Policy Code	Policy Name	
DAU 1-7	**Standing Committees**	

Responsible Executive	Current Revision Date	Next Revision Date
-The Standing Committees -DAU's President -DAU's Vice President	10/2023	10/2027

1. Purpose of Policy

This policy includes a list of the Standing Committees with a brief for each committee. Members of each committee change Annually by a Decision from DAU President. The Committee shall include a representative for people concerned in Academic and Administrative Units in DAU.

2. Policy Scope

Each Committee has its suitable roles and reasonability for the it's specific activities. This policy will be applied for Academic and Non-Academic units at DAU.

3. Policy Statement

A. Standing Committee for Study Plans and Curriculum

The Study Plans and Curriculum Committee is responsible for the development of existing programs and the introduction of new ones. Moreover, it ensures that curriculum development and review are consistent with the approved processes and are undertaken in full compliance with the educational policies of the University. The SPCC shall meet at least twice per semester and a Quorum of at least 60% of its members is required for the SPCC conduct of business.

Duties and Responsibilities of Study Plans and Curriculum Committee:

- Examining the Study Plans received from the colleges and taking the necessary recommendation in this regard.
- Suggesting Programs and Study Plans for the New Colleges.
- Considering requests to open Colleges and Academic Departments or restructuring the existing ones.
- Suggesting ideas for raising the University Academic Units performance.
- Any other tasks assigned to the Committee in this regard.
- Review study plans received from colleges and make recommendations.
- Suggesting programs and study plans for colleges.
- Review the university's academic system and make recommendations for amendments.
- Provide advice and guidance that contribute to enhancing the performance of the DAU's academic units.
- Discussing curriculum issues referred by the president, college deans, and specialized committees.
- Following- up and monitoring colleges and programs in the development, modification, and updating of study plans and programs.
- Proposing new mechanisms for the development of study plans and programs.
- Overseeing the development of plans and programs of study operations.
- Preparation of evidence, plans, and models that deliver outstanding performance and advance in the preparation of study plans.
- Monitoring developments of the study plans and programs at local and global universities.
- Coordination with the relevant authorities to organize workshops and training courses in the development and review of study plans and academic programs.
- The Study Plans and Curriculum Committee will look into any other related task referred to it.

B. Standing Committee for Graduate Studies (SCGS)

The Standing Committee for Graduate Studies (SCGS) is responsible for preparing and developing the executive rules for the regulations governing postgraduate studies in universities issued by the University Affairs Council Resolution No. (2/9/1444) -dated 01/03/1444 AH- and following up on their implementation.

Duties and Responsibilities of Standing Committee for Graduate Studies:

- Proposing the general policy for graduate studies at the university and monitoring its implementation after approval by the University Council.
- Recommending approval of admission requirements for graduate programs and updating them based on proposals from departments, colleges, and specialized institutes and councils.
- Supervising joint graduate programs.
- Recommending to the University Council for approval of graduate programs and their modifications - after study and evaluation -, based on proposals from the department council and endorsement from the college council, ensuring that the proposed programs align with the needs of society, the plans and visions of the kingdom, and global trends.
- Recommending to the University Council for approval of proposals from college councils regarding graduate programs that align with the needs of community, 2030 vision, and global trends.
- Recommending approval of study plans and detailed standards to the University Council, based on proposals from the department council, and after agreeing from the college council, in accordance with international reference standards and comparisons.
- Proposing standards for graduate programs for approval by the University Council.
- Proposing regulations for the evaluation of graduate programs for approval by the University Council.
- Overseeing the periodic evaluation of graduate programs at the university through specialized committees or bodies from within or outside the university.
- Studying the comprehensive report prepared by the executive management on graduate programs at the university, including the evaluation results of those programs, and submitting it to the University Council.
- Supporting proposals to specify academic degrees and certificates and their titles in Arabic and English based on the proposals of department and college councils.
- Recommending the number of accepted students each academic year in graduate programs to the University Council, based on proposals from the relevant department council and endorsement from the college council.
- Proposing the formation guidelines for the supervision committees and the defense committees of the scientific thesis.
- Establishing the general framework and standards for comprehensive exams and graduation projects.
- Establishing the general framework for research plans and regulations on how to write, print, submit, and prepare report templates for thesis defense and evaluation.
- Reviewing the periodic reports related to graduate studies submitted by the scientific departments at the university.
- Proposing offering off-campus (outside DAU) graduate programs and submitting the proposal to the University Council to take appropriate action.
- Recommending approval of college proposals regarding developmental initiatives related to graduate studies to enhance the financial resources of the university.
- Recommending the tuition fees for applying to graduate programs, and the financial fees for supporting services related to graduate studies, based on proposals from department and college councils.
- Recommending providing students with full or partial scholarships according to the regulations approved by the University Council.
- Recommending the closure or suspension of graduate programs that do not comply with quality standards or DAU's strategy.
- Considering any matters referred to it by the President of the University, the Vice President of the University, , or the University Council for study and providing opinions.

C. The Higher Committee for Academic Accreditation (HCAA)

The Higher Committee for Academic Accreditation (HCAA) is responsible for following up the implementation of Academic Accreditation and facilitating the work in the Accreditation processes.

Duties and Responsibilities of Higher Committee for Academic Accreditation:

- Follow up the progress of the accreditation projects and take appropriate decisions to facilitate the work and tasks of the members of the committees concerned in the Colleges, Deanships, and Departments.
- Approving the executive plans for improvement submitted by the Committees working on the Academic Accreditation Projects.
- Take the appropriate decisions to implement the recommendations and decisions of the reports of the committees working on the academic accreditation projects.
- Studying the issues presented to the Committee and taking appropriate actions.
- The Committee has the freedom to invite whoever is appropriate to attend its meetings.

D. Standing Committee for Academic Advising (SCAA)

The Standing Committee of Academic Advising (SCAA) is responsible for the following:

- Raising awareness about the importance of the Academic Advising Process within DAU.
- Evaluating the Academic Advisors' Performance.
- Submission of the necessary proposals for developing the Academic Advising process.
- Activating the role of Academic Advising.
- Developing plans and training programs which are necessary to support and improve Academic Advisors performance through suitable objective evaluation criteria.
- Establishing controls for the students' distribution to the Academic Advisors.
- Follow up the Academic Advising process and submit the necessary proposals to develop the Advising process.

E. The Higher Committee for the Strategic Plan (HCSP)

The Higher Committee for the Strategic Plan (HCSP) is responsible for following up on the development of strategic and operational plans at various levels of the university.

Duties and Responsibilities of Higher Committee for the Strategic Plan:

- Supervising the preparation of the university's strategic plan.
- Adopting the action plans submitted by the strategic plan work team.
- Reviewing and approving the budget plans required to implement the action plans.
- Taking the necessary decisions to address the problems that arise during the development of plans.
- Submitting the strategic plan of DAU and operational plan to the University Council for approval.
- Approving the strategic and operational plans of the colleges, deanships, and departments.

F. Policies and Procedures Committee (PPC)

The Policies and Procedures Committee (PPC) is responsible for updating the Policies and Procedures manual to contribute to achieving the university's Mission and Goals by setting appropriate Supervisory and Procedural Standards for the implementation of Academic, Research, Administrative, Financial, Rights, Duties, Quality Policies and Community Partnership at the University.

Duties and Responsibilities of Policies and Procedures Committee:

- Updating the Policies and Procedures Manual at DAU in accordance with the Changes and Developments of the rules, regulations and instructions issued by the University and the Official Authorities.
- Follow up the activities of preparing policy and procedure manuals for the University's academic and Administrative Units.
- Review the procedures of the university's academic and administrative units and ensure their continuous improvement.
- Conducting benchmarking comparisons in the field of policies and procedures according to successful global and local practices and suggesting their application.

- Preparing the necessary periodic reports on the achievements and progress of work and submitting them to the President of the University.
- Executing the tasks assigned to it for the benefit of the work.

G. Student Violations Committee (SVC)

The Student Violations Committee (SVC) is responsible for controlling the behavior of students within the University and for disciplining the misbehavior of violating students.

Duties and Responsibilities of Student Violations Committee:

- Considering the violations referred to it.
- Controling the behavior of students within the University.
- Refining the behavior of violating students and treating them using the educational methods available at the university.
- Imposing disciplinary penalties on violating students according to the rules, regulations, and instructions in force at the university.
- Studying students' behavioral problems and proposing solutions to them.
- Studying students' legal violations and proposing penalties for them in accordance with the applicable regulations.

H. Final Examination Committee

The Committee is responsible for all the final examination processes and circumstances in the University for all colleges and programs.

Duties and responsibilities of the final examination Committee:

- Preparing the final exams instructions for students, invigilators, and sending them before the start of the final exams, at least one week before the start of the exams.
- Ensuring the proper environment for conducting the final exams to ensure the following:
  - The readiness of the final examination halls and their suitability for the tested students.
  - Attendance of male and female invigilators according to the invigilation schedule.
  - Ensuring that both students and invigilators comply with the final examination rules and regulations.
  - Ensuring that the students who are debarred from the final exams are not present in the Examination Hall.
  - Receiving and filing cases of cheating and breaching the final examination systems to the responsible Committee to complete the dismissal procedures in that case.
- Coordinating with other units in DAU to provide the necessary requirements to ensure the success of the final examination such as: Information Technology Department, Security and Safety Department, Purchasing Department, Operation and Maintenance Department and the Deanship of Admission as well as Registration and Student Affairs.
- Coordinating with colleges to prepare final examination schedules.
- Clarifying the instructions for dealing with emergency cases (illness, violation of regulations and instructions) during the examination time and ensuring the availability of the required tools and proper place for these cases.
- Following up the work of reviewing the tests and auditing the results.

I. Risk Management Committee

Duties and responsibilities of the Risk Management Committee:

- Planning and Preparing the Risk Management plan and continually improving it.
- Measuring and analyzing the expected risk effects and preparing the continual improvement plans to mitigate its effects.
- Raising awareness of the risk management culture between DAU's employees and students.
- Ensuring the implementation of the safety and environmental rules and regulations with the cooperation with the Safety and Security Management.

- Ensuring the availability and properness of the required safety tools within DAU with the cooperation with Safety and Security Management.
- Preparing the general emergency plans, evacuation plans, first aids plan and conducting training about these plans.
- Assessing and reporting the risk management processes results according to these results continual improvement processes can be set.

4. Related Policies/ Documents/ Forms

DAU 1-8 Decision Making Policy

5. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1st issue of the policy