

| | | | |
|--|---|--------------------------|-------------|
|  جامعة الإمارات العربية المتحدة United Arab Emirates University  | Graduate Studies Policies Manual | Policy Number | GP-13 |
| | | Effective Date | 02-Mar-2014 |
| | Subject Signatory Authority | Most Recent Review Date | 01-Dec-2013 |
| | <i>Responsible Office:</i> DVC Research & Grad. Studies | Due Date for Next Review | 01-Sep-2016 |
| | | Page of this Policy | 1 of 2 |

13. Signatory Authority: Graduate Studies

| | Transaction Description | Signatory Authority Level | | | | | | | | | | | | |
|--|---|---------------------------|----------------------|------------------------------------|-----------------------|----------------|----------------------|--------------------------|-----------|--------|------------------|-----------------|--------------------|------------|
| | | Department Chair/Council | Master's/PhD Advisor | Master's/PhD Examination Committee | Program Coordinator/s | Assistant Dean | College Dean/Council | Graduate Studies Council | Dean, CGS | DVCRGS | Academic Council | Vice Chancellor | University Council | Chancellor |
| Management of Ongoing Graduate Programs | Appointment of Master's and PhD program coordinators | X | | | | | X | | | X | | X | | |
| | Admission of Master's student | | | | X | | X | | X | X | | X | | |
| | Appointment /Change of Master's advisor & advisory committee | | | | X | X | | | | | | | | |
| | Approval of Master's study plan | | X | | X | X | | | | | | | | |
| | Approval of transfer of credits | | X | | X | | X | | | | | | | |
| | Registering in more than 12 credit hours, excluding thesis/research credits | | X | | X | | X | | | | | | | |
| | Adding/changing courses after registration | | X | | | | | | | | | | | |
| | Admission postponement (Master's) | | | | X | | X | | | | | | | |
| | Admission postponement (Doctorate) | | | | X | | X | | X | | | | | |
| | Enrollment in undergraduate courses | | X | | X | | | | | | | | | |
| | Audit in graduate courses | | X | | | | | | | | | | | |
| | Additional program requirements | | X | | X | | | | | | | | | |
| | Change of Major (Master's) | | X | | X | | X | | | | | | | |
| | Change of Major (PhD) | | X | | X | | X | | X | | | | | |
| | Request for leave of absence (Master's) | | X | | X | | X | | | | | | | |
| | Request for leave of absence (Doctorate) | | X | | X | | X | | X | | | | | |
| | Withdrawal from graduate degree program | | X | | X | | X | | X | | | | | |
| | Change in choice of Master's plan (Thesis/Non-Thesis) | | X | | X | | | | | | | | | |
| Appointment of Master's thesis defense committee | | X | | X | | X | | | | | | | | |
| Approval of Master's thesis | | | X | | | X | | X | | | | | | |

| | Transaction Description | Signatory Authority Level | | | | | | | | | | | | |
|--|--|---------------------------|----------------------|------------------------------------|-----------------------|----------------|----------------------|--------------------------|-----------|--------|------------------|-----------------|--------------------|------------|
| | | Department Chair/Council | Master's/PhD Advisor | Master's/PhD Examination Committee | Program Coordinator/s | Assistant Dean | College Dean/Council | Graduate Studies Council | Dean, CGS | DVCRGS | Academic Council | Vice Chancellor | University Council | Chancellor |
| Management of Ongoing Graduate Programs (Cont.) | Admission of PhD student | | | | X | | X | | X | X | | X | | |
| | Appointment/change of PhD advisor & advisory committee | | | | X | X | | | | | | | | |
| | Appointment of PhD examination committee | | | | X | | X | | X | | | | | |
| | Approval/Change of PhD study plan | | X | | X | | | | | | | | | |
| | Student transfer between PhD programs within same College | | | | X | | X | | X | | | | | |
| | Permission to take PhD Comprehensive Exam 3 rd time | | X | | X | | X | | X | | | | | |
| | Study time-limit extension for PhD student | | X | | X | | X | | X | | | | | |
| | Admission to PhD candidacy | | | | X | | X | | X | | | | | |
| | Replace PhD dissertation by artistic/creative project | | X | | X | | X | | X | | | | | |
| | Approval of dissertation | | | X | | | X | | X | | | | | |
| Establishment & Changes to Graduate Degrees | Approval/Change of graduate programs tuition | | | | | | X | X | | X | X | X | X | X |
| | Establishment of new programs | | | | | | X | X | | X | X | X | X | X |
| | Suspension of programs | | | | | | X | | X | X | X | X | | |
| | Termination of programs | | | | | | X | | X | X | X | X | X | X |
| | Approval of substantive changes | | | | X | | X | X | | X | X | X | | |
| | Approval of non-substantive changes | | | | X | | X | X | | X | | | | |