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

## 1. The UAEU College of Graduate Studies

### Overview

Establishes the policies and related procedures for the operation of the College of Graduate Studies (CGS) of the United Arab Emirates University (UAEU) that reports to the Provost.

### Scope

Applies to the CGS and all graduate programs of the UAEU.



### Objective

The University is committed to the highest academic and administrative standards in the operation of its graduate programs. This Policy and its related procedures provide the administrative structure required for the effective governance and management of all graduate programs and for ensuring that the expected standards are met.

### Policy

The CGS of the UAEU is committed to:

1. Developing and disseminating new knowledge in graduate, postgraduate and professional fields of study;
2. Assisting all students in their search for knowledge;
3. Helping students become more cognizant of their cultural and physical environments and of themselves as unique individuals;
4. Developing in students the wisdom and skills needed to assume productive roles and leadership positions in their emerging society; and
5. Encouraging the recruitment of faculty eligible to supervise graduate students.

 جامعة الإمارات العربية المتحدة United Arab Emirates University  	<b>Graduate Studies Procedures Manual</b>	Related Policy	GP-01
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		Pages of these Procedures	1 of 2

## Procedures of Policy No. (1) - The UAEU College of Graduate Studies

### 1. The College of Graduate Studies Mission

The College of Graduate Studies will:

- a) Serve as an advocate for graduate education and research within and outside the University;
- b) Establish policies and procedures in compliance with the best practices of the “Council of Graduate Schools” and other internationally recognized organizations to guarantee that the graduate-level learning experience is of the highest quality;
- c) Foster and facilitate interdisciplinary/intercollegiate graduate learning and research activities;
- d) Initiate and maintain an intellectual and professional environment that values and supports creative, scholarly, and scientific inquiry;
- e) Serve the nation’s need for a well-educated and professionally-trained work force;
- f) Educate qualified men and women to become competitive and capable of enjoying rewarding careers in government, academia, and the private sector; and
- g) Respond to the growing needs of the UAE and the world for the extension of knowledge in all disciplines, and the development and dissemination of best practices in all professions.

### 2. College of Graduate Studies Structure

- a) The CGS is an administrative unit within the Office of the Provost.
- b) The CGS is headed by a Dean who is the Chief Academic and Administrative Officer of the College.



### 3. Graduate Studies Council

The Graduate Studies Council is the legislative body of the CGS. It is chaired by the Dean of the CGS. Its members include the following:

- a) Vice Dean of Graduate Studies
- b) The Assistant Dean for Research and Graduate Studies of each College;
- c) The Director of Research and Sponsored Projects Office;
- d) A representative from the Admission and Registration Deanship;
- e) Up to three senior UAEU faculty members at or above the rank of Associate Professor, selected by the Provost based on the recommendation of the Dean of the CGS, and appointed for a two-year term.
- f) A graduate student, selected by the Provost based on the recommendation of the Dean of the CGS, and appointed for a two-year term.

### 4. Criteria for Selection of Faculty to Participate in Graduate Programs

- a) In order to participate in the teaching of graduate courses, faculty must have a terminal degree in the teaching discipline, and either a strong record of research and scholarly activity or significant professional experience as a practitioner in an applied discipline.

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		Pages of these Procedures	2 of 2

- b) In order to participate as the principal supervisor of a student at the master's or doctoral level, faculty must have a terminal degree in the discipline in which the research is conducted, a strong record of research and scholarly activity, and prior supervisory experience. For supervising master students, prior supervisory experience may include supervision of a completed technical project or being a co-advisor of a completed master's thesis. For supervising doctorate students, prior supervisory experience may include supervision of a completed master's thesis or being a co-advisor of a completed PhD dissertation. Faculty members at the rank of Associate or Full Professor may supervise doctorate students even in the absence of prior supervisory experience.
- c) The chair of the academic unit and the dean of that college nominate faculty members participating in graduate teaching and supervision. For the supervision of doctoral students, the Dean of CGS gives the final review and approval.

### Terminal Degree

Faculty teaching courses and supervising theses or dissertations in graduate degree programs should have a terminal degree in the discipline. Exceptions to the requirement for a terminal degree, which must be justified and documented by the college, are:

- a) Limited to faculty members in applied fields who have a minimum of either:
- (i) A master's degree in the teaching field or a doctorate in a related field, and who also have extensive senior level experience in the applied field (such as corporate management or accounting);
  - (ii) Experience in the applied field coupled with internationally recognized professional association certification (such as medical board certificate or Certified Public Accountant).
- b) Fully justifiable in terms of education, training, and professional experience;
- c) Restricted to no more than 10% of all faculty in the institution.