



UAEU

جامعة الإمارات العربية المتحدة
United Arab Emirates University



GRADUATE STUDENT

Handbook

2019-2020



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Note from the Dean of the College of Graduate Studies

Dear Graduate Student,

Welcome to Graduate Studies at the United Arab Emirates University (UAEU). We have prepared this Handbook to provide you with a reader-friendly guide on important matters related to graduate studies at the University. We hope that you will find the information herewith helpful as you transition into the graduate culture and pursue your studies in your respective degree program.

The information in this Handbook is assembled from multiple sources, which include the University's Policies and Procedures. We encourage you to take the time to become familiar with the materials in this document, especially those pertaining to academic rules and regulations. Furthermore, we encourage you to seek clarification or assistance from your program's coordinator or the Office of the Assistant for Research and Graduate Studies in your home college, or from the staff in the College of Graduate Studies.

We hope you will find this Handbook a valuable resource for your education at UAEU. We welcome your feedback, comments and questions concerning this Handbook or any aspect of Graduate Studies. Also, we invite you to visit our offices (in Building F3) and meet the Graduate Studies Team when you have an opportunity.

We wish you an enjoyable and productive academic journey with us and we look forward to be of service for your success.



OVERVIEW OF THE UNITED ARAB EMIRATES UNIVERSITY

The United Arab Emirates University (UAEU) is the first national university in the UAE. Since its establishment in 1976, it has continued to be at the forefront of higher education. As a research-intensive university of international stature, UAEU works with its local and international partners to provide research solutions to challenge faced by the nation, the region and the world. The university has established Research centers of strategic importance, which are advancing knowledge in critical areas ranging from water resources to cancer treatments.

UAEU is currently ranked number one in the UAE, 5th among GCC universities and top 500 globally. UAEU continuously strives to provide the best education in the Middle East. Its extensive degree programs challenge students to excel in their respective fields on an international level through its globally renowned faculty members and innovative and extensive curricula. In 2010, the university moved to a new state-of-the-art campus situated in the Garden City of Al Ain. The -80hectare Campus is a showcase of modern architecture, high-tech laboratories, and specialized research centers, cutting-edge IT infrastructure and twenty-first century classroom technology.

The university enrolls approximately 14,000 students from sixty countries and seeks to provide an outstanding experience for every student. Today, UAEU is recognized by the global Community for its academic excellence, intercultural environment, and commitment to Scientific Research. Our continuing investment in facilities, services, and staff consolidate its efforts to serve as a model of innovation and excellence.

UAEU is licensed by the UAE Ministry of Higher Education and Scientific Research and accredited by the Commission of Academic Accreditation (CAA) of the Ministry. Furthermore, academic programs in some of the Colleges have obtained specialized accreditation from various international bodies, which include ABET (Accreditation Board for Engineering and Technology) for Engineering, AACSB (Association to Advance Collegiate Schools of Business) for Business and Economics, and CQAIE (Center for Quality Assurance in International Education) for Education.

In February 2016, UAEU was awarded initial institutional accreditation for a period of six years from the WASC Senior College and University Commission (**WSCUC**), considered one of the most prestigious academic accreditation institutions in the world. UAEU was awarded this prestigious accreditation for upholding the highest international academic standards of higher education in teaching, scientific research, and community service as well as for its commitment to three core values: student learning and success outcomes, quality and improvement, and institutional integrity, sustainability and accountability.

UAEU's academic programs have been developed in partnership with employers, so our graduates are in high demand. UAEU alumni hold key positions in industry, commerce, and government throughout the region. Our continuing investments in facilities, services, and staff ensure that UAEU will continue to serve as a model of innovation and excellence.



OVERVIEW OF GRADUATE STUDIES AT UAEU

Although the CGS is a relatively new organizational unit in the University, UAEU has a legacy of offering quality graduate education since 1991. Over the last decade, our menu of graduate programs has expanded significantly to over 30 graduate degree programs at the Master's and Doctorate levels with different orientations (professional and academic), which are offered by the nine different colleges. Our growing list of professional programs respond to the market needs of the nation and the region, and some of them are conveniently offered at the main campus in the city of Al Ain as well as in Abu Dhabi and Dubai.

Our students, who are of 53 different nationalities, are served by a world-class and highly diverse faculty. Full-time students have access to an array of competitive scholarships, fellowships, and assistantships sponsored by the University and industry partners. They also benefit from specialized professional development activities tailored to their educational and research needs.

Our high academic standards, nationally and internationally accredited programs and engaging partnerships provide ample opportunities for students of all walks of life to learn, develop and flourish for their own good and the goods of the nation and the society at large.

We welcome the opportunity to be of service to you and to help you reach your aspirations of higher learning.

WHO IS WHO IN GRADUATE STUDIES AT UAEU

Graduate programs are offered and managed on a day-to-day basis by the respective colleges. Each college is headed by a Dean who is assisted by an Assistant Dean for Research and Graduate Studies in managing the graduate affairs of the college in collaboration with the College of Graduate Studies.

The College of Graduate Studies

The College of Studies Graduate (CGS) is an administrative unit in the Division of Academic Affairs. The CGS is headed by a Dean and includes staff members who work collaboratively with all academic and administrative units of the University to serve the needs of the graduate community at UAEU.

Assistant Deans for Research and Graduate Studies

The Assistant Deans for Research and Graduate Studies are faculty members of the colleges who are appointed to serve the graduate communities of their respective colleges and liaise with the CGS on all graduate matters.



Program Coordinators

Program Coordinators are faculty members who are appointed to coordinate all matters related to their respective graduate degree programs in collaboration with the Department Chairs and the Assistant Deans of their colleges. Some of the Assistant Deans for Research and Graduate Studies also serve as the coordinators of their PhD programs in their colleges. The names of the Coordinators are listed along with the titles of the graduate programs on the CGS's webpage.

Faculty Advisors

Every graduate student has an academic advisor who is a faculty member in the academic department that is home for the student's degree program. The Advisor is responsible for guiding the student on all academic matters concerning the student's program of study. Students must choose their advisors, or have advisors assigned to them, by the end of their first semester of enrollment. The Colleges record the advisors designation in the Banner Student Information System. Students in Master's programs who choose to pursue a thesis option may have their advisors serve as their thesis supervisors as well. However, some colleges may have their own procedures for the appointment of thesis supervisors. Check with the college's Office of the Assistant Dean for Research and Graduate Studies for details.

Students in Doctorate programs are advised to meet and consult with multiple faculty members who are pursuing research of common interest before they select an advisor. A student may change his/her advisor by submitting a "Request to Change Advisor". Normally, students in Doctorate programs may not change advisors after they have begun their dissertation research.

Students who need assistance or have questions concerning any academic matter should consult their advisors first. If the advisor does not address the student's matter satisfactorily for any reason, then the student should seek assistance from the program's Coordinator or the Assistant Dean for Research and Graduate Studies of his/her college.



Graduate Student Ambassadors

The Graduate Student Ambassadors (GSA) is a group of graduate students who serve as a liaison between the graduate student community and the College of Graduate Studies on matters related to graduate education.

The GSA comprises of students representing all active graduate degree programs—one student per program, except for the PhD program, which has one representative from each college. Representatives are nominated by their program Coordinators, and approved by the Assistant Dean for Research and Graduate Studies of the college, to serve for a one-year term at a time. GSA members are selected during the first month of each Fall semester for that academic year. A student may serve for a maximum of two terms. To be selected, a student (1) must have completed at least one semester in the program and (2) must be in Good Academic Standing.

GSA members are expected to be good ambassadors for graduate studies at UAEU to the internal and external communities. They should help promote graduate education and serve as advocates for other students in their respective programs and university-wide. Additionally GSA members should meet on a regular basis with the Dean of the College of Graduate Studies and/or the Graduate Studies Council and exchange ideas, comments, etc. for the purpose of continuously improving graduate education at UAEU.

For more information on the GSA, contact the Graduate Student Affairs Section in the College of Graduate Studies.



GRADUATE DEGREE PROGRAMS

UAEU offers a diverse set of graduate degree programs at the Master's and doctorate levels. Although the main campus in Al Ain is the primary venue for offering the graduate programs, some of the professional programs are also conveniently offered at off-campus facilities such as in Abu Dhabi and Dubai. The locations of all programs are indicated under the "Offering Location" column on the next section **Listing of Degree Programs**. The off-campus programs and their exact sites are listed under the **OFF CAMPUS PROGRAMS** section. The strategic and operational integrity of the programs delivered off-campus, are ensured via means that enable effective teaching and learning pedagogy. Such integrity is demonstrated by devising and implementing appropriate policies and practices meant to deliver the educational goals of each program, and keeping them in line with UAEU mission and vision.

Types of Programs

Master's Programs

Master's degree programs in many discipline areas are offered by the academic departments in the colleges. There are two types of Master's programs: Professional and Academic (i.e., research-based). All programs require a minimum of 30 credits and the completion of a research thesis or a major project. Enrollment in Master's programs may be on full-time or part-time basis. However, some restrictions might apply in some programs.

Professional Doctorate Programs

A professional Doctorate program is advanced studies beyond the Master's degree. It requires coursework and independent research. The emphasis of the professional Doctorate degree is on research skills and advanced professional knowledge in an applied field of specialization. Students generally pursue professional Doctorate programs on full-time basis. However, some programs might permit part-time enrollment.

The Doctor of Philosophy (PhD) Program

According to the Commission for Academic Accreditation (CAA), of the Ministry of Higher Education, the PhD program is an academic doctorate degree program that requires coursework beyond the Master's degree and academic research. The PhD degree is awarded in recognition of high quality academic research that represents original contribution to human knowledge that is represented in a research dissertation of a publishable standard. The PhD program for scholarship and fellowship students and part-time enrollment for tuition payer students.

For admission requirement to these graduate programs, please visit the website:

<https://www.uaeu.ac.ae/en/cgs/admission.shtml>

Listing of Degree Programs

The following is a list of the graduate degree programs that are active in the 2019-2020 Academic Year grouped by college.

College	Graduate Degree Program	Orientation	Offering Location
Humanities and Social Sciences	Master of Science in Remote Sensing and Geographic Information Systems (GIS)	Academic	Al Ain
	Master of Science in Clinical Psychology	Academic	Al Ain
	Master of Governance and Public Policy	Professional	Al Ain
	Master of Social Work	Professional	Al Ain
	Doctor of Philosophy (PhD)	Academic	Al Ain
Science	Master of Science in Environmental Sciences	Academic	Al Ain
	Master of Science in Chemistry	Academic	Al Ain
	Master of Science in Mathematics	Academic	Al Ain
	Master of Science in Molecular Biology and Biotechnology	Academic	Al Ain
	Master of Science in Physics	Academic	Al Ain
	Doctor of Philosophy (PhD)	Academic	Al Ain
Education	Master of Education	Academic	Al Ain
	Master of Educational Innovation	Academic	Dubai
	Doctor of Philosophy (PhD)	Academic	Al Ain
Business and Economics	Master of Professional Accounting (MPA)	Professional	Al Ain and Abu Dhabi
	Master of Business Administration (MBA)	Professional	Abu Dhabi only
	Doctorate of Business Administration (DBA)	Professional	Abu Dhabi only
Law	Master of Public Law (LLM)*	Professional	Al Ain and Abu Dhabi
	Master of Private Law (LLM)*	Professional	Al Ain and Abu Dhabi
	Doctor of Philosophy in Law	Academic	Al Ain
Food and Agriculture	Master of Science in Horticulture	Academic	Al Ain
	Master of Science in Food Science	Academic	Al Ain
	Doctor of Philosophy (PhD)	Academic	Al Ain
Engineering	Master of Science in Civil Engineering	Academic	Al Ain
	Master of Science in Mechanical Engineering	Academic	Al Ain
	Master of Science in Electrical Engineering	Academic	Al Ain
	Master of Science in Water Resources	Academic	Al Ain
	Master of Science in Architectural Engineering	Academic	Al Ain
	Master of Science in Chemical Engineering	Academic	Al Ain
	Master of Science in Petroleum Engineering	Academic	Al Ain
	Master of Engineering Management (MEM)	Professional	Al Ain and Abu Dhabi
	Doctor of Philosophy (PhD)	Academic	Al Ain

College	Graduate Degree Program	Orientation	Offering Location
Medicine and Health Sciences	Master of Medical Sciences	Academic	Al Ain
	Master of Public Health (MPH)	Professional	Al Ain
	Doctor of Philosophy (PhD)	Academic	Al Ain
Information Technology	Master of Science in IT Management	Academic	Al Ain
	Master of Science in Information Security	Academic	Al Ain
	Master of Science in Software Engineering	Academic	Al Ain
	Doctor of Philosophy (PhD)	Academic	Al Ain

*The language of instruction of this program is Arabic.
Note: The language of instruction of all programs is English unless noted otherwise.

MATRICULATION AFTER CONDITIONAL ADMISSION

Students who are admitted conditionally into Master's programs are expected to meet the admission conditions and matriculate fully into their programs within the allowed time limit as follows:

- 1 - Students who are admitted on the English score condition: They must attain the required English test score (IELTS \geq 6.0 or its equivalent) within the first semester of enrollment in order to matriculate and continue their study or be dismissed.
- 2 - Students who are admitted on the GPA condition: They must attain a GPA of 3.0 or higher in the first 9 credits of their program or be dismissed.

Students who have any question or need clarification on this subject are urged to consult with their advisors, the College of Graduate Studies, or the Registration Department.

ACADEMIC ADVISING AND PLANNING

Academic advising is provided to graduate students by designated faculty members who are associated with graduate programs in the colleges.

Student Advisory Committee

Every graduate student must have an Advisory Committee, which consists of the student's faculty advisor and one or more faculty members. The membership of the Committee varies depending on the student's level (i.e. Master or Doctorate) and the program's orientation (i.e. academic or professional). The Committee, which is headed by the student's Advisor, is responsible for monitoring the student's academic progress and provides guidance for the student's timely and successful completion of the degree requirements. The student acknowledges the formation of the Advisory Committee by signing the "Advisory Committee" form prepared specifically for the student.

Student Study Plan

Every graduate student needs a Study Plan, which is essentially a 'road map' of the requirements that the student must successfully complete in order to attain the degree. The Advisor along with the student and in coordination with the Advisory Committee prepare the Study Plan before the end of the first semester of the student's enrollment. The student indicates his/her acceptance of the plan by signing the "Study Plan" form prepared specifically for the student.

Time-to-Degree

The maximum time allowed for a student to complete the requirements of the degree after matriculation into a program depends on the level and type of the degree program. The following is the time limit students have to complete their degree requirements by degree program type, which excludes any official leave of absence periods:

- **Master and Doctor of Pharmacy programs:** 8 semesters.
- **Professional Doctorate programs:** 10 semesters.
- **Doctor of Philosophy (PhD) program:** 12 semesters.

Students who do not complete their degree requirements within the allotted time will be dismissed from the university. An extension for one semester for Master Students and up to two semesters for Doctorate Students may be granted in extra-ordinary circumstances.

REGISTRATION AND RECORDS

The University's Registration Department in the Office of Enrollment Deanship is the trustee of all student records. The Department supports students in all colleges by providing the following services:

- Enrolling and registering students;
- Issuing official transcripts and diplomas;
- Issuing enrollment letters;
- Scheduling classes;
- Processing grades;
- Assessing and recording students' academic standing;
- Verifying and certifying degree completion;
- Preparing the academic calendar;
- Managing student academic records;
- Assist in processing student academic grievances and appeals;
- Managing student payments and maintaining student accounts;
- Maintaining the Student Information System;
- Preparing, updating, and publishing course schedules and class and exam timetables.

For inquiries and assistance:

Phone: +971 3 713 4289

Fax: +971 3 7134940

Email: registration@uaeu.ac.ae

Registering in Courses

Graduate students are expected to register in courses every semester during the official registration period and in accordance with the schedule and guidelines published by the Department of Registration.

Students should choose their courses according to their individual Study Plans. Students who wish or are required to enroll on a full-time basis must register for a minimum of 9 credit hours each semester. Part-time students are required to register for a minimum of 6 credit hours each semester. Approvals of the Program Coordinator and the college Dean are required in order to register in more than 12 graduate credit hours in one semester.

Attendance

Students are required to attend all classes, practical sessions, seminars and examinations related to the course in which they are registered. A student who misses 15 % of the class meetings allotted for a course will receive a failing grade in the course ("FA" for Fail for Absences) unless the student has submitted a valid reason for the absence and has been approved by the Dean, in which case the student will be granted an "AW" (Administrative Withdrawal) grade. Students are responsible for checking and tracking their attendance records for each course using e-Services.

Making Course Adjustments (Add/Drop)

Students may change their course registration for a semester by adding or dropping courses during the official Add/Drop period according to the Academic Calendar without any indication on their academic records or financial penalties.

Withdrawing from Courses

Students who wish to withdraw from a course after the Add/Drop period will have until the "Withdraw without Failure" deadline, which is the end of the fourth week of classes, to withdraw from courses without any grade or financial penalty. However, a student may still withdraw from courses after the fourth week and by the end of the sixth week of classes but will receive a grade of W and will have financial liability. Withdrawing from courses after the sixth week of classes will not be permitted. Therefore, if a student wishes to exit from a course for any reason, it is the sole responsibility of the student to officially withdraw from the course before the deadline. A student who stops attending the classes of a course without officially withdrawing from the course will receive a Failing grade in that course.

Repeating Courses

A student may repeat once no more than two different degree-credit courses in which the student has received a grade less than B. If the student's new grade in the repeated course is different than the old grade, only the higher grade will be included in the GPA calculation; however, the other grade will remain on the student's academic transcript.



Enrolling in Undergraduate Courses

Master students may enroll in undergraduate courses in two possible cases:

1) To complete preparatory (or 'bridging') courses that are required for matriculation in the degree program. In this case, a maximum of 4 courses (or 12 credits) are allowed and the courses are recorded on the student's academic transcript but are not included in the GPA calculation.

2) To complete courses that are part of a Master's program (e.g. courses that are cross-listed as senior level undergraduate and first level graduate courses). In this case, a maximum of 6 credits are allowed and the courses are included in the GPA calculation.

In both cases, students must pay the graduate tuition fees.

Note: Doctorate students are not allowed to enroll in undergraduate level courses.

Taking Time Off from Studies

1) An applicant who has been accepted into a graduate program cannot defer his/her enrollment.

2) After the first semester of joining a graduate program, the student may take an official leave of absence from study for a period not to exceed one semester for master students and two semesters for doctorate students, either consecutive or discrete. To take a leave of absence, a student must submit a "[Request for Leave of Absence from Study](#)" for approval preferably before the start of the semester in which the leave is to be in effect. Approved leave of absence periods will be recorded on the student's academic transcript and will not count in the student's time-to-degree.

Note: Leave of absence granted for National Service is considered separate from leave of absences granted for other purposes and, therefore, it will not be accounted for in the two-semester limit.

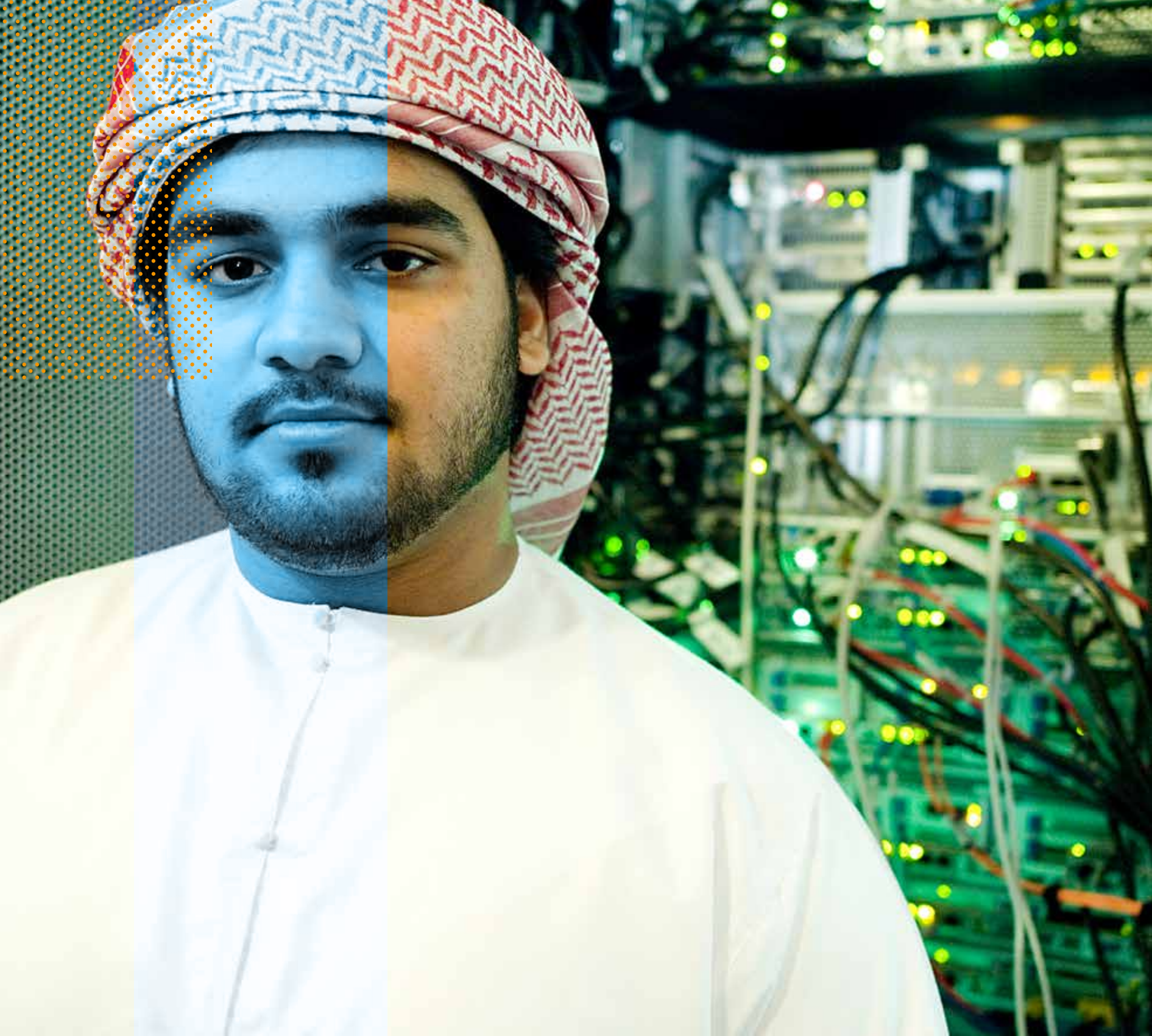
GRADING SYSTEM

UAEU adopts the North American Credit System in which each course is assigned a number of credits. Students who enroll in credit-bearing courses receive letter grades for their performance in the course at the end of the term.

A student will be awarded credit for a unit of study when they have demonstrated achievement of the learning outcomes defined for that unit, within an acceptable performance range. Learning outcomes defined for a unit of study must balance with UAEU expectations of the notional learning hours a student should commit per credit hour weight assigned to that unit. Notional learning hours include timetabled class hours with an instructor, and study outside timetabled class hours independent of the instructor, such as reading, projects and homework, and preparation for classwork such as quizzes and presentations. Additional details on notional learning hours and how they differ from one type of study unit to another (e.g. for lecture, laboratory, and internship/practicum) are available in the Academic Calendar Policy and Procedures in the "[Admissions and Enrollment](#)" section.

The following are authorized as final course grades/marks with associated Quality Points (QP) for GPA calculation (Grades with QP denoted as "Not Applicable or NA" are not included in a student's GPA calculation).

Grade	QP	Score	Performance
A	4.00	100 – 90	Excellent
A-	3.70	89 – 87	Excellent
B+	3.30	86 – 84	Very Good
B	3.00	83 – 80	Good
B-	2.70	79 – 77	Satisfactory
C+	2.30	76 – 74	Satisfactory
C	2.00	73 – 70	Poor
F	0.00	69 – 00	Fail
FA	0.00	00	Failure for lack of attendance (administrative mark)
P	NA	100 – 70	Pass (used for seminars, qualifying exams, and research, thesis and dissertation courses upon completion of degree)
NP	NA	69 – 00	Not Passing (no credit awarded)
W	NA	-	Withdrawal
AW	NA	-	Administrative Withdrawal
AU	NA	-	Audit
CC	NA	-	Continuing Course, used for Research, Thesis and Dissertation courses, grade replaced by final grade upon completion of degree
NS	NA	-	Not satisfactory performance, used primary for Thesis and Dissertation courses
I	NA	-	Incomplete



Grades

At the end of every academic term courses will be graded using letter grades to denote student performance. Final grades will be assigned and recorded only for students who are registered for the specific course. The academic performance expectations for graduate students are the B grade level (i.e., Very Good) or higher.

Grade Point Averages

The Grade Point Average (GPA) is a calculated value representing the student's academic performance for a specific period of time. The Office of the Registrar calculates, records, and reports a Semester GPA and a Cumulative GPA for each student at the end of each academic semester (regular semester or Summer session).

The GPA is a numerical average of the value of the student's final grades for the specific semester or cumulatively on a 4.00 quality point (QP) scale, weighted to reflect the credit hours assigned to each course and reported to two (2) decimal places. Grades in courses that do not carry University degree credit are not included in the GPA calculation.

The Semester GPA is the sum of quality points (credit hours x quality points for the letter grade assigned) for each course taken during the academic semester divided by the total number of credit hours attempted during the same academic semester.

The Cumulative GPA is the sum of quality points (credit hours x quality points for the letter grade assigned) for all courses taken at the University inclusive of the current academic semester, divided by the total number of credit hours attempted for all degree-credit courses taken at the University inclusive of the current academic semester.

Both Semester and Cumulative GPAs may be affected by the exclusion of certain grades as provided under University policy. Grades excluded from GPA calculations are designated as such in the student's academic record and on all transcripts.

ACADEMIC STANDING

The academic standing of a student is determined at the end of each regular semester, on the basis of the grades received as well as the student's cumulative graduate GPA. The student's semester or cumulative graduate GPA includes grades of courses at the 400 level or above which have been completed after enrolling in the graduate program at UAEU. Grades in graduate courses taken at other institutions and approved for transfer to the UAEU are not included in the student's graduate GPA.

Good Academic Standing

A graduate student whose cumulative graduate GPA is 3.00 or higher at the end of a regular academic semester is in Good Academic Standing.

Academic Probation

If a graduate student's semester GPA at the end of any semester is below 3.00, this student's registration for the subsequent semester will be put on a hold. The Advisor will remove a registration hold of his/her student after meeting with the student and developing a plan for the student to raise his/her GPA. The plan will restrict the student to enroll in a maximum of 9 credits hours for the semester and may include measures such as repeating courses with low grades and restricting registration to certain courses.

A graduate student whose cumulative GPA at the end of any semester is below 3.00 will be placed on Academic Probation, and this student's registration for the subsequent semester will be put on a hold that can be removed by the student's Advisor after a meeting with the student.

A graduate student who is on Academic Probation and whose semester GPA at the end of the semester is below 3.00 will receive second academic probation.

Academic Dismissal

A graduate student who is on second academic probation and whose semester GPA at the end of the semester is below 3.00 will be dismissed from the University. A graduate student who fails two or more graduate courses in a single semester is dismissed from the University.

TRANSFER AND CHANGE OF MAJOR

Transfer of Credits

A student may transfer credits earned at UAEU or another institution recognized by the UAE Ministry of Higher Education and Scientific Research. Credits may be transferred only between programs at the same level (e.g. Master to Master) provided the credits were earned within the preceding six years. A maximum of nine graduate credits with a grade of B or higher in each course can be transferred to a program, provided the student's cumulative GPA at the source institution is 3.0 or higher. Additional conditions, e.g. English Test Score requirement, apply. Check the full details on "Transfer of Credits" in the Graduate Studies Policies and Procedures.

Change of Major

Changing majors at the graduate level is generally discouraged, since degree programs have different academic requirements for admissions. However, a student may be permitted to switch from one degree program to another provided the two majors are in the same college and the student meets the admission requirements of the new program. A "Request to Change Major" must be submitted for approval. If a student's request to change major is approved, the new major becomes effective the following semester and all applicable credits already taken will count towards the requirements of the new major. If a student desires to switch to a new program in a different college, then the student must submit a "Request to Transfer Between Colleges" or submit a new application for admission into the new program.

REQUIREMENTS FOR RESEARCH-BASED DEGREES

Students in research-based degree programs have special requirements that they need to complete at different stages of their journey towards the degree. Such requirements may include passing a comprehensive examination, preparing a research proposal, and preparing and defending a thesis or dissertation. Students in such programs should seek additional details from their Program Coordinators.

Comprehensive Examination

Comprehensive Examinations are required in all Doctorate programs. A Comprehensive Examination (CE) may be oral, written or both. It is designed to evaluate the breadth and depth of the student's knowledge of his/her discipline as well as the student's scholarly potential. A student must be in Good Academic Standing after taking the required course work in order to take the CE. Students must register for the CE during the course registration period of the semester in which they plan to take the CE. Each student is allowed to take the CE a maximum of two times. Failure to pass the CE after the second attempt will lead to the student's dismissal from the program and the university. Students are advised to check with their Program Coordinators for guidelines and rules and regulations concerning the offering of the CE in their programs.

Research Proposal

The Research Proposal is a requirement that often comes immediately after the student successfully completes the Comprehensive Examination. In this case, a graduate student is required to prepare a concise and complete research proposal that clearly defines the research problem and objectives, and outlines the research methodology that the student plans to follow. The content and format of the research proposal should conform to the Proposal Preparation Guidelines, which are available on the CGS Intranet. Students are advised to check with their Program Coordinators on the logistics for submission and approval of research proposals.

Admission to Candidacy

Admission to Candidacy is a milestone in a Doctorate student's journey for the degree. It is achieved after the student has successfully completed the Comprehensive Examination and the Research Proposal. Admission to Candidacy is recorded on the student's academic transcript.

Thesis and Dissertation

Master Thesis

A Master Thesis presents scholarly work produced by a student who is pursuing a Master's degree with the thesis option. The thesis also demonstrates the student's familiarity with the literature of the field of study and reflects the student's reasoned selection and careful execution of research methodology. If the thesis is based on empirical research, it will show the student's ability to analyze and interpret research data.

Doctorate Dissertation

A Doctorate Dissertation presents the results of the student's individual inquiry in a written document that demonstrates the student's acquaintance with the literature of the field of study and the proper selection and execution of research methodology. A dissertation for a PhD program must comprise a genuine contribution to knowledge in the particular field. While a dissertation for a professional Doctorate program must make a practical/applied contribution to knowledge in the particular field of specialization.

Both thesis and dissertation documents must conform to the Guidelines for Thesis and Dissertation Preparation, which are available on the CGS Intranet.

Copyright

The Copyright of a thesis or dissertation is by the student, who is the author of the document. However, students are required to grant rights to the University to distribute their theses/dissertations to users of the UAEU Library and to make limited copies, as well as make digital copies for library exchange or circulation. A complete "Declaration of Copyright License" statement is provided in the Thesis/Dissertation Preparation Guidelines document. The signed original Copyright License is submitted as a separate sheet to the CGS at the time of submitting the final thesis/dissertation.

Declaration of Original Work

Every author of a thesis/dissertation is required to declare that the thesis/dissertation is an original research work that was done and prepared by the student under the guidance of his/her faculty advisor. A complete "Declaration of Original Work" statement is provided in the Thesis/Dissertation Preparation Guidelines document.

University Publishing of Theses and Dissertations

All theses and dissertations of UAEU students are submitted in hard copy and electronic formats to the University Library where they are archived and made available to users of the Library. Furthermore, the Library makes every thesis and dissertation available on the Internet through the ScholarWorks system (<http://scholarworks.uaeu.ac.ae>). Students who wish to delay the online publishing of their thesis/dissertation for intellectual property reasons need to submit a request to impose an embargo for up to two years. The request form is available on the CGS Portal and must be submitted along with the Declaration of the Copyright License.

GRADUATION

Graduation is a culmination of a long process that begins with the student's first enrollment in the degree program. A student is awarded the degree upon completing all of the requirements of the degree program in which he/she is enrolled and in accordance with all applicable University policies. A graduate student must be in Good Academic Standing in order to be awarded a graduate degree.

In general the final phase of the process, which occurs in the student's last semester of enrollment, entails the following steps: (1) Applying for the degree, (2) completing all course requirements, (3) completing other applicable requirements (e.g. thesis/dissertation), (4) and obtaining clearance for exit.

Applying for the Degree to Graduate

A graduate student who plans to graduate at the end of a particular semester (including Summer) must submit an application for graduation during that semester. The student must complete this step by applying to graduate online (via e-Services) before the end of the fourth week of classes in the semester. Failure to apply for the degree on time will result in delaying the student's graduation until the following semester.

Note: *A student must have an active registration during the semester in which he/she plans to graduate.*

Exit Clearance

Upon completing all degree requirements at the end of the final semester, the graduate student must obtain clearances from various applicable units of the University, such as the Library, Hostel, Immigration and Student Accounts, by completing an "Exit Clearance Form" and securing all applicable signatures. This task is normally completed in the last few days of the semester.

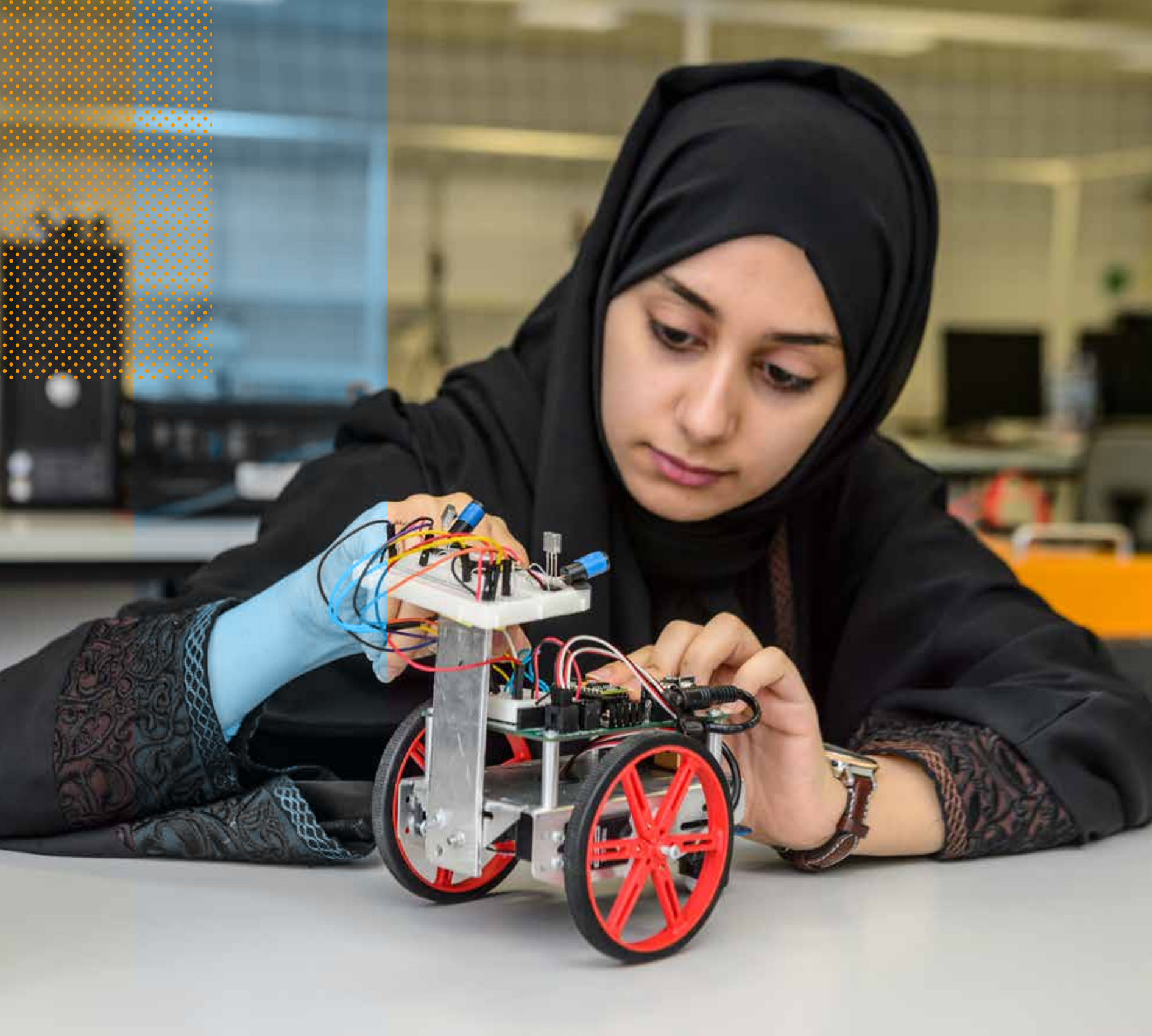
Official Transcript, Attestation and Diploma

A graduate student can obtain an official academic transcript and an attestation of degree completion from the Registration Department upon the award of the degree, which is normally within three weeks after the end of the semester. However, the actual diploma will be available at the official graduation ceremony, which normally occurs in the Spring semester of the following academic year.

Steps Leading to Graduation for Students with Theses/Dissertations

The following are detailed steps leading to graduation for students with theses/dissertations in their final semester:

1. Assuming that the student has written a significant part of the thesis/dissertation, the student meets with his/her advisor and assesses progress and the status of completing all degree requirements, and decides to prepare for graduation. [In the first 4 weeks of the semester]
2. Student submits an application to graduate by applying for the degree via e-Services early in the semester.
3. Student submits a complete draft of the thesis/dissertation to the advisor for review by the Examination Committee. Thesis/Dissertation must meet all requirements in the "Thesis and Dissertation Preparation Guidelines" document.
4. If the student is 'cleared' for the defense by the Examination Committee, then the student begins to prepare for the oral examination of the thesis/dissertation to be held on a date agreed upon previously with advisor. Otherwise, the advisor provides the student with the Committee's feedback/comments on the thesis/dissertation and the student works with the advisor on addressing the Committee's comments.
5. Student confirms defense date with the advisor and begins to prepare the defense presentation.
6. Student reviews draft of defense presentation with the advisor and rehearses it in preparation for the defense.
7. Student defends thesis/dissertation before the Committee in a public session followed by a closed session with the Committee.
8. If the Committee's decision is that the thesis/dissertation is (Accepted) or (Accepted with minor revisions), then the student obtains the original signature of the External Examiner and the other Committee members on at least four (4) different copies of the Master Examination Committee Approval Page, or at least five (5) different copies of the Doctorate Examination Committee Approval Page. See the applicable Appendix of the Thesis/Dissertation Guidelines.
9. If the Committee's decision is "Accepted with minor revisions", then the student obtains the modifications requested by the Committee from the advisor and makes the necessary revisions, and submits a revised copy of the thesis/dissertation to the advisor for review.
10. Upon the advisor's approval of the thesis/dissertation, the student submits the complete final draft in hard copy, spiral-bound format to the College of Graduate Studies (CGS) for a final (format) review. [Within 7 working days of defense date]
11. The student makes requested changes and proceeds to print and bind at least six (6) original copies of the thesis, or at least seven (7) original copies of the dissertation.



12. Student secures remaining signatures on all bound copies of the dissertation.

13. Student delivers to the CGS the following: (1) all bound copies of the thesis/dissertation, (2) the original, spiral-bound draft copy of thesis/dissertation that was reviewed by the CGS, (3) the signed "Declaration of Copyright License" page, (4) a completed "Exit Clearance Form", (5) the entire thesis/dissertation as a single PDF file on a CD. Doctorate students also need to submit a completed (Profiles of Doctoral Dissertations Template), and 6 to 10 PPT slides from the defense presentation on the CD. [By the last day of final exams]

Note: *It is the student's responsibility to ensure that the final thesis/dissertation conforms to all requirements stated in the "Thesis and Dissertation Preparation Guidelines" and the CGS reserves the right to reject theses or dissertations that do not meet the stated requirements, which may lead to delay in the student's graduation.*

FEES AND FINANCES

The Student Accounts Office manages student account transactions for tuition, housing, general deposits, and other charges on a student's account. The Office also manages the invoicing and processing of student refunds. Students who require a tuition payment plan can contact the Office for making arrangements.

For inquiries and assistance:

Office #13, Wing D4, Male Registration Area
Crescent Building
Phone: +971 3 713 4265/4284
Fax: +971 3 713 6987
Email: Student.Accounts@uaeu.ac.ae

Tuition Fees

Tuition is a charge for educational services that include teaching and instruction, is assessed on a per credit hour basis at rates established by the University, and may include purchase/rental of textbooks. Specific tuition charges can be affected by student classification, residency, academic program, and degree level.

Fees are charges for academic, personal, and related support services provided by or through the University, such as application processing, special course activities and services, housing, dining, direct services for individual students such as medical insurance and residency fees, academic records services, tuition installment payment fees, fines and late processing/late action fees, textbooks, and other fees as specified by the University.

In the case of courses offered for zero (0) credit hours, tuition and fee charges equivalent to the instructional time of the course may apply.

The University publishes annually a Schedule of Tuition and Fees listing the relevant fees and amounts. The following are the tuition fees per credit of all graduate program offerings for 2019-2020. A complete Schedule of Tuition and Fees is also available on the University's website.

College	Graduate Degree Program	Fee per Credit (AED)	Number of Credits	Total Cost
Humanities and Social Sciences	Master of Science in Remote Sensing and Geographic Information Systems (GIS)	3000	34 30 (Thesis)	102,000 90,000
	Master of Science in Clinical Psychology	1600	39	62,400
	Master of Governance and Public Policy	3000	36 (Thesis)	108,000
	Master of Social Work	1600	30	48,000
	Doctor of Philosophy (PhD)	2400	54	129,600
Science	Master of Science in Environmental Sciences	2000	30 (Thesis)	60,000
	Master of Science in Chemistry	2000	30 (Thesis)	60,000
	Master of Science in Mathematics	2000	30 (Thesis)	60,000
	Master of Science in Molecular Biology and Biotechnology	2000	30 (Thesis)	60,000
	Master of Science in Physics	2000	30 (Thesis)	60,000
	Doctor of Philosophy (PhD)	2400	54	129,600
Education	Master of Education	1600	36 36 (Thesis)	57,600
	Master of Educational Innovation	2880	30	86,400
	Doctor of Philosophy (PhD)	2400	60	144,000
Business and Economics	Master of Business Administration (MBA)		48	
	- Al Ain	1800		86,400
	- Abu Dhabi	2709		130,032
	Master of Professional Accounting (MPA)	2750	36	99,000
	Doctorate of Business Administration (DBA)		48	252,000
	- Coursework	8400	24	
- Dissertation	2100	24		

College	Graduate Degree Program	Fee per Credit (AED)	Number of Credits	Total Cost
law	Master of Public Law (LLM)*		31 (Thesis)	
	- Al Ain	2400		74,400
	- Abu Dhabi	2400		83,700
	Master of Private Law (LLM)*		31 (Thesis)	
	- Al Ain	2400		74,400
	- Abu Dhabi	2400		83,700
	Doctor of Philosophy in Law	2800	60	168000
Food and Agriculture	Master of Science in Horticulture	1600	36 36 (Thesis)	57,600
	Master of Science in Food Science	2300	30 30 (Thesis)	69,000
	Doctor of Philosophy (PhD)	2400	54	129,600
Engineering	Master of Science in Civil Engineering	1600	33 30 (Thesis)	52,000 48,000
	Master of Science in Mechanical Engineering	1600	33 30 (Thesis)	52,000 48,000
	Master of Science in Electrical Engineering	1600	33 30 (Thesis)	52,000 48,000
	Master of Science in Water Resources	1600	33 30 (Thesis)	52,000 48,000
	Master of Science in Architectural Engineering	1600	33 30 (Thesis)	52,000 48,000
	Master of Science in Chemical Engineering	1600	33 30 (Thesis)	52,000 48,000
	Master of Science in Petroleum Engineering	1600	33 30 (Thesis)	52,000 48,000
	Master of Engineering Management (MEM)		33	
	- Al Ain	1600		52,800
	- Abu Dhabi	3650		120,450
	Doctor of Philosophy (PhD)	2400	55	132,000

College	Graduate Degree Program	Fee per Credit (AED)	Number of Credits	Total Cost
Medicine and Health Sciences	Master of Public Health (MPH)	1800	34	61,200
	Master of Medical Sciences	1600	36 36 (Thesis)	57,600
	Doctor of Philosophy (PhD)	2400	54	129,600
Information Technology	Master of Science in IT Management	2400	30 30 (Thesis)	72,000
	Master of Science in Information Security	2400	30 30 (Thesis)	72,000
	Master of Science in Software Engineering	2400	30 30 (Thesis)	72,000
	Doctor of Philosophy (PhD)	2400	54	129,600



Settling your Bills

General Information

Payments of fees are due by the end of the "Add/Drop" period of each semester. Invoices are issued to the students' University email accounts. Students whose tuition charges are paid or guaranteed by a sponsor must submit a valid official letter of the financial agreement from the sponsor by no later than the second week of classes.

No grades or credits are given for a semester's work until all charges have been satisfactorily settled. Failure to make the necessary financial arrangements can result in registration cancellation, denial of registration privilege, withholding of transcripts and documents, and a possible delay in graduation.

Payment Guidelines

Payment guidelines for all graduate programs are published on the University's website under the Student Accounts Office.

Payment Methods

Payments can be made using e-payment, credit cards, checks and/or bank deposit slips to the University cashiers between the hours of 8am and 3pm, Sunday through Thursday, at the following location:

UAEU Cashier Office
Ground Floor
Crescent Building

Cash payments at the Cashier are not accepted.

Bank details to be used for cash deposit to bank, or bank transfer:

Account Name: UAE University
Account Number: 012138845688
IBAN #: AE640450000012138845688
Bank: Union National Bank, Al Ain, UAE

Students submitting bank deposit slips are requested to write their full name and ID in the transfer instruction/deposit slip. A copy of the transfer confirmation/original deposit slip must be submitted to the cashier.

Installment Plan

Students wishing to arrange a tuition payment schedule must apply at the Student Account Office by the first week of classes. Applications must be submitted each semester individually and are subject to approval.

Refunds

Course Withdrawal Charges

Students who withdraw from courses after the Add/Drop period or have been approved to withdraw from the University may be entitled to a refund of charges. Students with such cases should check with the Student Accounts Office.

Delinquent Accounts

Students who do not pay their dues by the end of the Add/Drop period may be subject to several disciplinary actions, including but not limited to the following:

- Cancellation of current and/or future registration,
- Placing Hold on records,
- Denied academic services, and
- Requiring advance payment for future registration.

Financial Support

Graduate students have access to different types of support programs (e.g., scholarships, fellowships and assistantships) that provide financial assistance in various forms (e.g. tuition remission and stipend). The following are descriptions of the main programs offered by the university. Furthermore, students are advised to check with their colleges for other possible financial support opportunities that might become available on short-term or ad-hoc bases. For a list of financial support options and details, please visit the website

<https://www.uaeu.ac.ae/en/cgs/scholarship.shtml>

Chancellor's Fellowship for Graduate Students at UAEU

The purpose of the Chancellor's Fellowship is to attract excellent students by providing them financial assistance in their pursuit of higher education. Chancellor's Fellowship depends on the availability of budget and is primarily provided to students in STEM and strategic areas of the country (renewable energy, transportation, health, water resources, technology, space).

PhD Scholarship (All nationalities)

The purpose of the "PhD Scholarship" is to recruit high achieving graduate students in certain majors at UAEU and provide them with full and continuous financial support to pursue their graduate studies at UAEU.

PhD Fellowship (All nationalities)

The purpose of the "PhD Fellowship" is to recruit high achieving graduate students in certain majors at UAEU and provide them with full and continuous financial support to pursue their graduate studies at UAEU.

Graduate Research Assistantships (All nationalities)

Research Assistantships are granted to Graduate Students to work on research projects under the supervision of faculty members. To be eligible for a Research Assistantship, a candidate must first apply to and be accepted in a Master or Doctorate program at UAEU.

Graduate Teaching Assistantship (All nationalities)

Graduate Teaching Assistants (GTA) are typically full-time graduate students who participate in teaching activities at the University in exchange for financial support.

Graduate Administrative Assistantship (All nationalities)

Graduate Administrative Assistants (GAA) are typically full-time graduate students who participate in administrative activities at the University in exchange for financial support.

The ICT Scholarship Program (UAE nationals)

(Sponsored by the Information and Communication Technology Fund of the UAE) Announcement to Students for Scholarships (Bachelor & Master)

The United Arab Emirates University is pleased to announce the availability of scholarships to eligible Emirati students enrolled in specific majors related to Information Technology and Communications in the College of Engineering and the College of Information Technology. These scholarships sponsored by Information and Communication Technology Fund (ICT Fund).

Full – Ride Scholarship for Master to PhD (UAE nationals)

The purpose of the “Full Ride Scholarship” is to recruit high achieving Emirati undergraduate students in certain majors at UAEU and provide them with full and continuous financial support to pursue their graduate studies after the Bachelor’s degree through the Master’s and Doctorate degrees at UAEU.

The goal of this program is to increase the number of Emirati students in research-based graduate programs at UAEU and to graduate more Nationals with doctorate degrees and viable research training in areas of strategic relevance to the UAE.

ACADEMIC AND PERSONAL CONDUCT

UAEU expects all members of its academic community, including students, to function according to the highest academic, ethical, and professional standards. Accordingly, students have certain rights and responsibilities, which are described by the "Student Code of Conduct" in the Student Affairs and Deanship section of the University's Policies and Procedures and, therefore, graduate students are responsible for their own academic and personal conduct consistent with the policies www.uaeu.ac.ae/en/about/policies/student_affairs_deanship/pol_pro-sa_02_en.pdf.

Students are expected to respect and follow the dress codes or dress regulation standards for male and female as described in the policy. Dress standards are part of the culture and socially accepted norms of ethics and are strongly associated with the identity, traditions, beliefs and values that are deeply rooted in UAE society. Students are prohibited by UAE law from smoking in any buildings or external areas within UAEU campus. Student caught in smoking will be subject to disciplinary action.

The Code of Conduct specifies actions that would be classed as misconduct (academic or non-academic) for which an offending individual or student organization would be subject to disciplinary sanctions. The Procedures are intended to ensure consistency and fairness for every student in the University through consistency in the adjudication of cases of student misconduct.

PLAGIARISM

All graduate students are required to check their work using a plagiarism software such as SafeAssign, iThenticate, Turnitin, etc. SafeAssign is available through Blackboard, which students can use in coordination with their supervisors. Students can also utilize Library's services in checking for plagiarism using iThenticate. Thesis/dissertation must be checked for plagiarism before submission to the College of Graduate Studies.

Plagiarism is an academic offense, which constitutes violations of the Student Code of Conduct and can lead to serious disciplinary action. Plagiarism is deliberately presenting another person's work as your own, without acknowledgement. Examples of plagiarism include, but are not limited to, the following:

- i) Using the work of someone else or changing some words and keeping the same structure and the same meaning without noting the source(s) and submitting it as your own work.
- ii) Taking text from many other sources and putting the pieces together as one document and submitting it as your own work without noting the source(s).
- iii) Downloading information, pictures or charts from the Internet and inserting that material into your own document and submitting it as your own work without noting the source(s)."

Penalties for student misconduct, which includes plagiarism, are explained in the University By-laws (Nos. 136-146) and repeated in the Student Affairs Deanship Policies and Procedures (2- 2). Penalties range from a formal letter of warning kept on file; suspension from a course or from the university; exclusion from taking the final examination; dismissal from the university; and the withdrawal of a previously awarded degree.

Further details on expectations for student academic integrity, including penalties for plagiarism are outlined in the policy document https://www.uaeu.ac.ae/en/about/policies/student_affairs_deanship/pol_pro-sa_02_en.pdf.

RIGHTS AND RESPONSIBILITIES

UAEU seeks to foster a community that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests, that is free from violence, threats, and intimidation, and promotes health and safety of the University community.

Details on student's rights and responsibilities are provided in the "Student's Rights" section of the Procedures on "Student Conduct" under the Student Affairs Deanship. The students' rights are available on the university online catalog on www.uaeu.ac.ae/en/catalog/student_rights.shtml and the responsibilities can be viewed on www.uaeu.ac.ae/en/catalog/student_responsibilities.shtml respectively.

PRIVACY AND CONFIDENTIALITY

The University safeguards the privacy of students and the confidentiality of their academic records. Personal records kept by the University include passport copy, Emirates ID copy, family book copy for Emirati students, CV, mobile number, personal email address, photograph, emergency contact, bank information, employment information, admission form, immigration form, and health insurance form. Accordingly, the Office of the Registrar is responsible for the privacy and confidentiality of the academic records of all students. Access rights to university employees, such as academic advisors and staff, are governed by rules and regulations that are managed by the Office of Enrollment Deanship. Employees with access to student records may not release any information to a third party without the prior consent of the student.

For more details on this subject, students should review the policy on " Academic Records - Academic Transcripts", under "Admissions and Enrollment" www.uaeu.ac.ae/en/about/policies/pdf/admission/8_academic_records_academic_transcripts-en.pdf.

SAFETY

In order to preserve the spirit of community and provide a comfortable safe environment for all students enrolled in the University, UAEU holds each member of its community responsible for respecting the rights, privileges and opinions of other members of the community.

UAEU has a comprehensive set of Occupancy Health and Safety (OHS) policies and procedures, which are presented in a manual that is available to all constituents of the university. They cover all aspects of health and safety including emergency evacuation procedures, first aid, fire, and safe uses of laboratories and hazardous materials, and other emergencies. Furthermore, the Campus Development Department (CDD), in collaboration with the Student Affairs section, offer seminars on OHS to students on regular basis to promote awareness.

The policy is available online on https://www.uaeu.ac.ae/en/about/policies/pdf/health_safety_policy.pdf The OHS manual and all related policies, procedures and forms are available on the UAEU portal at <https://my.uaeu.ac.ae/en/fmd/Pages/Safety-and-Security-.aspx>.

Note: The Student Affairs section and CDD are working on a new policy that is specific to student's OHS. It will be reflected in this Handbook once it becomes available.

The OHS laboratory team is also working on a Student OHS Laboratory Guidance document specific to students, to include information on safety issues such as safe uses of laboratories, hazardous materials and fire safety. Student OHS induction alights some of these issue which is currently available on student course list and the students are expected to complete the course.

GRIEVANCES AND APPEALS

UAEU is committed to the fair and equitable treatment of students in all of its academic and administrative processes. Accordingly, graduate students who have legitimate grievances or appeals may pursue them by submitting their claims in writing with official supporting documents to the Dean of their college.

According to the University's Policies and Procedures on "Student Academic Grievances and Appeals", an "Academic Grievance" is a claim by a student of mistreatment or unfair treatment in an academic or enrollment matter. And an "Academic Appeal" is a claim by a student of incorrect or erroneous application of a University academic policy or a request for an exception to a University academic policy.

The Student Academic Grievances and Appeals Committee handles all academic grievances and appeals university wide. Details on the procedures for processing appeals and the work of the Committee can be found in the Procedures of the "Student Academic Grievances and Appeals" Policy https://www.uaeu.ac.ae/en/about/policies/pdf/admission/9_student_academic_grievances_and_appeals-en.pdf

STUDENT SERVICES AND RESOURCES

This section lists and briefly describes miscellaneous services and resources that are available to students. Graduate students in need of services that are not listed in this document are advised to check the University's website or contact the College of Graduate Studies for information.

Orientations are held every semester for the new students to orient them to the University, the rules and regulations of the programs at UAEU, and available services. The orientation for the new PhD students is held by the College of Graduate Studies, which highlights remarks by a PhD advisor and an invited member of the PhD alumni giving insight on the PhD journey to the new students from both perspectives. The orientation for the Masters students are held by individual colleges. The College of Graduate Studies also holds open meetings every semester with all graduate students to update the students on the latest changes to policies and procedures, guidelines, activities, and to answer students' questions.

ID Cards

Upon admission to UAEU, all students will receive official Student Identification (ID) Cards from the Admissions Department for use while they are active students at the University. Students are required to carry their ID Cards while they are on campus and must present their Cards in order to obtain various services, including admission to final examinations, and to gain access to campus facilities. ID Cards are the property of UAEU and a student must return his/her card to the University upon graduation or any other cessation of active enrollment at the University.

Lost, found and stolen cards must be reported promptly to the Registration Department. **For inquiries and assistance:** Registration Department - **Phone:** +971 3 713 6769 (Female students) **Phone:** +971 3 713 4281 (Male students) Email: registration@uaeu.ac.ae

Housing

UAEU provides housing facilities for two categories of graduate students: (1) For single persons in the Maqam2- facility and (2) for families in the Falaj Hazzaa facility.

- 1 The Maqam facility is available to single students (i.e. persons without family members). Students who are not on scholarships are required to pay the applicable housing fees.
- 2 The Falaj Hazzaa facility is available only to graduate students who have family members with them and who are on scholarships from the University. Students whose scholarships do not provide a housing benefit are required to pay the applicable housing fees.

Since the university does not have housing for graduate students who have families and are not on scholarships, these students are advised to find appropriate housing in the Al Ain vicinity.

The following terms and conditions apply to housing of graduate students:

- Only students from outside the city of Al Ain can apply for UAEU housing.
- Housing payments must be paid in one installment.
- Housing payments are non-refundable.
- Payment must be completed before a student takes up residence.
- A copy of the transfer payment confirmation/original deposit slip must be submitted to the housing administration. The students name and ID number must be mentioned in the transfer payment confirmation/ deposit slip.
- Payment slips must also be submitted to the University cashier in the Student Accounts Office.
- The housing staff will not accept cash payments.
- Student housing regulations and policies apply.

The housing fees are as follows:

- The Tawam facility: AED 5,600 per person, including food service.
- The Falaj Hazzaa facility: AED 5,600 per bedroom. Charges are based on the number of bedrooms in the occupied unit. Food service is not available at this facility.

For housing inquiries and assistance

Graduate students without family members:

Contact the Office of the Assistant Dean for Research and Graduate Studies and Research in your respective College.

The residence halls can be located using the online map <https://map.uaeu.ac.ae> using the filter "Residences".

More details on the residence halls is available online on the Residential Life Section on https://www.uaeu.ac.ae/en/campus_life/ and on the Student Handbook published by the Division of Student Affairs.

Health Services

The University is dedicated to providing high quality primary healthcare service to all students. The Health Services offered by the University include:

Health Treatment: Both local and international UAEU students are required to have DAMAN insurance. All insured students will receive treatment free of charge.

First Aid: The medical staff from the UAEU Health Clinics provides first aid services to UAEU students on campus and in their residential buildings, along with attending UAEU activities. In emergency cases, students will be re-directed to a local emergency department in one of the public hospitals in Al Ain.

Primary Health Care: Two qualified physicians supervise and provide UAEU students with adequate medical care.

Referrals: Health cases requiring a specialist's opinion will be referred to one of the local public hospitals.

Scheduling an Appointment: Students can request a medical appointment either by sending an email or by calling the relevant clinic.

All students are required to have a health insurance. The Student Health Services Department is responsible for the issuing and renewing of health insurance cards for both local and international students.

Female students: Female Clinic, Room 1004, First Floor, Building B3

Male students: Student Health Services, Room 1009, First Floor, Building G2

For inquiries and assistance:

Health Service Department
Division of Student Affairs and Enrollment
Phone: +971 3 713 4013
Phone: +971 3 713 1842
Email: health.services@uaeu.ac.ae

Use online map <https://map.uaeu.ac.ae>, filter "Clinics" to locate the clinics on campus.

International Student Services

The University offers a variety of services to international students, which include health insurance, university housing, medical checkup, and residence visa.

For inquiries and assistance:

College of Graduate Studies
Phone: +971 3 713 4048
Fax: +971 3 713 4929
Email: cgs@uaeu.ac.ae

Student Counseling

The Student Counseling Center (SCC) provides individual and group counseling to students at the United Arab Emirates University. Our counselors help students explore any academic or personal problems or concerns that they may be experiencing. Some common issues that arise include adjusting to university life, time management issues, confusion about life or career goals, anxiety, depression or dealing with grief and loss. Our Counseling Services utilize a service system that emphasizes trust, respect, confidentiality, and compassion. The SCC team is committed to the wellbeing and betterment of our students throughout their educational years at UAEU.

For inquiries and assistance:

Student Counseling Center
Division of Student Affairs and Enrollment
Phone: +971 3 713 6686
Fax: +971 3 755 8459
Email: scss@uaeu.ac.ae
Female Campus: Room 1013, Building B3 (Student Village)
Male Campus: Room 1003, Building G2

Special Needs Services

The Special Needs Services (SNS) Center ensures that all UAEU students with disabilities have access to educational opportunities equal to their fellow students. Students who suspect that they have a disability or who are referred to the Center for screening are encouraged to schedule a consultation appointment with the director of the Center in order to explore whether a formal evaluation for a possible disability is needed.

Any student with a documented disability may choose to access the services provided by the SNS by submitting the required registration forms. The SNS welcomes all inquiries about its services.

If a graduate student has a disability, it is helpful to let the Special Needs Services Center know as soon as the student joins the university. Following the student's contact with the Center, an initial "intake" interview will be arranged. The student will need to provide a completed Disability Support Application Form together with evidence of his/her disability, medical condition, or specific learning difficulty. Such as a doctor's letter or educational psychologist's report which contains a clear statement of the disability and recommended adjustments/accommodations.

For inquiries and assistance:

Special Needs Services Center
Division of Student Affairs and Enrollment
Phone: +971 3 713 4264
Fax: +971 3 713 6689
Email: disabilityservices@uaeu.ac.ae
Female Campus: Room 0014, Ground Floor, Building C5
Male Campus: Room 220, Second Floor, Building F3

Restaurants and Retail Outlets

The campus has a diverse selection of restaurants, cafeterias, pizzerias, cafés and other dining facilities. There is a food court located at each of the male and female campuses, which offers a wide selection of healthy and nutritious foods, including Oriental, Middle-Eastern, Asian, and European menus.

Moreover, there are accessory and specialty shops and grocery stores at the female and male campuses. Students can use the online map <https://map.uaeu.ac.ae> to locate these restaurants. In addition, all registered students living in the university housing (excluding exchange students and visitors) can enjoy their free of charge meals at their housing restaurant with university ID card. Information on the dining services including the location and opening hours is available on the website https://www.uaeu.ac.ae/en/campus_life/residential/nutrition.shtml and on the Student Handbook by the Division of Student Affairs as well.

Prayer Rooms

The prayer rooms and mosques are available throughout the campus. The students can locate these on the online map <https://map.uaeu.ac.ae> using the filter "Masjid". In addition, each building on campus has 2-1 rooms dedicated as separate prayer rooms for males and females respectively.

Computer Laboratories

Students can utilize the PC labs that provide modern computers, wireless internet access, printer and scanners. Each college has a number of PC labs available for their students' specific needs. Students can locate college PC labs by the labels on the room or inquire the Graduate Studies Office within their colleges. PC labs are also available for general students' use in the libraries, which can be located on the online map <https://map.uaeu.ac.ae>. Graduate students can also use PCs and printer in the Graduate Student Hub (F3 Building, Room 112) for their needs.

Recreational Facilities

Whether you are looking to get in shape or participate in team sports, the Heath Club is the place to go. The sports facilities are open to students, faculty and staff for a variety of recreational and competitive athletic activities. The facilities can be located on the online map <https://map.uaeu.ac.ae> using the filter "Sports Complex". These recreational facilities offer a range of sports programs and services designed to contribute to the students' personal growth and academic achievement. Physical fitness programs include courses in aqua-aerobics, self-defense, meditation, swimming, psychological health, and body energy. Students can also choose from an array of activities such as, football, volleyball, basketball, handball, badminton, tennis, table tennis, chess, swimming, squash, boxing and kickboxing. Student can refer to the Student Handbook published by the Division of Student Affairs for detailed information on the activities offered by these facilities.

The Health Club staff also actively pursues developing and improving the level of sports in the UAE through athletic championships, symposia and training courses. The Health Club provides state-of-the-art facilities that include:

- Fitness Centers
- Swimming Pools
- Sports Clubs and Multipurpose Halls
- Exercise Halls

Use online map <https://map.uaeu.ac.ae>, filter "**Sports Complex**" to locate these facilities on campus.

For inquiries and assistance:

Female Students:

Phone: +971 3 713 6659

Email: fitnesscenter@uaeu.ac.ae

Male Students:

Phone: +971 3 713 4847

Email: fitnesscenter@uaeu.ac.ae

Graduate Student Development Activities

Graduate students have access to a series of extra curricular activities offered by the CGS and other units of the University on a regular basis during the academic year. The intent of these activities is two folds:

- 1 To provide students with practical skills that will help them during their studies and
- 2 To supplement their education with specific training that can enhance their preparation for careers.

Most of the activities are planned on a semester-by-semester basis and are announced in advance on the CGS's website.

CGS also encourages student-run activities to develop students' skills outside their studies to prepare well-rounded individuals and future leaders equipped with multiple skills needed in the competitive future global market. Student-run activities are carried out under the supervision of the CGS's Dean to ensure compliance with the university rules and regulations. The social media usage policy and university brand guidelines are available at the University Outreach Department (UOD) website <https://www.uaeu.ac.ae/en/vc/uod/>.

Student organizations, clubs and associations can run their activities through the university's Leadership & Student Organizations Unit following the policy and procedures described in https://www.uaeu.ac.ae/en/about/policies/student_affairs_deanship/pol_pro-sa_10_en.pdf#search=policy20%student20%organization

Students wishing to run media activities linked to the university must seek approval from the university administration such as the College Dean, Department Chair, the Division of Student Affairs or the UOD.

For inquiries and assistance:

College of Graduate Studies

Phone: +971 3 713 4048

Fax: +971 3 713 4929

Email: cgs@uaeu.ac.ae

Student Organizations, Clubs and Associations

Student organizations, clubs or associations can be established through the University Leadership & Student Organization unit, which strives to develop students in leadership excellence and social consciousness in the global world, offering opportunities for individual student's needs, access, approach, connections and outreach. Contact information of this unit and list of student clubs are available on https://www.uaeu.ac.ae/en/campus_life/students_clubs/. Detailed rules and guidelines for the organization, development and conduct of student clubs or associations, including fiscal control and the role of faculty/professional staff advisors are also available on the university policy and procedure document https://www.uaeu.ac.ae/en/about/policies/student_affairs_deanship/pol_pro-sa_10_en.pdf#search=policy%20student%20organization

Writing Center

The Writing Center offers services to all students of the University. The aim of the Center is to help students learn more about writing and become better and more confident writers. The Center offers help with writing in English or Arabic for any university course, as well as vocational and creative writing.

Graduate students are encouraged to book appointments for one-on-one, 50-minute consultation sessions in advance in order to ensure the availability of a teacher when needed.

Locations of the Writing Center:

- For Female students: Room 0020, Building C5
- For Male students: Room 0060, Building H4

English Test Preparation and Support

The Continuing Education Center in collaboration with the College of Graduate Studies offers training courses specifically designed for graduate students who have been conditionally admitted to UAEU and who need to obtain an IELTS Band 5.5 to 6.0 in their first semester of graduate studies.

Participants will be provided with effective test taking strategies in order to achieve higher band scores on the IELTS. In addition, techniques for improving listening, reading, writing and speaking skills will be explored in detail.

For inquiries and assistance:

Continuing Education Center
Phone: +971 3 713 5555
Fa +9x: 71 3 713 4955
Email: cec@uaeu.ac.ae

Career Counseling and Career Placement Services

The Center for Career Planning and Placement (CCPP) provides students with opportunities for career preparation and employment. The Center assists students in making informed career choices to achieve career and life goals, and gain the needed employability skills expected by employers. Furthermore, the CCPP connects colleges, students and employers create a powerful work-based internship for the learner and to provide job opportunities for UAEU fresh graduates and alumni. By cultivating multifaceted partnerships and networks, CCPP is committed to providing the needed resources for students to explore diverse career opportunities; and is dedicated to assisting partner employers in employing the highest caliber graduates. More details are available at the Center's website https://www.uaeu.ac.ae/en/dvcsae/student_career/

The Career Planning Services Center offers career planning services that aim to assist UAEU students in setting goals and taking appropriate decisions related to their desired careers; in addition to equipping them with the needed employability skills to prepare them for the world of work. The Center's services include individual counselling, group counselling sessions, career workshops, career assessments/tests, and career resources. Details on these services are available on https://www.uaeu.ac.ae/en/dvcsae/student_career/career_counseling.shtml

RESEARCH

UAEU is striving to be an internationally recognized, research-intensive university and a leader in the advancement of knowledge in the UAE and the broader region. Research at UAEU is a growing enterprise, which has gradually expanded over the years across most Colleges, and is now engaging the majority of the faculty, and hundreds of graduate students and many undergraduates.

The university has established several Research Centers to coordinate and lead interdisciplinary research in areas that area of strategic importance to the UAE. The following is a listing of the current Centers, with the primary areas of their research activities.

Center	Research Areas
Zayed Center for Health Sciences	Global and public health issues for the country and region; medicine.
Roadway, Transportation & Traffic Safety Research Center	Transportation systems, traffic impact for development, and traffic safety.
National Water Center	Water resources and technologies; engineering, science, medicine, food and agriculture.
Center for Public Policy and Leadership	Leadership, public policy design, policy implementation and evaluation, governance, humanities, social sciences, law.
Khalifa Center for Genetic Engineering and Biotechnology	Biotechnology and genetic engineering as applied to plant varieties suitable for the region, science, food and agriculture.
Emirates Center for Energy and Environment Research	Oil and gas; alternative and renewable energy; energy efficiency; and energy policies and studies.
Emirates Center for Happiness Research	Happiness Index Research; Methods to enhance happiness and positivity.
National Space Science and Technology Center	Contribute to knowledge and education in space science and space education. Focus on excellence in space science, engineering and innovation.

Graduate students who are pursuing thesis-based degrees or are interested in engaging in research projects are advised to consult with the Assistant Deans for Research and Graduate Studies of their respective colleges for guidance and information on the research areas of their faculty members.

FACILITY AND LEARNING RESOURCES

UAEU completed its move to its new, 80 hectare, state-of-the art campus in Al Ain in 2012. The new campus is a showcase of modern architecture, high-tech laboratories, cutting-edge information technology network infrastructure, twenty-first-century teaching facilities and excellent student recreational and residential facilities. The College of Medicine and Health Sciences is co-located with Tawam Hospital, one of the two acute-care, comprehensive and government run hospitals in Al Ain, one kilometer from the new campus. UAEU also operates out of two small facilities in Abu Dhabi and Dubai to host classes for students in a limited number of Masters Degree programs.

University facilities include 480 laboratories that support both teaching and research activities. Teaching and research activities are also supported by a very good library, which is increasingly focusing on remote access to electronic resources. Library collections now include nearly half a million monographs, nearly 2,000 theses and dissertations in print form, over 3,000 hard-copy serial titles as well as 140,000 eBooks, 38,000 serial titles and well over 50 databases – all available on-line. The main Library is located in the Crescent Building on the main campus and the National Medical Library is located with the College of Medicine and Health Sciences on the Tawam Campus.

For inquiries and assistance:

Main Library:

Circulation Desk: +9713 713 4684

Reference Desk: +9713 713 6862

www.uaeu.ac.ae/en/about/uaeu_libraries.shtml

National Medical Library:

Phone: +9713 713 7201

Phone: +9713 713 7208

Fax: +971 3 767 8755

Email: nml.fmhs@uaeu.ac.ae

For information on the appropriate and proper use of the university's facilities, please refer to the policy document https://www.uaeu.ac.ae/en/about/policies/student_affairs_deanship/pol_pro-sa_02_en.pdf

For UAEU policy pertaining to the appropriate use of electronic resources and internet connections, please visit the site: https://www.uaeu.ac.ae/en/about/policies/pdf/it/1_acceptable_use_of_information_technology-resources-en.pdf

OFF CAMPUS PROGRAMS

A number of professional graduate programs are now offered at off-campus facilities outside Al Ain. The following is a list of the current programs and the facility/location at which they are offered:

College	Graduate Degree Program	Facility/Location
Business and Economics	Master of Business Administration	Sky Tower, 8th Floor, Reem Island, Abu Dhabi
	Master of Professional Accounting	
	Doctorate of Business Administration	
Engineering	Master of Engineering Management	
Law	Master of Private Law	
	Master of Public Law	
Education	Master of Educational Innovation	Hamdan Bin Rashid Al Maktoum Giftedness and Creativity Center, Dubai

Note: Programs that are offered at multiple locations may have different tuition fees for each location. For inquiries, check the Schedule of Tuition Fees or contact the Program Coordinators.

For inquiries and assistance:

Al Reem Island: +971 2 667 1244

UNIVERSITY ACADEMIC POLICIES

Some of the information provided in this Handbook is collected from multiple sources, which include webpages, policies and procedures, and guidelines. The primary purpose of this Handbook is to provide graduate students with a consolidated source of information and to guide them on important policies, procedures, services and resources applicable to graduate studies.

Every attempt has been made to ensure the accuracy of the information in this Handbook. However, in case of any discrepancies in presentation or interpretation, the terms of the relevant Policies and Procedures of the University will prevail.

Academic Policies and Procedures are available on the University's website at www.uaeu.ac.ae/en/about/policies/ for the English version and at www.uaeu.ac.ae/ar/about/policies/ for the Arabic version.

CGS GUIDELINES AND FORMS

Graduate students are highly encouraged to visit the CGS Portal on regular basis. It can be accessed from the "Colleges" menu on the MyUAEU Intranet (my.uaeu.ac.ae).

The Portal is populated with useful and important information and documents, which include reminders of upcoming deadlines, guidelines and forms.

CALENDAR OF IMPORTANT DATES IN 2019-2020

The following is a list of important dates in the 2019-2020 Academic Year. The complete Academic Calendar is available on the University's website.

Fall Semester

Date	Event
August 25	Classes begin
August 29	Last day to Add/Drop courses
September 5	Deadline for applications for Chancellor Graduate Fellowships
September 8 - 12	Orientations for new graduate students
September 19	Deadline to apply for graduation
September 19	Last day to Withdraw/Drop without Failure (with grade of W)
October 3	Requests for "leave of absence from study" due to the CGS
November 17	Last day to defend thesis/dissertation for Fall 2019 graduation
December 12	Last day of classes
December 14 - 19	Final exams
December 23	Grades announced
December 24 - January 9	Winter Break
January 5	Deadline to submit bound copies of thesis/dissertation to College of Graduate Studies for Fall 2018 graduation

Spring Semester

Date	Event
January 12	Classes begin
January 16	Last day to Add/Drop courses
January 23	Deadline for applications for Chancellor Graduate Fellowships
January 26-30	Orientations for new graduate students
February 6	Last day to Withdraw/Drop without Failure (with grade of W)
February 13	Deadline to apply for graduation
February 20	Requests for "leave of absence from study" due to the CGS
March 26 - April 09	Spring Break
April 4	Last day to defend thesis/dissertation for Spring 2020 graduation
May 14	Last day of classes
May 16 - 21	Final exams
May 24	Deadline to submit bound copies of thesis/dissertation to College of Graduate Studies for Spring 2020 graduation
May 25	Grades announced

Summer Semester 1

Date	Event
May 31	Classes begin
June 01	Last day to Add/Drop courses
June 03	Last day to Withdraw/Drop without Failure (with grade of W)
June 04	Deadline to apply for graduation
July 02	Last day of classes
June 05 - July 07	Final exams
July 09	Grades announced



CONTACT INFORMATION

Contacting UAEU Operator:

+971 3 767 3333

Corresponding with the College of Graduate Studies:

Mailing address

College of Graduate Studies
 Division of Research and Graduate Studies
 United Arab Emirates University
 P. O. Box 15551
 Al Ain, United Arab Emirates

Physical office location

College of Graduate Studies
 Room 104, First Floor
 Building F3
 Main Campus, Al Ain

By telephone:

+ 971 3 713 4048 (voice)
 + 971 3 713 4929 (fax)

By email: cgs@uaeu.ac.ae

Contacting the Assistant Deans for Research and Graduate Studies in the colleges:

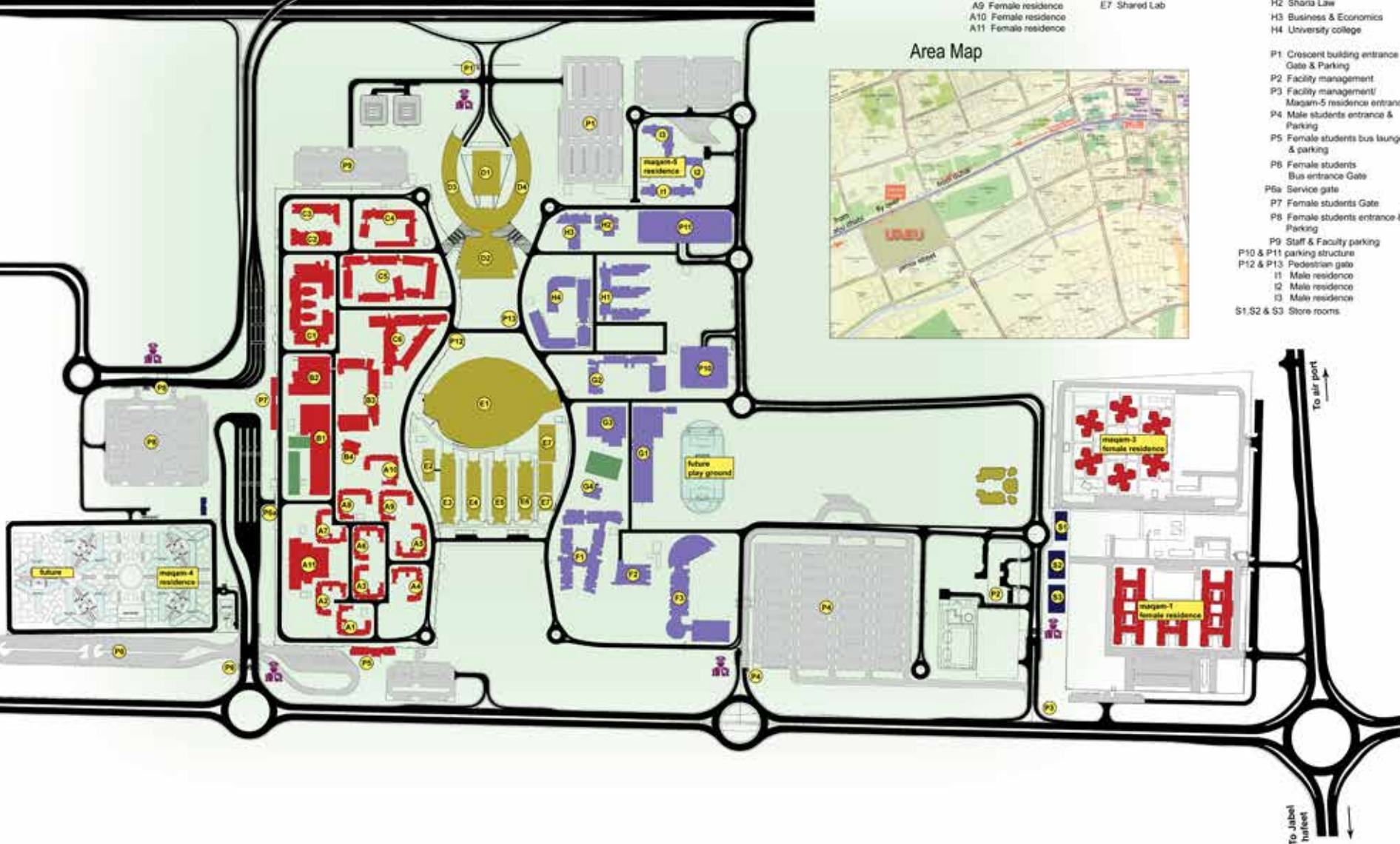
College	Assistant Dean	Phone Extension*	Email
Business and Economics	Dr. Peter B. Oyelere	5255	poyelere@uaeu.ac.ae
Education	Dr. Ali Ibrahim	6206	ali_saidebrahim@uaeu.ac.ae
Engineering	Dr. Nabil Bastaki	5147	Nabil@uaeu.ac.ae
Food and Agriculture	Dr. Sajid Ahmad	4591	sajid.m@uaeu.ac.ae
Humanities and Social Sciences	Dr. Ahmed Al Najjar	6476	alnajjar@uaeu.ac.ae
Information Technology	Dr. Mohamed Adel Serhani	5574	serhanim@uaeu.ac.ae
Law	Abdulla Al Khatib	5359	aalkhatib@uaeu.ac.ae
Medicine and Health Sciences	Dr. Rami A. Beiram	7174	rbeiram@uaeu.ac.ae
Science	Dr. Ruwaya R. Al Kendi	6743	ruwayaa@uaeu.ac.ae

* The telephone number is +971 3 713 followed by the 4-digit extension.



UAEU CAMPUS MAP

To Abu Dhabi To Al Ain Town centre



- C1 HSSE & Education
- C2 Law
- C3 Business & Economics
- C4 University college
- C5 University college
- C6 Engineering/Science Food & Agriculture
- B1 Sports
- B2 Village dining
- B3 Village
- B4 Masjid
- A1 Female residence
- A2 Female residence
- A3 Female residence
- A4 Female residence
- A5 Female residence
- A6 Female residence
- A7 Female residence
- A8 Female residence
- A9 Female residence
- A10 Female residence
- A11 Female residence
- D1 Crescent-Great hall
- D2 Crescent-Library
- D3 Crescent-West Administration
- D4 Crescent-East Administration
- E1 CIT
- E2 Shared Lab
- E3 Shared Lab
- E4 Shared Lab
- E5 Shared Lab
- E6 Shared Lab
- E7 Shared Lab
- F1 Engineering & Food science
- F2 Laboratory - 81
- F3 Building - 80
- G1 Sports Building
- G2 Village
- G3 Village Dining
- G4 Masjid
- H1 HSSE
- H2 Shari'a Law
- H3 Business & Economics
- H4 University college
- P1 Crescent building entrance Gate & Parking
- P2 Facility management
- P3 Facility management/ Maqam-5 residence entrance
- P4 Male students entrance & Parking
- P5 Female students bus lounge & parking
- P6 Female students Bus entrance Gate
- P6a Service gate
- P7 Female students Gate
- P8 Female students entrance & Parking
- P9 Staff & Faculty parking
- P10 & P11 parking structure
- P12 & P13 Pedestrian gate
- I1 Male residence
- I2 Male residence
- I3 Male residence
- S1, S2 & S3 Store rooms

Area Map



To Jabel Hafeef To air port

GRADUATE STUDENT UJAIEU

United Arab Emirates University
General Services Department
Publication Section

