Multiple Campus Procedural Manual

1.1 Guiding Principles

This multiple campus manual provides the framework for courses that are delivered in any location distant from the Al Ain campus of the UAEU. The UAEU pursues a centralized approach to course and program delivery, so that all policies and procedures for UAEU apply to any delivery location just as they do on the Al Ain campus.

It is an expectation of the university that students taking classes at any remote locations will receive an equivalent educational experience and achieve the same learning outcomes as those studying at the Al Ain campus.

The purpose of this manual is to provide guidelines for off-campus academic and administrative cooperation to ensure that each location provides the same level of services and facilities to all stakeholders of the University, and provides the same level of support and an equivalent learning environment for students.

This manual covers the university's expectations in the following areas:

- Academic
- Administrative
- Research
- Extra-curricular activities

Students will be identified in the Student Record System in accordance with their location, thus allowing comparison of student outcomes in different delivery locations of particular courses.

1.2 Guidelines

To following provides the procedural guidelines to be adopted when developing and running courses and programs at any location remote from the Al Ain campus:

a) Governance Structure

   ➢ The governance of the UAEU remains centralized and all decisions pertaining to all locations in which the University operates are the responsibility of the University Council, Academic Affairs Council, executive leadership, Deans, and Department Chairs, as appropriate.

b) Faculty and Other Personnel

➢ Decisions regarding faculty and other personnel are centralized at the Al Ain campus, (e.g. faculty performance appraisal, appointments, promotions, workload assignments, etc.). However, operational modifications may be implemented to accommodate location-specific requirements, such as working hours and faculty consulting hours.

c) Facilities

➢ The provision of facilities at the remote locations should be of an equivalent standard to those at the Al Ain campus, including teaching and research facilities, IT support and infrastructure connectivity, and library access.

d) Services

➢ Services are centralized through the Al Ain campus and should be coordinated at the remote location such that the same standards are applied for admissions, registration, and student advising.
➢ Student and Alumni services should be coordinated to provide students and graduates with the same support and the same experience as at the Al Ain campus.
➢ Administrative services, like finance and human resources, are to remain centralized at the Al Ain campus.

e) Course and Program Structure

➢ Courses and Program structures must be identical to the Al Ain campus and include the same course and curriculum guides, learning outcomes, teaching and research methodologies, assessment and grading systems, and online and other learning support materials.
➢ Accreditation, quality assurance, and program review processes are centralized at the Al Ain campus. Location-specific data must be included in any self-study review of a course or program, with specific analysis of student performance compared to the Al Ain campus for equivalent courses and programs.