

Qatar University

Date: 27/02.2020

University President's Decision No. (4) of 2020 Regarding Regulating Textbooks

(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 11/03/2019;
- Recommendation of the EMC issued in its session held on November 19, 2019;
- And in consideration of the public interest,

Article (1)

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

University: Qatar University (QU)

President: President of Qatar University

Textbooks Committee: a committee, set by QU president's decision, and composed of members from Academic Affairs, Students Affairs, Procurement and Contracts Department, Financial Affairs.

Textbook Evaluation Form: a form designed to evaluate the content of a textbook in accordance with the pillars and criteria determined by the Textbooks Committee.

Textbooks department: The department, affiliated with the Students Affairs, responsible for overseeing the process of reviewing textbooks order, purchase requests and Textbooks distribution inside the University.

Article (2)

Evaluation of the textbooks and the conditions regulating their purchase and distribution in the University are subject to the rules stated herein after.

Article (3)

When evaluating textbooks, it is important to consider the following:

- a) Textbooks shall be used for no less than 3 academic years, for the courses of Core Curriculum, and no less than 2 academic years for other courses unless there are serious reasons necessitating the change of the course textbook, such as ceasing publishing or becoming out of print; or the occurrence of major changes in the course description or the textbook.
- b) Keep using the available edition of the textbook in the Textbook Section before requesting its new edition.
- c) Using the same textbook for all sections and groups studying the same course.
- d) Textbooks shall meet students with special needs requirements.
- e) Use preferably E-books whose cost does not exceed the cost of the paper books.
- f) Textbook cost shall be considered beside its expected educational value
- g) Textbook shall cover most of the topics included in the course.
- h) Originality of the textbook
- i) Reputation of the publisher
- j) Compliance of authors and publishers with of intellectual property regulation in the State of Qatar, and at QU.
- k) Textbook academic review.
- l) Textbook shall be approved by the dean of the College.

Article (4)

The University provides textbooks services within the campus for the registered students and faculty members.

Article (5)

The university subsidizes textbooks for all registered students (QU bears 50% of the textbooks whose price exceeds QR50 as specified by course instructors). Students pay for a textbook if its cost is less than QR50.

Article (6)

The Textbook Section shall:

- a) Monitor and review the stock of textbooks annually,
- b) Send a list of the available textbooks and their numbers to the relevant Colleges and Centers for reusing them.

Article (7)

The Textbook Section may sell textbooks to educational institutions outside Qatar University after the approval of the VP for Administrative and Financial Affairs, provided that such selling does not violate the laws in force in the State of Qatar.

Article (8)

The Textbook Section may exchange textbooks with other libraries and colleges. It may donate them to the college library or to charitable associations, faculty members or to students based on a proposal, made by the Dean or the Head of Textbook Section, and approved by the VP for Administrative and Financial Affairs. The donation is subject to the final approval of the President.

Article (9)

The Textbooks Office specifies and announces annually the approved procedures relating to the textbooks distribution.

Article (10)

Colleges and Departments shall provide training courses on E-books for all faculty members and students at the beginning of each semester in collaboration with the Center of Excellence in Teaching and Learning.

Article (11)

College and Department faculty members shall not directly request textbooks for students from publishers, as this violates procedures followed by the Procurement and Contracts Department in the University.

Article (12)

The Textbooks Committee prepares a form to evaluate the content of textbooks according to the pillars and criteria stated in Article (3). The committee may add other criteria as deemed appropriate. The VP for Academic Affairs approves the form which shall be reviewed every two academic years.

Article (13)

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