

Regulations and Procedures for Naming Buildings, Facilities, and Streets at Qatar University

Document Information:

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

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1. Definitions

In the application of the provisions of these regulations and procedures, the following words and phrases shall have the meanings assigned to each of them, unless the context requires otherwise:

Term	Definition
University	Qatar University
President	President of Qatar University
Competent Vice President	The Vice President which the building or facility to be named falls under their authority, or whoever acts on their behalf.
Stakeholders	Internal or external entities that have a direct or indirect relationship with Qatar University.
Proposed Name	The name proposed to be assigned to a building, facility, or street.
Buildings and Facilities	Educational and non-educational places within Qatar University where activities are conducted, including classrooms, laboratories, administrative buildings, and sports facilities.
Streets	Roads and paths within the campus which are designed to facilitate movement and orientation in accordance with approved university layouts.
Zone	A geographic or functional division within the university campus, designated by a letter as part of its code.
Technical Committee	A committee formed by the President of the University to review naming proposals.



2. Scope

1. The purpose of these Regulations and Procedures is to outline the processes for assigning or updating the names of buildings, facilities, and streets at the University.
2. In implementing these Regulations and Procedures, compliance must be ensured with relevant legislations and regulations applicable in the State of Qatar and within the University, including obtaining any approvals required from local authorities.

3. Provisions of the Regulations and Procedures

Article (1)

Naming aims to:

1. Facilitate access and movement within the university campus.
2. Simplify identification of the locations of buildings, facilities, and streets.
3. Honor distinguished individuals who have achieved accomplishments in various fields.
4. Promote historical memory and reinforce the Islamic foundation of the University's values.

Article (2)

There are two types of naming at the University:

1. Functional Naming: Assigned according to the main purpose or activity of the building or facility.
2. Non-Functional Naming: Assigned after distinguished persons, historical or Islamic figures, Arab or Qatari personalities, or after historically significant events or sites in the State of Qatar.



Article (3)

Non-functional naming proposals for buildings, facilities, or streets must meet the following criteria:

1. Reinforce the institutional identity of the University and align with its mission, vision, and values.
2. Be clear, understandable, non-repetitive, and should not raise challenges or controversies within or outside the University community.
3. Avoid any conflicts of interest in accordance with the applicable University policy.
4. If associated with an Islamic, Arab, or Qatari personality, the proposed name must represent a figure with historical contributions and achievements that align with the University's mission and societal values.
5. If associated with a historical site, the proposed name must reflect the site's historical or cultural significance.

Article (4)

The non-functional names include the names of characters, entities, locations, or historical events as follows:

1. Names of Persons or Entities
 1. Names of distinguished Muslim, Arab, or Qatari pioneers in science, literature, arts, sports, or Islamic studies.
 2. Names of sponsoring or supporting entities, limited to multi-purpose halls or laboratories.
2. Names of Sites or Historical Events
 1. Names of historical, archaeological, or heritage regions, cities, or villages in Qatar.
 2. Names of major historical events or sites associated with such events.



Article (5)

Each building or facility is assigned a unique code according to its designated zone. A non-functional name may be added in addition to the functional name. If both are used, the functional name shall precede the non-functional name, as per the applicable Regulations.

Article (6)

Each street within the University shall be assigned a specific number and may also be given a functional or non-functional name as per these Regulations.

Article (7)

The competent Vice President shall submit a complete proposal for naming a building or facility to the Office of the President, including justifications for the proposed name and with reference to the requirements stated in Article (9).

Article (8)

The Director of the Department of Facilities and General Services shall submit a full proposal to the President's office through the official channels in accordance with the approved organizational structure for the University, including justifications for choosing the proposed name for the streets and in accordance with Article (9). The President may also form a committee to name the streets of the University.

Article (9)

A proposal for non-functional naming of buildings, facilities, or streets must include:

1. If the proposed name was for a historical or Islamic figure or one of the Qatari pioneers, a brief resume of the proposed person must be submitted and it shall include:



1. A brief biography of the proposed person including introductory information (birthplace, date, and educational background).
 2. Professional and personal history, highlighting the values embodied and the positive societal impact.
 3. Opinions of researchers or experts on the importance and leadership of the person in their field.
 4. The main achievements of the proposed individual and the extent of their benefits, particularly at the level of Qatari society.
 5. Their sustainable impact on the community, whether in cultural, scientific, or social aspects.
2. If the proposed name is that of a historical or archaeological site or a prominent landmark, the proposal must include a comprehensive overview of the site, its significance, and its impact on Islamic, Arab, or Qatari heritage.
 3. Explain the contribution or value that the proposed name will provide to the facility or building and how the name aligns with the university's mission, goals, and values.
 4. Identify the potential risks that may arise from the proposed name and that could provoke any community controversy or conflict of interest.

Article (10)

A Technical Committee shall be formed by the President as an advisory body to review and provide recommendations on naming proposals for buildings, facilities, and streets at the University. The committee's recommendations are non-binding.

Article (11)

The Technical Committee shall serve for one year subject to renewal for a similar period or



periods; meeting as needed and shall continue to perform its duties until the President issues a decision of reforming the committee.

Article (12)

The Technical Committee may request any relevant data or documentation from concerned entities and may invite representatives or experts from within or outside the University to provide clarifications or technical input as needed.

Article (13)

The Technical Committee submits its recommendations to the President and presents the proposed names to the University's Executive Management Committee. The President shall make the final decision regarding the naming.

Article (14)

The following must be taken into consideration when submitting a request for changing names:

1. If the existing name conflicts with the University's mission, objectives, or values, or if it no longer meets public interest or the provisions of these Regulations, the name may be changed.
2. The name may be changed if the competent Vice President, the Department of Facilities and General Services, or relevant stakeholders submit justified requests for change.
3. Article (10) must be taken into consideration when implementing paragraphs (1) and (2) of this Article.

Article (15)

If the name is associated with a donation or sponsorship contract, all relevant provisions and



procedures in this document must be followed before signing the contract.

Article (16)

All entities, each within its own jurisdiction, shall study and ensure the proper implementation of naming or renaming decisions, ensuring old names are not used and updating names accordingly.

Article (17)

The Department of Communication and Public Relations shall oversee awareness and communication about new or updated names in coordination with the relevant Vice Presidents and the Department of Facilities and General Services.