



UNITED ARAB EMIRATES UNIVERSITY

Section: UNI-GEN

Policy Number: 01

Date Approved: 5 September 2004

Effective Date: 5 September 2004

Date Last Revised: 5 September 2004

Responsible Office: Vice Chancellor

Chancellor Decree Number: 128/2004

Policy on Policies

I. Policy

This policy outlines procedures for the proposal of new University policies, for amendments to existing policies and for policy approval and distribution.

New policies or changes to existing University policies may be proposed by any operating unit through the management structure to the Vice Chancellor.

If the policy recommendation is accepted for consideration by the Provost, it will be written in the appropriate format, vetted through a procedure determined by the Vice Chancellor and forwarded to the Chancellor.

When a policy or amendment has been recommended through the vetting process established by the Vice Chancellor and approved by him, he will seek the Chancellor's approval. After formal approval, the policy will be incorporated into the appropriate section of the Policy Manual and will be assigned a policy number by the Office of the Vice Chancellor. The University community will be advised of the new policy or policy amendment through the Office of the Vice Chancellor.

Policy suggestions which are not accepted will be returned to the initiating party along with feedback on the decision.

II. Application

This policy shall apply to all operating units of the United Arab Emirates University.

III. Related Policies

IV. Revision History

Date	Revision