

Qatar University

Date: 28/02.2020

**University President's Decision No. (6) of 2020  
Regarding E-Learning Management Systems**

***(This is as true as possible translation, and only the Arabic version is the official document)***

The University President,

- Having regard to: Law No. (34), 2004 on regulating Qatar University;
  - Academic bylaws approved by the Board of Regents on 16/06/2005;
  - Faculty members affairs bylaws approved by the Board of Regents on 11/03/2016;
  - Recommendation of the EMC issued in its session held on November 19, 2019;
  - And in consideration of the public interest,
- has decided the following:**

**Article (1)**

**In the application of the provisions of this decision, the following terms and phrases have the meanings ascribed to each of them:**

- a. **University:** Qatar University (QU)
- b. **President:** President of Qatar University
- c. **E-Learning Management Systems:** digital systems designed for managing the electronic courses and maintaining accessibility for an interactive learning between the teacher and the learner.
- d. **Students' Information Systems:** the electronic systems used in the University to manage students' information.
- e. **Short Semesters:** Study semesters with duration not exceeding six weeks including Summer and wintersemesters.

**Article (2)**

All E-Learning Management Systems approved by the University must be used in all courses of all programs without any exception.

**Article (3)**

The academic departments and units may create electronic professional groups for the E-Learning Management Systems.

#### **Article (4)**

Users of E-Learning Management Systems must abide by the applicable regulations and policies related to the use of information technology as well as the bylaws and laws related to the intellectual property in force at Qatar University and in the State of Qatar.

#### **Article (5)**

The faculty member or student who upload content or links is fully responsible for the accuracy, integrity and legality of the uploaded content on the E-Learning Management Systems including electronic links.

#### **Article (6)**

The right to use the uploaded content is transferred to the University once the content is uploaded on the E-Learning Management Systems of the University.

#### **Article (7)**

The use of E-Learning Management Systems is not allowed for non-educational purposes or activities not related to the university.

#### **Article (8)**

All individuals who are entitled to access and browse the content uploaded on the E-Learning Management Systems must abide by the privacy policy in force at the University.

#### **Article (9)**

All users of E-Learning Management Systems must maintain the security of logging in, logging out, users' names and passwords.

#### **Article (10)**

All courses available on the approved E-Learning Management Systems are accessible to:

- a) Faculty members before 8 weeks of the academic semester starting (except short semesters of study).
- b) Students at least on the first day of the academic semester..
- c) For the purpose of reading for all faculty and students at the end of the grading period, without being able to modify or enter new information after the announcement of students' grades on the Banner system.

#### **Article (11)**

The courses shall be saved and retained on the E-Learning Management Systems for six years. At the end of this period they will be deleted ,unless there is a request to retain them.

**Article (12)**

The Assistant Dean for Academic Affairs, Academic Head of Department and Academic Programs Directors or their representatives, may examine the reports of using the offered courses by their administration for the purpose of reviewing these academic programs.

**Article (13)**

The College Dean (or his representative) and the approved committees of the University may get a report from ITS Department containing information related to students' grades and dates of their entries.

**Article (14)**

The course instructor may, after the consent of the competent head of department, request to add another user.

**Article (15)**

Adding other users of the courses, is allowed, upon the request of the College Dean or any one authorized by the Dean in the case of reviewing academic courses, programs and appraisal of faculty members.

**Article (16)**

The Banner System automatically records adding/ withdrawing students into/ from courses on the E learning Systems

**Article (17)**

VP for Academic Affairs office, set yearly, in cooperation with ITS Department , a committee comprising representatives from the Academic Affairs Office and ITS Dept. and Students Affairs Sector. The committee is responsible for specifying all the executive procedures of this decision.

**Article (18)**

After the consent of both College Dean and E-Learning Management Systems Committee, new modules and educational models may be added to the E-Learning Systems or integrated with other systems.

**Article (19)**

The ITS Department shall carry out the maintenance and upgrading of the used systems periodically based on a declared schedule which takes into account the academic schedule as far as possible to keep the learning process going on smoothly.

**Article (20)**

The ITS Department and the Center of Excellence in Learning & Teaching provide the technical and professional support to faculty members for all E-learning Systems used in the University.

**Article (21)**

The ITS Department establishes the size of the uploaded files on the E-Learning Systems in accordance with the learning and teaching requirements.

**Article (22)**

E-Learning Management Systems may be used in all tests intended for students' evaluation.

**Article (23)**

All competent authorities, shall implement this decision, in their areas of responsibility, and it shall be enforced from the date of its issuance.