

University President's Instructions on Regulating the Status of Employees and Faculty Members Enrolled as Students at Qatar University

This is a translation of the Official Arabic version. In case of any Discrepancies, the Arabic version shall prevail.

- After reviewing Decree Law No. (34) of 2004 on Regulating Qatar University;
- And the Board of Regents bylaws approved by the Board of Regents on February 24, 2014;
- And the Academic Bylaws approved by the Board of Regents on 16/06/2005 and their amendments;
- And Cabinet Decision No. (18) of 2020 on the issuance of the Code of Conduct and Integrity for Public Employees, dated March 11, 2019;
- And the Faculty Affairs Bylaws approved on March 11, 2019
- And the Civil Human Resources Law issued by Law No. (15) of 2016 and its Executive Regulation issued by Cabinet Decision No. (32) of 2016 and their amendments;
- And the conflict of interest management policy approved by the Board of Regents' Executive Committee on February 26, 2026;
- And in consideration of public interest requirements,
- The University President has decided the following:

Article (1)- Purpose

These Instructions aim to:

1. Reinforce and entrench the principles of integrity and transparency.
2. Ensure the confidentiality of academic data and prevent actual or potential conflicts of interest.



3. Regulate the status of employees and faculty members enrolled as students in the academic programs offered by the University.
4. Ensure the application of academic standards fairly and objectively.

Article (2)- Definitions

For the purpose of applying the provisions of these Instructions, the following terms and phrases shall have the meanings indicated alongside each of them, unless the context requires otherwise:

Term	Definition
University	Qatar University
President	President of Qatar University
Direct Supervisor	The administrative supervisor of the employee-student or their delegate
Executive Vice President	The Executive Vice President for Academic Affairs of the University
Employee	Any person who holds an administrative, academic, technical, or support position at the University, whether on a permanent or temporary basis
Employee-Student	An employee admitted to one of the academic programs offered by the University
Conflict of Interest	Any situation in which an employee, in the course of performing their duties at the University, has an actual or potential interest — whether financial, moral, or positional — that conflicts with their job responsibilities, including their commitment to impartiality, objectivity, and the University's general interest and public funds

Job Mandates	Mandates or permissions granted to the employee by virtue of their position that enable them to access the University's systems, databases, or executive privileges
Disclosure	The written declaration submitted by the employee identifying their professional status and any relationship that may constitute an actual or potential conflict of interest
Restriction of Mandates	Administrative and technical measures aimed at limiting the employee-student's access to the University's systems or databases and preventing conflicts of interest and maintains the confidentiality of information.
Academic Record	All data and information related to the student's academic path, including admission, registration, grades, cumulative GPA, and academic status
Data	Any information relating to human resources, finance, information technology, faculty members, the academic programs, courses, or academic/study records, whether electronic or paper-based

Article (3) – Influence on Academic Decisions

An employee enrolled as a student is prohibited from using any academic or administrative position, or any job privileges arising therefrom, in a manner that has - or may have - actual or potential influence on decisions related to their academic path, including admission, registration, evaluation of their work, grading, or outcomes, whether such influence is direct or indirect. Any action that constitutes a conflict of interest as prohibited under these Instructions shall be void.

Article (4) – Academic Status of the Employee-Student

The employee-student shall be treated as a student in purely academic terms, without this affecting their job status. They shall receive the same treatment as any other student without gaining additional benefits, and shall be subject to all rules, regulations, policies, and procedures of the University throughout their period of study, as well as to the regulations and policies applicable to them in their capacity as an employee.

Article (5) – Supervision or Related Functional Authority

The employee-student may not be registered in a program subject to their administrative or academic supervision, nor may they have direct or indirect functional authority over any of the instructors in the program; this must be observed when appointing supervisors or members of thesis defense committees.

Article (6) –Obligation to Disclose Academic Status

The employee-student is committed to:

1. Notify their direct supervisor in writing upon acceptance into one of the University's academic programs as soon as the admission decision is issued.
2. Submit an official disclosure letter to their direct supervisor before registration or immediately upon submitting the application for admission.
3. Disclose any existing or potential conflict of interest.
4. Disclose their status as a student when applying for a position at the University, prior to the issuance of the appointment decision, or within a period not exceeding one week from the date of its issuance.
5. Notify their new direct supervisor of their academic status when changing their position, being

transferred, or seconded within the university.

Article (7) – Regulating the Relationship Between Study and Work

The employee-student is committed to:

1. Notify their direct supervisor of their lecture schedule and examination dates at the beginning of each academic semester.
2. Fulfill required work hours and perform assigned duties in accordance with applicable laws and regulations.
3. Coordinate in advance with the direct supervisor regarding examination-related leaves.
4. Complete the required procedures to obtain a tuition fee waiver, where applicable.

Article (8) – Confidentiality of Data and Job Mandates

The employee-student is obligated to maintain the confidentiality of all data and information they access by virtue of their work, and is prohibited from:

1. Using their mandate powers to access any academic, administrative, or financial data concerning them or other students, faculty members, or employees. The rules stipulated in Article (10) of these instructions shall apply in this regard.
2. Accessing the University's systems or modifying any data related to their academic status using their job privileges.
3. Any unauthorized access or exceeding of granted privileges shall constitute a serious violation subject to accountability.

Article (9) – Obligations of the Direct Supervisor

The direct supervisor is committed to:

1. Immediately notify the heads of the concerned sectors to take the necessary procedural and preventive measures to prevent conflicts of interest.
2. Immediately report upon discovering any conflict of interest and any potential violations that may result from it.
3. Take corrective measures upon discovering any conflict of interest.
4. Follow up on the employee's commitment to official working hours.

Article (10) – Definition and Restriction of Mandates

1. The Student Affairs Sector shall undertake the entry of a special designation in the academic system confirming the status of "employee - student."
2. The employee-student's mandates in the academic and administrative systems shall be restricted in a manner that prevents any unauthorized access to relevant data.
3. The Executive Vice President shall adopt the appropriate mechanisms and rules for restricting mandates in a manner that ensures data confidentiality and the prevention of conflicts of interest.
4. The Information Technology Services Department shall technically implement the mandate restrictions in accordance with the decisions issued by the Executive Vice President.
5. Employee-student mandates shall be reviewed at a minimum once per academic semester.

Article (11) – Corrective Measures in Cases of Conflict of Interest

The head of the relevant sector may, where institutional interest requires, take the necessary measures to address any conflict of interest, including modifying the employee's mandates or transferring them to another entity within the University, in accordance with the University's approved mechanisms and without prejudice to the employee's statutory and financial rights as

provided by law.

Article (12) – The Committee Concerned with Conflict of Interest Cases

In cases where it is not possible to be certain of the existence of a conflict of interest, or when there is a serious possibility of its existence, the competent Vice President may refer the matter to a committee established by a decision of the University President to consider the case.

The committee shall study the incident, assess the extent to which a conflict of interest has occurred or is likely to occur, and submit its recommendations to the University President, including what it deems appropriate measures and procedures to address the situation and prevent its effects.

Article (13) – Accountability

Any violation of the obligations set forth in these Instructions shall be considered a disciplinary violation requiring investigation and the imposition of prescribed penalties in accordance with the laws and regulations in force at the University. This is without prejudice to the university's right to take whatever administrative or legal measures it deems appropriate to protect the confidentiality of data and preserve the integrity of the academic process. Disciplinary accountability shall not prevent the initiation of criminal proceedings when the committed act constitutes a crime in accordance with the legislation in force in the State of Qatar.

Article (14) – Interpretation

These regulatory instructions shall be interpreted in a manner that achieves justice, equal opportunities, and protects the university's reputation and the credibility of its qualifications.

Article (15) – Application and Entry into Force

These Instructions shall apply to all categories of university employees without exception and shall ensure institutional separation between job authority and the academic path from the date of their approval.

These Instructions shall be considered complementary to the policies in force in the areas of conflict of interest management and data confidentiality at the University.

Signed:

Dr. Omar Mohamed Al Ansari

President of Qatar University