

 جامعة الإمارات العربية المتحدة United Arab Emirates University  	<b>Graduate Studies Policies Manual</b>	Policy Number	GP-08
		Effective Date	02-Mar-2014
	<b>Subject</b>	Most Recent Review Date	01-Dec-2013
	Establishment of New Graduate Programs	Due Date for Next Review	01-Sep-2016
	<i>Responsible Office:</i> DVC Research & Grad. Studies	Page of this Policy	1 of 1

## 8. Establishment of New Master's Programs

### Overview

Details the quality assurance framework that regulates the establishment of new Graduate Programs.

### Scope

Applies to all Colleges and Departments of the UAEU.

### Objective

The University has identified key elements that ensure consistency, standards and currency of its academic programs, and their effective administration. These elements constitute a quality assurance framework that prescribes the minimum requirements of proposals for new academic programs and the processes through which they are approved.

### Policy

1. The establishment of a new academic program is conditional on production of evidence that:
  - a) there is sufficient need (internal and external) and available resources to render it viable and of high quality;
  - b) it is consistent with the University's Vision, Mission and Strategic Plan;
  - c) it conforms to academic standards recognized within the UAE and the international academic community;
  - d) it emphasizes the development of competencies in research and scholarship appropriate to the field and the level of the program;
  - e) it demonstrates that graduate courses are sufficiently rigorous, and distinctly more challenging than undergraduate courses in the same discipline; and
  - f) it conforms to the requirements of the UAE Qualifications Framework and follows the descriptive criteria associated with the appropriate level of the Framework.
2. The establishment of a new academic program will follow the steps and must obtain the approvals that are set out in the Procedures relating to this Policy. Any subsequent modifications of the academic program must ensure that the program continues to satisfy the conditions specified in Policy (1) above.

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## Procedures of Policy No. (8) - Establishment of New Master's Programs

### 1. Application for Approval of New Master's Programs

The online application for approval of a new Graduate Program will include the following information:

- a) Program and Degree titles
- b) Offering College(s) and Department(s)
- c) Contact Person/Coordinator
- d) Program Description
  - (i) Program objectives
  - (ii) Program learning outcomes
  - (iii) Length of study
  - (iv) Rationale: Demand/Need
  - (v) Targeted students
  - (vi) Admission requirements
  - (vii) Tuition and fees
  - (viii) Feasibility: Three-year Program budget stating projected enrollment, revenues and expenses
  - (ix) Distinctive features in comparison with similar Programs in the GCC region
  - (x) Essential features in comparison with international benchmark Programs
  - (xi) Any impact on similar programs already offered by the College or University.
- e) Curriculum
  - (i) Degree requirements
  - (ii) Model study plan(s)
  - (iii) Complete listing of course titles, course descriptions, and course learning outcomes
  - (iv) Full syllabi of at least three courses
  - (v) Details of course and other assessments/examinations
- f) External Cooperation
  - (i) External academic advisors involved in preparation of Program, if applicable
  - (ii) Envisaged institutional cooperation/partnerships
- g) Resources
  - (i) Brief (1-2 page) CVs of current faculty members who will teach in the Program: areas of expertise, experience in graduate teaching/supervision, recent publications
  - (ii) Justification and cost of new faculty hires related to the Program
  - (iii) Existing facilities and support staff to be used by the Program
  - (iv) Justification and cost of new facilities needed and support staff hires
  - (v) Operational costs
  - (vi) Projected revenues
    - From University
    - From tuition and fees
    - From outside sources

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## 2. Approval Process

The process for the approval of new Master's Degree Programs follows the following steps:

- a) Preparation of the application by the academic Department(s) involved;
- b) Review and approval by the College Council chaired by the Dean of each College involved;
- c) Review by external evaluators/advisors;
- d) The concerned Department/College update of the application in response to the external evaluators comments, suggestions, and recommendations. Departments/Colleges may choose to adopt the suggestions of external reviewers or otherwise provide a reasoned response why the program is not implementing any of its recommendations, but in either case, a checklist should be provided with the revised proposal for each of the important points raised by the reviewers.
- e) Review and approval by the Graduate Studies Council;
- f) Provision by the concerned Department/College of the summary memo in Arabic required for Academic Council and University Council approval,
- g) Review and approval by the Academic Council; and
- h) Review and approval by the University Council.

## 3. External Review

- a) The Assistant Dean of the concerned College will suggest a list of three or more international reviewers to the CGS.
- b) The Dean of the CGS will select a minimum of two reviewers from the list.
- c) The CGS will handle all communications with the external reviewers.
- d) There will be no direct contact between the College and reviewers during the review process, except through the CGS.
- e) If the reviewers have any questions during the process, the CGS will relay those back to the College anonymously.
- f) When the finished reviews are communicated from the CGS to the College, they will carry the full names and affiliations of the reviewers.