
 جامعة الإمارات العربية المتحدة United Arab Emirates University 	<b>Graduate Studies Policies Manual</b>	Policy Number	GP-12
		Effective Date	02-Mar-2014
	<b>Subject</b> PhD Scholarships and Fellowships, and Graduate Assistantships	Most Recent Review Date	01-Dec-2013
	<i>Responsible Office:</i> DVC Research & Grad. Studies	Due Date for Next Review	01-Sep-2016
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## 12. PhD Scholarships and Fellowships, and Graduate Assistantships

### Overview

Defines terms, conditions and eligibility criteria associated with scholarships, fellowships and assistantships offered by the University to graduate students.

The University awards Scholarships, Fellowships and Assistantships to graduate students for two main reasons: (1) To enhance students' access to graduate education by helping the students financially and, hence, make their graduate education more affordable and (2) to further the professional development of students as future teachers and researchers by engaging them in teaching and research experiences in their areas of studies.

### Scope

Applies to all eligible graduate, degree-seeking students at UAEU.

### Policy


### Definition and Explanation of Terms

#### PhD Scholarships

1. PhD Scholarships are awards designated for students of UAE nationality who are enrolled full-time in a PhD program at UAEU. PhD Scholarships are awarded based on evidence of academic achievement and potential for research. The University sets the criteria for awarding PhD Scholarships, and the University determines the number of PhD Scholarships it will make available in a given year. Recipients of scholarships are required to provide teaching support services to the University during the term of their award. It is the responsibility of the individual Colleges to ensure that each scholarship recipient is assigned the appropriate teaching duty.
2. Other providers (whether a foundation or any other external organization or individual) may fund additional PhD Scholarships. They may set specific conditions for recipient selection in addition to the University's criteria. If this is the case, an agreement between that party and UAEU must be approved prior to granting any scholarships sponsored by the donor.
3. Scholarship awards cover, at a minimum: (i) full cost of tuition and other fees, (ii) full cost of housing accommodation, (iii) a monthly stipend to cover living expenses, and (iv) health insurance for the awardee. Based on the available resources, the University may also provide PhD candidates basic support for their dissertation research. Such support may be complemented, depending on the research requirements, through internal or external grants by the PhD advisor and the PhD student.

#### PhD Fellowships

1. PhD Fellowships are awards designated for any eligible students who are enrolled on a full-time basis in a PhD program at UAEU, with priority for Emirati students. PhD Fellowships provide financial assistance based on evidence of academic achievement and potential for research. The University sets the criteria for awarding PhD Fellowships, and the University determines the number of PhD Fellowships to be made available in a given

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year, based on the recommendation of the respective Colleges taking into consideration the resources available to award the fellowships and likely support for the PhD research through internal and external grants.



2. Other providers (whether a foundation or any other external organization or individual) may fund additional PhD Fellowships. If this is the case, an agreement between that party and UAEU must be approved prior to granting any fellowships sponsored by the donor.
3. PhD Fellowships include, at a minimum: (i) a full tuition and fee waiver, and (ii) health insurance for the awardee.

### **Other Fellowships or Financial Awards for Graduate Students**

The University or other national or international organizations may provide other types of fellowships to Master or PhD students in pursuance of educational goals. The terms and support provided is determined by the awarding entity, and in cases in which the fellowships or awards are from outside the UAEU, such awards to the UAEU students should be agreed upon between the UAEU and the awarding entity.

### **Graduate Assistantships**

1. Graduate Assistants are typically full-time graduate students (Master's and Doctoral levels) who participate in teaching, research, or administrative activities in exchange for financial support at the University.
2. Graduate Assistantships may be awarded to graduate students who, based on their credentials, are deemed likely to be highly successful as students and are also assessed as being capable of contributing to research, teaching, or service for the university.
3. Graduate Assistantships contribute to student professional development with the primary purpose of assisting students in the successful completion of their academic program. Activities incorporated in the work of a Graduate Assistant should therefore be relevant to the student's program of study as well as contributing to the University's teaching, research/creative activity, or service efforts. The department/unit providing the assistantship determines the nature and scope of the Assistantship assignment.
4. The University provides medical insurance for Graduate Assistants if they do not have coverage already, and pays them a monthly stipend, which is stipulated in the award of the Assistantship.
5. Each Assistant should have a specific 'Contract' and Job Description, and a clear reporting line within the Department/Unit. The supervisor is expected to provide the Graduate Assistant with periodic oral and written assessment and feedback regarding performance.

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## Procedures of Policy No. (12) - PhD Scholarships and Fellowships, and Graduate Assistantships

### 1. Eligibility Criteria and Conditions

- a) Graduate students who are awarded PhD Scholarships, Fellowships, or Graduate Assistantships must meet the following conditions and minimum eligibility criteria.
- b) Eligibility for and requirements of PhD Scholarships and Fellowships:
  - (i) Candidates must be admitted as regular, degree-seeking graduate students, without any conditions.
  - (ii) Recipients must be enrolled on full-time basis (i.e. registered in 9 or more graduate credit hours per semester, except when students are registered in dissertation credits) during the term of award. Exceptions must be justified and are to be recommended by the PhD Program Coordinator and approved by the College Dean and the Dean of CGS.
  - (iii) A PhD Scholarship recipient who is receiving salary from any other source will be entitled to all benefits except the monthly stipend. Also, PhD scholarship students who take up employment elsewhere and become part-time students after completing the residency period (see Residency Requirement in the PhD Program policy) will be entitled to single housing only.
  - (iv) Scholarship recipients are required to be available and on duty at the University throughout the year, including during the Winter and Spring Breaks and Summer, except on official holidays. Furthermore, recipients are entitled to a total of 25 paid leave days, which they should take when classes are not in session, especially in the Summer. Leave requests must be coordinated with the students' supervisors and approved by the respective College Deans.
  - (v) Approved leave of absence from study as defined in the Graduate Studies Policies will not be counted in the term duration of the award.
  - (vi) Stipend payments will discontinue during an approved leave of absence, however, other benefits (e.g., insurance and housing support) may continue.
- c) Eligibility for and requirements of Graduate Assistantships:
  - (i) Candidates who are first-time graduate students should have a minimum cumulative GPA of 3.0 on a scale of 4.0 or equivalent, in the Bachelor degree.
  - (ii) Other candidates should carry a minimum of 6 earned graduate credits and must have a minimum cumulative GPA of 3.0 (on a scale of 4.0) or equivalent in their graduate studies.

### 2. Availability of Opportunities

- a) Opportunities for PhD Scholarships and Fellowships are normally available at the time of admission into the PhD Program. The number of awards made each year may vary depending on the availability of funds.
- b) Opportunities for Graduate Assistantships may become available at any time, and hence may be announced or made known to students in different media and at different times. Graduate students interested in applying for Assistantships are advised to check with their respective Departments, Colleges and/or the CGS.

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### 3. Awards

- a) PhD Scholarships and Fellowships are awarded for a total period not to exceed four years provided the recipient continues to meet the eligibility criteria of the award, and subject to availability of funds. A student may request one extension for up to two semesters, with documented justification.
- b) Graduate Assistantships are awarded for a period of one year or less and may be renewed, provided the recipient continues to meet the eligibility criteria of the award and has received good performance appraisal from the supervisor.
- c) Graduate Assistantship awards are to be made by the respective Deans of the Colleges, based on the available funds, upon the recommendations of the Chairs of the Departments and/or the Principal Investigators, if the Assistantship is funded by a sponsored project.