



General Secretariat
Economic Sector
Department of Arab Organizations and Federations



Arab Academy for Science, Technology and
Maritime Transport
Academic Staff Affairs Deanery

Academic Staff Affairs Regulations

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Chapter One

General Regulations

Article (1) General:

A list of regulations for the academic staff members is to be issued in accordance with the basic system regulations and complementary to the executive regulations of the Arab Academy for Science, Technology and Maritime Transport employees.

Article (2) Purpose of the List of Regulations:

The list of regulations standardises the academic staff affairs that have not yet been stated in the main list of regulations and the executive list of the Arab Academy for Science, Technology and Maritime Transport.

Article (3) Definitions:

- Original Scientific Research

It is an accomplishment in a special scientific field that is characterised as being original and creative, based on well-established scientific principles and aims at enriching the specialised forms of knowledge and is the result of either individual or team work. The term also applies to scientific inventions and discoveries that result in obtaining intellectual property in addition to literary and technological production, in accordance with the nature of each specialisation.

- Single Author Research:

It is either the research prepared and written wholly by a single author or the one written by a single author in his specialised field even if there were other co-workers in the whole scientific project. The duty of the scientific committee is to evaluate the role of the researcher in his specialisation only.

- The Main Researcher:

He is the main researcher who does most of the work in a particular field of specialisation, with a contribution of at least 60% of the whole work.

- Publishing:

It is the process of publishing the results of scientific research in local or international publishing journals, periodicals or scientific conferences.

- Accepted Research Paper:

It is the research approved for publishing in scientific journals and periodicals, but has not been published yet in the printed version of the journal.

- The Delegate:

He is the staff member who has been officially issued with a decree to study or train, according to article 31 of this list of regulations.

- The Scientific Mission:

It is the task assigned to the staff member who has been appointed at the Academy to go to one of the universities, institutes, research foundations, conferences, Arab or international organizations, or massive corporations in a particular specialisation to do further studies and acquire scientific knowledge.

- Permanent Scientific Committees:

They are the committees formed by decree from the President of the Academy and are entitled to inspect the scientific production of the candidates nominated as Professors (First Lecturers) and Assistant Professors (Second Lecturers).

- Service in the Academy:

They are the years of actual work in teaching or scientific research for which end of service benefits are being paid, according to the regulations of the Arab Academy.

Article (4) Teaching Staff:

This committee is composed of:

1- Technological Staff:

They are the staff assigned for educational, training, and research tasks in Maritime Transport and Marine Engineering and they must be entitled as “High Seas Captain” or “First Engineer” and are categorised as:

- First Lecturer
- Second Lecturer
- Third Lecturer
- Fourth Lecturer

2- The Academic Staff:

They are the teaching staff assigned for educational, training, and research tasks in Engineering Technology, Business Administration, Logistics and International Transport, Language and Media, and other majors. They are categorized as:

- Professor
- Assistant Professor
- Lecturer
- Assistant Lecturer

Article (5) Academic Staff Affairs:

The following parties are entitled to look into the issues of staff members according to each party's regulations in the following order:

- The Academic Department or the Specialised Centre
- The College Council
- The Academic Staff Affairs Committee
- The Presidency of the Academy

Article (6): Educational, Training, and Research Sectors and Departments:

The educational, training and research sectors, institutes, centres and colleges are:

- College of Maritime Transport and Technology
- College of Engineering and Technology
- College of Management and Technology
- College of Computing and Information Technology
- College of International Transport and Logistics
- Graduate School of Business
- College of Fisheries and Aquaculture Technology
- College of Language and Communication
- Institute for Language Studies

- Institute of International Transport and Logistics
- Institute of Quality and Productivity
- Marine Safety Institute
- Upgrading Maritime Studies Institute
- Marine Training Institute
- The Regional Institute of Maritime Safety
- Maritime Transport Examinations System
- The Integrated Simulators Complex
- The International Maritime Organisation Complex
- The Educational Departments of the Colleges

in addition to any college, institute, educational department, research department or any other teaching or training centre approved by the General Committee. The General Committee should approve of their initiation and they are to be opened upon a decree by the President of the Arab Academy to determine their field of specialisation.

Article (7): Formation of Academic Staff Affairs Committees and Councils:

The following councils and committees are formed as a result of a decree issued by the President of the Arab Academy and the recommendation of the heads of responsibility centres:

- **The Educational Department or the Specialised Centre Council**

The Council is formed by the Head of the Department and the membership of Professors, Assistant Professors, First Lecturers, Second Lecturers, and three representatives of Assistant Lectures. The Head of the Department can invite anyone of relative concern to attend the meetings.

- **The College or Specialised Centre Council**

The Council is headed by the College Dean and the membership of Vice Deans (Dean assistants) and heads of departments and programme heads. The Council Head can invite anyone of relative concern to attend the meetings.

- **Academic Staff Affairs Committee**

This committee is headed by the President of the Arab Academy and the membership of:

- Academy Vice-president for Education Affairs and Quality Assurance
- Academy Vice-president for Postgraduate Studies

- Academy Vice-president for Maritime Affairs
- College/Institutes Deans
- Dean of Academic Staff Committee Affairs (Committee Reporter).
- Deans of Education Affairs and Scientific Research
- Dean of Marine Safety Institute
- Dean of Upgrading Maritime Studies Institute
- Dean of Marine Training Institute
- Director of Financial Affairs
- Director of Human Resources
- Head of Legal Affairs Department
- Three elected members of the technological and the academic cadres in addition to two members nominated by the Academy President.

A decree by the President of the Academy is issued with the formation of the committee for two renewable years.

Article (8): Choosing the Responsibility Centres and the Formation of the Departments Councils and the Educational Committees:

Article (8-1): Choosing the Deans and the Responsibility Centres concerned with Managing the Educational Process:

The President of the Academy selects Deans from the appointed professors and first lecturers for a period of two years to be renewed only once. The Dean can nominate Vice-Deans, and his/her assistants from the professors and the first lecturers, then the assistant professors and the second lecturers taking into consideration seniority and administrative efficiency.

Article (8-2): The Process of Forming Department Councils and Educational Committees:

Members of the Department Council nominate two or three names to head the department while taking into account seniority of members. The Council presents the nomination to the Dean according to the following regulations:

- The candidate should be one of the first lecturers or the appointed professors and in case there are less than two first lecturers or professors, candidates from assistant professors or second lecturers can be elected to the position.
- S/he should be acknowledged for administrative proficiency in light of his work in the assigned committees, whether inside or outside the department.
- S/he should have a tangible cultural and scientific activity.

- S/he should be acknowledged for his/her decent relations with his co-workers and superiors.

The Dean raises the nominations, along with his/her opinion, to the President of the Academy to choose the head of the department and to consecutively issue a decree to that effect. Heading the department lasts for two years and is renewable only once.

The head of the Department Council presents the Dean a list with the nominated names of the heads of the curricula groups to be considered, accredited, and announced in July of each year according to the following criteria:

- Candidates should be of the most qualified professors/lecturers in teaching and curricula research.
- Candidates should be of the senior professors/lectures qualified in the specified teaching curricula.
- Candidates should be acknowledged for administrative proficiency throughout their work in the committees they are members of, whether inside or outside their departments.
- Candidates should have an outstanding scientific knowledge and concrete cultural activity.
- Candidates should be acknowledged for their decent relationship with their co-workers and superiors.

Elections for candidates are done according to the following rules:

- The Academic Staff Affairs Committee Reporter calls for elections in October every other year; the invitation should include the procedures for nominating, electing, and sorting processes.
- In case the attendance rate is less than the minimal, elections are postponed for 24 hours then reset with at least 25% of the appointed members of each rank.
- In case the attendance rate is again less than the minimal, the head of the Committee nominates a representative for each of the incomplete ranks.
- In case a rank is void of representatives during the year, the Committee Reporter calls for electing a representative for this rank in a period of a week following the same procedures previously mentioned.
- The outcome of the elections is raised to the President of the Academy to be accredited and the relevant administrative decree is issued.

Article (9): Frequency of Holding Committees and Councils Responsible for Staff Members Affairs:

The Academic Staff Affairs Deanery coordinates with the deanery of colleges, institutes, and educational centres to set up the annual plans concerning staff members teaching duties, grants scholarships, conferences and meetings in line with the annual planned budget of the Academy.

Department Councils are held and presided by their heads at least once a month (the first week of the month). Meeting minutes are raised to the respective dean.

The college, institute, or complex councils are held and headed by their Dean once a month (the third week of the month). A copy of the minutes is sent to the Vice-President of the Academy for Education and Quality Assurance, the Vice-President of the Academy for Postgraduate Studies, and the Vice-President of the Academy for Maritime Affairs, each according to their position of responsibility.

The Academic Staff Affairs Committee is held and headed by the Academy President or a delegate of his four times annually, or whenever it is conceived necessary by the President of the Academy to call for an assembly. The committee's decisions are not put into action unless the President approves them; the meetings are secretive, and the committee may call any employee for discussion or advice in any projected matter. Decisions taken during the Assembly are considered applicable once they are approved by the President.

Chapter Two

Terms of Appointments and Promotions

Article (10): Career Path for Staff Members:

Article (10-1): Posts that are held by designation or promotion:

- Appointed staff members hold the posts mentioned in article (4) after being fully qualified according to the general and special terms of the regulations.

Article (10-2): Other Methods of Appointment to Assign Staff Members:

Candidates of high academic qualifications and proficiency are employed according to the accredited schematic balance in the following manner:

1-Professor Emeritus:

- When the assigned staff member, either from the academic or the technological cadre, reaches the end of service age, he/she can be appointed according to a contract based on a recommendation from the Department Council, the College Council, and the approval of the Academic Staff Affairs Committee indicating that they need the staff member's efforts with the same career rank. It is considered when the age of retirement comes during a semester that the member continues his job till the end of the semester where such extended period of time is added to his to his work bonuses.
- The Professor Emeritus is committed to all his/her duties but without being assigned any administrative or executive posts. They also have the right to be members of the Department Council of their college/institute or attend its meetings (as long as their number does not exceed that of the basic members of the council). They work at least for three days a week.

2- Secondment to the Academy

- In accordance with the approval of both the Department Council and the College Council in the Academy as well as the concerned university, staff members with distinguished and specialised qualifications can be seconded to the Academy from counterpart universities for a maximum of 4 years. Secondment may be renewed annually upon the Academy's request and the concerned university approval while observing the provisions enlisted in the basic system.

3- Visiting Staff Member

- Some distinguished or specialised experts can be employed with a temporary, limited period contract as an academic staff member for not more than eleven months, in exchange for certain designed benefits. Contracts can be renewed only once.

4- Contract of Appointing a Marine Lecturer

- Competencies in the field of marine transportation are employed based upon recommendations from the Department Council and the College Council, provided that the lecturers are granted grade B in their majors (BSc studies) or in the fundamental studies for the graduates of the College of Maritime Transport and Technology, also required is the rank of Captain or Chief Engineer. Contracts last for eleven months in exchange for certain benefits with a possibility of renewing the contract.

5- Graduate Teaching Assistant (GTA)

- Distinguished competencies graduated from the Academy or counterpart universities are chosen to be appointed as Graduate Teaching Assistants (GTAs) provided that they are granted grade A with honours (GPA 3.6 at least) taking into consideration their order at graduation.
- GTAs are chosen according to recommendation from the Educational Department Council and the approval of the College Council based on their actual need as schemed in the balance in coordination with the Academic Staff Affairs Deanery, depending on their order at graduation and the prior need for each speciality.
- GTAs get a full scholarship for master's degree in the Academy (they are fully exempted from registration fees) in addition to medical care inside the Academy's clinics (optional) and a monthly reward. The distinguished ones are chosen to work as Assistant lecturers according to the regulations.
- The period of the scholarship is included within the service in the Academy upon appointment, and should not exceed four years as long as the GTAs are not committed to another job somewhere else.
- The minimum duration for a masters' scholarship is two years, and should not exceed four years. In case a fifth year is needed, the GTA is bound to pay all the expenses during that year.
- GTAs are chosen at the end of the academic year according to the following conditions:
 - 1- Having a GPA not less than 3.6 with honours- taking into consideration their graduation order.

- 2- Not having improved the grades of more than two subjects during their study period and the grades improvement should not have been done during the last summer course, regardless of their GPA.
- 3- Agreeing that their major in the master's is subject to the needs and approval of the concerned Department Council.
- 4- External teaching assistants can be nominated provided that the needed specialisation is not available among the Academy graduates and as long as there is an actual need for that. The selection process is also based on the aforementioned conditions.

- **Criteria for Evaluating GTAs' Performance:**

GTAs' performance is evaluated according to the following seven criteria:

1. Teaching load (18 hours/week)
2. Academic Activities and Completion of the Master's Studies.
3. Membership of Specialised Administrative Committees
4. Participation in Students' Activities
5. Performance as an Academic Advisor
6. Results of Students Surveys
7. Personal attributes

Steps for Completing the GTAs' Evaluation Process:

At the end of each semester,

1. The GTAs should fill in their "Semester Evaluation Report" which is available on the Information and Documentation Centre online system – Academic Staff Affairs Deanery.
2. Professors in charge of the GTA's schedules, along with the Department Head, are responsible for completing the rest of the previous report.
3. The Dean approves the report once it is all completed.
4. The report is sent electronically from the College Deanery to the Academic Staff Affairs Deanery.
5. The Department Head hence informs the GTA with the results of the evaluation and highlights the weaknesses (if any). The GTA signs upon receiving the official results.
6. In case of complaints, they are raised to the College Council to be discussed.

Continuing or Terminating the Contract of the GTA:

- The best candidates are appointed as Assistant Lecturers in the Academy, based on their "Semester Evaluation Reports" besides having successfully met all the requirements.

This should be supported with the Department Council recommendation and the College Council approval.

- **Terminating GTAs' Services:**

The College Council terminates the contract with the GTA in the following cases:

- 1- If they get an average less than 80% in two Semester Evaluation Reports.
- 2- If they do not complete the requirements for a masters' degree within a maximum of 5 years.
- 3- The Academy is not committed to appoint a GTA with a masters' degree if they prove to be inefficient in performing any of their responsibilities whether teaching, scientific research or any administrative tasks assigned to them by the respective centre of responsibility.
- 4- GTAs should sign upon receiving a copy of these regulations once they have been appointed.

6- Delegates (Part-time Job)

Assistant lecturers and Lecturers from outside the Academy can be delegated on part-time basis according to the need and the approval of the Department Council provided that they exhibit sufficient professionalism and experience.

Article (11): General Terms for Appointment and Promotion:

The following terms are taken into consideration when appointing or promoting staff members:

- 1- Fulfilment of all the recruitment conditions stated in articles (7) and (11) of the main list of regulations of the Arab Academy for Science, Technology and Maritime Transport employees.
- 2- Fulfilment of the conditions stated in articles (12), (13), and (14) of this list of regulations.
- 3- Obtaining a minimum of a (B) grade in the "Lecturer Achievement Report" in the two years preceding the promotion.
- 4- Successfully passing the "Staff Competencies Development" courses carried out at the Academy or at any counterpart universities, at a rate of 4 classes per job rank.
- 5- The candidate should indicate which specialisation (major/minor) they choose to be promoted for in their application form.
- 6- All research proposals submitted for evaluation should be carried out within a period of at least two calendar years from the date of holding the last post before promotion - whether the two years are consecutive or intermittent. This applies to promotions of Professors/Assistant Professors or First Lecturer/Second Lecturer.

- 7- The research production presented for promotion purposes should be published or accepted for publication in scientific refereed journals or periodicals.
- 8- Conference papers are accepted provided that they are published in the conference proceedings. Presenting a statement of the accepted research papers before the conference is held will not be accepted. Moreover, research papers based on the candidate's MA or PhD dissertations are not accepted.
- 9- In case of co-researched papers, the level of participation of the candidate is evaluated against the percentage specified in the rules, regulations and procedures of the scientific committees of the Academy.
- 10- It is not possible to apply for a promotion with more than two research papers published in the same periodical or the same conference proceedings. Research papers published online will not be taken into consideration unless the publisher is internationally acknowledged.
- 11- The research paper that does not indicate the researcher's position in the Academy is not going to be accepted. This applies to the seconded and part-time staff or to those in an internal or external scientific mission during the research process.
- 12- Staff members nominated for the promotion of Professor/Associate Professor or First Lecturer/Second Lecturer should present a seminar in their area of expertise and research domain to be discussed by the specialised committee in the presence of Professors/First Lecturers of the same speciality from the Academy or from other recognised universities.
- 13- Seniority of staff members is counted from the date of holding the scientific title (Professor/Associate Professor) whether having worked at the Academy or at any other recognised counterpart universities or institutes. Meanwhile, they are financially promoted having fulfilled the interim period in accordance with the regulations of the Academy, which is a period of four years of actual service at the Academy.
- 14- Staff members who are on an official sabbatical leave have the right to submit their papers to the Scientific Committee along with a recommendation letter from the College Dean to which they are affiliated and all the required documents. All promotion procedures are going to be completed; however, the promotion itself will only be effective upon getting back to work, presenting a report to the College Dean and fulfilling all the interim period in accordance with the regulations of the Academy which is a period of four years of actual service at the Academy.
- 15- Staff members who are delegated by the Academy on a scientific mission can submit their papers to the Scientific Committee along with a letter from the Dean of the college they are affiliated to and all the required documents. Promotion procedures are then fully completed and the promotion is granted on its due date.
- 16- The Academic Staff Affairs Committee can reconsider the items stated in this list of regulations, in accordance with development requirements, local and international changes in universities and the rules of promotion stated by the Supreme Council of

Universities in the Headquarters country, provided that they do not contradict the Academy rules and regulations.

(Article 12): Terms of Technological Staff Members Appointment and Promotion:

Fourth Lecturer:

The candidate should:

- Have a bachelor degree in either Maritime Technology or Marine Engineering with a minimum grade of "very good,"
- Acquire the certificate of “High Seas Captain” or “Chief Engineer,”
- Pass an educational course in teaching methodology and obtain the ICDL certificate approved by the Academy, and
- Obtain a score of at least 500 in the institutional TOEFL test or any other equivalent international exam as specified by the concerned Scientific Committee, in addition to filling in the performance evaluation report that has to be approved by the Dean of the concerned college/institute.

Third Lecturer:

First: If the candidate applying for the promotion is from the Academy, s/he should:

- Have worked as a Fourth Lecturer for at least two years.

Second: Appointment of Staff Members from outside the Academy:

The candidate should

- Hold a bachelor degree in either Maritime Technology or Marine Engineering with a minimum grade of "very good,"
- Acquire the certificate of “High Seas Captain” or “Chief Engineer,”
- Have two years of maritime or teaching experience in an accredited maritime institute after having obtained “High Seas Captain” or “Chief Engineer” certificate,
- Pass an educational course in teaching methodology and obtain the ICDL certificate approved by the Academy, and
- Obtain a score of at least 500 in the institutional TOEFL test or any other equivalent international exam as specified by the concerned Scientific Committee.

Second Lecturer:

First: If the candidate applying for the promotion is from the Academy, s/he should:

- Have occupied the position of a Third Lecturer for at least four years
- Hold a Master’s degree in his field of specialisation.
- Present original published research work after having been promoted to the rank of Third Lecturer that is accepted by the Scientific Committee of the Technological Cadre, taking into consideration the following criteria:

- Submitting three original academic research papers published in specialised scientific and refereed journals (at least one of them is published in a refereed scientific journal) and the candidate is either a single or the main researcher in two of them.
- The scientific production to be evaluated should not include any research papers that are copied or derived from the MA dissertation.
- Lecturers can be evaluated in terms of their distinguished academic contribution or professional qualification in the field of specialisation after the approval of the Scientific Committee of the Technological Cadre. This is to be considered equivalent to a single evaluated research paper, provided that the minimum number of academic research papers is submitted.

OR

- Having worked as a Third Lecturer for at least three years.
- Obtained a PhD degree in the field of specialisation while working as a Third Lecturer.

Second: Appointment of Staff Members from outside the Academy:

The candidate should:

- Hold a bachelor degree in either Maritime Technology or Marine Engineering with a minimum grade of "very good,"
- Acquire the certificate of “High Seas Captain” or “Chief Engineer,”
- Hold the PhD degree in the field of specialisation while having at least eight years of experience in the Maritime field after obtaining the "High Seas captain" or "Chief Engineer" certificate. Out of these eight years, five at least must be spent on board of merchant ships and at least one year of teaching experience at the Academy, and
- Obtain at least a total of 60% of total evaluation items (research papers + college evaluation + discussion).

First Lecturer:

Having worked as a Second Lecturer for at least four years, while having fulfilled the terms and conditions in one of the following cases:

First:

- Submitting four original academic research papers while being a Second Lecturer. These research papers must be accepted by the Scientific Committee of the concerned Technological Cadre. They must also be published in specialised and refereed journals (at least two of them have to be so), provided that the candidate is a single or the main researcher of two of them.
- Lecturers can be evaluated in terms of their distinguished academic contribution or professional qualification in the field of specialisation that is approved by the Scientific Committee of Technological Cadre. This is to be considered an equivalent

to the evaluation of a single research paper provided that at least four academic research papers are submitted.

Second:

- Obtaining a PhD degree in the field of specialisation.
- Having published two academic research papers in specialised and refereed journals while working as a Second Lecturer. The research papers should be approved by the Scientific Committee. The researcher could either be a single or the main researcher.

The following has to be taken into consideration in both cases:

- The research paper submitted for peer reviewing should not be copied from or derived from the theses submitted by the candidates in their fulfillment of the Master's or PhD degrees.
- Being nominated for promotion as a First or Second Lecturer will be based on the recommendation of the Scientific Committee of Technological cadre, which is in turn based on the recommendation of three arbitrators. A fourth arbitrator can be consulted when the scores of the other three are totally variable.
- A First Lecturer has, in all cases, to obtain a total of 70% of total evaluation items (research papers + college evaluation + discussion).
- A First Lecturer is promoted from Third to Second then First rank after completing four years in the previous rank (based on the payroll schedule attached to the basic system regulations of the Academy employees).

(Article 13): Terms for Appointment and Promotion of Academic Cadre Staff Members

Assistant Lecturer

To be appointed as an Assistant Lecturer, the candidate should:

- Be a university degree holder in the field of specialisation with an "A" grade (where the GPA should range from 3.6 - 4.00 according to the 5th criterion of article 10). In case of specialisations that are not available in the Academy, external candidates can apply provided that they have a university degree in the field of specialisation with at least a "B" grade.
- Be a holder of the Master's degree in the field of specialisation. They should have earned the degree following the credit-hour system.
- Have at least two years of teaching or researching experience in the field of specialisation after graduation.
- Pass a course in teaching methodology and obtain an ICDL certificate approved by the Academy.

- Obtain a score of at least 500 in the institutional TOEFL test or any other equivalent international exam as specified by the concerned Scientific Committee in addition to filling the performance evaluation report that has to be approved of by the Dean of the concerned college/institute.

Lecturer:

In order to hold the position of a Lecturer, the following criteria should be met:

First: If the candidate is from the Academy:

- S/he should have obtained their PhD degree in the field of specialisation from one of the recognised universities or institutions in the Headquarters country.

Second: Candidates from outside the Academy should

- Be holders of a university degree in the field of specialisation with an "A" grade at least.
- Have obtained their PhD degree in the field of specialisation from one of the recognised universities or institutions in the Headquarters country.
- Have at least two years of teaching or research experience in the field of specialisation after graduation.
- Pass a course in teaching methodology and obtain an ICDL certificate approved by the Academy, as well as a score of at least 500 in the institutional TOEFL test or any other international equivalent tests as specified by the concerned Scientific Committee.
- Based on the need of educational departments, the Academic Staff Affairs Deanery announces vacancies for academic staff members. The Academic Cadre Scientific Committee is responsible for reviewing the qualifications, documents and certificates and presenting the shortlisted candidates to the Staff Affairs Committee.

Associate Professor:

In order to hold the position of an Associate Professor, the following criteria should be met:

First: If the candidate is from the Academy:

- S/he should have been working as a Lecturer at the Academy for at least four years.

Second: Candidates from outside the Academy

- Should have obtained their PhD degree at least five years before the date of application, where two of these years were spent in teaching or researching in a counterpart recognised university or academic institution after earning the PhD degree.

In both cases, the following terms have to be taken into consideration:

- The candidate must submit original academic research papers that have been published after obtaining the PhD degree and approved by the Academic Cadre Scientific Committee, provided that the following terms are considered:
 - Submitting 5-10 original academic research papers, two of which at least are published in specialised and refereed academic journals.
 - At least four papers should be accepted with at least one of them obtaining a "good" grade.
 - Submitted papers should obtain at least 60% of the evaluation score (i.e. obtaining 42 out of 70 points designated to research paper evaluation).
 - The candidate for a Second Lecturer position has to obtain a total of 60% of total evaluation items (research papers + college evaluation + discussion).
 - The research papers submitted to be refereed should not be copied or derived from the theses submitted by the candidate in fulfillment of the Master's or the PhD degrees.
 - Being nominated for appointment or promoted to this position is based on the recommendation of the Academic Staff Scientific Committee, which is in turn based on the recommendation of three arbitrators as well as the formation rules and regulatory work procedures in the Academy Scientific Committee.

Professor:

In order to hold the title of a Professor, the following criteria should be met:

First: If the candidate is from the Academy, s/he should:

- Have been working as an Associate Professor at the Academy for at least four years.
- Submit original academic research papers that have been published while being an Associate Professor. The research paper should be approved by the Academic Cadre Scientific Committee, provided that the following terms are considered:
 - Submitting 5-10 original academic research papers, two of which at least are published in specialised and refereed academic journals.
 - At least four papers should be accepted with at least two of them obtaining a "good" grade.
 - Submitted papers should obtain at least 60% of the evaluation score (i.e. obtaining 42 out of 70 points designated to research paper evaluation).
 - The candidate for a Second Lecturer post has to obtain a total of 70% of all evaluation items (research papers + college evaluation + discussion).
 - The research production submitted for peer-reviewing should not be copied or derived from the theses submitted by the candidate in fulfillment of the Master's or the PhD degrees.

Second: Candidates from outside the Academy:

- Have obtained the PhD degree at least ten years before the date of applying for the post. At least four of these years must have been spent in teaching or in research in a counterpart university or academic institution after obtaining the PhD degree.
- The candidate must submit original research papers that have been published after obtaining the PhD, provided that the total number of the submitted research papers is equivalent to the number required to obtain both titles of (associate professor and professor) and in accordance with the terms indicated in this regulation.
- The research papers submitted for peer-reviewing should not be copied or derived from the theses submitted by the candidate in fulfillment of the Master's or the PhD degrees.
- Being nominated for appointment or promotion to hold this position shall be based on the recommendation of the Academic Cadre Scientific Committee, which is in turn based on the recommendation of three arbitrators as well as on the formation rules and regulatory work procedures in the Academy Scientific Committee.
- A professor is promoted from third to second then first rank of a First Lecturer after completing four years in each financial rank (based on the payroll schedule attached to the basic system regulations of the Academy employees).

(Article 14): Forming Scientific Committees and their Assigned Tasks:

Three specialised Scientific Committees are responsible for considering applications of staff appointment and promotion. Two of them are designated for academic staff (one for Engineering and Computer Science sectors and the other for Language and Commercial Sciences). The third is designated for technological staff. The committees review and evaluate the research papers submitted to be appointed in staff posts. Their responsibilities also encompass the regulations for granting academic titles, recommending granting them in the field of specialisation and deciding whether the candidates have met the requirements needed for obtaining each title. The committees are also in charge of assigning arbitrators for academic research papers.

(14-1) Forming the Scientific Committees

- Scientific committees for either technological or academic staff are formed under the auspices of the Academy President based on the recommendations of the Academy Vice-presidents for Education Affairs and Quality Assurance, Maritime Affairs and Postgraduate Studies in addition to the nominations of concerned colleges' councils. They are headed by the President of the Academy and the membership of:
 1. 10-20 professors for academic staff committees and a First Lecturer or a Professor for the technological staff committee provided that they have been holding the degrees of

- Professor or First Lecturer for at least five years as a staff member in the Academy or in any other counterpart universities.
2. Academy Vice-president for Education Affairs and Quality Assurance.
 3. Academy Vice-president for Postgraduate Studies.
 4. Academy Vice-president for Maritime Affairs.
 5. Deans of Educational Affairs and Scientific Research.
 6. Dean of Staff Affairs.
- The committee member must have had some academic activities during the last five years, i.e. producing scientific publications and research papers published in specialised scientific journals in addition to supervising Master's or PhD theses. It is noteworthy that all academic specialisations should have a representative in the Committee.
 - The President of the Academy calls for setting up the committees according to the recommendations of the Academy Vice-presidents for Education Affairs and Quality Assurance, Maritime Affairs, Postgraduate Studies and the nominations of the concerned colleges councils. The Academy Vice-president for Education is to be the Reporter of the Scientific Committees in order to ensure the consistency of the standards applied within these committees.
 - The committee lasts for three years from the date it was first formed.
 - No sessions could be held or recommendations made unless two thirds of the committee members at least are present. The Committee assembly is only valid if the committee president and/or his representative and the Committee Reporter are present. Decisions within the committee are made by majority votes and neither delegation nor passing can be used in this context.
 - The Committee assembly is held regularly based on an invitation by the Committee Reporter. The agenda and the proceedings are deemed confidential.

(14-2) Responsibilities of the Scientific Committee:

- Reviewing the academic and professional history of candidates applying for academic staff posts or for staff members who are applying for promotion and ensuring the validity and credibility of their credentials. The committee should also make sure that all requirements are met.
- Revising and keeping record of the credentials submitted by the candidates who are applying for academic promotion.
- Suggesting and forming lists of scientific production arbitrators in different academic specialisations, aided by the permanent Academic Committee lists affiliated to the Supreme Council of Universities in the Headquarters country. Arbitrators for the Academic Staff Committee should have held the title of a Professor for at least five years.

Additionally, the Technological Staff Committee may include professors from the Academy who hold the title of a First Lecturer or experts from outside the Academy. The Committee Reporter has to keep these lists after being approved of by the Committee members.

- Deciding on the main specifications and standards of the periodicals and the scientific magazines where the candidate is allowed to publish his work. All of which must be following the arbitration system.
- Designing application forms for promotion and others for checking and evaluating academic research in order to ensure the consistency of standards upon which the arbitration is made. Each committee decides on the promotion items and the weight of each.
- Presenting the arbitrators' reports, formulating a collective report for each candidate and deciding on the appropriate recommendation to be submitted to the Academic Staff Affairs Committee.
- Reviewing documents and certificates of candidates applying for staff posts as sent by the Dean of Academic Staff Affairs to the Reporter of the concerned Scientific Committee and providing the Academic Staff Affairs Committee with the required recommendations.
- If one of the arbitrators' reports indicated violations concerning copyrights, the Committee refers the candidate's file along with the arbitrators' reports to the concerned College deanery. The College then sets up a committee to investigate this claim and inform the Scientific Committee with the investigation results. In case a candidate was proved to be uncommitted to academic integrity, the Scientific Committee refers the case to the Academy President to make the necessary decision based on article (40) of this list of regulations.
- The Scientific Committee Reporter submits an annual report in December to the Academy President including the achievements of each committee individually and any suggestions for developing the work mechanism in these committees.

(14-3) Appointment and Promotion Procedures at the Academy:

1. The staff member submits his research papers as required to the concerned Department Council to be presented to the concerned deanery. The deanery in turn refers his scientific production to the reporter of the Scientific Committee to be evaluated for either appointment or promotion purposes. This should be carried out within a month from the date of its submission. This application form could be made within a period of a maximum three months. Four copies of these documents are attached:
 - The candidate's information, academic qualifications and professional experience
 - A list of total academic production

- A list of the research papers submitted for evaluation in order to obtain the degree they are applying for. The list should be arranged chronologically based on the publication date.
- Complete copies of all the research papers submitted for academic investigation taken directly from the journal or conference proceedings in which they were published and are arranged chronologically based on the publication date.
- Details about the submitted papers each listed individually highlighting the number of participants and rate of participation.
- A list of the theses which the candidate has supervised either whether approved of or still being written.
- A detailed statement of the academic courses that the candidate has taught along with his/her contribution to the field of specialisation, applications, consultancies and community services.

The following documents will be attached to the application form as well:

- Certificates of "Developing Skills for Staff Members" courses held at the Academy.
 - A copy of the decree granting the previous academic degree.
 - A copy of the Masters and PhD certificates.
 - A copy of an equivalent certificate for the PhD degree approved by the Supreme Council of Universities in the Headquarters country for candidates applying for appointment or promotion who had their degree from a foreign university.
 - A certificate of "Master of High Seas" or "Chief Engineer" for technological staff.
 - A copy of the summary and conclusions of the PhD thesis.
 - A CD having all relevant forms, papers and documents.
2. A candidate is not allowed to take back any of his research papers after having submitted them to the Scientific Committee nor is s/he allowed to submit new ones.
- The concerned Scientific Committee chooses three referees from three different universities for academic staff or three different institutions for technological staff to evaluate the scientific production submitted by the candidates. Referees are to be chosen from approved lists within the specialisation field. A fourth referee is to be selected as a standby.
 - The Committee can not send the candidate's papers to any of his/her co-authors.
 - Each referee receives a copy of the candidate's file whereas one file is left with the Scientific Committee Reporter.
 - Each referee is required to fill out an evaluation form for the research papers and to write his own remarks and comments on each submitted research paper separately. Each referee submits a detailed individual report about the candidate's academic production within a maximum of a month of receiving it. The deadline

of submitting the reports is extended for another month for referees from outside the country.

- Referees' individual reports are kept strictly confidential and cannot be disclosed in accordance with the regulations of the Scientific Committee.
- The Scientific Committee unseals the envelopes sent by the referees and writes down the evaluation scores as indicated in the three referees' reports along with the report prepared by the concerned college Dean and the seminar evaluation. It then prepares a "collective report" during the assembly of the concerned Scientific Committee and proposes the necessary recommendation. The report is endorsed by the Committee members.
- If the staff member submits his/her application and promotion documents before the end of the required duration stated in the list of regulations, the promotion will be effective after s/he completes the aforementioned duration. Otherwise, it will be valid starting from the month following the submission of the complete promotion application request along with other required documents to the Scientific Committee Reporter.
- If the Scientific committee recommends the promotion, it sends its recommendation to the Reporter of the Academic Staff Affairs.
- If the committee decides that the candidate is not qualified for promotion, s/he cannot apply again until one year has passed after the submission of his first application, provided that another scientific production has been added to his/her file based on the committee's recommendations.
- The Academy President issues a decree granting the degree/title to the candidate based on the recommendations of the Scientific Committee and after having been submitted to the Academic Staff Affairs Committee.
- If the committee asks the candidate to repeat the seminar, this is to be done in the following Committee Assembly.
- If the candidate is requested to apply for a second time, the Scientific Committee reviews its previous report to ensure that s/he meets all the necessary requirements. It also reviews the previous report issued when the candidate was applying for an Associate Professor if s/he is applying for Professorship.
- In case the staff member wishes to re-submit his scientific production to the Scientific Committee for promotion in a different specialisation from that in which s/he earned his previous academic degree, the candidate is to abide by the rules of applying from abroad to earn the academic title of the assigned post (Professor/ Associate Professor/ First Lecturer/Second Lecturer)

(14-4) Evaluation Rules at Scientific Committees:

The Scientific Committee considers the evaluation of the staff member based on three criteria:

The scientific production, the Dean's assessment and the seminar; as follows:

- The candidate's scientific production constitutes 70% (70 points) of the total evaluation points (100 points). It is based on the Scientific Committee evaluation of the submitted research papers (as evaluated by the three referees) and the impact factor of the journal/periodical/conference in which the paper is published as estimated by the Scientific Committee based on the international classification of scientific journals as stated by the Scientific Committee in the field of specialisation and the candidate's participation percentage in the research.
- The approved scientific production of a candidate should include one research paper with a "good" grade for the rank of an Associate Professor and at least two research papers with a "good" grade for that of a Professor.
- The academic activity inside the Academy constitutes 20% (20 points) of the total evaluation when applying for the rank of Associate Professor/Second Lecturer or that of Professor/ First Lecturer. The Scientific Committee considers the total academic and administrative activity at the Academy based on an evaluation form prepared for this purpose which is signed by the concerned college Dean. The candidate should obtain at least 50% of this evaluation. The form includes the following items:
 - a) Teaching (undergraduates – post graduates): academic courses – teaching methodology – participating in curriculum development – evaluating the annual achievement report and student surveys
 - b) Participating in modifications and development at department/college – scientific conferences
 - c) Administrative affairs in the department/college
- The candidate's seminar constitutes 10% (10 points) of the total evaluation. Referees are invited to attend the seminar although they do not vote in evaluating it. The seminar is held even if the referees are absent. The seminar evaluation is based on realising the role played by the candidate in preparing scientific research papers submitted during the seminar. In addition to that, the candidate should present the following:
 - a) An awareness of the most recent international scientific production in his specialised field and on which most of the submitted research is based in order to be granted the title of an Associate Professor/ Second lecturer
 - b) A prospective vision for developing the specific specialisation for which the candidate is applying for the promotion of a Professor/First Lecturer rank
 - c) The candidate cannot earn the academic rank unless s/he obtains a score of at least 60% of the total evaluation when applying for the title of Associate Professor/Second Lecturer and at least 70% of the total evaluation items for the title of a Professor/First Lecturer provided that the evaluation score for submitted research is not less than 60% of the total score of evaluating research papers.

- The President of the Academy issues a decree granting the degree/title to the candidate based on the recommendations of the Scientific Committee and after having been submitted to the Academic Staff Affairs Committee.

(Article 15): Regulations for publishing research papers and attending conferences:

(15-1) Significance of publishing:

1. Enriching scientific knowledge and being acquainted with the most recent breakthroughs in the various scientific fields.
2. Cooperating and collaborating with other universities, academies and scientific institutions and exchanging scientific knowledge and expertise.
3. Upgrading the scientific and academic level of staff members at the Academy.
4. Enhancing the standard of university education and postgraduate studies.
5. Enhancing the quality of scientific research and encouraging distinguished scientific publication.
6. Relating scientific research to the objectives of the Academy and the development plans in the Arab countries in order to boost the scientific, industrial and economic standards and to compete on the Arab and international levels.
7. Enhancing the reputation of the Academy and its rank among international universities.

(15-2) Specifying Scientific Journals and Conferences:

The Scientific Committee for appointment and promotion is responsible for specifying the international peer-reviewed journals and scientific conferences in coordination with the scientific Department Councils and College Councils. These are to be annually updated and reviewed.

(15-3) Terms and Conditions of Paying for Travel and Publishing Fees:

1. The research paper should be original and innovative in the field of specialisation.
2. The paper has to be published or approved for publication in its final version (directly taken from the peer-reviewed journal or periodical as specified by the Scientific Committee), under the condition of showing the name of the Academy alongside the author's name on the published paper.
3. The Academy pays the publication fees of the submitted papers presented in international scientific conferences, whether local or international, on the condition that the paper has been finally accepted for publication in one of the peer-reviewed international or local conferences as specified by the Scientific Committee.
4. The staff member whose paper has been approved for publication should submit the form of a published paper (a form prepared for this purposes by the Deanery of Academic Staff Affairs) stating the research details, the names of the participants, the publisher, the

publication costs and the benefits of publication, attendance or participation along with two copies of the research paper are to be attached (a soft copy and a hard copy) are submitted to the Deanery of Academic Staff Affairs.

5. Distinguished Graduate Teaching Assistants (GTAs) and Assistant Lecturers could be financially supported when participating in first and second rank international conferences once or twice maximum per year during his/her preparation for obtaining different scientific degrees and according to the regulation of delegation. This is based on the recommendations of the concerned department and deanery supported by an official report about their distinctive level.

(15-4) Opportunities for Publication and Attending Conferences

A budget is allocated annually in July for participation in scientific conferences for each college based on the percentage of staff members. Accordingly, staff members' participation in conferences is decided as follows:

- Each staff member can participate in an international first rank scientific conference abroad in their field of specialisation once annually.
- Each staff member can participate in a second or third rank international scientific conference abroad or locally in their field of specialisation once every two years.
- Financial support is to be given to staff members participating in scientific conferences. If there is more than one participant, the financial support is given to one of them only.
- Priority is given to papers submitted to first rank distinguished journals, periodicals and scientific conferences.
- If two candidates from the same department are submitting equally well-written research, the priority is given to the one who has not submitted researchers in the last two years.

(15-5) Costs and Expenses:

The Academy affords the following expenses:

1. Those of publication in distinguished international peer-reviewed scientific journals
2. Concerning attending international conferences:
 - Abroad:
 - Registration and publication fees as per an official bill issued by the conference
 - Return tickets
 - Travel allowances for no longer than five nights

(Request for financial support should be submitted in advance prior to attending the conference. A copy of the passport on which departure and arrival stamps are clear and a report about the conference are to be submitted as well).

- Local:
 - Registration and publication fees as per an official bill issued by the conference
 - Return tickets (a distance equivalent to that from Cairo to Alexandria or more)

- Travel allowance for two days in case of spending the night outside the governorate

(A report of attending the conference should be submitted)

Article (16): Special Conditions of the Required Service Periods:

(16-1) The promotion of staff members (Professors and Associate Professors) who are appointed by the Academy is only allowed after four years of service in their posts, or after finishing the service period stated in article (13) of the Staff Affairs list of regulations after obtaining the PhD degree. This does not apply to the promotion to a Lecturer / Third Lecturer which does not require spending certain duration of service at the Academy. The promotion of a Lecturer / Third Lecturer follows the conditions set forth in the Academic Staff Affairs list of regulations taking into consideration all the conditions stated in the basic system regulations of the Academy employees.

(16-2) The professor/First Lecturer is entitled to be promoted to a higher rank every four years; meanwhile, obtaining this degree does not affect the regular bonus merit (according to the payroll schedule attached to the basic system regulations of the Academy employees).

Article (17): Appointment and Promotion Procedures:

1-The concerned Department Council assesses the need for the required calibers. It also reviews the job description of the staff members ensuring that they meet the general and specific requirements for appointment or promotion taking into consideration the job vacancies in the department according to the approved job hierarchy in accordance with the Academy policy.

2- Vacant college positions are occupied first by the lecturers who are already in the Academy through an internal advertisement by the Deanery of Academic Staff Affairs. The college member is to be employed based on the recommendations of the Department Council and the College Council, the approval of the Scientific Committee and the accreditation of the Academic Staff Affairs Committee.

If the general and specific conditions of the appointment as well as the regulations mentioned in articles 11, 12 and 13 are not met, the Human Resources Department announces vacant college posts depending on the request of the college in order to cater for the needs of the educational departments either by appointment or by using the methods mentioned in Article (10).

3- Promoting the staff member to the higher rank does not affect his regular bonus.

Article (18): Corporate Promotion:

The staff member can be promoted to the higher rank within the range of 25% of the hierarchy posts in each department according to a decree from the President of the Academy and the recommendation of Staff Affairs Committee without any additional financial obligations in case s/he meets the following conditions:

1. To be eligible for the higher post provided that s/he has spent least two years more than the minimum years of service required for fulfilling his current post.
2. Having obtained two of the annual reports with a minimum grade of "very good" during his/her last three years of service including a report for the last year.
3. To be known for his/ her efficiency among his/ her colleagues and to be distinguished in education and training methods in addition to having significant scientific and cultural activities.

Article (19): Contract Renewal for Secondment to the Academy / Full-time Lecturer / Visiting Lecturer / Nautical Lecturer / Graduate Teaching Assistants (GTAs) / Annual Personal Contracts with a Comprehensive Reward / Part-timers:

The following actions are taken into consideration when recruiting, renewing or terminating the contract of the aforementioned posts according to the actual needs and the nature and requirements of the job whether part-time or full-time:

1. The Department Council (or the center of responsibility) examines the conditions of the previously mentioned hired employees and the staff members in terms of their efficiency as well as their scientific and teaching abilities in order to recommend whether or not their contracts should be renewed explaining each case.
2. These procedures take place once a year when preparing the plan and the budget of the following year. This should be approved of by the College Dean.

Article (20): Hiring Retired Staff Members:

1. Some staff members are hired after their retirement for teaching and managerial activities without holding executive posts. These staff members are hired on a full-time basis.
2. The full-time staff member is paid a monthly salary according to the amount stated in the contract, and s/he has to work for at least three years.
3. The retired full-time staff members have the same teaching loads and managerial work as the appointed full-time staff members. They also have the right to attend the Department Council meetings and to vote on decisions taking into account what is mentioned in article (10) in this regard.

Chapter Three

General Duties and Obligations of Staff Members

Article (21): Duties and Obligations of Staff Members:

Staff members of different ranks have to stick to the duties stated in Article (6) of the basic system taking into consideration the following:

- 1- Sticking to the authentic traditions and values of the job of a university lecturer as well as being committed to his/her duties as defined by the rules and regulations in the Academy.
- 2- Completion of their self-development by continuous research in order to attain higher academic degrees.
- 3- Continuing research, innovative studies and applying innovative training and education strategies that should facilitate teaching and enhance students' receptive skills.
- 4- Significant contribution to conferences, seminars and scientific associations as well as writing and translating.
- 5- Making suggestions concerning providing the library with the necessary books and references related to the curriculum taught and the necessary references for research and post graduate studies.
- 6- Significant contribution to the activities of committees and boards which they are members of.
- 7- Submitting an annual report on their accomplishments throughout their academic year in the following areas: scientific activity, research and training aids that they have innovated and implemented, material preparation and development as well as their teaching hours.
- 8- It is totally forbidden that staff members give private lessons to the Academy students either with or without fees. Thus staff members' help to students must be within the Academy premises and during the scheduled office hours.
- 9- Participating in analyzing exam results and writing relevant notes.
- 10- Studying different exam papers set by other foreign exam committees which have similar curricula and exam systems to the Academy's to use this knowledge in setting exams in the Academy.
- 11- Studying conventions, agreements, decisions and recommendations issued by relevant international organizations and the IMO which are concerned with training and qualifying captains, navigation officers, marine engineers and all other matters related to safety at sea, navigation safety, preventing marine pollution and other educational fields.
- 12- Participating in the administrative and technical work related to exams.

Article (22): Duties of Department Council Heads:

The Head of the Department Council supervises the academic, administrative, and financial affairs of his department within the policy set by the College Council and the Department Council and according to the preset rules, regulations and decisions in place. S/He specifically supervises:

1. Proposing the distribution of lectures as well as other educational duties assigned to the staff members who teach in the department to be presented to the Department Council.
2. Presenting the nominations of teaching delegates from outside the Academy to the Department Council.
3. Presenting postgraduate studies and research plans of the department to the Department Council.
4. Following up putting into action the decisions and policies of the Department Council and College Council.
5. Supervising the department's employees and monitoring their work.
6. Maintaining discipline inside the department and reporting to the Dean whatever disturbs the normal flow of work in the department.
7. Preparing an end-of-year report on the scientific, educational, administrative and financial affairs of the department. This report should demonstrate the different activities of the department, the level of performance of the department employees, exams and results as well as the obstacles facing their implementation and proposed solutions. The report is to be discussed in the Department Council before putting it forward to the College Council.
8. Presenting the perspective of the Department's relevant issues to the College Council.

Article (23): Teaching Load:

A staff member is committed to have a teaching load in accordance with his/her job title and work location based on two semesters in the academic year, each consisting of 16 weeks. The load should include lectures s/he is assigned, attending the GTAs' classes as well as the administrative load that is equivalent to two working hours per week as follows:

1. First lecturer/ Professor (10 hours/ week)
 2. Second lecturer/Associate Professor (14 hours/ week)
 3. Third lecturer/Lecturer (16 hours/ week)
 4. Fourth lecturer/Assistant Lecturer (18 hours/ week)
- When a staff member reaches retirement age, s/he will have the same teaching load according to their job titles.
 - The practical teaching hours in addition to the theoretical ones are taken into account when calculating the extra teaching hours (those hours above the actual load).

- Extra hours should not exceed a ratio of 100% to the original teaching load for each term as long as no other decree has been issued by the Academy President to adjust this percentage when necessary. Upon the approval of the College Dean, it is possible to exceed this percentage while at the same time shifting the extra load to the following term.
- The assigned teaching load is reduced to 4 hours/week to those staff members who occupy administrative positions.

Chapter Four

Achievement Report

Article (24): Achievement Report Preparation:

- Each staff member has to prepare his/her own achievement report according to the special annual achievement report issued upon a decree from the Academy President. The report should be presented for each academic year at the beginning of the following academic year. The efficiency is rated as follows: excellent, very good, good, pass and average (except for the main jobs in accordance with the basic system of the Academy employees).

Article (25): Achievement Report Evaluation:

- Staff members should submit their achievement reports to the head of the Council Department or the head of the concerned department. Then, the head of the department should revise it in light of the recommendations of the course coordinators.
- The report is then forwarded to the concerned College Dean for remarks. S/he has the right to upgrade or downgrade the overall mark giving appropriate justifications.
- The concerned college Dean should fill in the annual achievement report of the heads of departments or their counterparts. The final reports should then be sent to the Academy President to be approved. The college Dean has the right to downgrade or upgrade the overall efficiency grade giving justifications. Moreover, s/he should look into the related appeals and present them to the Academy President attached with necessary evidence and recommendations.

Chapter Five

Bonuses and Allowances

Article (26): Bonuses upon Appointment:

Upon appointment, a staff member is given the basic position pay along with extra bonuses of the job rank on which s/he has been appointed in accordance with the extra years of experience that are additional to the job requirements on the condition that this extra experience is in his field of specialisation. The additional allowances are given for each two years of additional experience with a maximum of four allowances. Seniority is considered from the date of issuing the appointment decree.

Article (27): Sea Hazards Allowance:

This allowance equals 100% of the basic monthly pay of the staff member and is given to the staff members who have been issued with a decree from the Academy President for supervising oriented maritime training. It should cover the days of having the training ship outside Alexandria port according to the rules set forth for this matter. This allowance is paid starting from the date of issuing this decree until the end of the mission.

Article (28): Teaching, Supervision and Examinations Allowances:

A decree issued by the President of the Academy sets the rules governing granting teaching, supervision and examinations allowances to staff members and Academy employees who are not staff members, delegates from outside the Academy and supervisors of scientific dissertations in Egyptian and foreign universities in addition to other allowances which are deserved for undertaking certain tasks that are considered necessary for the teaching process.

Chapter Six

Delegations and Scholarships

Article (29): Procedures of Recruiting Staff Members:

Appointing staff members is based on choosing highly qualified teaching staff who has obtained the required scientific degrees and technical experiences necessary for carrying out their teaching tasks at the Academy. In addition to that, the Academy may hire some promising young graduates and send them on scholarships in order to be qualified to occupy the position of staff members at the Academy.

Article (30): Aim of scholarships:

The aim of the scholarship is to obtain a higher scientific, professional, or technical degree to qualify the scholar to perform his/her teaching and research duties at the Academy as a staff member or to study or to get technical or scientific training inside the country or abroad to upgrade his/her scientific and technical level.

Article (31): Types of scholarships:

(31-1) Overseas Scholarships

- 1- A scholarship based upon a grant offered to the Academy
- 2- A study leave with a delegate pay
- 3- A paid study leave
- 4- An unpaid study leave
- 5- Part-time registration
- 6- Co-supervision registration "channel"
- 7- Postdoctoral delegation to enhance scientific experience

(31-2) Internal Scholarships

This is aimed at studying in the headquarters' country as per the protocol of cooperation with some public universities.

Article (32) Terms of delegation:

(32-1) General Terms of Delegation

- 1- Having the field of specialisation in the Academy's approved plans
- 2- Unavailability of the required specialisation in the country
- 3- For all sorts of delegation, the candidate should have spent at least two years working at the Academy. As for those delegated for postdoctoral studies, the candidate should have spent at

least six years working at the Academy and s/he should not be older than 35. The age limit is extended to 38 only for Sea Captains.

4- The candidate must get back to work at the Academy after finishing his studies according to article (34) of this list of regulations.

5- If the candidate is granted a PhD scholarship to study at an overseas university the degree of which is recognised by the Supreme Council of Universities in the headquarter country (a personal scholarship), and has been approved by the Academy. The Academy provides the delegate with the following:

- A study leave with a delegate pay for a maximum of the first three years
- A paid study leave only for the fourth year if needed based on the supervisors' reports.

As for the delegates to the United States of America and Canada, the delegate is granted the following:

- A study leave with a delegate pay for a maximum of the first four years
- It is allowed to obtain a paid study leave only for the fifth year if needed based on the supervisors' reports.

6- Part-time delegation (this system is followed to minimise the Academy budget expenses). The following requirements should be met:

- The candidate should conform to the terms of sponsored delegation except for the terms of the age which state that the age of the candidate should not exceed 45 years during his candidacy.
- His/her job requirements at the Academy do not enable him to be away for a long delegation.
- The candidate should be given a chance to meet his/her supervisor in case the supervisor is abroad. S/he can travel for a maximum of six weeks (for three weeks twice a year).

7- Delegation for enhancing the scientific experience:

- Staff members can be delegated to work for a period of not less than one month and not more than three years in a field that is related directly to their specialisation and experience which would increase their efficiency when holding any post at the Academy. The delegate should submit the relevant supporting documents in due time before obtaining an approval for this delegation. Otherwise, this period will be regarded as a private leave without pay.
- The delegate in this last case does not receive any salary or allowances from the Academy during the period of delegation.
- The period of delegation is considered part of the staff member's period of service at the Academy and is included in his/her end of service pay provided that the share of the Academy is paid.
- This delegation is subject to cancellation at any time in case it jeopardises the work

requirements or the interest, position and reputation of the Academy.

- The delegation should be approved by the Academy President according to a recommendation from the Academic Staff Affairs Committee.
- The scholar should not work or take part in any work that contradicts with the interest of the Academy or its reputation.

8- A leave for scientific research:

- It is allowed for staff members to obtain a leave for scientific research for a maximum period of one calendar year (12 months). This is after finishing six consecutive years in working at the Academy as a staff member.
- A leave for scientific research is given by a decree from the Academy President according to a recommendation from the Academic Staff Affairs Committee and the concerned Department Council after its approval of the scientific or technical methodology the staff member will adopt and its benefit to the Academy.
- The number of missions and scientific visits will be calculated within the period of service.
- The mentioned regulations in Article (3) regarding adding years of service and experience in the Academy is considered, in addition to what is mentioned in this regard in the basic system of the Academy employees.
- When examining leaves, priority is given according to seniority in hiring in each degree in the Academy.
- The staff member who has obtained a sabbatical leave for scientific research should submit a report to the Department Council immediately after returning to his/her work including his/her achievements during the leave and his suggestions to get benefit from him/her. Should no report is submitted, the Academic Staff Affairs Committee should examine the case to take the necessary recommendations.
- Staff members can have another sabbatical leave for scientific research after six years of continuous serving in the Academy as staff members. The six years are calculated starting from the date of return from the first sabbatical leave for scientific research.

(32 – 2) Terms of Scholarships:

- Terms of scholarships abroad:
 - Scholarship should be for obtaining the doctoral degree, or can be for obtaining the master's degree from World Maritime University (WMU) in Malmö.
 - The scholarship is granted to those who hold a full scholarship from accredited foreign universities to cover the fees during the scholarship period.
 - The field of study should be the same field of academic specialisation.
 - The department and the college should approve the scholarship, taking into consideration the working period since getting hired at the college.

- The delegate must obtain the master's degree before applying to obtain the doctoral degree.
 - The delegate is given a return ticket in addition to another return ticket in the middle of the period.
 - Financial treatment of the delegate (full delegate pay / 50% / without a delegate's pay) is determined according to the scholarship terms in addition to his pay, and is renewed annually according to the delegate's academic progress.
- Terms of internal scholarships:
 - Approval of the Egyptian university to apply for the doctoral degree
 - Holding the master's degree
 - Approving the scholarship by the department and the college
 - Availability of financial allocations
 - The scholar is granted 25% pay increase, in addition to the financial dues of the university according to what is mentioned in the collaboration protocols with the Egyptian universities.

Article (33): Scholarships Procedures:

- 1- The academic/educational departments (or relevant centres) name the recommended scholars according to the scholarship types taking into consideration the general and specific terms of scholarship as mentioned in Article (31) in this list of regulations. The recommended names are sent in a comprehensive memorandum to the College Dean to submit to the Academic Staff Affairs Committee.
- 2- The Academic Staff Affairs Committee examines the recommendations in the framework of the general plan of scholarships ratified in advance in the central budget of the presidency of the relevant academic department, and then submits a report including the recommended names showing the academic specialisation, time and place of the scholarship.
- 3- The scholar is committed to provide financial and legal guarantees required by the Academy.
- 4- The Academy President gives orders for scholarship for each delegate identifying:
 - Name and position of the delegate
 - Time and type of the academic study
 - Name and address of the university or institute in which the delegate will be affiliated.
 - Means of transportation
 - Type of scholarship and the financial procedures applied to the delegate
 - Procedures to be taken when the scholar violates the terms of the scholarship

Article (34): Duties and Responsibilities of Delegates and General Regulations:

- 1- The delegate affiliated to a delegate paid scholarship is obligated to work for two years in the Academy for each year of scholarship after returning to work.
- 2- The delegate with a paid leave has to be committed to a service of one and a half year (for each delegation year) at the Academy starting from the date of returning to work.
- 3- The staff member on unpaid scholarship leave must be committed to serve the Academy for half a year (for each scholarship year) once back from the scholarship.
- 4- The staff member that is doing a part time scholarship or a dual supervision and the (internal-external) protocol must be committed to a one year service (for each scholarship year) once back from the scholarship.
- 5- The delegate cannot modify the specialization s/he has been sent for and specified by the Academy nor can s/he extend the period of study for any reason without prior approval by the Academy.
- 6- The delegate must finish his/her scholarship within the timeframe given. S/he must maintain appropriate attendance levels for study and training. S/he must have good manners and respect the traditions and laws of the country to which s/he is delegated.
- 7- The delegate cannot cut short the period of the scholarship or return without obtaining the academic grade except for serious reasons accepted by the Academy.
- 8- The delegate must not do any profitable work during his scholarship period, but s/he can do training work during the summer vacation that is related to the scholarship subject (for financial profit, if any). S/he must send a notification to the Academy to get approval prior to starting work.
- 9- The delgate must come home within a month from the date of the final exam or according to the Academy instructions. The Academy then should pay him/her all financial dues provided that s/he is back to work at the Academy within a week from the return date the HQ country.
- 10- The College Dean will coordinate with the Academic Staff Affairs Dean to follow up with the development of the delegate through the actual reports submitted by the delegates and the regular reports sent by the supervisors. Supervisors' reports are considered the basis for preparing the annual competency reports for the delegate and for taking any decisions concerning them in the Academic Staff Affairs Committee.

Article 35: Terms of Dealing with a Failed Delegate

- 1- The following timetables are considered the basis for the acquiring stated degrees:

Master degree	Two years
PhD	Three - four years

In case the Academy does not contribute financially in the scholarship, the period of the scholarship could increase by 50%. The scholarship period is to be stated by the institution granting the degree.

- 2- The scholar who fails a term or fails a subject of study can have a second chance of no more than 12 months with the approval of the Academic Staff Affairs Committee. In that case, the scholar loses 50% of his monthly pay.
- 3- If the scholar fails to meet his/her requirements again, it is possible to continue the scholarship depending on the progress reports of the institution where s/he studies for no more than two years.

Article 36: Terms of Delegate Accountability:

If the delegate could not get the scientific degree that s/he was originally delegated to get or if s/he fails to return in the specified period in this list of regulations (item 9) in (article 34) or if s/he is not committed to serve at the Academy for the time stated in items (1, 2, 3 and 4) of the same article, the Academic Staff Affairs Committee will refer him to the Academy President who then takes one of the following decisions:

- 1- Dismissal from service.
- 2- Obliging the delegate to pay all the expenses endured by the Academy from the date s/he started the scholarship including his/her pay, scholarship money, tuition fees, travel costs, delay interest and any other expenses the Academy shouldered in addition to a 25% fine of the total cost.
- 3- Referring to those who have guaranteed the delegate to pay for the remaining expenses if s/he did not pay them.

Article 37: Rights of Scholarship Candidates and Staff Members who take a Leave for Scientific Research:

The Academy President issues a decree that regulates the financial issues for the delegates and those who take a leave for scientific research according to the basic system regulations of the Academy employees.

Chapter Seven

Dispatches, Secondments, and Working outside the Academy

Article (38): Affiliations / fellowships:

1. Without affecting the work flow in the Academy, staff members who have been working continually for 3 years, can be seconded to teach temporarily in other institutions such as Arab companies, ports, universities, institutions or Arab international organizations.
The fellowship period should not exceed 4 years.
The fellowship should be of benefit to the staff member through building stronger relations between the Academy and other Arab or international organizations.
The staff member cannot end his/her affiliation period without strong reasons and force majeure acknowledged by the Academic Staff Affairs Committee and approved by the Academy President.
2. The period of the fellowship should be included in the overall service period of the staff member provided that s/he and the Academy have paid their share in the fellowship fees; as stated by the basic system regulations of the Academy employees.

Article (39): License to Work as a Part-timer:

1. A staff member cannot work in any other place but the Academy without acquiring the proper license; i.e. written approval signed by the President of the Academy. The work must not conflict with the staff member's duties and responsibilities in the Academy.
The license should state the part-time job and it must only for a definite period of time.
2. To get the license, the staff member has to submit a written request to the Head of the Department or the branch s/he is affiliated to, who refers it along with the proper recommendation to the Academic Staff Affairs Committee to make the proper decision.
3. The license can be cancelled at any time if there was a necessity or if the applicant staff member violated the conditions stated in the license.

Chapter Eight

Penalties and Plaints

Article (40): Accountability, Penalties and Plaints:

- 1- If a staff member violates the scientific norms and traditions, then s/he would be referred to the interrogation by a report from the concerned Dean, and the approval of the Academy President. A decree of forming the interrogation committee and defining its competencies is to be issued by the Academy President.
- 2- 2- Disciplinary sanctions are to befall the the staff members and submitting petitions should be carried out according to the basic system of the Academy employees and its executive regulations.

Chapter Nine

Retirements and Termination

Article (41): Retirement and Termination of Service:

The staff member's service ends according to the conditions mentioned in the basic system of the Academy employees and its executive regulations in addition to the following conditions:

- The Assistant Lecturer who has not obtained the PhD during an interval of maximum five years since registering for the PhD. It is allowed to grant the scholar an additional year with the approval of the Academic Staff Affairs Committee upon considerations regarded by the committee according to reports proving the seriousness of the scholar. In case of proving lack of seriousness on the part of the scholar the case is to be assigned to the Legal Affairs for taking the necessary measures of terminating the service.
- The Assistant Lecturer who has not registered for the PhD in a period of maximum two years after obtaining the master's degree, as long as it is not for certain circumstances which could be considered by the Academic Staff Affairs Committee.

Chapter Ten

Final Regulations

Article (42):

All that is not included in the articles of this list of regulations is subject to the basic system of the Academy employees and its executive regulations.

Article (43):

This list of regulations is to be implemented as of the date of the Economic and Social Council' approval of its provisions. All systems and articles in contradiction to the provisions of these regulations are annulled.