

Guidelines for Colleges and Faculty

1. Assessment of Textbooks shall take into account the following points:

- a. A Textbook shall continue to be used unless certain factors emerge necessitating its change. (suspension of printing and publishing; substantial change in course syllabus, or textbook content).
- b. The available edition of the textbook in the University Textbooks Section must remain in use before ordering the respective new edition.
- c. The same textbook must be used for all groups of a given course.
- d. Textbooks should comply with the requirements of students with special needs and usable by them, if any.
- e. E-Textbooks, which have more privileges and are less cost, must be preferred to paper ones.
- f. Textbook must cover most of the topics of the course.
- g. Novelty of the textbook.
- h. Credibility of the publisher.

2. Authors and textbook publishers must comply with Qatar's Intellectual Property Rights Law and the University's Intellectual Property (IP) Policy.

3. Textbooks composed by faculty members shall be subject to peer review, published by a renowned publisher and approved by the Dean prior to accreditation.

4. The University Textbook Section sells or donates the textbooks after making sure that the college does not need them, and take the approval of the respective departments.

- **Selling Textbooks to Government Educational Institutions or to External Parties:**

- a. An official letter from the requesting party is to be sent to the Vice President Chief Financial Officer for approval.
- b. The letter shall include lists of required textbooks, if any.
- c. The letter must be forwarded to the deans of the colleges to determine unsubsidized price plus 20%.

- d. The requesting party must deposit the amount in the QU account and submit respective payment notices to the Financial Department and to the University Textbooks Section.
 - e. An issuance textbook voucher duly signed and stamped, shall be issued by the store custodian and approved by the Head of the Department for the purpose of Internal Audit.
 - f. The requesting party should provide transportation and labor necessary for shipping outside the university and hand over the identification papers to the University Textbooks Section.
- **Textbooks Donations and Gifts to Charity organizations, following instructions must be followed:**
- a. A written letter addressed to the Vice President Chief Financial Officer requesting approval of donation.
 - b. A letter from the concerned party detailing the required textbooks if any.
 - c. An issuance textbook voucher detailing the list of textbooks must be signed by the recipient (external party) and the University Textbooks Section.
 - d. The external recipient must receive the donated textbooks using its own transportation means and workers. Textbooks recipient shall not stockpile the textbooks in the University.
 - e. Recipient's eligibility to receive the donated textbooks must be confirmed taking into consideration the applicable laws and procedures of the country. Should there be signed agreements between the two parties, terms, conditions and validity of such agreements will have to be observed.
5. The University Textbooks Section annually announces the approved procedures related to acquisition, selling and distribution of textbooks in accordance with preset dates which must be observed by all.
6. Faculty members shall not purchase student textbooks directly from the publisher. Such act is in violation of QU's Procurement and Contracts Department policies and regulations.
7. Colleges are responsible for making available textbooks budget. If not available, textbooks requests will not be approved.

8. The University Textbooks Section has the right to seek the VP CAO opinion and approval if colleges request acquisition of new textbook quantities while there lot of them stacked on the shelves but only with the following exceptions:
 - a. A considerable increase of number of students registered in the course.
 - b. Introducing new academic courses.
9. Regular and visiting faculty member have the right to:
 - a. Obtain a free copy of the assigned textbook and to request a new copy of the assigned textbook if necessary.
 - b. Request a copy of an unassigned textbook to be used as a reference after getting the respective approval of the college.
10. The Vice President for Student Affairs, or his/her representative, shall issue the necessary decisions for the implementation of the provisions of the regulation.