

Syrian Arab Republic

Ministry of Higher Education

Resolution No. 23/ O

The Minister of Higher Education

Based on the provisions of the Legislative Decree No. /25/ 2002 and its amendments, including the establishment of the Syrian Virtual University, and upon the provisions of resolution No. /99/ dated 26/10/2017, including the Internal regulations of the Syrian Virtual University

and upon the proposal of the Council of the Syrian Virtual University

and the proposal of the Board of Trustees of the Syrian Virtual University

Decides the following:

Article 1: Article /6/ shall be amended to read as follows:

First: Independent Program

A- The academic program may be independent from colleges and institutes and provide a regulatory framework for educational and academic activities.

B- The independent program shall have a Council called the program council which constitutes of the program director as a chairman and at least four members from various domains covering the knowledge areas of the Program chosen from the teaching or research staff members or from the supervisors / lecturers of the Program who are nominated by the President of the University upon the approval of the University Council.

C- A director of the program is nominated from among the teaching or research staff members or equivalent for two renewable years.

D- The Council of the Independent Program shall exercise the functions of the College Council.

Second: College Council

A- The college shall have a council called the college council.

B- The College Council is headed by the Dean of the College and it includes:

1. Vice Deans
2. Head of departments.
3. Programs directors in the College.
4. Three of the teachers in the program of various domains in the college covering the knowledge areas of the college. These are selected periodically.

D- The College Council shall assume the following tasks:

1. Proposal to appoint courses coordinators and supervisors/ lecturers from among the teaching staff and others.
2. Monitoring supervisors/ lecturers' performance and proposing the termination of their mandate.
3. Supervising synchronized sessions' program
4. Approving of synchronized and non-synchronized sessions.
5. Following-up on the progress of teaching and learning processes, examinations and students' affairs.
6. Following-up on the organization of the college examinations with the cooperation of the examination department; and offering related suggestions, adopting and publishing the results.
7. Coordinating scientific researches in the departments and programs in accordance with the decisions of the University Council for Scientific Affairs.
8. Proposing research and development plans.
9. Proposing the approval of titles and plans for research projects and theses.
10. Proposing appointing supervisors for projects and dissertations.
11. Proposing the formation of the jury and evaluation committees.
12. Following-up on issuing and updating the college's internal regulations and its academic programs.
13. following-up the development and evaluation of the scientific and interactive content.
14. Proposing new academic programs.
15. Proposing compensation and rewards for contractors, lecturers, researchers, visiting professors, supervisors and those responsible for applied work.
16. Proposing and developing training and qualification plans for teaching, research, technical, laboratory, and administrative staff members.
17. Submitting proposals to the University Councils in accordance with domains related to the college in the University's plan and the necessary funds for its implementation.
18. Considering matters of delegating and participation in seminars, conferences and scientific journals inside and outside the country.
19. Issues transferred by the University councils.
20. Giving an opinion on all subjects that the Dean of the college or a quarter of the members of the college council considers should be viewed by the Dean.
21. Considering the quarterly report prepared by the Dean of the College on scientific, educational, administrative and financial affairs and submitting it to the higher specialized university councils.
22. Proposing courses recognition.
23. Following-up on the implementation of the decisions.

The council is generally concerned in all scientific, educational, administrative, and financial matters relating to the College and other specializations provided for in this regulation and other laws and regulations in force on the condition that they do not conflict with the specializations of other councils.

Third: Department Council

A- The department's council is presided by one of the research or teaching staff members or equivalent; and is appointed by the University president.

B- The Department Council's membership includes all the program directors, and some tutors or supervisors of the department programs, provided that they are not less than three members proposed by the faculty council, and the knowledge areas of the department shall be taken into account in choosing them.

C- The head of the Department and the members of the Department Council shall be named by a decision of the University President upon the approval of the University council for two years.

D- The University Council is concerned with the following:

1. Following-up the implementation of the decisions of the University Councils.
2. Reviewing academic plans and academic programs and proposing their modifications.
3. Proposing new programs with their systems.
4. Proposing distributing supervisors and tutors among virtual classes and courses.
5. Proposing scientific research plans, the department's needs of tutors, supervisors, and technicians, and software equipment and gear.
6. Proposing the appointment of supervisors of projects, dissertation's and theses, and forming committees to judge them and award university degrees.
7. Developing the quarterly report on the efficiency of the department.
8. Examining all matters and scientific, educational, research, services, and financial work related to the department.
9. Studying what is referred to it by the college council.

Fourth: Program Director

A- He/ she is appointed by the president of the University upon the proposal of the Council for scientific affairs and the approval of the University council. The program director is selected from the teaching or research staff members at the Syrian Universities or their equal.

B- The preprogram director shall exercise the terms of reference specified in the Program Regulations, in particular:

1. Following-up on the distribution of courses on the academic semesters.
2. Following-up on the opening of classrooms in the courses as needed.
3. Following-up on the appointing of tutors/ supervisors in the courses.
4. Approving the synchronized and non-synchronized sessions.
5. Proposing approval on graduation projects, Master's and dissertation projects, and theses.
6. Following-up on the formation of jury committees on projects, dissertations, theses and their proceedings.
7. Preparing quarterly reports on the process of the academic courses.
8. Suggesting proposals on the acceptance rules and number of admitted students.
9. Supervising the formation and development of curricula and adapting them to the requirements of the degree.

10. All the specializations that provide smooth process of the program according to the regulations in effect at the University and any tasks assigned to him/ her by the University president and his deputy for scientific affairs.

Fifth: Program Secretary

The program shall have a secretary who holds a university degree and shall help the program director in the administration of the program. The secretary shall be appointed by a decision of the president of the University upon the approval of the scientific affairs council and shall exercise the specified competencies in the university regulations and tasks assigned to him/ her by the program director.

2. Paragraph (A) of Article /85/ shall be amended to read as follows:

The minimum period for obtaining the degree of qualification and specialization diploma is one academic year and the minimum period for obtaining the degree of Masters of qualification and specialization is two academic years.

3. Paragraph (B) of article /88/ shall be amended to read as follows:

To prepare a research after succeeding in all the courses on a subject that is approved by the Council of Scientific Affairs upon the proposal of the relevant department council and the approval of the College Council, provided that the research period shall not be less than a year from the date of approval by the Council of Scientific Affairs.

4. Add to Article /90/, paragraph (L), which reads as follows:

L- To have published at least one research paper in English in one of the scientific journals approved by the Council of Scientific Affairs or obtained the approval of the magazine for publication (whether published during the master stage or after)

Article 2 This decision shall be published and shall be communicated to whoever is required for its implementation and all differing rules shall be terminated.

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Minister of Higher education
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