


 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Diversity and Equal Opportunity Policy		
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Chapter 1: General Principles

Implementation Field



This policy applies to all university staff, including academic staff, administrative staff and students, and comprises all aspects related to employment, academic and professional development, in addition to providing an educational and practical environment that promotes the principle of equal opportunities for all.

Objective

The policy aims to document and define the affirmative action strategy implemented at the UAE University, and to promote attraction, development and retention of employees and students, with a particular focus on UAE nationals. It also seeks to provide a supportive educational and practical environment that achieves equal opportunities for all, by employing high-potential individuals to occupy academic, administrative and leadership positions, in addition to providing students and employees with the latest methods of development, guidance, training, educational and rehabilitation activities, which contributes to improving their performance and enhancing their chances of success.

Article (1): Commitment to Diversity and Equal Opportunity

- 1 The United Arab Emirates University is an equal opportunity employer that prohibits discrimination based on race, color, religion, national origin, gender, and disability status.
- 2 The University considers members of the minority groups to ensure that candidates and employees with appropriate qualifications and potential are afforded equal opportunity for selection, training, and promotion.
- 3 The University is committed to policies designed to increase the employment of Emiratis, women, and people of determination.
- 4 The University prepares an annual plan, which includes an analysis of statistics to evaluate the percentage of minority groups, women, people of determination, etc., employed throughout the University and suggests areas for improvements.
- 5 The University is committed to eliminating any practice and correcting any individual inequity that may discriminate toward minority groups, women, and people of determination. Where necessary, the University adopts new or modified practices to ensure that effective procedures are implemented to achieve equal opportunities.
- 6 The University is committed to ensuring that its academic, social, and recreational programs and services and opportunities for admission and employment are available on an equitable and nondiscriminatory basis without regard to an individual's status.
- 7 The University implements plans and programs aimed at equal opportunities, and measures the effectiveness of programs and plans and the extent to which the goals are achieved.
- 8 The University prohibits retaliation against any employee or person seeking employment for bringing a complaint of discrimination.
- 9 The University uses a combination of methods to attract employment of highly qualified candidates, with particular emphasis on UAE nationals.

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Chapter 2: Student Opportunities

Article (2): Admission Policy

Priority among academically qualified students is given to UAE nationals, and admission of qualified international students is considered subject to capacity and relevant policies.

Article (3): Internship Programs

1. The university offers fixed-term internship opportunities to undergraduate students as part of their curriculum and graduation requirements.
2. The university works to raise awareness about programs in the community, and ensures their smooth and effective implementation.

Article (4): Summer Education Opportunities

1. The university provides further support to the community in its efforts to provide Emirati and non-Emirati nationals with knowledge and experience.
2. The university offers summer activities for limited periods to Emirati students and international students from other institutions to provide them with knowledge and expand their educational horizons subject to the availability of resources and capacity at the United Arab Emirates University.

Article (5): Scholarship Program

The university implements a scholarship program to encourage outstanding students with excellent academic performance to continue their education.


Chapter Three: Recruitment and Retention of Employees

Article (6): Salary scales and competitive benefits

The University regularly reviews approved salary scales and benefits, by setting benchmarks, following up on changes in the market, working to promote qualified employees at regular intervals, and providing incentives and rewards with high impact.

Article (7): Career Development and Training

1. The University gives all employees the opportunity to participate in various internal and/or external training courses – local and/or international – where they are allowed to develop their work-related competencies, and these trainings may result in obtaining a formal qualification.
2. The following conditions apply for career development and training:
 - a) The preparation and implementation of the training plan is carried out based on an analysis of the training needs of employees.
 - b) HR policies apply to external programs attended by the employee such as conferences, technical programs, short training courses, and seminars.

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Article (8): Succession Planning

1. The university aims to develop its Emirati workforce and provides full support to ensure a successful career.
2. As part of its social responsibility to develop the most competent Emiratis to become the best career leaders and managers of the future, the University develops a succession planning framework that supports and guides identified talent to build a stronger career within the university.

Article (9): Certificate Programs

The university helps its Emirati employees acquire a range of specific knowledge in the area that is important to them such as Chartered Certified Accountant (CPA), CFA (CFA), Financial Analysis, Risk Management, Operations Management, Human Resource Management, Information Technology, Procurement and Contracts, and Project Management. An approved list of certification programs is provided for employees to consider. The following conditions apply for certificate programs:

- a) The costs of the approved programs are reimbursed after the successful completion of the program. In accordance with HR policies and procedures.
- b) Costs of programs that are not aligned with future job requirements and roles will not be refunded.
- c) "Related costs" are paid in accordance with the University's policies and procedures.

Article (10): Orientation/Training

The University appoints mentors for high-potential candidates as defined in the succession plan. The mentor/trainer works with the designated employee to provide career development opportunities and provide guidance, make suggestions or guidance on work-related matters, provide feedback on the trainee's work, assist him with educational resources, and work with the intern in other agreed methods. The mentor/trainer also works with the line manager to support employee development.

Article (11): Postgraduate Programs

Employees may seek to enroll in accredited graduate degree programs relevant to employment requirements through distance learning, flexible learning, and part-time or full-time academic programs from accredited institutions.

Article (12): Study Leave

1. The University encourages parallel education for its employees and does not support full-time academic programs away from the workplace except in special cases. The special approval allows employees to enjoy long-term study leave and are relieved of their work duties, in accordance with approved human resources policies and procedures.
2. When the employee obtains the degree, the employee's employment status is reviewed
3. The University allows employees who have enrolled in accredited study programs and wish to leave early to attend courses, and who have passed the probation period, to exit early from the workplace subject to the following conditions:
 - a) Approval of the direct administrator and human resources department.
 - b) Employees must provide a certified copy of their registration at the institute/university.
 - c) A certified copy of the results must be sent to the competent department at the end of each semester after the completion of the final exams.