
 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Graduate Studies Policies Manual		Policy Number	GP-00
			Effective Date	12-Aug-2018
	Subject Signatory Authority: Graduate Studies		Most Recent Review Date	15-Apr-2018
	Responsible Office: Dean, College of Graduate Studies		Due Date for Next Review	01-Sep-2021
			Page Number	1 of 2

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	University Program and Curriculum Committee	Provost	Academic Council	Vice Chancellor	Chancellor
Management of Ongoing Graduate Programs	Approval of new policies or amendment of existing ones												X	X
	Approval of new procedures or amendment of existing ones											X		
	Appointment of Master's and Doctorate 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									
	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											
	Change of Major (Master's)		X		X	X								
	Change of Major (Doctorate)		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	University Program and Curriculum Committee	Provost	Academic Council	Vice Chancellor	Chancellor
Management of Ongoing Graduate Programs (Cont.)	Admission of Doctorate student				X		X	X			X		X	
	Appointment/change of Doctorate student advisor & advisory committee				X	X								
	Appointment of Doctorate dissertation examination committee				X		X		X					
	Approval/Change of Doctorate student study plan		X		X									
	Student transfer between PhD programs within same College				X		X							
	Study time-limit extension for Doctorate student		X		X		X	X	X					
	Admission to Doctorate program candidacy				X		X		X					
	Replace Doctorate 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
	Establishment of new programs						X	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		
	Approval of non-substantive changes				X		X			X	X			