to all departments in the university and a copy of the authorization is submitted to the Higher Education Council.

**Second: Vice-President for Student and Administrative Affairs**

Article (6): Vice-President for Student Affairs and Administrative Affairs assists the President of the University in the management of administrative, financial, and student affairs at the university, and in particular, he/she is responsible for:

- A. Considering matters delegated to him/her by the University President.
- B. Submit proposals to the President of the University in all matters related to administrative and financial affairs at the University, and submit proposals to the President of the University, and the Student Affairs Council in all matters relating to student affairs.
- C. Assisting the President of the University in monitoring the level of performance at the university in terms of administrative and financial aspects and student affairs, and in following up on the implementation of the decisions of the Higher Education Council and the University Council.

**Third: Vice-President for Scientific Affairs**

Article (7): The Vice President for Academic Affairs assists the President of the University in managing scientific and educational affairs at the university, and in particular, he/she is responsible for:

- A. Considering the matters assigned to him/her by the University president.
- B. Submit proposals to the President of the University and the Council of Scientific Affairs in all matters relating to scientific and educational matters at the University.
- C. c. Assisting the President of the University in monitoring the level of performance at the university in terms of scientific and educational terms, and in following up

on the implementation of the decisions of the Higher Education Council and the University Council.

**Fourth: Vice President for Scientific Research and Graduate Studies**

Article (8): Vice-President for Scientific Research and Graduate Studies assists the President of the University in managing the affairs of scientific research and graduate studies at the university and in particular, he/she is responsible for:

- A. Considering matters delegated to him/her by the University president.
- B. Submit proposals to the President of the University and the Council for Scientific Research and Graduate Studies in all matters relating to scientific research and graduate studies at the university.
- C. Assisting the President of the University in monitoring the level of performance at the University concerning scientific research and graduate studies, and in following up on the implementation of the decisions of the Higher Education Council and the University Council.

**Fifth: Vice-President for Open Education Affairs**

Article (9): Vice-President for Open Education Affairs shall assist the President of the University in managing the affairs of open education at the university, and in particular, he/she is responsible for:

- A. Considering matters delegated to him/her by the University president.
- B. Submitting proposals to the President of the University, and the Council for Open Education Affairs in all matters related to open education at the university.
- C. Assisting the President of the University in monitoring the level of performance at the university about open education, and in following up on the implementation of the decisions of the Higher Education Council and the University Council.

**Sixth: Editor-in-chief of a university research journal**

Article (10): A faculty member with the rank of assistant professor holds the position of editor-in-chief of a university research journal. He/she is responsible for managing the affairs of the research journal, is associated with the Vice-President for Scientific Affairs, and is responsible for the following:

- A. To determine the scientific research requirements for admission to the research journal.

- B. To receive scientific research and direct it to the competent arbitration committees
- C. To ensure the conditions of confidentiality and scientific integrity.
- D. Suggest rewards for arbitration committees and scientific evaluation of research.
- E. Submit all proposals to the Council of Operational Affairs, of which he/she is considered a member.

Article (11): He/she shall be treated as a dean of a faculty in terms of the quorum and due compensation.

**Seventh**: The university secretary

Article (12): The University Secretary, under the supervision of the University president and his/her deputies, shall assume the following powers:

- A. Carrying out the work of the secretariat of the university council, and other councils when needed.
- B. Monitoring the progress of work in the departments of the central administration at the university and coordinating between them.
- C. Following up the implementation of the decisions of the Higher Education Council and the university councils and the decisions of the University president and his/her deputies.
- D. Deciding what is entrusted to him/her by the University president.
- E. Carrying out studies assigned to him/her by the University president.

**Eighth**: Dean of the Faculty

Article (13): The dean of the faculty is in charge of managing the faculty and managing its scientific and educational affairs and the affairs of scientific research and graduate studies, within the limits of the plans drawn up by the Higher Education Council, the university councils and the faculty council, under the provisions of the laws and regulations in force; and in particular, he/she is responsible for:

- A. Submit proposals regarding the educational and scientific plan, scientific research, and graduate studies in the faculty.
- B. Supervising all employees of the faculty, and assigning them tasks according to need and necessity.
- C. Submitting proposals regarding completing the faculty's needs from educational, laboratory, and administrative bodies, and raising the level of members of these bodies.

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- D. Submit proposals for completing the faculty's needs of facilities, equipment, mechanisms, tools, and others.
  - E. Working on maintaining order within the faculty, monitoring the progress of work and exams there, and informing the President of the University regarding everything that might prejudice that.

Article (14): Dean of the Faculty has the rights to:

- A. To entrust any of his/her deputies to study or decide on the topics he/she deems appropriate, and he/she may also delegate to either of them, within the limits of his/her competence, to permanently decide on certain topics, and the delegation must be circulated, in this case, to the departments of the faculty and a copy of it is communicated to Presidency of the University.
- B. The Dean may entrust the functions of the absent from his/her two deputies to the other deputy.
- C. When the post of dean becomes vacant, the President of the University entrusts one of the two vice-deans to exercise the dean's responsibilities.

**Ninth: Vice Dean for Student and Administrative Affairs**

Article (15): Vice-Dean of the Faculty for Student and Administrative Affairs assists the Dean of the Faculty in managing the Faculty's administrative, financial, and student affairs, and in particular, he/she is responsible for:

- A. Consider matters delegated to him/her by the Dean of the Faculty.
- B. Submit proposals to the Dean of the Faculty in all matters related to the administrative and financial affairs of the Faculty, and submit proposals to the Dean of the Faculty and the Student Affairs Committee in all matters related to their affairs.
- C. Assisting the Dean of the Faculty in monitoring the work progress in the Faculty in terms of administrative and financial aspects and student affairs, and in following up on the implementation of the decisions of the Higher Education Council, the University Councils, and the Faculty Council in these areas.

**Tenth: Vice Dean of the Faculty for Scientific Affairs**

Article (16): Vice-Dean of the Faculty for Scientific Affairs assists the Dean of the Faculty in managing the Faculty's scientific and educational affairs and the affairs of scientific research and graduate studies, and in particular, he/she is responsible for:

- A. Consider matters delegated to him/her by the Dean of the Faculty.

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- B. Submit proposals to the Dean of the Faculty in all matters relating to scientific and educational matters and matters of scientific research and graduate studies in the Faculty.
  - C. Assisting the Dean of the Faculty in monitoring the progress of work in the Faculty from the scientific and educational aspects, in matters of scientific research and postgraduate studies, and following up on the implementation of the decisions of the Higher Education Council, the University Councils, and the Faculty Council in these areas.

**Eleven:** Head of Department

Article (17): The head of the department shall manage the department's scientific, educational and administrative affairs, scientific research affairs, and graduate studies in the department within the limits of the plans drawn up by the Higher Education Council, the university councils, the faculty council, and the department council, and in particular, he/she is responsible for:

- A. Submit proposals on the department's educational and scientific plan, scientific research, and graduate studies.
- B. Submitting proposals regarding completing the department's needs of educational, laboratory, and administrative bodies, and raising the level of members of these bodies.
- C. Submitting proposals regarding completing the department's needs of facilities, equipment, tools, mechanisms, and others.
- D. Monitoring the workflow in the department and is responsible for the progress of teaching in it, and supervising the application of the curricula of the courses taught or supervised by the department in other departments, faculties, or institutes, and he/she must inform the dean of his/her faculty of everything that might prejudice that.
- E. Supervising the faculty members of the department.

**Twelve:** Division Chief

Article (18): It is permissible, when necessary, to create divisions in the department, to be determined by the internal regulations of the faculty:

- A. Each division shall have a Chief from among its members named by the president of the University after consulting the dean of the faculty, and head of the department.



- B. Division Chief, for the division's employees, has the powers of the head of the department.
- C. The division meeting is attended by all members of the teaching staff, and its recommendations are submitted to the department council to take the appropriate decisions in their regard.
- D. The department can have divisions in other faculties, and in this case, the heads of divisions attend the meetings of the councils of these faculties in the capacity of observers.
- E. The Chairman of the Higher Education Council, based on the proposal of the University Council, issues a decision regarding other detailed provisions related to the Division.

#### Chapter VI: Departmental Affairs and the Advancement of Academic Posts

Article (19): If the department becomes vacant among the faculty members, its administrative and scientific affairs are entrusted to the head of another department by a decision from the University President, based on a proposal from the dean of the faculty.

Article (20): When calculating the percentage of representation in the department council, the University President, his/her deputies, and the dean of the faculty do not count among the department members.

Article (21): The dean of the faculty may attend the meetings of the departmental councils and he/she may invite them to the meeting, and in this case, the chairing of the session shall be his

#### Chapter V: The Model of Work & Councils of Universities

Article (22): University Council structure: The University Council is composed of the following:

- A. President of the University
- B. The membership of:
  - 1) Vice-Presidents of the University.
  - 2) Branch directors of the university.
  - 3) Deans of faculties at the main university.
  - 4) Deans of higher institutes at the main university.

- 5) A representative of the directors of the centers affiliated to the university (the advisory center, the university hospital, the university dormitory, rehabilitation and training, and others).
  - 6) Representative of the academics.
  - 7) A representative of the Council of Intermediate Institutes.
- C. All members of the University Council must be members of the university's faculty.
  - D. University Secretary.
  - E. The University Council has the right to invite whomever it deems appropriate to attend the sessions of the University Council, without having the right to vote

Article (23): The head of each of the university councils mentioned in the Universities Organizing Law determines the topics that are presented to the council and invite the council he/she chairs to meet at least twice a month during the academic year, and he/she has the right to invite whomever he/she sees as specialists to attend the meeting without the right to vote.

Article (24): The invitation to attend the meeting shall be sent using a written letter or by regular mail or e-mail that includes the agenda of the session, and the invitation shall be notified to the members at least twenty-four hours before the date of the meeting.

Article (25): The session shall not be verified unless the majority of the members of the council or the general assembly is attended (half +1). If the required majority is not available the first time, the president shall call for a second time. In this case, the session shall be held legally regardless of the number of attendees.

Article (26): Council members are obliged to vote positively or negatively, and decisions are taken by the relative majority of the members present. If the votes are equal, the side of the President shall prevail.

Article (27): Each member of the council may submit in writing what he/she sees as proposals during the session, and they will be recited therein. Then the council decides, in the next session, whether there is a place for deliberation in this regard, and it may then decide on it.

Article (28) The decisions that must be submitted to the higher councils shall be notified to the chairmen of these councils, within two weeks at most from the date of their issuance. The chairman of the council must present to the council he/she chairs the lower council decisions that must be presented within two weeks at most from the date of their arrival to him/her, and during this period he/she may return them to their source with

the reasons given; If the lower council insists on it, it must be presented within two weeks of its return.

Article 29- The University councils stipulated in the Universities Organizing Law name the heads and members of the permanent and temporary technical committees that they form to study the topics that fall within their competence and define the tasks of these committees.

## Chapter VI: Departments in the University

Article (30): The University includes several departments (directors - departments - units - offices - divisions)

- A. The purposes of those departments are as the following:
- 1) Supporting the scientific administrators and the university's secretary in performing their duties in the administration and management of the university.
  - 2) Assisting university councils and committees in exercising their specializations, powers, and matters entrusted to them.
  - 3) Facilitate the work of auditors and stakeholders.
  - 4) In general, assisting the university in its various faculties, institutes, departments and to achieve its goals.
- B. These departments are named and their competencies are defined in the university's internal system, which is issued by a decision of the Chairman of the Higher Education Council based on the proposal of the University President.
- C. University employees are distributed among these departments per the provisions of Article 70 of these regulations.

Article (31): The departments in the university form an integrated unit, and the employees are transferred among them according to what is required by the interest that is valued by the University President after consulting the opinion of the concerned faculty dean regarding his/her employees.

Article (32): Each subordinate performs his/her job duties and implements the instructions his/her superior gives him, and the tasks assigned to him/her.

## SECTION II: University Personnel Affairs

### Chapter I: Rules for Examination of Scientific Production

**Article (33):** Scientific production is examined by a committee. The procedures are as the following:

- A. The Scientific Production Examination Committee is composed of three faculty members, and one or more of them may be a specialist from outside the university. A committee member is required to be at least at the level of the job to which the candidate has applied.
- B. The committee is formed by a decision of the University President based on the proposal of the university Vice-President for scientific affairs and taking the opinion of the concerned faculty dean.
- C. The committees formed to examine the scientific production of the jobs of the technical staff members may include some business managers and business supervisors in the university.

**Article (34):** The Vice-President for Scientific Affairs shall, within ten days from the date of the decision to form the committee, notify each of its members individually of his/her nomination to this committee, and a copy of the candidate's scientific production. The Vice-President for Scientific sends to each of its members a copy of the previous scientific production examination report for those who are nominated for appointment to a higher teaching position.

**Article (35):** Members of the Scientific Production Examination Committee shall submit individual reports to the Vice-President for Scientific Affairs on the aforementioned production, and these reports must include a scientific evaluation of the candidate's entire production with an indication of the production's advantages, disadvantages and shortcomings, the extent of its originality and soundness of language, and an indication of whether the candidate is promoted to the position the job, and the Vice-President of the university sends these reports to the dean of the faculty.

**Article (36):** The relevant department council studies the scientific production examination reports and submits its proposal regarding the appointment to the faculty council, which in turn expresses its opinion in this regard. Then the faculty council's

proposal is submitted to the council of scientific affairs. The proposal of the Council of Scientific Affairs is submitted to the University Council to take the appropriate decision.

Article (37): When appointing faculty and technical members to teaching positions that are higher than their current positions, it should be taken into account. When employees of public authorities are appointed to teaching positions, they shall keep their salaries, ranks, and advances in their current grades.

Article (38): Those who are appointed to the faculty for the first time are required to translate an adequate summary of the thesis into Arabic, except for the messages of those appointed in foreign languages departments, which are submitted to obtain the scientific degree following the rules and regulations set by the Higher Education Council.

## Chapter II: Teaching Shares and Working Hours of Scientific Workers

Article (39): The teaching quorum for university faculty members is determined as follows:

Faculty Member	weekly teaching quorum
Professor	12
Assistant Professor	14
Ph.D.	16
Technical Staff (Holders of MA, MS.C.)	18
Technical Staff (Diploma, Bachelor's degree)	20

Article (40): A semester teaching hour is equivalent to half an annual teaching hour in calculating the quorum, and it is permissible to reduce the required quorum in one of the two semesters, provided that this reduction is compensated by the equivalent in the other semester, provided that the reduction does not exceed three-quarters of the quorum.

Article (41): The quorum for each of the following categories is determined as follows:

Administrative scientific mission	weekly teaching quorum
<ul style="list-style-type: none"> <li>▪ Chairman of the Higher Education Council</li> <li>▪ President of the University</li> </ul>	2 hours
<ul style="list-style-type: none"> <li>▪ Vice Presidents of the University</li> </ul>	4 hours

<ul style="list-style-type: none"> <li>▪ Secretary of the Council of Higher Education</li> <li>▪ Secretary of the University</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Dean of the faculty</li> <li>▪ Editor-in-chief of a university research journal</li> <li>▪ Director of higher institute</li> <li>▪ Director of a specialized institute</li> </ul>	8 hours
<ul style="list-style-type: none"> <li>▪ Deputy dean of the faculty</li> <li>▪ Deputy of the higher institute</li> <li>▪ Deputy director of the specialized institute</li> <li>▪ Head of the department in the faculty</li> <li>▪ Chief of the division</li> <li>▪ Director of the teaching center</li> <li>▪ Director of one of the directorates in the administration, university, or one of the university facilities.</li> </ul>	10 hours
<ul style="list-style-type: none"> <li>▪ Head of the department at the specialized institute</li> </ul>	Weekly teaching quorum is reduced by two hours

Article (42): A technical staff member assigned to a scientific administrative mission is treated as a faculty member in terms of assignment compensation and due quorum.

Article (43): The hourly wage for teaching in graduate studies is calculated as the equivalent of one hour and a half wage.

Article (44): A teaching hour of whatever type, whether it is practical, clinical, research seminar, application hour, or any other teaching hour is counted as one hour in the quorum, whether the faculty member undertakes it alone or jointly with others within the foundations set by the Higher Education Council.

Article (45): In addition to their teaching shares, members of the educational staff are required to conduct student interviews and examination work, and correct examination papers and notebooks, per the rules set by the Higher Education Council.

Article (46): The working hours of scientific administrators are limited to (30) hours per week, including their due teaching shares.

### Chapter III: Scientific Reports of Academic Staff and Scientific Administrators

Article (47): During the first half of July of each year, a faculty member submits a report to the department head (to the dean of the faculty in the absence of a department) on his/her teaching and scientific activities, in which he/she shows the work he/she performed during the academic year, and the books and references he/she authored or translated, and the research he/she conducted and other matters related to his/her university work and his/her proposals about developing it, and improving its return. This report is replaced by filling out a full-time form for full-time students, and a member of the teaching staff may submit other reports if the need arises, and he/she must also submit reports assigned to him/her by the head of the department (Dean of the Faculty) to present it on topics related to his/her work.

Article (48): A member of the educational staff must submit to the department head a copy of all of his/her books, reviews, and research for safekeeping in the department.

Article (49): The head of the department prepares a report on everything related to the department's conditions, the progress of work in it, its members' scientific and educational activities, and what is related to scientific research and graduate studies, and its proposals in all of these activities. The department head submits this report during the second half of July after its approval in the department council to the dean of the faculty and the department's general body.

Article (50): The dean of the faculty, in cooperation with his/her two deputies, prepares a report on everything related to the faculty's scientific, educational, administrative, and financial aspects, and the affairs of scientific research and graduate studies, and his/her proposals in this regard. This report is submitted to the University President in August after its approval by the Faculty Council.

Article (51): The president of the university submits to the president of the higher education council in the first half of October a report on education affairs, scientific research, and other aspects of activities at the university.

### Chapter IV: Delegation of Faculty Members

Article (52): The maximum duration of a full or partial delegation, or both, for a faculty member to perform a public job is four years.

Article (53):

- A. The delegated faculty member continues to be partly delegated to teach at his/her university according to the following:
1. At least six hours per week if he/she is holding a Ph.D. degree
  2. At least five hours per week if he/she is an Assistant Professor.
  3. At least four hours per week if he/she is a Professor.

In addition, he/she shall continue to carry out, at his/her university, the duties arising therefrom.

- B. The delegate also retains his/her salary and compensation, including full-time compensation and additional compensation, insofar as it does not conflict with the law on scientific sabbatical.

Article (54): The duration of the total delegation for other than universities or higher institutes in the country shall not be counted as the period required for appointing an educational staff member to a higher educational position.

## Chapter V: Practicing the Profession

Article (55): The University has the right to contract to provide expertise and academic advice and to contract for distinguished qualitative scientific research and studies, qualification, training, and auditing. The concept of practicing the profession under the supervision of the university, following the principles and provisions contained in the articles of this chapter.

Article (56): The work of practicing the profession under the supervision of the university is characterized by academic excellence, which aims to keep pace with the progress of science, technology, and thought in academic institutions in developed countries and to meet the needs of comprehensive development in the country.

Article (57): Practicing the profession is an academic activity that adds vitality to the scientific, educational, and research process and enriches its applied aspects.

Article (58): Practicing the profession under the supervision of the university aims at the following:

- A. Connecting the university to society and marketing knowledge



- B. Contribute to finding solutions to various issues facing comprehensive development and economic, social, and cultural development in the country

Article (59): Profession Practice Office

- A. Every faculty has an office called the Office of Profession Practice, headed by the Dean, and its membership includes the heads of departments in the faculty.
- B. Each university shall have a council to practice the profession, chaired by the University President, including the Vice-Presidents of the university and the deans of the faculties.

Article (60): The University may entrust the profession's practice offices in it to carry out the work of practicing the profession related to its projects under a contract concluded with the implementers, and the provisions of Article 63 of these regulations shall apply to this contract.

Article (61): The President of the University signs contracts to practice the profession, and the executors of the professional work bear the contractual responsibility towards the university according to assignment instruments signed by the University President and those charged with implementation.

Article (62): The percentages are distributed according to the following:

- A. The university charges 60% of the contract value for each of the professional works, and this amount is put as a resource in the independent budget for practicing the profession.
- B. The rest is distributed according to the following percentages of the contract value:
1. 30% for the faculty members and the technical staff divide it among themselves in proportion to what each of them has contributed to the work.
  2. 5% of a common fund for members of the teaching staff in the faculty, who are not executing the work, to be divided annually among them equally.
  3. 5% of a joint fund for the administrative staff of the university, to be divided annually among them equally.

Article (63): The University undertakes to secure the equipment, places, and other materials necessary to carry out the work of practicing the profession.

Article (64): The University shall have an independent budget for practicing the profession:

- A. Its resources consist of:
  1. The percentage of the contractual value that is obligatory following the provisions of Paragraph (A) of Article 62 of these Regulations.
  2. The fund is allocated from the university budget as a support capital for practicing the profession.
  3. Revolving savings from the previous fiscal year's budget.
- B. The independent budget expenditures are determined as follows:
  1. Expenses are required to carry out the work of practicing the profession such as equipment, securing places, and consumption of materials.
  2. Strengthening and developing the physical infrastructure such as buildings, laboratories, and equipment to support scientific research at the university and practice the profession in it.

Article (65): The budget for practicing the profession at the university in terms of preparing, issuing, contracting its expenses, liquidating and disbursing from it, the rules for keeping its accounting, its restrictions, depositing its funds, and everything related to it is subject to the rules and procedures stipulated in the financial system on the proposal of the Higher Education Council.

Article (66): Higher Education Council sets the necessary executive instructions to implement the provisions of practicing the profession contained in these regulations, especially the following:

- A. The procedures for accepting professional works and the rules for the university's participation in competitions and tenders to carry out the work of practicing the profession.
- B. Rules for distributing tasks and professional work to the offices of practicing the profession in faculties and to members of the teaching staff and the technical staff therein.
- C. The foundations of interfaculty cooperation to implement joint professional multidisciplinary work.
- D. Principles and rules of cooperation for practicing the profession with scientific and research bodies and institutions inside and outside the country, including the use of expertise.
- E. Determining the tasks of the Profession Council and the Profession Practice Office

## Chapter VI: Teaching Assistants

Article (67): Those who are appointed as teaching assistants are required to fulfill the conditions specified for the teaching assistant, and those transferred from the public authorities who appoint teaching assistants shall retain their salaries and their earned condition for the next promotion, provided that they do not exceed the salary ceiling of the position for the teaching assistant, and in case of exceeding, the difference between the salary ceiling of the position to which he/she is transferred is considered, and his/her previous salary bonus amortized by the next promotion.

Article (68): Before being delegated, a teaching assistant shall, in addition to his/her teaching quota, undertake studies, research, and work as assigned to him/her by the department head or scientific supervisor to prepare him/her for delegation to pursue his/her specialization. The delegate also participates in the examination work such as examining examinations, monitoring results, and correcting the papers of the courses he/she teaches. The delegate also participates in various scientific works and university cultural, intellectual, professional, artistic, and social activities required by the nature of work at the university.

Article (69): A faculty member supervises the teaching assistant scientifically before his/her delegation. This scientific supervisor is named by a decision of the faculty council, based on a proposal from the department council, within a month from the date of the teaching assistant's commencement, and supervision continues during his/her delegation outside his/her faculty.

Article (70): The delegate is obliged to inform the scientific supervisor of all developments that occur in his/her studies and the main lines of the research he/she is carrying out, and to submit a report every six months on the progress of his/her studies and his/her work.

Article (71): The scientific supervisor submits an annual report to the concerned department head, showing the progress of the teaching assistant's study and work, and the supervisor must inform the department head immediately of any defect in this regard.

Article (72): Transfer and delegation

- A. A teaching assistant may not be transferred, delegated, loaned, or granted an educational or special leave without pay, and may not practice the profession.

- B. A teaching assistant may be granted special leave without pay for a period not exceeding three months, and for one time during his/her work as a teaching assistant.

Article (73): The provisions applicable to faculty members stipulated in the Universities Organizing Law and these regulations shall be applied to teaching assistants, concerning promotion, discipline, holidays, and vacations.

### Chapter VII: Technical Staff

Article (74): Whoever is transferred to the positions of the technical body, it is required that the conditions specified for appointment in these positions be fulfilled, and the transferee shall retain his/her salary, his/her rank, and his/her earned condition for the next promotion, provided that it does not exceed the salary ceiling of the position he/she is transferred to. The previous bonus is amortized by the next promotion.

Article (75): A member of the technical staff participates in the examination work, such as examining examinations, monitoring the results, and correcting the papers of the courses he/she teaches. He/she also participates in various scientific works and university cultural, intellectual, professional, technical, and social activities required by the nature of work at the university.

Article (76): The provisions applicable to faculty members shall be applied to a member of the technical staff, in terms of the duration of the assignment and the required quorum.

### Chapter VIII: Administrative Workers

Article (77): Administrative workers are divided into five categories:

- A. The First Category.
- B. The Second Category.
- C. The Third Category.
- D. The Fourth Category.
- E. The Fifth Category.

Article (78):

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A. The assistant secretary is named by a decision of the University President.

B. Except for what is mentioned in a special provision in this regulation, the provisions of the unified personnel system and its amendments shall apply to administrative workers.

Article (79): Administrative workers of different categories form a joint unit among themselves and they are transferred from one department to another or from one faculty to another in the university and from university departments to faculties or vice versa by a decision issued by:

- A. President of the University for the First Category.
- B. Vice-President for Administrative Affairs for the rest of the categories.

Article (80): Administrative workers, concerning daily working hours, are subject to the official working hours applicable to their likes in public authorities, and the university administration may specify for some workers special working hours according to the nature of work (hospitals, faculties, etc.), provided that the number of daily working hours is not less than the number of official working hours.

## SECTION III: Study plans and student affairs

### Chapter I: Study Plans and Curricula for Bachelor's Degree

#### Article (81):

- A. Higher Education Council determines the system of study followed and its provisions in faculties (annual, semester, credit hours.....etc.), and sets the organizational structure and study plans accordingly.
- B. The internal regulations of the faculties and their study plans determine the courses taught in them, how they are distributed over the study years or semesters, the number of hours allocated to each course, and the department that teaches or supervises their teaching.

#### Article (82):

- A. The vocabulary of each course is determined by a decision of the Council of Scientific Affairs based on the proposal of the relevant department council and the approval of the Faculty Council.
- B. Teaching a course can be transferred from one semester to another by a decision of the Faculty Council.

Article (83): The Council of Scientific Affairs proposes rules for authoring and translating university books and references, and determines the technical specifications for them.

Article (84): Higher Education Council determines the start and end of studies by the academic system adopted in the faculty, and the University Council, when necessary, may decide to start and end studies at other than the mentioned dates.

### Chapter II: Exams in the Bachelor's Degree

#### Article (85):

- A. Higher Education Council determines the start and end dates for exams by the faculty's study system.
- B. A student is denied entry to the course exam in which he/she did not achieve the attendance percentage specified in the faculty's bylaws, and is considered to have failed.
- C. The dean of the faculty announces at least one week before the start of the exam, based on the proposal of the department council, and the approval of the faculty

council, the names of students who have not achieved the required percentage of attendance.

Article (86): The dean of the faculty administers the exams, appoints the heads of the halls and observers, and supervises the examination committees.

Article (87): Each faculty consists of:

- A. Examination Committee.
- B. General Oversight Committee (Monitoring).

Article (88):

- A. A course examination committee is formed in some courses that require an oral or practical examination by a decision from the faculty dean, upon the request of the concerned department head.
- B. The scheduled examination committee evaluates the written answers and tests the student orally and practically if the course has two oral and practical exams.

Article (89): The dean of the faculty, under his/her leadership or chaired by his/her two deputies, constitutes the General Monitoring Committee (monitoring) from among the members of the teaching staff and administrative staff, and the task of this committee is to record grades, review and prepare exam results.

Article (90): Higher Education Council, after consulting the university councils, sets the rules governing the results of exams for the various courses.

Article (91): At the end of the exam session, the President of the University may form scientific committees based on the proposal of the concerned faculty dean to study samples of examination papers from various specializations to assess the student's performance and to determine the methods of evaluating this performance and to submit appropriate educational suggestions.

Article (92): Students shall enter the examination hall after the questions are distributed.

Article (93): students are not allowed to bring with them in the exam hall any book or any means of communication or anything related to the course or any paper, even if it is free of writing, except for what is permitted by the dean at the request of the course professor. The answer must be written on the paper provided by the faculty.

Article (94):

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- A. Students are prohibited from speaking during the exam or doing any action that violates the examination system. In the event of a violation, the head of the hall warns the violating student, and if the student repeats the violation, he/she is expelled from the exam hall and his/her exam is considered null in the course in which the violation was committed and given a zero score.
- B. Every student with whom anything related to the course subject of the examination is found shall leave the examination hall and his/her examination shall be considered null in the course in which the violation was committed and shall be referred to the Disciplinary Committee. If the violation is proven, he/she will be denied entry to the exam in the courses that follow, and he/she will be given a grade of zero. The dean, his/her representative, or the hall head has the right to inspect the student or order an inspection if strong evidence is found that calls for suspicion that the student has something related to the subject of the exam.
- C. Every student who attempts to cheat in any way whatsoever or who is caught cheating in the exam is left out of the exam hall, and his/her exam is considered null in the course in which the violation was committed and referred to the Disciplinary Committee. If cheating is proven, his exam is canceled in all courses of the exam session and given a score of zero, and the student would be punished with deprivation from sitting for the exam in four exam sessions at most, by the rules set by the Higher Education Council.
- D. A student shall be punished with dismissal from the university if it is proven that he/she impersonated another person, with the intent of taking the exam on his/her behalf, as well as the student who entered a person in his/her place for this purpose, and each of them shall be referred to the judiciary.
- E. In the previous cases, the student is removed from the exam hall by the dean, his/her representative, or the head of the hall. The professor who examines the practical exams is considered the head of the hall.
- F. Cancellation of the exam results in the invalidity of the certificate and its withdrawal from its holder, if it was granted before detection of cheating or detection of participation in it.
- G. In all cases, a seizure of the cheating is organized and submitted to the Dean.

Article (95): The course instructor sets the questions for the written exams, provided that they include all parts of the course and are multiple and proportional to the duration of the exam. The dean of the faculty and the head of the department has the right to review



it, and in the absence of the course instructor due to *force majeure*, the questions may be put by whomever the dean assigns to do so.

Article (96): The Faculty Council, based on the proposal of the concerned department council, determines the duration of the written examination for each course, and that will be at the beginning of the academic year.

Article (97): The successful candidate in all academic courses, in Bachelor's degree to which he/she is submitted, is granted a certificate signed by the dean of the faculty and the president of the university, and the Higher Education Council determines the form of this certificate based on the proposal of the relevant university council.

Article (98): The successful student in all courses of the study plan is given a graduation document signed by the dean of the faculty or his/her representative. Those who wish, students or graduates of the faculty, are given attestations based on their records, including any of the data mentioned in these records, following the relevant instructions.

Article (99): The student shall not be delivered the bachelor's degree certificate or any document or attestation unless he/she shows what indicates his/her acquittal towards all the concerned authorities in the university.

Article (100):

- A. Higher Education Council sets the provisions regulating the transfer from the academic year in which the student is registered to the next, according to the approved academic system. In all cases, the student is not transferred from one year to another if he/she holds more than four courses from different years of study in the semester system and more than two courses in the annual system. Unless a decision is issued by the Higher Education Council to the contrary.
- B. The courses assigned to the student as a result of the difference in curricula and which go back to a year lower than the year in which he/she was registered, for the accepted student transferred from another university, are not included in the calculation of failure. They are administrative subjects for one year only.
- C. A student who fails one or more courses has the right to keep his/her marks in this course in all practical tests (year

work + practical exam, research seminars.....) or the like other than theoretical exams, and in this case, he/she is exempted from working hours related to these courses. A student may also repeat the practical exams for these courses based on a written request submitted to the Deanship during the first month of the semester or academic year, in which case he/she is required to attend and forfeits his/her right to the previous mark.

- D. Registration in the higher academic year takes place at the beginning of the academic year on the dates specified for registration.

Article (101): The exam mark for each course is estimated from zero to one hundred. The student is considered to have passed the course if he/she obtains:

A. At least a score of (60) in the course exam for the student registered for the first time in the applied faculties after the issuance of these regulations. Higher Education Council defines faculties and applied institutes in universities.

B. At least a score of (50) in the course exam for the student registered in theoretical faculties as well as the student registered in applied faculties in which the success limit was at least (50) according to the (completion system).

Article (102): If the exam for any course consists of a written exam and another oral or practical exam or the year's work, the student's mark in this course consists of the total scores of the written exams in addition to the grades of the oral or practical exams or the year's work, and the Faculty Council decides at the beginning of each academic year, the percentage for each of these exams, and the percentage may not be modified during the academic year except by a decision of the University Council.

Article (103): Additional provisions for transfer

A. Recording time:

1. It is not permissible for a student registered for the first time after the issuance of this regulation to remain registered in the faculty for a period exceeding half the period of study necessary to obtain the degree of the bachelor's degree and forcing the break in the interest of the student in the faculties that follow the annual system. Higher Education Council sets the rules governing this regulation.
2. Higher Education Council sets the necessary transitional provisions to address the conditions of students registered before the issuance of this regulation.

3. Student registration may be suspended for a period not exceeding two years, following the rules set by Higher Education Council.
- B. A final-year student who holds four courses at most with the results of the second-semester exams, or two courses in the annual system, is allowed to take a supplementary exam in them, under the rules set by the Higher Education Council for that.
- C. The final academic year student who has exhausted the period mentioned in the previous paragraph is allowed to apply from outside the university to four consecutive examination sessions immediately following the course in which the registration opportunities were exhausted.

Article (104): The student is given a score of zero in the exam he/she is absent from.

Article (105): Higher Education Council sets the rules that deal with the error that occurs in announcing the student's exam result and the faculty has not corrected it promptly if it is proven as a result of a fundamental investigation conducted by the university administration that the student has no hand in this error.

Article (106): Objection and Re-correction:

- A. The student has the right to submit a request for re-correction regardless of the course result (successful/failing) within ten days from the official announcement of the results, to the Chairman of Higher Education Council through the Dean of the Faculty and the University president. The student has to pay a fee of /50\$/, which the student recovers in case he/she took advantage of his/her objection.
- B. After the Chairman of the Higher Education Council approves the request, a special committee is formed by a decision from the dean of the concerned faculty to consider the objection and re-correction.

Article (107): Graduation certificate is granted in the following ranks:

- A. If the passing grade in the program is at least 60, the graduation ranking is as follows:
  1. Honors rank if the student obtains an overall GPA of (95) or more.
  2. Distinction rank if the student obtains an overall GPA of (85) to below (95).
  3. Very good rank if the student obtains an overall GPA of (75) to below (85).
  4. Good rank if the student obtains an overall GPA of (65) to below (75).
  5. Acceptable rank if the student obtains an overall GPA of (60) to below (65).

- B. If the passing grade in the program is at least 50, the graduation ranking is as follows:
1. Honors rank if the student obtains an overall GPA of (90) or more.
  2. Distinction rank if the student obtains an overall GPA of (80) to less than (90).
  3. A very good rank if the student obtains an overall GPA of (70) to below (80).
  4. A good rank if the student obtains an overall GPA of (60) to below (70).
  5. Acceptable rank if the student obtains an overall GPA of (50) to below (60).

This rank is mentioned in the degree of the bachelor's degree and the documents and attestations, and these estimates are also applied in the end-of-year exams.

The GPA is the arithmetic average of the total grades obtained by the student during the years of his/her study divided by the number of courses.

- C. Higher Education Council sets the method for calculating the general average in the credit hour system.

Article (108): Ranking of firsts students

- A. A student transferred from other universities in the year in which he/she transferred is not included in the ranking of the first in the transitional years unless he/she was a newcomer in the year in which he/she transferred, and submitted to all academic year courses.
- B. Students transferring from other universities are not included in the ranking of the first graduates unless they submit at least half of the study plan subjects in the (faculty/institute) they are transferring to.
- C. The student who failed in his/her year is not included in the ranking of the first in the transitional years.

Article (109): By a decision of the University President based on the approval of the university council, compensation for examination work (for those outside the faculty), including admission competitions, is granted to those who conduct them:

- A. Delegates to the university and their contractors, lecturers, and supervisors on the applied aspects.
- B. From those charged from outside the university.

Article (110): Examinations for which compensation is awarded are:

1. Monitoring.
2. Correction of examination papers and graduation projects.

3. Participation in conducting oral and practical examinations.
4. Participation in the work of the General Oversight Committee (Monitoring).
5. Service in the examination halls for the benefit of exams.
6. Other tasks prepared by the Higher Education Council related to examinations.

Article (111): The bylaws of each faculty shall include its own exam rules in a way that does not conflict with the general rules of the examination mentioned in these regulations.

### Chapter III: General Provisions for Admission and Registration

Article (112): Every student who wants to join the university, or continue studying there to obtain any academic degree, must register his/her name in the university, and a student may not register his/her name in more than one academic degree at one time and based on one certificate. If it is a double enrollment, the most recent enrollment shall be ceased.

- A. However, it is permissible to combine enrollment between the general education system and the open education system on the same basis as the acceptance certificate.
- B. A student may register in two academic enrollments based on two different certificates:
  1. At the same university, provided that one of the two enrollments is suspended pending completion of the other enrollment.
  2. At two different universities, provided that the academic requirements of both universities are met.
- C. It is not permissible to combine enrollment in two different academic degrees (one university or two universities) based on the same degree.
- D. It is permissible to combine two academic enrollments in two different academic degrees (one university or two universities) based on two different degrees, provided that the academic requirements of the two universities are met.

Article (113): The student must submit the required documents and papers determined by a decision of the Higher Education Council, and pay the prescribed fees.

Article (114): The dean of the faculty may authorize listening to lectures in non-practical faculties without this leading to obtaining any academic degree. A license to listen does not require any scientific title or special studies.

Article (115): The President of the University may authorize scholars who are at the level of faculty members to attend lessons, lectures, technical works, laboratory works, experiments, and make use of libraries, provided that they pay the value of the consumed materials and equipment fees, if necessary.

Article (116): Every student registered at the university shall have a dossier in which all documents related to the student are placed, and a page is opened for him/her in the university life record in which all scientific and sports activities related to the student are recorded, rewards, study aid, disciplinary penalties and other matters related to his/her university life. It also records the fees he/she paid, the receivables, his/her university life, and the results of his/her exams.

Article (117): The enrollment in the university is carried out annually, whether the student is old or new, on the dates specified by the University President. The card for attending lectures and participating in university examinations. A replacement may be given for it when it is lost, and the University Council determines the conditions for giving this alternative.

#### Chapter IV: General Rules for Admission and Registration

##### First: Bachelor's degree

Article (118): At the end of each academic year, the Higher Education Council determines, based on a proposal from the university councils, the number of new students who can be admitted to universities affiliated with the Higher Education Council, and a decision is issued by the Chairman of Higher Education Council.

##### Article (119):

###### A. Enrollment:

1. To enroll, the student must have obtained, in the same year of admission, a general secondary school certificate or a certificate considered equivalent to it, or according to the announcement of the differentiation of general and parallel education. Admission is based on the order of passing grades in the secondary certificate and following other criteria determined by the Higher Education Council.
2. It is permissible to accept a certain number, determined by the Council of Higher Education each year, of holders of technical, vocational, or legal secondary certificates, in faculties of the same specialization, through evaluation process so

that the seats allocated to each category are filled based on the order of passing grades in the secondary certificate according to as decided by the Higher Education Council.

- B. It is permissible by a decision of the Chairman of the Higher Education Council and as an exception from the condition of the year of admission following the rules set by the Higher Education Council.

### **Second: Transfer and Transfer Rules**

**Article (120):** It is permissible to transfer from non-Syrian universities, or transfer between similar faculties in Syrian universities, or between these faculties and similar higher institutes in the country, or change enrollment once for old students from one faculty to another that is not similar, or from a higher or intermediate institute to a faculty or from one major to another within the same faculty, or accepting transfer or transfer students from Arab or foreign countries, within the conditions set by the Higher Education Council for each of these categories. The student shall retain the privileges conferred upon him/her by the university fees paid by him/her.

**Article (121):** The student is exempted by a decision of the Faculty Council from all courses in which he/she previously passed in another faculty or higher scientific institute and the course curriculum was equivalent, and the course is considered equivalent if its content is not less than 75%.

### Chapter V: Discipline

**Article (122):** Students registered and authorized to sit for the exam from outside the university and students of open education are subject to the discipline system outlined in the following articles:

**Article (123):** Every violation of university laws and regulations is considered a violation that requires disciplinary measures to be taken, in particular:

- A. Acts that violate the regulations of faculties, university dormitories, and all other university facilities.
- B. Premeditated abstention from attending lessons, lectures, and other university work that the regulations require attendance at.
- C. Cheating in the exam, attempting to take it, participating in it, facilitating it, or violating the exam system.
- D. Acts against public morals and good conduct inside or outside the university, harm the reputation of the university.
- E. Carrying out actions contrary to morals or due respect for statutory bodies.

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- F. Abuse of university premises or damage or destruction of university equipment, materials, or books.
  - G. Distributing flyers, issuing wall newspapers, placing advertisements in any form, or collecting signatures inside the university or its attached places without prior permission from the university presidency.
  - H. Possessing equipment, films, pictures, tapes, newspapers, or magazines that contain what is contrary to morals and norms within the university and its facilities.
  - I. Non-compliance with public morals in dress, or body, in line with Islamic values, traditions, and customs of society, and the instructions issued by the university in this regard.
  - J. Any insult or abuse of any kind committed by the student against a member of the teaching staff, any of the employees or students at the university, or any visitor to it. Including the use of modern technologies to harm, defame, or offend the university or one of its cadres.
  - K. Forging university documents, defrauding obtaining them, or using the forger for any university purposes.
  - L. Plagiarism and scientific theft, and any violation of the university's intellectual property rights, for all intellectual, educational, electronic, and paper sources, published by the university, traditionally or electronically, through means of communication and information technology.
  - M. Bringing any materials that can be used for an illegal purpose into the university campus.
  - N. Possession, abuse, trafficking, or promotion of narcotic or intoxicating substances, or the student's attendance on a university campus while under the influence of such substances.
  - O. Possession or use of any weapon on campus.
  - P. Participation in any organization within the university, without prior authorization, from the competent authorities in the university, or participating in any group activity that violates the organizational rules in force in the university or incites them.

Article (124):

- A. Disciplinary penalties are:
  1. The alert is verbal.
  2. Alarm in writing.
  3. Warning.



4. Deprivation from attending the lessons of one of the courses for a period not exceeding one month.
5. Dismissal from the faculty for a period not exceeding one month provided that this does not lead to depriving the student of entering the exam.
6. Depriving the student of sitting for the exam in one or more courses in one exam session.
7. Canceling the student's exam in one or more courses in one exam session.
8. Dismissal from the faculty for a period not exceeding three months.
9. Suspension of the student provisionally for six weeks at most from continuing the study or exam and referring him/her to the Disciplinary Committee.
10. Denial of examination in one examination session.
11. Dismissal from the faculty for a period exceeding three months.
12. Final dismissal from faculty.
13. Final dismissal from the university.

B. The penalty will be increased if the violation is repeated.

The decisions issued for disciplinary sanctions, except for the verbal and written warning, shall be kept in the student's file. As a result of the final dismissal, the student will not be allowed to register or take exams. The decision issued for disciplinary punishment must be announced within the university. The decision issued for final dismissal from the university is communicated to other universities.

Article (125): Penalties are imposed by:

- A. Faculty members are entitled to impose the first four penalties outlined in Article (124) for what students do during lessons, lectures, and work related to their courses.
- B. The dean of the faculty has the right to impose the first five penalties outlined in Article (124).
- C. The President of the University has the right to impose the first ten penalties outlined in Article (124) after consulting the dean of the faculty, and in case of the provisional suspension, he/she may prevent the student from entering the university campus for six weeks at most.
- D. The University Council, based on the proposal of the Disciplinary Committee, may impose all penalties.

Article (126): The Disciplinary Committee is composed of:

- A. Vice-President for Administrative and Student Affairs. (Chairman).

- B. Vice-Dean of the Faculty for Administrative and Student Affairs. (Member)
- C. A member of the specialized faculty council named by the faculty council. (Member)
- D. Director of Central Student Affairs (Registrar)

In the absence of the Vice-Dean of the Faculty or an impediment to his/her attendance, the other Vice-Dean shall replace him/her.

Article (127): The decision to refer students to the Disciplinary Committee is issued by the University President directly or at the request of the concerned faculty dean.

Article (128): Decisions issued imposing the first five penalties contained in Article (124) and the provisional suspension shall be final.

Article (129): It is not permissible for anyone who imposed or suggested the penalty to reconsider it, but it is permissible to appeal to the University Council against the decision issued in one of the disciplinary penalties outlined in Article (124), and the grievance shall be at a request submitted by the student to the President of the University within a maximum period of thirty days from the date of the announcement of the decision and to the Council The university may confirm or reduce the penalty.

Article (130): It is permissible for one time to remove the penalty from the student's file upon a written request from him/her, after at least one year from the end of its implementation.

Article (131): The University Council may reconsider the decision issued for final dismissal from the faculty or university after two years have passed since the date of its issuance.

Article (132): The student may not claim that he/she is not aware of the university's bylaws and regulations, or that he/she has not been aware of what has been published on the bulletin boards. What is published in these bylaws is necessarily known from the time of its publication.

Article (133): The Higher Education Council has the right to add, amend or cancel the stated disciplinary penalties and has the right to interpret them.

## SECTION IV: Rehabilitation and Specialization Studies

Article (134): Universities, upon the request of faculties (except for faculties of medicine, dentistry, and pharmacy), grant a diploma and a master's degree in qualification and specialization by the following provisions and the regulations of these two degrees in the faculties.

Article (135):

- A. Higher Education Council determines the branches of diploma and master's degrees, qualification and specialization, and their details and specializations, according to the needs of society and the capabilities available to faculties and based on coordination between universities and higher institutes.
- B. These degrees are gradually opened according to the economic, social, and technical needs and the available capabilities by a decision of the Chairman of Higher Education Council based on the proposal of the competent university council.
- C. The study period for obtaining a qualification and specialization diploma is one academic year, and for obtaining a master's degree in qualification and specialization is two academic years.

Article (136): For a student to be enrolled in a diploma or master's degree in qualification and specialization, he/she must have obtained a bachelor's degree in the branch of specialization determined by the system for these two degrees in faculties, from one of the country's universities or an equivalent degree from a faculty or higher institute recognized by the Higher Education Council.

Article (137):

- A. Qualification and specialization diploma or master's students are subject to the provisions applicable to Bachelor's degree students, and they benefit from the provisions of the supplementary exam, and they are not allowed to take the exam from outside the university.
- B. Diploma and Master's degree students, in terms of disciplinary penalties, are subject to the provisions applicable to Bachelor's degree students. If cheating in exams is proven, the penalty will be final dismissal from the university.

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Article (138): For the student to obtain a diploma or master's degree in qualification and specialization, he/she must successfully pass the course exams and conduct the research specified in the faculty's qualification and specialization studies system.

Article (139): Those who succeed in all courses of the study plan and its research for the diploma or master's degree they submitted are granted a certificate signed by the dean of the faculty and the president of the university. Higher Education Council determines the model for this certificate.

Article (140): The regulations for diploma, Masters, qualification, and specialization in faculties are issued by a decision of the Chairman of Higher Education Council after the approval of the Higher Education Council.

## SECTION V: Graduate Studies

### Chapter I: Academic Degrees and Certificates

Article (141): Subject to the provisions of Articles 2 and 134, universities are granted, upon the request of faculties (other than faculties of medicine), the following two scientific degrees in the branches indicated in the regulations for postgraduate studies in faculties:

- A. MA, MS.C.
- B. Ph.D.

Article (142): Without prejudice to the provision of the previous article, the Higher Education Council determines the branches of the two degrees, their details, and specializations according to the needs of society and the capabilities available to faculties and based on coordination between universities and higher institutes.

#### First: the general postgraduate system

##### Master's degree:

Article (143): For a student to register for a master's degree, it is required:

- A. To have a bachelor's degree in the branch of specialization determined by the system for higher studies in the faculty from one of the country's universities, or an equivalent degree from a faculty or higher institute recognized by the University Council per the rules set by Higher Education Council.
- B. Observing Article (16) of the Universities Organizing Law Clause (C), postgraduate students may be registered in departments close to their specialization, provided that these departments are not available in their main faculty. The nearest specialization is determined by a decision of the Council of Scientific Affairs at the university based on the proposal of the relevant department councils.
- C. If the student has undertaken additional courses from the first university stage, it is required to pass these courses before registering for the research.
- D. To successfully pass an examination in a foreign language per the conditions set by Higher Education Council.

##### Article (144): Master's Degree Admission Eligibility

- A. Higher Education Council determines the rules of admission between Syrian applicants and the like for master's degree enrollment, provided that the number of annual admissions in each specialization in a particular department does not

exceed six times the number of faculty members in this department on the proposal of the University Council.

- B. By a decision from the University President, several Arab and foreign students may be accepted, to be determined by the Higher Education Council. This council sets the rules of comparison for this category of students.

Article (145): The study period for obtaining a master's degree is two years at least.

Article (146):

- A. For a student to obtain a master's degree, it is required that:
1. To continue studying and pass all examinations of the courses specified by the system for postgraduate studies in the faculty with a grade of at least good, within a period not less than the minimum period of one year and not exceeding the maximum period of two years (there is no right to stop registration or interruption).
  2. To prepare research on a topic approved by the University Council based on the proposal of the relevant department council and the approval of the Faculty Council, provided that the research preparation period shall not be less than one year from the date of the University Council's approval to register the research topic, and the maximum period during which the student is registered to submit a thesis may not exceed The master's degree is valid for three years, otherwise his/her registration will be canceled and his/her research registration will be canceled. The University Council may maintain the registration for another year in some circumstances estimated by the Council based on the report of the supervising professor and the approval of the department and faculty councils.
  3. To submit the results of his/her research a letter is accepted by the judging committee after a public discussion.
- B. In addition to the conditions outlined in Paragraph (A) of this article, for the faculties of dentistry and pharmacy:
1. Before discussing his/her thesis, the student must pass Colloquium Exam for higher studies, the conditions of which are determined by the Higher Education Council.
  2. If the student does not pass the final exam, he/she is allowed to sit for this exam in two exam sessions immediately after the mentioned exam. Higher Education Council determines the conditions for progressing to these two courses.

PH.D. degree:

Article (147): For a student to be registered for a Ph.D. degree, it is required that:

- A. To have a master's degree in the branch of specialization determined by the faculty's postgraduate system, from a university in the country or from a faculty or higher institute recognized by the Higher Education Council.
- B. To successfully pass an examination in a foreign language, the conditions of which are determined by the University Council.
- C. For foreign languages departments, the University Council sets additional conditions for proving language ability.

Article (148): For a student to obtain a Ph.D. degree, it is required:

- A. To prepare innovative research on a topic approved by the University Council based on the proposal of the Department Council and the approval of the relevant Faculty Council for at least two years from the date of the University Council's approval of enrollment for a Ph.D. The period during which the student is registered to submit a Ph.D. thesis may not exceed four years, otherwise, his/her registration will be canceled and his/her research registration will be canceled.
- B. To publish two research papers related to the subject of his/her thesis in a specialized scientific journal or obtain the journal's approval to publish them.
- C. To submit the results of his/her research a letter accepted by the judging committee and to lead a public discussion in it.

**Second: The system of postgraduate studies in medical faculties**

Article (149): Universities, upon the request of medical faculties, grant the following academic degrees:

- A. Masters (in pre-clinical disciplines).
- B. General Specialized Studies Certificate.
- C. Certificate of Subspecialty Studies
- D. Ph.D. in medical sciences.

Article (150): Without prejudice to the provision of the previous article, the Higher Education Council determines the branches, details, and specializations of scientific degrees under the needs of society and the capabilities available to medical faculties.

Article (151): Higher Education Council determines the rules of admission between applicants for a master's degree (in pre-clinical disciplines) or for a general or sub-

specialized studies certificate, provided that the number of students admitted annually to each of the certificates affiliated to a particular department does not exceed six times the number of faculty members in this section.

Article (152):

- A. The duration of study to obtain a master's degree in pre-clinical specializations is limited to three years at least.
- B. The duration of study to obtain a general or subsidiary specialized studies certificate is at least four years.

Article (153): For the student to register for a master's degree in pre-clinical specialties or one of the general or sub-specialty certificates, he/she must hold a Bachelor's degree in medicine with a grade of at least "good" from one of the country's universities or an equivalent degree from a faculty or a higher institute that is recognized by Higher Education Council.

Article (154): For a student to obtain a master's degree in one of the pre-clinical specialties, or one of the general or subsidiary specialized certificates, it is required that:

- A. To continue studying and achieve the requirements specified by the model for graduate studies in the faculty, and to succeed in the courses specified in the study plan in this model, with a grade of at least "good".
- B. To successfully pass an examination in a foreign language according to the conditions determined by the University Council.
- C. Before discussing his/her thesis, the student must pass Colloquium Exam for postgraduate studies, the conditions of which are determined by the Higher Education Council.
- D. If the student does not pass the final exam, he/she is allowed to sit for this exam in two consecutive exam sessions immediately after the mentioned exam. Higher Education Council determines the conditions for progressing to these two courses.
- E. To submit the results of his/her research a letter accepted by the judging committee after a public discussion, following his/her success in the exam.

Article (155): For a student to register for a Ph.D. degree in medical sciences, it is required that:

- A. To have a master's degree in one of the pre-clinical specialties or general or sub-specialty certificates, with a rank of at least "good" in the branch of specialization determined by the graduate studies system from a university in the country, or an



equivalent thereof from a faculty, higher institute, or scientific institution recognized by Higher Education Council.

- B. To successfully pass a foreign language examination the conditions of which are set by the University Council.

Article (156): For a student to obtain a Ph.D. degree in medical sciences, it is required that:

- A. To prepare innovative research on a topic approved by the University Council based on the proposal of the Department Council and the approval of the relevant Faculty Council for at least two years from the date of the University Council's approval of enrollment for a Ph.D. The period during which the student is registered to submit a Ph.D. thesis may not exceed four years, otherwise, his/her registration will be canceled and his/her research registration will be canceled.
- B. To publish two research papers related to the subject of his/her thesis in a specialized scientific journal or obtain the journal's approval to publish them.
- C. To submit the results of his/her research a letter accepted by the judging committee, and to lead a public discussion in it.

## Chapter II: Exams

Article (157): For the student to take the course exam, it is required that he/she fulfill a working time percentage of not less than 75% of the total hours allotted for the course, otherwise he/she will be denied entry to the exam. The department council may, in cases of necessity, accept the student's entry to the exam if he/she has obtained an attendance percentage of not less than 60%, by the rules set by the college council.

Article (158): The final mark for the course examination consists of two parts, one of which is for annual practical or oral work, and the other for the written examination. This is according to what is determined by the system for postgraduate studies in the faculty.

Article (159): The minimum score for passing in each course is 60% of the final mark. The student is not entitled to sit for the theoretical (written) exam unless he/she obtains 40% of the practical exam score.

Article (160): The student's success in courses and the general assessment of academic degrees is estimated at one of the following ranks:

- a. Honors rank if the student obtains an overall GPA of (95) or more.

- b. Distinction rank if the student obtains an overall GPA of (85) to below (95).
- c. Very good rank if the student obtains an overall GPA of (75) to below (85).
- d. Good rank if the student obtains an overall GPA of (65) to below (75).
- e. Acceptable rank if the student obtains an overall GPA of (60) to below (65).

Article (161): The theses submitted by students to obtain a master's degree or certificates for general, subsidiary, or Ph.D. specialized studies in departments other than foreign languages, are in Arabic, and they must be accompanied by an adequate summary in a foreign language, either in foreign languages departments or in the Department of Pedagogy and Curricula In the Faculty of Education for the theses related to the principles of teaching foreign languages or the updated branches under the provisions of Paragraph (C) of Article (18) of the Universities Organizing Law, if the teaching there is in a foreign language, then the theses are prepared in the foreign language and accompanied by an adequate summary in Arabic.

Article (162): The University Council, based on the proposal of the concerned department council and the approval of the faculty council, appoints a faculty member to supervise the preparation of the thesis. The supervising doctor may be from outside the university, provided that the co-supervising doctor is a member of the university's faculty. Another member of the teaching staff or visiting professors from outside universities working in the field of scientific research may participate in supervision.

Article (163): The thesis supervisor (and the co-supervisor, if any) shall, after completing its preparation, submit a detailed report to the department council stating its validity for presentation to the judging committee.

Article (164): The Council of Scientific Affairs, based on the proposal of the Faculty Council and the opinion of the Department Council, appoints a committee to judge the thesis from among the faculty members. Scientific affairs.

Article (165): The committee for judging a master's degree or the like is composed of three members, one of whom is the supervisor, and the committee for judging a Ph.D. thesis is composed of at least three members (or any odd number), one of whom is the supervisor.

Article (166): After examining and discussing the thesis, the judging committee submits a detailed report that includes the student's result determined by the unanimity of the committee or by the majority of its members. This report is presented to the department

council and then referred to the faculty and university councils for approval. The committee may recommend exchanging the thesis with Arab and foreign universities if it is worthy of that, and it may also recommend printing and publishing the thesis at the university's expense in whole or in part, and gifting the student copies of it and giving him/her a reward for it. The University Council sets the rules for this.

Article (167): The Faculty Council, based on the proposal of the judging committee on the thesis and the approval of the relevant department council, may authorize the student whose eligibility for a master's or Ph.D. degree has not been determined to re-submit his/her thesis for one time after completing the deficiencies in it for no less than six months and not more than a year.

Article (168): A student may stop his/her registration in the Masters and the like and Ph.D. stages according to the rules set by Higher Education Council.

Article (169): Those who have succeeded in the academic degree to which they have applied are granted the academic degree certificate signed by the dean of the faculty and the president of the university. Higher Education Council determines the model for this certificate, and the degree certificate is signed by the President of the University and the Chairman of Higher Education Council.

### Chapter III: Discipline

Article (170): Disciplinary penalties and provisions applicable to students of Bachelor's degree are applied to postgraduate students, but in the case of proven cheating in exams, the penalty is the final dismissal from the university, in which case, the student does not benefit from the provisions of Article (129) of these regulations.

### Chapter IV: General Provisions

Article (171): Subject to the conditions of registration for a master's and Ph.D. and obtaining them, it is permissible to transfer master's and Ph.D. students from non-Syrian universities to universities in the Education Council within the conditions set by Higher Education Council.

Article (172): Subject to the provisions of Paragraph C of Article 18 of the Universities Organizing Law, one or two master's degree courses are taught in a foreign language, except for teaching in graduate studies in language departments, when courses are taught in foreign languages.

Article (173): The regulations for higher studies in faculties are issued by decisions of the Chairman of Higher Education Council after the approval of the Higher Education Council, and these regulations include detailed provisions that are not mentioned in these regulations or that the regulations refer to these special regulations.

Article (174): Master's and Ph.D. degrees and their branches will be opened gradually and according to the economic, social, and technical needs of the society, by a decision of the Chairman of Higher Education Council based on the proposal of the competent university council.

Article (175): Higher Education Council sets the governing provisions for determining the general average and assessment for the holder of a master's degree or a Ph.D.

#### Chapter V: Special Provisions

Article (176): Contrary to the provisions of Article (157), a student may be enrolled in the second year of a master's degree if he/she has obtained a diploma with at least a good rank from one of the universities, by the rules contained in the faculty's graduate studies system.

Article (177):

- A. It is possible to contract with Syrians and the like from graduate students who are accepted according to the general admission system in the faculties of medicine, dentistry, and pharmacy according to the unified worker's system and its amendments, as temporary workers and they receive the starting wage for the university degree they obtained, throughout their studies
- B. These contracts are ratified by a decision of the University President based on the proposal of the competent dean
- C. The university may provide postgraduate students in the above-mentioned faculties' accommodation, food, work clothes, or some of them, as determined by the faculty's postgraduate system.

Article (178): The beneficiary of the provisions of the previous articles must be devoted to study and not be assigned to work in any of the state ministries or institutions or otherwise, and not practice the profession outside the university, and he/she must perform the duties determined by the Faculty Council based on the proposals of the department councils.

Article (179):

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- A. Postgraduate students in the faculties of medicine, dentistry, and pharmacy who receive the wages stipulated in Article (177) shall enjoy official holidays and an annual leave of 15 days, per the program established annually by the department council. They also benefit from health leaves, the total of which does not exceed thirty days per year.
- B. The student for whom the penalty of dismissal is imposed shall be deprived of the wages and material benefits enjoyed by his/her colleagues, for the duration of the dismissal. The dean of the faculty, based on the proposal of the head of the concerned department, may impose a penalty of deduction not exceeding 25% of the student's monthly wage for three months at most, in addition to the penalties for the violations for which he/she has the right to impose penalties.

Article (180): Higher Education Council sets the necessary transitional provisions to deal with the conditions of students registered in postgraduate studies before the issuance of this regulation.

## SECTION VI: Financial affairs

### Chapter I: University Institutions

Article (181): University facilities are of two types:

- A. Service facilities such as hospitals, printing presses, campuses, and similar facilities are designed for various student activities.
- B. Production facilities that serve the educational purposes of the university, such as farms, university press, production workshops, analysis laboratories, and radiography units.

Article (182): Both of these facilities establishments aim to achieve all or some of the following purposes:

- A. Performing the university's mission in the field of student education and training or the field of research.
- B. Providing social and professional services and studies to citizens and public and private bodies.
- C. Meet university requirements, provide student services, and more.

Article (183): Each university institution shall have an independent account, and its revenues and expenses shall be specified in the institution's bylaws. The revenues shall consist in particular of the following:

- A. The annual subsidy is allocated in the university budget.
- B. Fees for services rendered by the facility.
- C. The selling price of the products.
- D. Donations and other materials accepted by the University Council based on the proposal of the facility's board of directors following the laws and regulations in force.

Article (184): Each facility is managed by a board of directors with technical expertise, and some members from outside the university may be included in its membership. The council is formed by a decision from the University President.

Article (185): The board of directors of the establishment shall develop plans that achieve its purposes under the supervision of the President of the University, and in particular, it shall be responsible for the following:

- A. Preparing the draft annual financial plan for the facility and its final account before submitting it to the other competent authorities.
- B. Consider the periodic reports submitted on the progress of work in the facility.
- C. Considering all matters that the Chairman of Higher Education Council, the President of the University, or the Chairman of the Board of Directors deems to be presented to him/her of issues within his/her competence.

The decisions of the board of directors of each facility are notified to the President of the University within two weeks at most from the date of their issuance for approval and are considered effective if they are not objected to within four weeks from the date of their arrival at his/her office.

Article (186): Subject to the provisions of the Universities Organizing Law, this bylaw, the sabbatical law, and the decrees implementing it, each facility shall have an internal system that defines the strength of the board of directors and its competencies, the chairman of the board, the manager of the facility, and the financial and administrative rules of the facility.

Article (187): The establishment's internal system is issued by a decision of the Chairman of Higher Education Council, based on a proposal by the University Council and the approval of the Higher Education Council.

## Chapter II: Financial System of Universities

Article (188): Each university shall have its budget, to which the provisions of the laws and financial regulations in force are applied unless there is a special provision in the Universities Organizing Law and these regulations.

Article (189): The University Council may accept gifts-in-kind and cash and donations whose conditions do not conflict with the basic purpose for which the university was established, and they are disposed of according to the conditions of the donor, and if the cash donations are in local or foreign currency from national, Arab or foreign entities and individuals, it has a special account from which it is spent per the provisions of the general accounting system. The funds shall be deposited in the university's account, and the disbursement shall be by checks signed by the accountant and the ordering officer or his/her authorized representative. At the end of the fiscal year, the accountant submits a report to the University Council stating the status of these accounts.

Article (190): Subject to the provisions of the Universities Organizing Law and the provisions of this regulation, the University Council decides, within the budget limits, the necessary expenses for printing, publishing, representation in conferences and trips, scientific research, subsidies, rewards for public lectures, production camps, visiting professors, delegates, contractors, examiners, and the like.

Article (191): If the University President delegates the alimony contract to the dean of the faculty, the dean of the faculty becomes the alimony contractor and enjoys all the competencies of the exchange commander and the alimony contractor within the limits of what he/she is delegated to.

### Chapter III: University Fees

Article (192): The types of university fees for students of Bachelor's degree, qualification studies, specialization, and postgraduate studies are determined as follows:

- A. The registration fee is collected when the student registers for the first time and upon re-registration of the student who has dropped out.
- B. Annual fee.
- C. The certificate fee is paid by the student upon registration in his/her final year.
- D. Fee for progressing to the supplementary exams in each course.
- E. Fee for applying to the exam from outside the University for each Course.
- F. Listening fee per academic year for each course.
- G. Certificate equivalency fee.
- H. University services office fee.
- I. Transcription of Marks fee.
- J. Academic Life Statement fee.
- K. Alternative certification fee.
- L. Annual university services fee.
- M. Re-correction of the exam fee.
- N. Fee for requesting objection to the examination results by the rules set by the Higher Education Council.

Article (193):

- A. A decision by the Chairman of Higher Education Council, after the approval of the Higher Education Council, determines the number of university fees and fees collected for residence in university campuses.



- B. Students accepted under cultural agreements and executive programs are treated according to what Syrian students are treated on the opposite side (the principle of reciprocity).

#### Chapter IV: Universities' Self-Resources

##### Article (194):

- A. Universities' resources are defined as follows:
1. The following university fees:
    - Annual fee.
    - Annual university services fee.
    - Certificate equivalency fee.
    - University services office fee.
    - Fee for requesting objection to the examination results.
    - Re-correction of the exam fee.
  2. The fees charged for accommodation in the university dormitory.
  3. Revenues from university establishments.
  4. Investment allowances for restaurants, forums, buildings, canteens, and kiosks in university campuses and other university facilities.
  5. Grants, subsidies, gifts, and bequests accepted by the University Council following the laws and regulations in force.
- B. The self-resources mentioned in paragraph (a) are placed in the university's account according to their receipt in Syrian pounds or foreign exchange so that the disbursement of them is carried out according to the order of the following priorities:
1. The goals related to plans and programs for the modernization and development of higher education and the advancement of universities, which are determined by the Chairman of the Higher Education Council by a decision from him/her, provided that the percentage is not less than 60% of the total self-resources, and the disbursement is made by the President of the University according to official attribution.
  2. Allocate a percentage not exceeding 40% of the investment allowances in restaurants, forums, canteens, and kiosks. The percentage is determined annually by a decision of the Chairman of Higher Education Council specifying the spending aspects and the beneficiary entities.
  3. Allocating a percentage to the administration's account to be disbursed by the Chairman of the Higher Education Council and for the purposes specified by a decision from him/her.

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4. Granting the compensation and rewards specified in Articles (87, 88, and 89) of the Universities Organizing Law.

#### Chapter V: Determining Compensation, Rewards, and Wages

Article (195): Subject to the financial laws, regulations, and regulations, a decision from the Dispensing Order shall specify the following:

- A. Types, amount, or percentages of compensation, bonuses, and wages in Article (88) of the Universities Organizing Law and the rules for granting them.
- B. Remunerations of lecturers and supervisors of the applied aspects of workers in public bodies or others.
- C. Contractors' wages, compensation, rights, and obligations
- D. The percentage allocated to the administrator account from the universities' resources.

## SECTION VII: Judicial Immunity for Faculty Members

Article (196): Observing the provisions of Article (91) of the Universities Organizing Law, the general rules of judicial immunity include:

- A. Members of the teaching staff enjoy judicial immunity for the duration of their service at the university. It is not permissible, except in the case of *flagrante delicto*, to take any criminal measures or implement any penal judgment against any of them, except with previous permission from the President of the University in which the faculty member works, and informs the Chairman of Higher Education Council of what action was taken against the faculty member.
- B. The request for permission to prosecute or execute shall not be accepted unless the authorized authority accompanies it with a summary of the case or judgment.
- C. The University President decides to approve the application when it becomes clear to him/her that its purpose is not to influence the member, to disrupt his/her work in the university and that the prosecution is based on a serious basis.
- D. A faculty member may not waive immunity without the permission of the University President.
- E. A member may not be detained provisionally except with special permission from the University President.
- F. Victims and holders of personal rights reserve the right to pursue the member before civil courts and to enforce judgments rendered in respect of these rights.
- G. President of the University has the right at all times to decide to restore the immunity of the attached member or to retrieve the precautionary arrest warrant issued against the member.
- H. The criminal prosecution for the member to whom the University Council decided to restore immunity shall stop.
- I. If the University Council decides to retrieve the precautionary arrest warrant, the member must be released immediately, and the prosecution will continue against him/her while he/she is free.
- J. If a member commits a crime in the university, the University President may order his/her arrest or keep him/her under the supervision of the university guard until a



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decision is made. The University President may hand him/her over to the judiciary and inform the Chairman of the Higher Education Council of the matter.

### SECTION VIII: Final provisions

Article (197): Subject to the provisions of Paragraph (C) of Article (18) of the Universities Organizing Law, it shall be applied to academic degrees at the level of qualification studies, specialization, or postgraduate studies, established by a decision of the Chairman of Higher Education Council after the approval of the Higher Education Council based on a scientific cooperation agreement With non-Syrian universities, the provisions of these regulations apply to these degrees unless the agreement stipulates otherwise.

Article (198): Higher Education Council sets 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 this regulation

Article (199): Higher Education Council sets the necessary transitional provisions to deal with existing cases before the entry into force of this regulation.

Article (200): In everything that is not mentioned in a special provision in these regulations and the regulations of higher institutes, the provisions of the higher institute associated with universities shall be applied to the faculty.