



Title: Students Counseling Policy

Code: GU-PL39SCO

Version: 2

Date of Issue: 2018

Effective Date: September 2018

Approval Authority: Board of Trustees

Document Owner: Vice President for Academic Affairs

Review: The policy is subject to a periodic review every 4 years or in a shorter cycle as per amendments of regulations

1. Purpose

The purpose of this document is to describe principles of students counseling at Gulf University. It provides a framework of planning and management of counseling activities.

2. Scope

This document applies to all students at Gulf University.

3. Acronyms

BQA	Education and Training Quality Authority
GU	Gulf University
HEC	Higher Education Council
SSU	Student Services Unit
VP ACADEMIC	Vice President for Academic Affairs

4. Definitions

Academic Advisor: Academic Advisor is a faculty member at GU, who is responsible for guiding the students according to University Guidelines and Regulations.

Instructor: Instructor is an individual appointed by GU to teach on its courses.

Student: Student is an individual who has completed the formal procedures necessary to register in a program offered by GU.

Counselor: The Counselor is a specialized staff member at SCO, who provide students with advice on problems and help troubled students in overcoming their difficulties and problems that affect their academic progress at the University.

5. Policy Statement

- 5.1 Gulf University commits to achieving the indicators and criteria of “HEC Institutional Accreditation” related to students’ counseling.
- 5.2 Gulf University ensures that students’ counseling is consistent with, and supportive of the University Mission, strategic directions and its sustainability.
- 5.3 Gulf University commits to considering shared responsibility for students’ counseling between each staff member and the management of the University.
- 5.4 Gulf University ensures equity of access of all students to counseling opportunities based on identified needs.
- 5.5 Gulf University commits to reflecting counseling activities on education through linking teaching and counseling activities to enhance students’ knowledge, skills and progress.
- 5.6 Gulf University commits to supporting students’ counseling through its resources and facilities.
- 5.7 Gulf University commits to evaluating the outcomes of counseling activities, and providing regular feedback to relevant students’ Advisors, Deans and HODs.

6. Responsibilities

Academic and Administrative Staff are responsible for:

- following this document appropriately

HODs are responsible for:

- appropriate implementation of this document

Deans are responsible for:

- appropriate implementation of this document

Unit of Student Services is responsible for:

- ensure all academic staff and students are fully informed of this document.
- appropriate implementation of this document

VP Academic is responsible for:

- ensuring appropriate implementation of this document

University Policy Development and Review Committee is responsible for:

- systematic review of the effectiveness of this document as custodian

7. Related Policies

- Academic Advising Policy

8. Related Procedures

- Academic Advising Procedures
- Students Counseling Procedures

9. Related References and Standards

BQA	Programs-within-College Reviews Handbook
HEC	Institutional Accreditation Standards Handbook



Title: Students Internship and Career Development Policy

Code: GU-PL41SICD

Version: 2

Date of Issue: 2018

Effective Date: September 2018

Approval Authority: Board of Trustees

Document Owner: Vice President for Academic Affairs

Review: The policy is subject to a periodic review every 4 years or in a shorter cycle as per amendments of regulations

1. Purpose

The purpose of this document is to describe principles of students internship and career development at Gulf University. Also, it provides a framework of planning and management of internship and career development activities.

2. Scope

This document applies to all students at Gulf University.

3. Acronyms

BQA	Education and Training Quality Authority
GU	Gulf University
HEC	Higher Education Council
ICD	Internship and Career Development
NQF	National Qualifications Framework
SSO	Student Support Office
SSU	Student Services Unit
VP Academic	Vice President for Academic Affairs

4. Definitions

Academic Advisor: Academic Advisor is a faculty member at GU, who is responsible for guiding the students according to University Guidelines and Regulations.

Instructor: Instructor is an individual appointed by GU to teach on its courses.

Student: Student is an individual who has completed the formal procedures necessary to register in a program offered by GU.

Student Career Development: The processes involved in providing students at the University with advice and counselling on making career decisions, and support in internship and training activities.

5. Policy Statement

- 5.1 Gulf University commits to achieving the indicators and criteria of “HEC Institutional Accreditation” related to students’ internship and career development.
- 5.2 Gulf University ensures that students’ internship and career development is consistent with, and supportive of the University Mission, strategic directions and its sustainability.
- 5.3 Gulf University commits to considering shared responsibility for students’ internship and career development between each staff member and the management of the University.
- 5.4 Gulf University ensures equity of access of all students to internship and career development opportunities based on identified needs.
- 5.5 Gulf University commits to reflecting internship and career development activities on education through linking teaching and internship and career development activities to enhance students’ knowledge, skills and progress.
- 5.6 Gulf University commits to supporting internship and through its resources and facilities.
- 5.7 Gulf University commits to evaluating the outcomes of internship and career development activities, and providing regular feedback to relevant students’ Advisors, Deans and HODs.

6. Responsibilities

Students are responsible for:

- following these procedures appropriately.

Academic Advisors are responsible for:

- following these procedures appropriately.

Heads of Departments are responsible for:

- ensuring that all faculty members and students are fully informed of these procedures.
- ensuring that these procedures are appropriately implemented.

Deans are responsible for:

- ensuring that all faculty members and students are fully informed of these procedures.
- ensuring that these procedures are appropriately implemented.

Unit of Student Services is responsible for:

- appropriate implementation of these procedures.

Students Council is responsible for:

- appropriate implementation of these procedures.

Vice President for Academic Affairs is responsible for:

- Appropriate implementation of these procedures.

Policy Development and Review Committee is responsible for:

- Systematic review of the effectiveness of these procedures.

7. Related Policies

- No related Policy

8. Related Procedures

- Students Internship and Career Development Procedures

9. Related References and Standards

BQA	National Qualifications Framework Handbook
BQA	Programs-within-College Reviews Handbook
HEC	Institutional Accreditation Handbook



Title: Alumni Policy

Code: GU-PL42ALU

Version: 2

Date of Issue: 2018

Effective Date: September 2018

Approval Authority: Board of Trustees

Document Owner: Vice President for Academic Affairs

Review: The policy is subject to a periodic review every 4 years or in a shorter cycle as per amendments of regulations

1. Purpose

The purpose of this document is to describe principles of Alumni Policy at Gulf University. It provides a framework for strengthening the ties between the University and its alumni and how to develop structure for University-recognized alumni.

2. Scope

This document applies to all alumni, Colleges, and Departments at Gulf University.

3. Acronyms

BQA	Education and Training Quality Authority
GU	Gulf University
HEC	Higher Education Council
HOD	Head of Department
SSU	Student Services Unit
VP ACADEMIC	Vice President for Academic Affairs

4. Definitions

Alumni: Alumni are graduates (former students) at GU of either one or both genders.

Student: Student is an individual who has completed the formal procedures necessary to register in a program offered by GU.

5. Policy Statement

5.1 Gulf University commits to achieving the indicators and criteria of “HEC Institutional Accreditation” related to students’ counseling.

- 5.2 Gulf University ensures that University-alumni relations are consistent with, and supportive of the University Mission, strategic directions and its sustainability.
- 5.3 Gulf University commits to provide all Colleges, Departments and Units with consistent language and operating principles relevant to alumni relations.
- 5.4 Gulf University ensures effective communication with, and engagement of its alumni in “giving back” activities, within the University framework of academic and social activities.
- 5.5 Gulf University commits to supporting its alumni through resources and facilities at the University campus.
- 5.6 Gulf University commits to supporting its alumni in establishing “Alumni Association” and “Alumni Club(s)” through its resources and facilities.
- 5.7 Gulf University commits to maintaining good communication with employers of its alumni, and other employers in the industry to enhance employability and career development of alumni.
- 5.8 Gulf University is committed to recognize its alumni for their achievements and contributions to national economy and community, as well as their service to the University, through annual “Honoring and Awards” program.
- 5.9 Gulf University commits to evaluating the outcomes of alumni activities, and providing feedback to alumni and their employers, Deans and HODs, through regular newsletter, University website, and University social media accounts.

6. Responsibilities

Academic and Administrative Staff are responsible for:

- following this document appropriately

HODs are responsible for:

- appropriate implementation of this document

Deans are responsible for:

- appropriate implementation of this document

Unit of Student Services is responsible for:

- ensure all academic staff, students and alumni are fully informed of this document.
- appropriate implementation of this document

VP Academic is responsible for:

- ensuring appropriate implementation of this document

University Policy Development and Review Committee is responsible for:

- systematic review of the effectiveness of this document as custodian

7. Related Policies

- No related Policy

8. Related Procedures

- Alumni Procedures

9. Related References and Standards

BQA	Programs-within-College Reviews Handbook
HEC	Institutional Accreditation Standards Handbook



Title: Internship Procedures

Code: GU- PR05INT

Version: 2.1

Date of Issue: 2018

Effective Date: September 2018

Approval Authority: University Council

Document Owner: Vice President for Academic Affairs

Review: The procedures are subject to periodic reviews as per amendments
of University Policies/Regulations

1. Purpose

The purpose of this document is to describe the procedures used by Gulf University to guide and give direction to manage the internship process in all related placements.

2. Scope

The procedures apply to internship in all programs offered at Gulf University.

3. Acronyms

BQA	Education and Training Quality Authority
CILOS	Course Intended Learning Outcomes
HEC	Higher Education Council
NQF	National Qualifications Framework

4. Definitions

Internship: Internship is a mandatory course related to work-based learning practice, considered to be a part of the degree requirements for all students at Gulf University. The internship aims to provide students with a work based learning opportunity in which they can develop intellectual, professional and personal skills to function well in a diverse working environment in the various job sectors. It requires students to draw upon multi-disciplinary knowledge, skills and theory acquired from their previous studies.

Intern: The intern is a student at Gulf University, who shall work for a period of time at an external organization to gain practical experience as part of the requirements of his/her degree.

Academic Advisor: The academic advisor is a faculty member at Gulf University, who is responsible for guiding the students according to University Guidelines and Regulations.

Internship Academic Supervisor: The internship academic supervisor is a faculty member appointed by Gulf University to arrange with the field supervisor and the intern for preparing the internship plan, supervise and follow up with them according to the plan.

Field Supervisor: A field supervisor is an individual appointed by the organization where the internship takes place, who shall supervise the work of the intern according to the agreed plan

5. Internship Assessment

The total mark comprises various assessment tasks and instruments aligned to the relevant assessment criteria, which in turn are developed from the relevant CILOs:

- 30% is allocated to interns' work by the academic supervisors.
- 40% is allocated to interns' fieldwork by the field supervisors.
- 30% is allocated to interns' final examination by the panels.

6. Procedures Details

6.1 During the Preceding Semester to Internship:

- Heads of Departments shall review feedback reports on previous internship processes, provided by Career Development Office (at Unit of Students Services). Also, shall prepare a list of internship workplaces (Form GU-PR05INT-F01) taking into consideration any case of special needs students, and send to academic advisors, preferably within the 4th-5th Weeks of the semester.
- Academic Advisors shall review students progression, shall determine students eligible for internship, invite them to discuss proposed internship workplaces according their career plans and goals taking into consideration any case of special needs students, and send the recommended list to Heads of their Departments, (Form GU-PR05INT-F02), preferably within the 6th - 7th Weeks of the semester.
- Heads of Departments shall assign Internship Academic Supervisors and send the list of interns, their academic supervisors and internship organizations (Form GU-PR05INT-F03) to Career Development Office within 8th -9th Weeks of the semester.
- Career Development Office shall issue internship request letters, (Form GU-PR05INT-F04) to external organizations, shall receive their approvals and shall send to relevant Heads of Departments, within the 10th - 12th Weeks of the semester.

- Department Councils shall Approve the final list of interns, their academic and field supervisors, and internship organizations; shall send the list to Internship Academic Supervisors, Career Development Office, and Staff Development Unit, within the 13th Week of the semester.
- Staff Development Unit shall conduct induction sessions for internship academic supervisors based on feedbacks from previous internship processes, within the 14th - 15th Weeks of the semester.

6.2 During the Internship Semester:

- Internship Academic Supervisors shall arrange with field supervisors and interns to prepare plans for the internship phases, relevant to interns' study level and their special needs, if any, (Form GU-PR05INT-F05), at the first week of the semester.
- Internship Field Supervisors shall implement the internship plans and supervise the work of the interns at their organizations.
- The interns shall write and submit a report every internship phase to their internship academic supervisors.
- Internship academic supervisors shall visit their interns at workplaces twice in the semester for follow up, preferably during the 5th - 6th and 11th -12th Weeks of the semester,.
- Heads of Departments shall prepare list of recommended Internship Assessment Panels for all interns in their Departments in consultation with the Internship Academic Supervisors, within the 9th - 10th Weeks of the semester.
- Department Councils shall approve the recommended internship Assessment Panels for all interns in their departments, within the 11th - 12th Weeks of the semester.

6.3 At the end of the Internship Semester:

- Internship academic supervisors shall prepare their final assessment forms, (Form GU-PR05INT-F06).
- Internship field supervisors shall prepare their final assessment forms, (Form GU-PR05INT-F07).

- Interns shall prepare and submit the final reports and presentations to their academic supervisors.
- Assessment panels shall conduct the final oral assessments for the interns, (Form GU-PR05INT-F08).
- Internship academic supervisors shall finalize marks and grades to be approved by the Department and College Councils, and shall upload the approved grades to the system.
- Career Development Office shall contact the interns, academic and field supervisors for feedback to be analyzed and reported to Department Heads, (Forms GU-PR05INT-F09, GU-PR05INT-F10, GU-PR05INT-F11).

7. Responsibilities

Students are responsible for:

- following this document appropriately.

Academic Advisors and Supervisors are responsible for:

- appropriate implementation of this document.

Heads of Departments are responsible for:

- ensuring that all faculty members and students are fully informed of this document.
- ensuring that this document is appropriately implemented.

Deans are responsible for:

- ensuring that all faculty members and students follow this document.
- ensuring that this document is appropriately implemented.

Career Development Office is responsible for:

- appropriate implementation of this document.

Staff Development Unit is responsible for:

- appropriate implementation of this document.

The Vice President for Academic Affairs is responsible for:

- ensuring that this document is appropriately implemented.

University Policy Development and Review Committee is responsible for:

- systematic review of the effectiveness of this document.

8. Related Policies

- Academic Advising Policy
- Assessment Policy
- Plagiarism Policy
- Program Design, Development and Approval Policy
- Program Review and Development Policy
- Special Needs Policy
- Teaching and Learning Policy

9. Related Procedures

- Academic Advising Procedures
- Assessments Procedures
- Plagiarism Procedures
- Teaching and Learning Procedures

10. Related References and Standards

BQA	National Qualifications Framework Handbook
BQA	Programs-within-College Reviews Handbook
HEC	Institutional Accreditation Standards Handbook



Title: Students Counseling Procedures

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Approval Authority: University Council

Document Owner: Vice President for Academic Affairs

Review: The procedures are subject to periodic reviews as per amendments
of University Policies/Regulations

1. Purpose

The purpose of this document is to describe procedures for planning and conducting students' counseling activities at Gulf University.

2. Scope

The procedures apply to all students at Gulf University.

3. Acronyms

BQA	Education and Training Quality Authority
GU	Gulf University
HEC	Higher Education Council
HOD	Head of Department
SCO	Students' Counseling Office
SSU	Student Services Unit
VP Academic	Vice President for Academic Affairs

4. Definitions

Academic Advisor: Academic Advisor is a faculty member at GU, who is responsible for guiding the students according to University Guidelines and Regulations.

Instructor: Instructor is an individual appointed by GU to teach on its courses.

Student: Student is an individual who has completed the formal procedures necessary to register in a program offered by GU.

Counselor: The Counselor is a specialized staff member at SCO, who provide students with advice on problems and help troubled students in overcoming their difficulties and problems that affect their academic progress at the University.

5. Procedure Details

5.1 In cases, where students face difficulties in their academic performance and progress due to non-academic reasons/problems (including but not limited to

learning difficulties or psychological problems), relevant Academic Advisors shall gather all possible information relevant to the case(s), shall ask their students to provide them with all medical reports and other documents related to the history of their cases.

- 5.2 In cases, where normal procedures followed for providing students with academic advice are ineffective in improving their academic performance and progress, or in cases where students face non-academic difficulties or problems (including but not limited to learning difficulties or psychological problems), Academic Advisors, in consultation with relevant HOD, shall refer students with such cases to Unit of Student Services for Counseling.
- 5.3 The Counselor at Students' Counseling Office (SCO) shall review the documents of referred student(s), shall analyze the cases and develop a specialized counseling program that help them to promote their academic and personal abilities and discover their potential in order to help them achieving their educational goals.
- 5.4 The specialized psychological counseling program on one or more of the following issues:
 - concern and tension,
 - depression,
 - loss and deprivation,
 - family ,
 - self-respect,
 - learning difficulties,
 - drug problems and addiction,
 - physical health,
 - academic performance,
 - compatibility and adaptation with the University environment.
- 5.5 The Counselor shall maintain follow-up and observation of students' academic progress in collaboration with relevant Instructors and Academic Advisor.
- 5.6 The Counselor shall send a confidential monthly report to Head of SSU on students cases.
- 5.7 In severe cases of student's problems, the Counselor shall arrange for a discussion meeting with student's guardians and provide advice on referring the student to external specialist for further treatment. The Counselor shall report the case to Head of Student Services.
- 5.8 The Counselor shall maintain the student's counseling file throughout his/her study period at the University.
- 5.9 The Counselor and Unit of Student Services shall maintain the confidentiality of all information and documents related to referred students.

6. Responsibilities

Students are responsible for:

- following these procedures appropriately.

Academic Advisors are responsible for:

- following these procedures appropriately.

Heads of Departments are responsible for:

- ensuring that all faculty members and students are fully informed of these procedures.
- ensuring that these procedures are appropriately implemented.

Deans are responsible for:

- ensuring that all faculty members and students are fully informed of these procedures.
- ensuring that these procedures are appropriately implemented.

Unit of Student Services is responsible for:

- appropriate implementation of these procedures.

Vice President for Academic Affairs is responsible for:

- Appropriate implementation of these procedures.

Policy Development and Review Committee is responsible for:

- Systematic review of the effectiveness of these procedures.

7. Related Policies

- Academic Advising Policy
- Students Counseling Policy

8. Related Procedures

- Academic Advising Procedures

9. Related References and Standards

BQA	Programs-within-College Reviews Handbook
HEC	Institutional Accreditation Handbook