

 <b>UAEU</b>	<b>Graduate Studies Policies Manual</b>	Policy Number	GP-12
		Effective Date	12-Aug-2018
	<b>Subject</b> Graduate Scholarships, Fellowships, and Assistantships	Most Recent Review Date	15-Apr-2018
		Due Date for Next Review	01-Sep-2021
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## 12. Graduate Scholarships, Fellowships, and Assistantships

### Overview

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.

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

### Scope

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

### Policy

#### Definition and Explanation of Terms

#### Scholarships

1. Graduate Research Scholarships are awards designated for talented students who are enrolled full-time in research-based graduate programs at UAEU. Scholarships are awarded to talented students based on evidence of academic achievement and potential for research. The University sets the criteria for awarding Scholarships, and the University determines the number of Scholarships it will make available in a given year. Recipients of scholarships are required to work on research projects under the guidance of faculty during the term of their award. It is the responsibility of the individual faculty in the Colleges to ensure that each scholarship recipient is assigned the appropriate duty.
2. Other providers (whether a foundation or any other external organization or individual) may fund additional 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.

#### Fellowships

1. Graduate Research Fellowships are awards designated for any eligible students who are enrolled full-time in research-based graduate programs at UAEU. Fellowships are awarded to eligible students based on evidence of academic achievement and research potential. The University sets the criteria for awarding Fellowships, and the University determines the number of Fellowships to be made available in a given year, based on the recommendation of the respective Colleges taking into consideration the resources available to award the fellowships. Recipients of fellowships are required to work on research projects under the guidance of faculty during the term of their award. It is the responsibility of the individual faculty in the Colleges to ensure that each fellowship recipient is assigned the appropriate duty.

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- Other providers (whether a foundation or any other external organization or individual) may fund additional 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.

### **Graduate Assistantships**

- 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.
- 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.
- 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.

### **Chancellor's Fellowships, 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.

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

UAEU offers different types of financial support programs to eligible graduate students in the forms of Graduate Research Scholarships, Graduate Research Fellowships and Graduate Assistantships.

### 1. Graduate Research Scholarships

#### A. Award Benefits

- a) Graduate Research Scholarships are granted to eligible students and provide a full package of benefits, which includes full tuition waiver, monthly stipend, housing or housing allowance, health insurance and may also include research support.
- b) The housing benefit is provided to UAE national students if they reside outside the Al Ain vicinity, and to international students if their visa is sponsored by UAEU.
- c) Health insurance is provided to UAE national students if needed, and to international students if their visa is sponsored by UAEU.
- d) Research support may be available if student's supervisor has a funded project.
- e) Award recipients who take official leave of absence from their study will have their stipend payments and any applicable housing allowance suspended for the duration of the leave period, and the period of their Scholarship award will be extended accordingly.

#### B. Student Eligibility Requirements

The program is designed to recruit and support primarily PhD students. However, talented undergraduate Emirati students at UAEU may be recruited to pursue graduate studies and can be awarded scholarships starting at the Master's level.

Applicants for Graduate Research Scholarships must meet the following criteria:

- a) General requirements (for all):
  - (i) Student must enroll full-time in a minimum of nine graduate credits per semester or obtain approval of the Dean of College of Graduate Studies for lower than nine credit hours. Students are also expected to be available at UAEU on full-time basis.
  - (ii) Student must not be financially sponsored by any other organization or hold any active employment.
- b) At the Master's level (for UAE national students only):
  - (i) Student must have a GPA of 3.5 or higher in the Bachelor's degree from UAEU.
  - (ii) Student must be admitted into a Master's program with a research thesis that leads to a PhD program at UAEU.
  - (iii) Student must commit to pursue both of the Master's and PhD degrees consecutively.
  - (iv) Student must have and maintain a GPA of 3.5 or higher at the Master's level.
- c) At the PhD level (for all):
  - (i) Student must have a GPA of 3.5 or higher in the Master's degree.
  - (ii) Student must have and maintain a GPA of 3.3 or higher at the PhD level.
- d) At the PhD level (for all):
 

The following additional factors apply to the selection criteria:

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- (i) The ranking and research classification of the institution from which the applicant received his/her Bachelor and Master degrees.
- (ii) Applicant's prior research experience and its relevance to UAEU research.
- (iii) Applicant's publication record.

### C. Duration of Awards

- a) Scholarships are awarded for a maximum period of 4 years at the PhD level, and a maximum period of 2 years at the Master's level. Therefore, an award to sponsor a student through the Master and PhD degrees may be for a maximum period of 6 years.
- b) A faculty member may request only one extension for a Scholarship for up to two semesters, with documented justification. The request must be made during the first month of the student's last semester of the award term.
- c) A Scholarship award is valid for its duration provided the student
  - (i) Continues to meet the eligibility criteria every semester and
  - (ii) Receives very good performance appraisal from his/her research supervisor based on an evaluation that the supervisor completes of the student's research work and submits it to the College of Graduate Studies at the end of each semester.
- d) If the recipient of an award becomes ineligible by failing to meet any of the aforementioned requirements, he/she will forfeit the award automatically and will be notified by the College of Graduate Studies accordingly.

### D. Duties and Expectations

- a) Each Scholarship recipient must devote a minimum of 20 hours per week throughout the year to work as a research assistant with his/her faculty supervisor.
- b) Each Scholarship recipient is required to publish two research papers in refereed, indexed journals in the student's discipline area of research.
- c) Scholarship recipients may accept other duties only at UAEU in order to work as, for example, teaching, research or administrative assistants, and earn a stipend provided the additional assignment does not interfere with the student's Scholarship duties and does not entail more than 10 hours of work per week. The student must obtain a written permission from his/her supervisor prior to accepting any such assignment and forward it to the College of Graduate Studies.
- d) All Scholarship recipients are expected to participate in activities that empower their research training at the college and university levels, when possible and in coordination with their supervisors. Furthermore, students are expected to present and publish their research outcomes under the guidance of their supervisors.

### E. Availability of Opportunities

Opportunities for Scholarships are normally available at the time of the student's admission into a graduate program. The number of awards made each year may vary depending on the availability of funds.

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## 2. Graduate Research Fellowships

### A. Award Benefits

- a) Graduate Research Fellowships are granted to eligible students and provide a partial package of benefits, which includes full tuition waiver and health insurance. Depending on availability of funds, monthly stipend, housing allowance and/or research support may also be provided.
- b) Health insurance is provided to UAE national students if needed, and to international students if their visa is sponsored by UAEU.
- c) Research support may be available if student's supervisor has a funded project.
- d) Award recipients who take official leave of absence from their study will have their stipend payments and any applicable housing allowance suspended for the duration of the leave period, and the period of their Fellowship award will be extended accordingly.

### B. Student Eligibility Requirements

Applicants for Graduate Research Fellowships must meet the following criteria:

- a) General requirements (for all):
  - (i) Student must enroll full-time in a minimum of 9 graduate credits per semester or obtain approval of the Dean of College of Graduate Studies for lower than nine credit hours. Students are also expected to be available at UAEU on full-time basis.
  - (ii) Student must not be financially sponsored by any other organization or hold any active employment.
  - (iii) Student must have a GPA of 3.3 or higher in the Master's degree.
  - (iv) Student must have and maintain a GPA of 3.0 or higher at the PhD level.
- b) Additional selection criteria (for all):  
The following additional factors apply to the selection criteria:
  - (i) The ranking and research classification of the institution from which the applicant received his/her Bachelor and Master degrees.
  - (ii) Applicant's prior research experience and its relevance to UAEU research.
  - (iii) Applicant's publication record.

### C. Duration of Awards

- a) Fellowships are awarded for a maximum period of 4 years.
- b) A faculty member may request only one extension for a Fellowship for up to two semesters, with documented justification. The request must be made during the first month of the student's last semester of the award term.
- c) A Fellowship award is valid for its duration provided the student
  - (i) Continues to meet the eligibility criteria every semester and
  - (ii) Receives very good performance appraisal from his/her research supervisor based on an evaluation that the supervisor completes of the student's research work and submits it to the College of Graduate Studies at the end of each semester.
- d) If the recipient of an award becomes ineligible by failing to meet any of the aforementioned requirements, he/she will forfeit the award automatically and will be notified by the College of Graduate Studies accordingly.

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#### **D. Duties and Expectations**

- a) Each Fellowship recipient must devote a minimum of 20 hours per week throughout the year to work as a research assistant with his/her faculty supervisor.
- b) Each Fellowship recipient is required to publish one research paper in a refereed, indexed journal in the student's discipline area of research.
- c) Fellowship recipients may accept other duties only at UAEU in order to work as, for example, teaching, research or administrative assistants, and earn a stipend provided the new assignment does not interfere with the student's Fellowship duties and does not entail more than 10 hours of work per week. The student must obtain a written permission from his/her Fellowship supervisor prior to accepting any such assignment and forward it to the College of Graduate Studies.
- d) All Fellowship recipients are expected to participate in activities that empower their research training at the college and university levels, when possible and in coordination with their supervisors. Furthermore, students are expected to present and publish their research outcomes under the guidance of their supervisors.

#### **E. Availability of Opportunities**

Opportunities for Fellowships are normally available at the time of the student's admission into the PhD program. The number of awards made each year may vary depending on the availability of funds.

### **3. Graduate Student Assistantships**

#### **A. Award Benefits**

- a) Graduate Student Assistantships are granted to full-time graduate students who participate in teaching, research, or administrative activities at the university in exchange for financial support in the form of a monthly stipend.
- b) The University provides health insurance to Graduate Student Assistants if their visa is sponsored by UAEU.

#### **B. Student Eligibility Requirements**

Graduate students must meet the following conditions and minimum eligibility criteria for Assistantship awards:

- a) Newly enrolled graduate students must have a minimum cumulative GPA of 3.0 on a scale of 4.0 or equivalent in the Bachelor degree, or in their Master if they have already earned a Master degree.
- b) Other graduate students must have a minimum cumulative GPA of 3.0 (on a scale of 4.0) or equivalent in their graduate studies.
- c) Other conditions imposed by the granting college/unit, if applicable.

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### C. Duration of Awards

- 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.
- 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.

### D. Duties and Expectations

- Each Assistant is expected to work on the designated assignments that are delegated to him/her by the supervisor. The average number of work hours must not exceed 20 hours per week.
- Graduate Assistants should have a generally defined role or work assignment, and a clear reporting line within the Department/Unit.
- The supervisor is expected to provide the Graduate Assistant with oral or written assessment and feedback regarding his/her performance periodically.

### E. Availability of Opportunities

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 College of Graduate Studies.

## 4. Chancellor Graduate Student Fellowships

The Chancellor Graduate Student Fellowship program provides assistance in the form of tuition waivers to qualified UAE nationals who desire to pursue graduate studies at the UAEU. The program is available to two groups of UAE national students: (1) Full-time employees of the University and (2) UAE nationals at-large.

### A. Award Benefits

The benefits of the Chancellor's Graduate Student Fellowship Program are available to eligible UAE national students as follows:

- First Category: UAE nationals who are full-time employees of UAEU: Candidates in this category are offered a partial tuition waiver of 20% of the total cost of tuition.
- Second Category: Other UAE nationals: Candidates in this category will be offered a partial tuition waiver of 15% of the total cost of tuition.

### B. Student Eligibility Requirements

To be eligible, a candidate in any of the categories must:

- Have completed a minimum of one year of study in a Graduate program at UAEU,
- Has earned a minimum of 12 graduate credits,
- Be in good academic standing (cumulative GPA of 3.0 or higher), and
- Not be sponsored by an employer or any other organization.

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### **C. Duration of Awards**

- a) A Chancellor Fellowship award is valid for the duration of the student's study period provided the student continues to meet all of the aforementioned eligibility criteria of the program.
- b) If the recipient of an award becomes ineligible by failing to meet any of the aforementioned requirements, he/she will forfeit the award automatically and will be notified by the College of Graduate Studies accordingly.

### **D. Duties and Expectations**

No duties are expected from a recipient of a Chancellor Fellowship in return for the award.

### **E. Availability of Opportunities**

Eligible students have an opportunity to apply for Chancellor Fellowships twice each year. The deadline for applications is the last day of the "Add/Drop" period, as specified in the University's Academic Calendar, for each regular semester (i.e., Fall and Spring semesters).