

Sultanate of Oman

Ministry of Higher Education

The Minister

**MOHE**

**The Organizational Manual of Student Advisory Councils in Higher**

**Education Institutions**

## **Ministerial Decision No (71/2014)**

### **Issuing the organizational Guide of Student Advisory Councils in higher education institutions**

- Pursuant to the directives of the Board of Education with regard to the need that the Ministry of Higher Education should prepare and issue organizational Guide of Student Advisory Councils in higher education institutions,
- In accordance with the exigencies of the public interests,

It has been decided:

**Article 1:** The attached organizational Guide of Student Advisory Councils in higher education institutions shall be applicable.

**Article 2:** All higher education institutions in the Sultanate should be obliged to apply the attached manual.

**Article 2:** All that which contradict and conflict with the attached manual shall be treated as cancelled.

**Article 3:** This Decision shall have effect from the date of issue.

**Dr. Dr. Rawya Bint Saud Al-Busaidi**  
Minister of Higher Education

Issued on: 15/10/2014

# The organizational Manual of Student Advisory Councils in higher education institutions

## Chapter 1

### Definitions and General Provisions

#### Article (1):

The following terms and expressions, mentioned in this Manual, shall have the meanings specified herein, unless specified otherwise:

- **Ministry:** Ministry of Higher Education
- **Minister:** Minister of Higher Education
- **Councils Committee:** Student Advisory Councils Committee of higher education institutions.
- **Council:** Student Advisory Council in the concerned institution, which consists of members elected by the students to represent them in accordance with the provisions of this Manual.
- **Institution:** a public or private higher education institution (University - College – Institute) in the Sultanate.
- **President of the Institution:** Chancellor of the university or College's dean or Director of the institute.
- **Dean:** Dean or Director or Chairman of Student Affairs in the organization.
- **Chairman of the Council:** Chairman of the Student Advisory Council in the institution concerned.
- **Vice Chairman of the Council:** Vice Chairman of the Student Advisory Council in the institution concerned.
- **Secretary:** Secretary of the Student Advisory Council (Dean - Director - Head of Student Affairs in the institution).
- **Secretariat of the Council:** Secretariat of the Student Advisory Council, which is the administrative and financial management of the Council.
- **Institution's Council:** Board of Trustees of the institution.
- **Students:** All students registered at the institution.
- **Member:** student elected to membership of the Council.
- **Manual:** Organizational Manual of the Student Advisory Councils.

- **Office of the Council:** the office entrusted with Council's Administrative Affairs in accordance with the provisions of this Manual.
- **President of Institution:** Chancellor of a University, Dean of a University College or a College.

**Article (2):** The Council shall be established in the institution's headquarters and should not have any branches abroad.

**Article (3):** This Manual may be amended based on a request from the Education Council or proposal of three institutions, the proposal must be submitted in writing setting forth the articles to be amended and reasons for this amendment, whereas amendment shall take effect only after approval of the institution.

**Article (4):** The Council and its Office shall exercise their competences so as not to conflict with the terms of reference assigned to other councils and departments, according to institution's instruction, by-laws and regulations. □

**Article (5):** The Council can be dissolved by resignation of the majority of its members, in this case the Chairman of the Institution may call to elect a new board, within a period not exceeding one month from the resignation of the Council.

**Article (6):** Upon dissolution of the Council under the provisions of this Manual, all council funds shall be construed to the institution's budget, and all committees of the Council shall be dissolved accordingly.

**Article (7):** All activities of the existing Council and committees emanating from it shall be stopped before two weeks from election of the new council.

**Article (8):** Subject to the provisions of students' disciplinary system of the institution, the Council shall not be allowed to issue any bulletins, data or publications, banners or establish communities that conflicting with the laws of the Sultanate or with rules and

regulations of the institution.

**Article (9):** Institution's Council shall consider all issues that not contained in this Manual and takes appropriate decisions after consultation with the Council, and Councils Committee shall be notified by the decisions.

**Article (10):** Chairman of the Institution shall consider any difficulties arise from the application of the provisions of this Manual and take appropriate decisions thereof.

**Article (11):** Chairman of the Institution shall be responsible for the implementation of the provisions of this Manual.

**Article (12):** Academic Council of the institution (University - College - Institute) shall call Chairman of the Student Advisory Council to attend the meeting if the agenda of the meeting addresses aspects related to living, services, student activities and once the Academic Council deems it is necessary.

**Article (13):** The Council raises its annual action plan to the Chairman of the Institution for approval, and provides him/her with a quarterly report (semi-annual) with regard to work progress; activities carried out and are being implemented.

**Article (14):** In case of a disagreement between the institution and the Council in the application this Manual, Institution's Chairman shall raise the issue to the Councils Committee, including their different viewpoints.

## **Chapter 2**

**Article (15):** A committee under the name of the Student Advisory Council Committee in higher education institutions should be formed by a decision of the Minister, and be based in the Ministry, chaired by the Undersecretary of the Ministry, and comprises of:

A) A representative of the Education Committee of the State Council.

- B) A representative of the Committee on Education and Scientific Research of the Shura Council .
- C) A representative from the Education Council, to be chosen by the Chairman of the Education Council.
- D) (2) Presidents from the governmental higher education institutions or their representatives' deputies, to be selected by the Minister for two non-renewable years .
- E) (2) Presidents from the private higher education institutions or their representatives' deputies, to be selected by the Minister for two non-renewable years .
- F) (2) Students from the Chairman of Student Councils, where one from the governmental higher education institutions, while the other is from the private higher education institutions, are selected by the Chairman of the Committee for non-renewable one year .
- G) A representative of the Ministry, who should be a member and Rapporteur.

**Article (16):** The Councils Committee shall hold a regular meeting every three months, and Chairman of the Councils Committee may invite the members to attend other meetings whenever necessary .

The Councils Committee shall have the following functions :

- A) General supervision of all Student Advisory Councils in the Sultanate.
  - B) Approval of election results of the Student Advisory Councils.
  - C) Study reports received from the higher education institutions with respect to the Student Advisory Councils .
  - D) Follow-up institutions' commitment in the establishment of their Student Advisory Councils .
- Article (17):**

- E) Consider the issues raised by the President of the institution with regard to the Student Advisory Councils .
- F) Take the decision to disband the Student Advisory Councils, according to the provisions of this Manual .
- G) Conduct studies and research on issues and problems faced by the Student Advisory Councils .
- H) Approve the proposed amendments in the Organizational Manual and recommend adopting them.
- I) Adoption of the external participation of the Councils and its members after the approval of the institution.
- J) Prepare an annual report on the Student Advisory Councils and raise it to the minister.
- K) The Committee may use anyone it deems appropriate.
- L) All tasks assigned to them by the Minister.

### **Chapter 3**

#### **Council's Purposes and Objectives**

The Council aims to achieve the following objectives:

- Article (18):**
- A) To participate in the improvement and development of educational and research process and the services provided for students.
  - B) To promote the principle of transparency, constructive criticism, make balanced and wise opinion and commitment to politely dialogue among students.
  - C) Development of awareness that makes the student a conscious, productive and creative citizen exercises his/her humanitarian and social service role consciously and responsibly.
  - D) Development of moral and spiritual values and ideals of the

student and pride conscious of homeland and its norms, heritage and values.

- E) Provide students with the basic elements that will lead to the strengthening and development of the personal spirit of teamwork and support the scientific way of thinking and development of the spirit of dialogue and respect for the opinions of others, and communication skills.
- F) Follow-up students' issues, awareness, and preservation of their achievements, and work with Institution's Management to solve their problems.
- G) Work on raising the level of student activity in various scientific, cultural, technical, social and sporting fields and other aspects of the construction activity.
- H) Consolidation of volunteerism in support of volunteer projects and works.
- I) Support the distinguished students, and create the appropriate environment for them, in order to serve their studies and possible scientific research.
- J) Raise the level of intellectual, artistic, social and sporting life, and enhance the prospects for communication and activating the channels of communication between students and officials within the institution.

**Article (19):** The Council is not allowed to engage in any political or sectarian or tribal, racial or logical issues as it prohibited exercising any activities that violate religious traditions and social values and norms and university systems.

**Article (20):** The Council is not allowed to make any kind of coordination or cooperation with Councils or bodies or institutions from outside the Sultanate unless with written approval of the Councils Committee.

The Council shall have the following duties and powers:

- A) Develop the Council's annual work plan and submitted to the President of the institution for approval, and provide the Councils with a copy of it after approval.
- B) Take the necessary decisions and recommendations in line with the rules and regulations of the institution and instructions and objectives of the Council.
- C) Represent the students and institution in the external activities assigned to the Council by the President of the institution.
- D) Discuss the financial and administrative reports of the Office of the Council and approve them.
- E) Monitoring the performance of the Office and take the necessary actions in accordance with the provisions of this Manual.
- F) Terminate the Council's member, if committed a prohibited act or committed a contrary that prejudice honor and reputation, and was convicted in any of them from the competent court, or the competent authorities in the institution after President's authentication.
- G) Discuss the Council's budget draft submitted by the Office of the Council and submit it to the President for approval.
- H) Consider the member who has lost his membership in the Council, if the causes that led to the loss of his/her membership have ended, and that by a decision from the Council after President's authentication.
- I) Propose what he/she deems appropriate to exercise his/her powers.

**Article (21):**

## Chapter 4

### Chairman and Vice-Chairman of the Council

**Article (22):**

Council's Chairman and Vice-Chairman should be:

- A) Omani nationality.
- B) have been successfully passed (45) credited hour of the study plan for the student-hour assigned to the student in Diploma stage, and (60) credited hour of the study plan for the student-hour assigned to the student in undergraduate and (15) credited hour of the study plan for the student-hour assigned to the student in the postgraduate level.
- C) Council's Chairman and Vice-Chairman shall occupy their posts only once.
- D) Council's Chairman and Vice-Chairman shall not occupy a managerial position in any of student groups in the institution.

**Article (23):**

A) The Chairman of the Council shall have the following duties and powers:

1. Presidency of the Council's meetings and its office.
2. Sign the decisions and official correspondence issued by the Council and its Office.
3. Signing the financial orders of all expenses after approval from the Office of the Council and the Secretary.
4. Represent the Council inside and outside the institution.
5. Call for meetings of the Council and Office of the Council.
6. Invite committees that have been formed in accordance with the provisions of this Manual for meeting, whenever

	<p>need.</p> <p>7. Provide the Chairman of the institution with Council's proposals.</p> <p>B) The Vice Chairman of the Council shall have the following duties and powers:</p> <ol style="list-style-type: none"> <li>1. Carry out the functions of Chairman during his absence.</li> <li>2. Carry out the tasks that are assigned to him/her in writing by the Council.</li> </ol>
<p><b>Chapter 5</b></p> <p><b>Council's Office</b></p>	
<p><b>Article (24):</b></p>	<p>A) The Council shall from among its members an office (Office of the Council) which chaired by Chairman of the Council and membership of:</p> <ul style="list-style-type: none"> <li>- Vice Chairman of the Council (Vice-President of the Office of the Council).</li> <li>- Head of the Academic Committee.</li> <li>- Head of the Student Services Committee.</li> <li>- Head of the Activities and Initiatives Committee.</li> <li>- Secretary of the Council.</li> </ul> <p>B) The Office of the Council shall regularly conduct a meeting upon an invitation from Chairman of the Council once a month or whenever needed, and have its first meeting after one week from the date of its formation, which would be held under the chairmanship of the Chair of the Council or his deputy, and in the presence of at least two of its members, and members of the Office should be informed by date and agenda of the meeting in writing before at least three days.</p> <p>C) The Office of the Council takes its decisions by an absolute</p>

	<p>majority votes, in case of an equal vote, the Chairman of the Congress shall take a deciding vote.</p> <p>D) Secretary of the Council shall inform the Chairman with the decisions made by the Office within ten days from the date of the meeting.</p> <p>E) The Office may use anyone it deems appropriate to accomplish its work or attend meetings.</p>
<b>Article (25):</b>	<p>The Office of the Council shall call to elect an alternate member, if any of the members of the Office of the Council lost his/her membership, this election shall be held within a week from the date of loss of membership.</p>
<b>Article (26):</b>	<p>Office of the Council shall have the following functions and powers:</p> <p>A) Develop a plan for Council’s activity and sub-committees with the help of the Secretariat.</p> <p>B) Implementation of Council’s resolutions and the General Plan and take the necessary decisions to conduct the events and activities that meet the objectives of the Council.</p> <p>C) Prepare the draft budget of the Council, and present it to the Council, and then submit it to the Chairman of the Council to complete the approval process.</p> <p>D) Supervising work of the committees that are emanating from the Council and monitor their performance.</p> <p>E) Develop a quarterly plan to accomplish objectives of the Council in the form of programs, and present it to the Council for discussion, approval and send its recommendations to the Chairman for approval during (15 actual business day).</p> <p>F) Studies of issues related to students of the institution, and resolve them in coordination with the concerned authorities in the institution in accordance with the laws and regulations</p>

	<p>in force in the institution.</p> <p>G) Provide the Council with the appropriate amendments in this Manual as recommendations in accordance with the provisions of this Manual.</p> <p>H) Prepare the annual financial and administrative reports of the Council, and submit them to the Council.</p> <p>I) Classify the lists of members in the Standing Committees considering the balance in the number of members of the Standing Committees.</p> <p>J) Formation of the Temporary Committees from Council's members and determine their terms of reference, temporary committees may include non-member students from the institution in order to perform a specific task, without the right to vote in the Council or its standing committees.</p>
--	--

**Chapter 6**

**Council Membership**

<p><b>Article (27):</b></p>	<p>A member of the Council is required to meet the following requirements:</p> <p>A) Must have completed at least one semester with academic load of not less than the minimum load with at least (2.0) GPA out of four points for the students of diploma and bachelor's or equivalent and three (3.0) GPA for master's and doctoral students, and that the member's study in the institution may not be passed more than the minimum study load specified for his/her program.</p> <p>B) Must be registered for at least the minimum academic load during the period his/her membership except graduation semester and summer semester.</p> <p>C) Must not have been convicted in disciplinary action or found guilty by virtue of a penal judgment unless given due regard</p>
-----------------------------	---

	before the start of election.												
<b>Article (28):</b>	<p>Number of the members representing in the Council must be proportional to the number students enrolled in the institution, according to the following grading:</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Number of students in the institution</th> <th>Number of council's members</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1500 or less Students</td> <td>11 members</td> </tr> <tr> <td>2</td> <td>1500 – 2000 students</td> <td>14 members</td> </tr> <tr> <td>3</td> <td>2001 or more students</td> <td>17 members</td> </tr> </tbody> </table>	No.	Number of students in the institution	Number of council's members	1	1500 or less Students	11 members	2	1500 – 2000 students	14 members	3	2001 or more students	17 members
No.	Number of students in the institution	Number of council's members											
1	1500 or less Students	11 members											
2	1500 – 2000 students	14 members											
3	2001 or more students	17 members											

### Chapter 7

#### Membership Affairs and removal

<b>Article (29):</b>	A member shall be directed to work for the public interest and the interest of the nation, and not to take advantage of his/her membership to get personal benefits, as refrains to refer any issue in respect of personal interest before the Council .
<b>Article (30):</b>	The member must abide in attending the Council, Office and sub-committees meetings, and the member how have a reason that is leading his/her absence from the meeting must notify the Chairman of the Council or the Chairman of the Committee, as the case, in writing.
<b>Article (31):</b>	Council members certainly committed to their personal capacity when they express their views outside the Council .
<b>Article (32):</b>	<p>Membership of any member of the Council expires and therefore of any of its committees in any of the following cases :</p> <p>A) Commit an obvious violation that may harm the Council or lead to prejudice the reputation of the institution .</p> <p>B) Commit any disciplinary offense that leads to any of the disciplinary sanctions set forth in the student discipline</p>

	<p>system in the institution except the notice punishment .</p> <p>C) Being convicted of any felony or misdemeanor by the competent court .</p> <p>D) Loss of any term of membership conditions set forth in Article (27).</p> <p>E) Moving from one institution to another during the period of his/her membership, or to withdraw from the institution.</p> <p>F) A written resignation or dismissal.</p> <p>G) Absence from meetings of the Council, or the Office of the Council for three consecutive times or five different times without excuse acceptable to the Council or the Office of the Council, as appropriate .</p> <p>H) Failure to attend three consecutive meetings without an excuse acceptable to the Council .</p> <p>I) Death.</p> <p>J) Council dissolution.</p>
<p><b>Article (33):</b></p>	<p>Subject to the provisions of students’ disciplinary system, in case of proven that a member of the Council is violating this Manual, or committing an act that harms institution’s reputation or any of them, the Council shall have the right to apply one of the following penalties:</p> <ol style="list-style-type: none"> <li>1. Caution notification.</li> <li>2. First warning notification.</li> <li>3. Second warning notification.</li> <li>4. Suspension of membership in the Council for a fixed period of not more than one academic semester .</li> <li>5. Termination of the Council's membership</li> </ol>

	Sanctions contained in the points (4 and 5) of the preceding paragraph shall be subject for approval of the Institution's Chairman, and a member of the Council, who has been sanctioned by one of the said penalties, should be informed in writing within a period of not more than one week from the date of issuance of the decision.
<b>Article (34):</b>	The Chairman of the institution shall have the right to impose the penalties that have been referred to in Article (33) gradually in the case that has been proven breach of any member as stated in this Manual.
<b>Article (35):</b>	A member of the Council who have been punished by any of the penalties provided for in points (3, 4, 5) of clause (33) of this Manual, may apply his/her grievance in writing to the Chairman through the Secretary, within a period not exceeding one week from the date the penalty decision, whereas the Chairman of the institution shall decide on the appeal within a period not exceeding one month, and Chairman's decision shall be definitively after adoption of the Chairman of the institution.
<b>Article (36):</b>	Any vacated position within the Council shall be filled by the following members in the last number of votes to the third reserve, and if this option is used and still there is more than two months form the Council's duration, then students shall elect a new member to complete the remaining term of the Council.
<b>Article (37):</b>	If the Chairman of the Council or his deputy resigned and maintained his/her membership in the Council, then the Council shall elect another member to replace him/her with two weeks.
<b>Chapter 8</b>	
<b>Election procedures</b>	
<b>Article (38):</b>	A) Voting in the elections is guaranteed right of every student in the institution, each student shall have one vote, and no student may appoint another student to vote on behalf of him

	<p>in the elections.</p> <p>B) Council elections shall take place no later than the third week of the first semester of each academic year, and in accordance with the following regulations:</p> <ol style="list-style-type: none"> <li>1. Each institution shall be considered as one precinct.</li> <li>2. Students shall elect their representatives freely and directly.</li> <li>3. Elections for the Council's membership shall be held in one day, where the Chairman determines deadlines for the voting process.</li> <li>4. Chairman of the institution shall issue the internal rules and regulations of the voting and elections.</li> </ol> <p>C) Absolute majority in the election of all members of the students in the institution required for the adoption of the election of members of the Council, in the absence of a quorum, election process shall be extended for two consecutive hours, and then the election shall be legal regardless of the percentage of students' voters.</p> <p>D) If the number of votes for one of seat of the allocated in the Council is equal, then one of them shall be chosen by draw, unless one of them assigned his right to the other.</p> <p>E) If the Election Commission is proved fraud of any student in the election process, then his candidacy and voice shall be canceled, and deprived from the following session, and threatens to do so in writing. If recurrence manipulation of any student in the election process for the second time it shall eliminates his candidacy and voice, and deprived permanently from entering any upcoming elections, and threatens to do so in writing.</p>
<b>Article (39):</b>	In the absence of holding elections on time as a result of compelling circumstances appreciated by the Chairman of the institution, the

	Council shall continue to perform its duties until the end of those circumstances that no more than one academic semester.
<b>Article (40):</b>	<p>A) Elections will be opened by a decision of the Chairman of the institution in the first week of the first semester for three days, where candidacy applications shall be submitted by who meet the eligibility conditions for membership of the Council mentioned in Article (36) of this Manual.</p> <p>B) The Chairman of the institution will announce the names of candidates who satisfy the eligibility conditions for membership, during the second week after the expiration of the candidacy period.</p> <p>C) Electoral propaganda shall start before at least (72) hours of the election after the announcement of the names of candidates, and ends before 24 hours from the election process.</p> <p>D) Council's headquarters shall be evacuated and handed over to the Chairman of the institution along with the trust paid to the Council before two weeks from the date of the elections of the next session.</p> <p>E) The final results shall be announced before the end of the third week, and shall be send to the Councils Committee within the fourth week for final approval.</p>
<b>Article (41):</b>	A student candidate for council's election may submit a written withdrawal application submitted to the Chairman of the Election Commission before at least three study days of the election.
<b>Article (42):</b>	Election process shall be entrusted to a Commission called "Election Commission" that should be formed by a decision of the Chairman of the institution and take its decisions by majority, and should be headed by a Vice-Chairman of the institution and the membership of:

	<p>A) The Dean: (Dean or Director or Head of Students Affairs in the institution).</p> <p>B) Two (2) members of the teaching staff in the institution.</p> <p>C) Two (2) members of the working in the Student Affairs.</p> <p>D) Four (4) students of the institution chosen by the Chairman of the institution provided that not be from the candidates for this session.</p>
<b>Article (43):</b>	<p>Election Committee shall have the following duties and responsibilities:</p> <p>A) Locating polling, counting and processing requirements of the electoral process.</p> <p>B) Follow-up the application of general rules and guidelines that determine the electoral campaign, voting and counting processes.</p> <p>C) Consider the appeals filed to the Election Committee by the candidates and decide on them within a week from the date of the submission of appeals.</p> <p>D) Extend the duration of the election in which a quorum for the election has not been completed.</p> <p>E) Decide on emergency issues that related to the electoral process and did not included herein.</p> <p>F) Adopt the names of candidates.</p> <p>G) Prepare the minutes of voting and counting the votes and signatures of the other members of the Committee.</p> <p>H) The election committee shall determine the mechanism of elections by the possibility of each institution.</p>
<b>Article (44):</b>	<p>Follow-up the rules and guidelines that determine the electoral propaganda, voting and counting process as follows:</p>

- |  |   |
|--|---|
|  | <p>A) Electoral propaganda shall be conducted be in accordance with the provisions of this Manual, where each candidate shall be allowed to conduct his/her campaigning from the date of announcement of the final lists of candidates and continue to the date day before the election, in which all kind of electoral propaganda are prohibited.</p> <p>B) A candidate or his/her representative shall be allowed to hold or organize any meetings and deliver campaign speeches outside the institution's campus, also they are not allowed to use loudspeakers or publish any announcements concerning elections, including photos, drawings and writing on the walls and various means of transportation.</p> <p>C) The candidate shall have the right to introduce himself within the institution's campus during the period specified for that by placing posters for size no more than (50 cm X 80 cm), in regular or electronic billboards as determined by the institution. The candidate may meet with voters in a specific place within the institution after obtaining the approval of the Election Committee in the institution and allows the candidate to introduce himself without going out etiquette, ethics or offend others.</p> <p>D) Voting under the form which has been prepared for voting purpose and the Committee may decide to use the appropriate ink with identifying the color or any means required for voters cast their ballots process.</p> <p>E) The voting boxes should be in accordance with the form determined by the institution, where each box shall have its lock and one slot only permit the introduction of the voting form, and lock keys should be kept with the Head of the Election Committee.</p> <p>F) Automated method may be adopted for voting, sorting or both process after the approval of the Councils Committee.</p> |
|--|---|

<b>Article (45):</b>	Candidates may submit their appeals against the Election Committee or the election results to the Chairman of the institution, to be decided through (7) business days from the date of filing of the appeal, and in the case, decision of the Chairman shall be final.
<b>Article (46):</b>	Council's membership shall be for a period of one renewable academic year starts from the date of announcement of the election results.
<b>Chapter 9</b>  <b>Councils' Permanent Sub-committees</b>	
<b>Article (47):</b>	<p>The Council shall form the following permanent sub-committees:</p> <ul style="list-style-type: none"> <li>A) Academic Affairs Committee.</li> <li>B) Student Services Committee.</li> <li>C) Activities and Initiatives committee.</li> </ul> <p>Other permanent sub-committees may be formed by a Decision of the Councils Committee in accordance with the nature of its terms of reference.</p>
<b>Article (48):</b>	A member may not join more than a permanent sub-committee.
<b>Article (49):</b>	<p>The permanent sub-committees shall have the following functions and tasks:</p> <ul style="list-style-type: none"> <li>1) <u>The Academic Affairs Committee: responsible for the following tasks:</u> <ul style="list-style-type: none"> <li>A. Review students' opinion within the institution with regard to the academic challenges confronting them and suggest ways and means to address them.</li> <li>B. Preparation of studies, research and working papers associated with objectives and terms of reference of the Student Advisory Council, which will be attended by the</li> </ul> </li> </ul>

Council in seminars, forums and workshops.

C. Prepare detailed report on students' observations about (Admission, academic counseling, learning resource center, and faculty members) and refer it to the Council on a monthly basis.

D. Scientific supervision of the competitions which will be hosted by the Council in coordination with the concerned department in the institution.

E. Any other duties assigned to it.

2) Student Services Committee: responsible for the following tasks:

A. Review students' opinion within the institution with regard to the students' services challenges confronting them and suggest ways and means to address them.

B. Follow-up the quality of student services offered within the institution.

C. Prepare a detailed report on students' observations about student services (restaurants, sports facilities, halls, hostels, and any student services provided by the institution) and send it to the Council on a monthly basis.

D. Media overseeing the campaigns and awareness programs organized by the Council in various media in coordination with the concerned department in the institution.

E. Any other duties assigned to it.

3) Activities and Initiatives Committee: shall have the following functions:

A. Development of an integrated plan of activities, programs and events that will be hosted by the Council on an annual basis, in coordination and cooperation with the

	<p>Secretariat of the Council.</p> <p>B. Support student initiatives within the institution, and propose mechanisms to activate their roles in a positive way.</p> <p>C. Support the areas of volunteerism and community service in the institution and the community, thus preserving the achievements of the state and its gains.</p> <p>D. Propose awareness seminars and symposium that aimed to promote positive values in students' life.</p> <p>E. Preparation and implementation of the students' competitions that will be hosted by the Council.</p> <p>F. Any other duties assigned to it.</p>
<p><b>Article (50):</b></p>	<ol style="list-style-type: none"> <li>1) The Board may form temporary sub-committees composed of institution students after the approval of the Chairman of the institution, provided that number of each committee shall not exceed 10 students, where the Council shall form it and choose its Head by the absolute majority and identify tasks and duration, and those committees shall be subject to rules and procedures specified for the permanent Sub-committees.</li> <li>2) Any meeting of the temporary sub-committees shall be considered as a legal meeting if attended by the majority of its members, and if the quorum is not completed, then the meeting shall be postponed to another date, but no later than one week, and in this case the meeting will be a legal meeting regardless number of attendees.</li> <li>3) Any committee of the temporary sub-committees takes its decisions by a majority of its attending members.</li> </ol>

## Chapter 10

### Meetings of the Council and its Sub-Committees

**Article (51):** The Council held its Executive Meeting to elect the Chairman and Vice Chairman and Heads of the committees from among its members by secret ballot, that should be done within one week from the date of announcement of the election results, where the alder member shall be will be chairman of the session.

The meeting will be an open meeting and a legal if attended by an absolute majority of its members so that the decisions of the Council issued by a majority vote of the attending members.

**Article (52):** A) The Council shall hold its first meeting by a call from the Chairman of the Council within a period not exceeding two weeks from the date of the election, in which determines the times and dates of meetings.

B) The Council shall hold an ordinary meeting twice in each semester to discuss topics on the scheduled agenda.

C) The Council may held an extraordinary meeting in the following cases:

1. An invitation of the Office of the Council with a statement of reasons.

2. Via a written request submitted by at least third of the members of the Council explaining the reasons for the request, and in this case, the Office of the Council shall call the Council to convene during a week from the date of the request, where the meeting shall only discuss the issues listed on the agenda.

D) The Office of the Council shall announce the date and place of the meetings of the Council at least before three study days, and the agenda shall be distributed by the Secretary of

	<p>the Council's Office.</p> <p>E) Meetings of the Council shall be hold and headed by Chairman of the Council, and in his absence, Meetings shall be held under the chairmanship of the Vice-Chairman.</p> <p>F) The meetings of the Council shall be legal by the presence of two-thirds of its members, and in case the quorum had not completed, then the Chairman of the session will determine the date and place of the next session, within a period not exceeding one week from the date of that meeting, in this case, the next meeting will be a legal meeting if the number of attendees was not less than half of the members of the Council.</p> <p>G) The Council shall take its decisions by an absolute majority, and in the case of equal number of votes, Chairman's vote will be weighted with the exception of the following cases that shall be by the two-thirds majority of its members:</p> <ol style="list-style-type: none"> <li>1. Proposal to amend the manual.</li> <li>2. Withhold confidence from the Office of the Council or one of its members.</li> <li>3. The issuance of any of the penalties set forth in Article (33) of this Manual against any member of the Council, if there was a justification thereof.</li> </ol>
<p><b>Article (53):</b></p>	<p>Permanent sub-committees shall determine a timetable for their meetings, which must not be less than three meetings per semester, or whenever the need arises at a call from the President of the Permanent Subcommittee, where summer semester shall not considered as one of the study semesters.</p>
<p><b>Article (54):</b></p>	<p>Meetings of the Council and its permanent sub-committee shall be subject to the following controls:</p> <p>A) The Chairman of the Board or Committee shall open,</p>

	<p>chair the meetings, and announce their completion.</p> <p>B) Members shall be invited to attend meetings at least two days before the date of the meeting.</p> <p>C) Each meeting shall have its minutes to register the discussed topics, discussions and recommendations made.</p>
<p><b>Chapter 11</b></p> <p><b>Secretariat of the Council</b></p>	
<p><b>Article (55):</b></p>	<p>The Dean shall take the role of the General Secretariat of the Council, without having the right to vote on decisions.</p>
<p><b>Article (56):</b></p>	<p>The secretariat shall have the following tasks:</p> <p>A) Direct supervision of the administrative and financial affairs of the Council and its financial resources.</p> <p>B) Extend an invitation to members of the Council and the Office of the Council for the meeting, and prepare its agenda, taking minutes of meetings and sign and submit them to the Chairman of the Council's Office to provide them to the Chairman of the institution.</p> <p>C) Follow-up the implementation of the decisions made by the Office of the Council.</p> <p>D) Maintain documents of the session and supporting documents according to the system in place in the institution.</p> <p>E) Receipt of the correspondences received on behalf of the Council, and maintains all the documents.</p> <p>F) Payment of the expenses in accordance with the decisions of the Office of the Council that have been approved by the Chairman of the Council and Chairman of the institution together.</p>

	<p>G) Receipt of revenue under the receipts stamped by the Council and deposit them in the account allocated in the budget.</p> <p>H) Provide the Office of the Council with a statement of monthly expenditure and imports account.</p> <p>I) The preparation of financial reports submitted to the Council and the Council's Office.</p> <p>J) Maintain the books and financial documents of the Council at its headquarters.</p> <p>K) Receipt of office supplies and materials necessary for the processing of the headquarters of the Council and will be held responsible thereof.</p> <p>L) Perform any other tasks assigned by the Chairman of the Council.</p>
--	---

**Chapter 12**

**Council's budget**

<b>Article (57):</b>	<p>The Council shall have an independent budget, overseen by the Office of the Council for the duration of the electoral session of the Council, and its money should be deposited in a bank that has been approved by the Council after obtaining the approval of the Chairman. The Council's financial resources is composed of the following:</p> <p>A) The annual financial allocations determined by the institution's Council.</p> <p>B) Gifts, donations and grants approved by the Chairman of the institution according to the applicable legislation.</p> <p>C) Proceeds of student activities and events hosted by the Council and approved by the Chairman of the institution.</p> <p>D) Any other resources approved by the Chairman of the</p>
----------------------	--

	institution.
<b>Article (58):</b>	The Council may not receive any financial support and donations from both inside and outside the Sultanate except as determined by the legislation in force.
<b>Article (59):</b>	<p>Payment mechanism shall be as follows:</p> <ul style="list-style-type: none"> <li>A) The Office of the Council may recommend paying advance amount for not more than (RO 200), which should be kept with the Secretary for the purposes of cover incidental and emergency expenses of the Council and paid by the applicable financial rules.</li> <li>B) The Office of the Council may recommend paying advance amount for not more than (RO 100), which should be kept with the Secretary for the purposes of cover incidental and emergency expenses of the activities of the sub-committees.</li> <li>C) Council's money shall paid by a decision from the Office of the Council after the signing of the Chairman of the Institution, and the combined signatures of the Head of the Office of the Council and the Secretary.</li> <li>D) The chief financial officer at the institution or his duly authorized representative shall supervise the regulation of all financial affairs of the Council.</li> <li>E) Amount of the Council's budget for the new session shall be paid only after the settlement of Council's budget for the previous session with the Department of Finance in the institution.</li> </ul>
<b>Article (60):</b>	The fiscal surplus in the Council's budget for the previous year shall be returned for the benefit of the institution's budget, and the Office of the Council should pay all dues of the Council, if any, before the end of its election session, and sends a notice in this regards to the institution's chief financial officer.

**Article (61):**

**The organizational structure of the Council as follows:**

