



مِنْظَمَةُ الْجَامِعَاتِ الْإِسْلَامِيَّةِ
ISLAMIC WORLD EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION
ORGANISATION DU MONDE ISLAMIQUE POUR L'ÉDUCATION, LES SCIENCES ET LA CULTURE

EXECUTIVE COUNCIL / 41th SESSION

Islamic World Educational, Scientific and Cultural Organization
(ICESCO)

ICESCO Headquarters - Rabat, Kingdom of Morocco
30-31 March 2021/ 17-18 Shabane 1442A.H

DOC 3.3

ICESCO Chairs Regulations





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GUIDELINES



I Definition

The Programme of **ICESCO Chairs** aims to establish Chairs in the institutions of higher education and scientific research and cultural and creative institutions inside and outside Member States.

This programme is one of the outstanding tools for promoting the capacities of the institutions of higher education and scientific research by facilitating access to knowledge and taking part in its production.

Spanning motivation, training and research activities and academic exchange, the programme constitutes a framework for sharing information, skills and competencies in **ICESCO's** areas of competence and other related fields.

The guidelines and the participation methods form a set of basic rules that should be observed so as to benefit from the positive impacts of this programme. They aim to determine the mechanisms for establishing and running **ICESCO Chairs**.

II Objectives



III Conditions and procedures

1. Eligible institutions to host or be associated with ICESCO Chair

➤ This programme targets:

Universities, higher education institutions, research institutes and cultural and creative institutions and the higher education and scientific research networks recognized by the competent parties in the country concerned.



Universities;



Higher education institutions;



Research institutes;



Higher education and scientific research networks.
Cultural and creative institutions

2. Term

The Chair shall last for a four-year renewable term.

3. Composition

- Head of the Chair;
- Secretariat of the Chair tasked with the Chair's administrative and organizational affairs;
- Academic team composed of teachers and researchers involved in the Chair's activities from the hosting institution or other institutions;
- Students and researchers from the hosting country and/or other countries if possible.

4. Terms of appointment of the head of the Chair

The hosting institution shall nominate a candidate for the post of head of the Chair from the institution or outside it.

The appointment of a head of the Chair shall not necessarily entail the establishment of specific post or give rise to any recruitment at ICESCO.

All nominations must be approved by the Organization and the competent authorities of the hosting institutions of the chair project. The selected candidates shall be equally entitled to the same rights and privileges of the hosting institution's staff.

➤ The criteria for the selection of the head of the Chair are :

- Academic profile:**
renowned specialist in the fields relevant to the chair;
- Capacity to promote national, regional and international cooperation in this field as well as expertise in the chair's action area;
- Capacity to mobilize public and private resources;



As part of the efforts geared toward promoting gender equality, ICESCO highly encourages the appointment of women as head of the Chair.

Nominations for the post of the head of the Chair can be made alternately by partner institutions.

5. Procedures for submission of ICESCO Chair proposals

The interested institutions should prepare and submit to ICESCO Director General a detailed project proposal signed by their representatives following the attached template.

The proposal relevant to the establishment of ICESCO chair should be submitted by a the university and the department concerned at ICESCO in coordination with ICESCO National Commission of the country concerned (in case the Chair is established in a Member State).

The deadline to submit the new nominations is **March 30th of each year**.
The files received after this date shall be considered as nominations for the following year.

6. Assessment and approval of proposals

Once received, the proposal will be reviewed and examined by the department concerned at ICESCO which will submit its findings and recommendations to ICESCO Chair Committee formed by the **Director General** for further examination and assessment.

Upon assessment, ICESCO will communicate the findings to the institution concerned.

In the event the assessment is approved, an Agreement will be signed by **ICESCO Director General** and the representative of the hosting institution (Rector, President...). The sponsors may also cosign the Agreement.

The hosting institution shall submit the signed agreement to ICESCO within **45 days** of date of its signature by **ICESCO Director General**.

N.B.

In cases justified by the nature of the chair or the moral value of the head of the chair, and subject to the approval of ICESCO Chair Committee, ICESCO may agree with the hosting institution on establishing the Chair directly without following the procedures specified in Article 5 above.

IV Funding ICESCO Chairs

The overall success of the Chairs Programme depends on the incoming monetary and in-kind resources.

ICESCO cannot be the main and sole sponsor of the Chair.

ICESCO may offer its services to help the institution mobilize the financial partners during the preparation of proposals.

In case of providing any financial support (proportionally) to the Chair, ICESCO shall require the beneficiary to implement a set of programmes and activities scheduled as part of the Organization's strategy and action plans.

The financial support shall be disbursed in installments depending on the achievement of the desired outcomes as mutually agreed upon by the two parties in the programme contracts.

N.B.

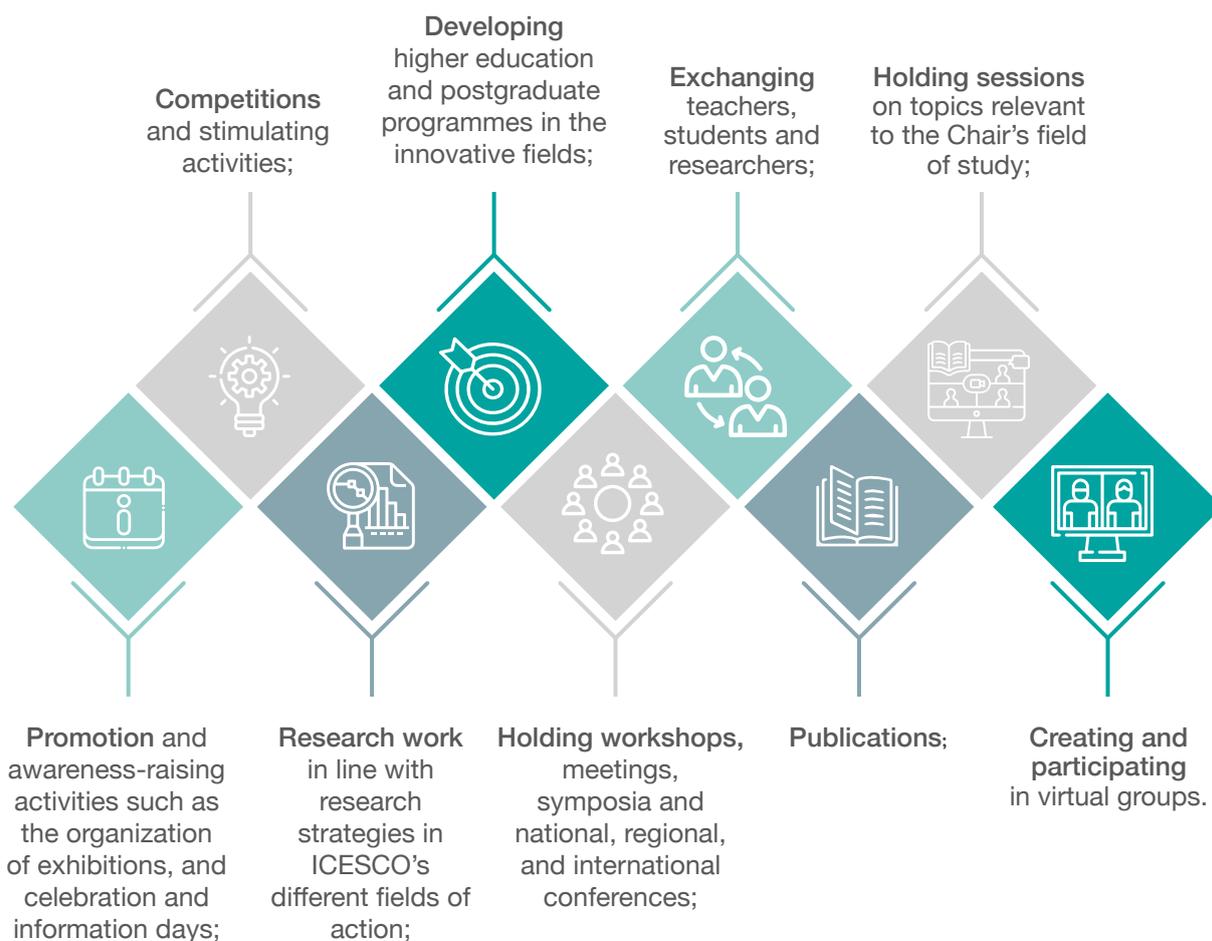
The contribution of the host institution may be financial or in kind.

V Programme's functioning

1. Objectives-based approach

The Chair head is in charge of programming, organizing and publicizing the academic activities, publishing studies and mobilizing resources. Therefore, the results of ICESCO's Chair significantly depend on the quality of his work and the work of his team.

- **The activities scheduled as part of the Chair shall be in line with the desired outcomes, most notably :**



As part of ICESCO Chair, the university may exclusively issue a diploma or certificate signed by its Rector. ICESCO Chair may not issue, under any circumstances, such diploma or certificate.

Regardless of their nature and implementation methods, the activities should complement ICESCO's relevant programmes and activities. Close cooperation with ICESCO's programmes and activities is of utmost importance.

2. ICESCO Chairs' Activity Reports

The university or institution concerned shall submit an annual activity report to ICESCO, according to the format specified by ICESCO, before **June 30th of each year.**

The first report should mirror the outcomes of the Chair during the first year of its functioning. The Chair shall specifically show its achievements in capacity-building and knowledge transfer and their impact on the national, regional and international policies.

3. Use of ICESCO logo

The Chair's activities shall not feature ICESCO's logo alone. They shall feature the logos of ICESCO, the hosting institution and/or other participating institutions.

The hosting institution shall send its logo via email to ICESCO to design the Chair's logo.

The logo shall be used throughout the agreement term and after its renewal.

- **All the documents, publications and correspondences shall include the following statement:**

**“ The authors are responsible for the facts stated in this content.
The opinions expressed therein do not necessarily reflect ICESCO’s views
and are not binding for the Organization. ”**

4. Communication

The Chair’s hosting party shall maintain regular contact and coordination with ICESCO General Directorate for intellectual guidance, technical support and potential participation in planning and implementing ICESCO’s activities (meetings, conferences, publications, studies).

Correspondences should be sent to the concerned directorate of the Chair at ICESCO and forward a copy to the following email address: **cooperation@icesco.org**

5. Renewal of the Agreement



- The Agreement shall be renewed through exchanging correspondences between the signatory parties.
- The university/institution concerned shall submit a renewal request to the Director General of the Organization two months prior to the expiry of the agreement.
- Renewal is subject to the evaluation of the Chair’s results (quality and consistency of the performance with ICESCO’s objectives).

6. Termination clause:

In the event the Chair fails to fully meet the terms provided for in the agreement, the Organization reserves the right to terminate the agreement.

- **The agreement shall be terminated in the following cases:**

- A. Lack of reports on the activities of the chair.**
- B. Negative evaluation of the activity reports submitted to ICESCO.**
- C. Objectives of the Chair are at odds with the orientations of the Organization.**
- D. The willingness of the institution to cancel the agreement.**

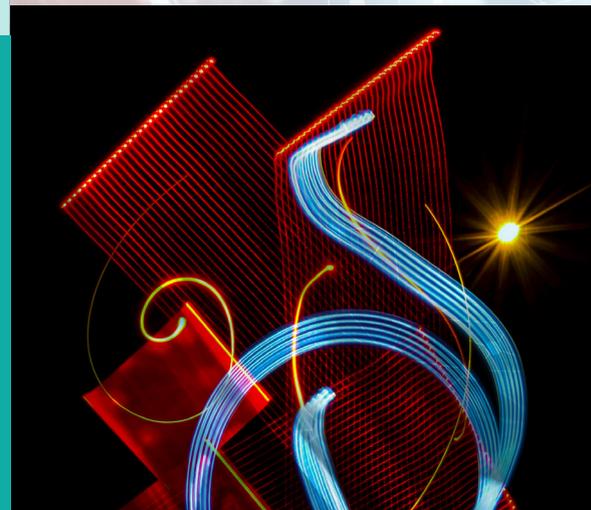
With the exception of Paragraph (d) above, the Organization, in the other cases, notifies by a letter the hosting institution of the observed irregularities and calls it to take the necessary measures to avoid them.

VI Evaluation and Monitoring

- The Organization expects that the hosting university/institution adopt a results-based management approach, especially through involving National Commissions and tasking an official from **ICESCO** to make an evaluation visit to the Chair. Evaluation can be conducted internally or externally.
- The Organization performs an internal evaluation once every other year whose findings will serve as a basis for the decisions within the framework of its future programme and budget. The evaluation and monitoring can take the form of consultative meetings or workshops attended by partners; or visits to the Chair by officials from **ICESCO**.
- Chairs shall be ranked according to their activities and outreach. This is a requisite for the renewal of the agreement and helps in the evaluation of the work of the Chair.



GUIDELINES FOR THE PREPARATION OF CHAIR PROPOSALS



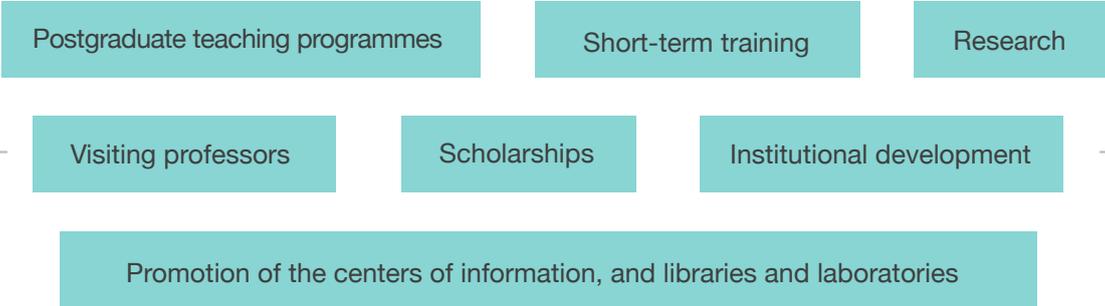
These guidelines provide information about the criteria of ICESCO's evaluation of the proposals to create Chairs.
Detailed information are required for the evaluation of the importance of the project within its relevant context.

First: Institution's information

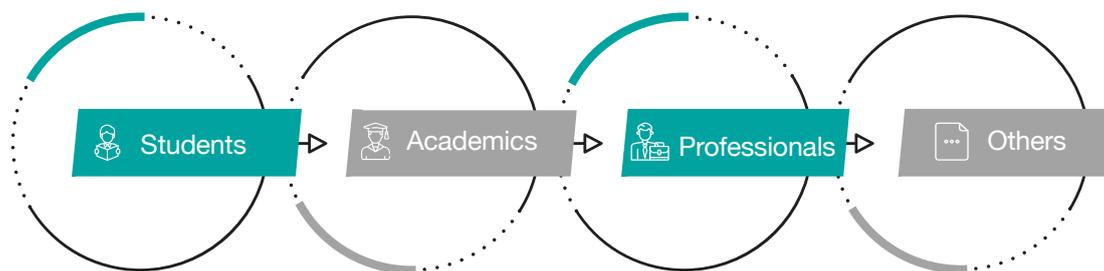
1. Title of the Chair;
2. Scheduled launch date;
3. Period;
4. Field (s) or discipline (s) concerned;
5. Full name of the hosting institution (s);
6. Faculty (ies) department (s) concerned;
7. Implementing institution;
 - Head of the Chair/focal points (name, CV);
 - Full address/phone number/email/website;
8. Partners (name and address of partner institutions);
9. Overall budget of the Chair;
10. Funding sources, donor organizations, bodies and parties (specify the donated amount);

Second: Chair description

1. **Nature of the Chair** (academic, professional...);
2. **Field (s)** (specify whether the chosen project or the field is of direct relevance to one or more of ICESCO's areas of action);
3. **Overview of the Chair** (should include the rationale for the choice of the type of the Chair and the analysis of the context, trends and issues of relevance to the proposal and shows the improvements the Chair will achieve in terms of building capacities, knowledge transfer, developing skills, and strengthening links with other universities/higher education institutions);
4. **Objectives** (the long and short-term development objective: contribute to the attainment of Sustainable Development Goals and the integration of socioeconomic and cultural development into the project);
5. **Type of activity** (many categories can be mentioned);



6. Beneficiaries :



7. Expected outcomes at national, regional and international levels:

Quantitative and qualitative outcomes clearly defined (please specify how to ensure the visibility of the project's activities. (e.g. publications, booklets, websites, etc.).

8. Implementation strategy (how the project will be implemented?)

Management; Capacity-building; Knowledge transfer.



9. Suggested schedule of the main activities :

- The activities should be clearly connected to the set objectives.
- The schedule should specify the activities, their phases and desired outcomes.

Third: Funding for the project



Please attach proofs for each type of funding (e.g. correspondences).

- Overall budget;
- Contribution of the hosting institution (in kind or monetary);

- Off-budget resources (specify the amount, the source and the proposed activity for which the resource is allocated);
- Potential funding sources (e.g. banks, foundations, NGOs, donors, the public or private sectors, etc.).

Fourth: Support



1. Institutional support	The project should be submitted by the representatives of the hosting institutions (president, rector, etc.).
2. ICESCO's support	The role of ICESCO is a prerequisite for the processing of the proposals of Chairs. Contact with ICESCO General Directorate can help determine the specialty of the Chair and define the project.
3. Coordination with the National Commission in the concerned country	National Commissions lead a coordinating role in ICESCO's Chairs Programme .
4. Support from other parties	(Please specify)

Fifth: Additional details



Please provide any complementary details which have not been covered by the above points.



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