



UNITED ARAB EMIRATES UNIVERSITY

Section: ACA-PRO

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Responsible Office: Associate Provost for Academic Affairs

Graduate Program

I. Policy

For the purpose of implementing this policy, the following terms and expressions shall have the meanings hereby assigned to them, unless the context implies otherwise:

VC	: The Vice Chancellor
Provost	: The Provost
APAA	: The Associate Provost for Academic Affairs
Dean	: Dean of Graduate Studies
Committee	: Graduate Studies Committee
Vice Dean	: Vice Dean of Graduate Studies
Department	: Academic Department
University	: United Arab Emirates University
Council	: Academic Affairs Council
Supervisor	: Master degree student's main supervisor
Supervisory Department	: Either the College Board or the Executive Committee of Interdisciplinary Programs
Program	: Graduate Program
Plan	: Study Plan (Curriculum)

1. Organizational Structure

Dean of Graduate Studies

The dean shall be responsible for the management of the academic, educational, administrative and financial affairs relating to graduate studies, in accordance with graduate studies regulations, as well as

other University policies and procedures. The dean shall be responsible for the following:

1. Convening and chairing the Graduate Studies Committee and preparing the agenda.
2. Supervising the implementation of committee recommendations.
3. Managing the graduate studies programs.
4. Ensuring the appropriate application of graduate affairs policies and procedures.
5. In consultation with other colleges, supervising the development of graduate programs and submitting the developed programs to the committee for approval.
6. Developing the graduate studies program budget and submitting it to the Associate Provost for Academic Affairs for approval.
7. Encouraging and facilitating the publication of distinctive academic works by graduate students.
8. Approving the formation of committees concerned with the supervision and discussion of theses.
9. Issuing the appropriate guidelines pertaining to the process of writing and publishing theses.

Graduate Studies Committee

Membership

The committee shall be formed upon approval by the Provost and shall consist of the following members:

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| • Dean, Graduate Studies | Chair |
| • Vice Dean, Graduate Studies | Vice Chair |
| • Representative from the Office of the Associate Provost for Academic Affairs | Member |
| • One faculty member from each college | Members |
| • Two faculty members appointed by the Dean of Graduate Studies as “members-at-large” | Members |

The committee reports to the Associate Provost for Academic Affairs.

Meetings

The dean shall convene the committee at least twice each semester. The meetings shall be valid only if attended by the absolute majority of committee members. Committee recommendations shall be taken with absolute majority of attending members; in the event of equal votes, the side having the vote of the session chair shall prevail.

Responsibilities and Assignments

The committee shall supervise the graduate studies program and be responsible for the following:

1. Reviewing new graduate program proposals submitted by the various colleges, issuing the appropriate recommendations and proposing new programs as necessary.
2. Supervising the evaluation process of approved graduate programs.
3. Developing the appropriate graduate affairs procedures, and determining student activities that equal the credit hour.
4. Determining graduate studies admission and transfer requirements.
5. Proposing a general framework for graduate programs and developing the appropriate degree regulations and guidelines pertaining to students fulfilling degree requirements.
6. Reviewing recommendations issued either by the college boards or by the interdisciplinary program executive committees pertaining to the creation, modification, addition or cancellation of graduate courses.
7. Approving the exemption of some theses being written in Arabic.
8. Examining student cases, as required, within its assigned authority.
9. Developing the appropriate rules which organize the process of writing and printing theses.
10. Approving the conclusions of thesis discussion and issuing the appropriate degree granting recommendations.
11. Discussing and reviewing any issues as requested by the Associate Provost for Academic Affairs.

Vice Dean

The vice dean shall be selected and appointed from among the faculty members of the University to assist the dean of graduate studies and to substitute for him/her in his/her absence.

Colleges

The college boards shall supervise the implementation of graduate studies policies and procedures and be responsible for the following:

1. Recommending new graduate programs based on academic department proposals.
2. Approving the curricula of graduate students.
3. Recommending the approval of admission and graduation requirements for each program.
4. Recommending the number of students admitted to each program.
5. Recommending the exemption of some theses from being written in Arabic.
6. Approving the selected topics and supervisors of theses, as recommended by the academic department concerned.

7. Approving examination results and recommending approval of thesis discussion results.
8. Considering the recommendations of the academic departments regarding the calculation of courses studied at other accredited universities.
9. Recommending the granting of degrees to students who have completed graduation requirements.
10. Considering any recommendations pertaining to the exemption of the maximum limit of study periods necessary for acquiring an academic degree.
11. Reviewing recommendations issued by the academic department councils relating to student and administrative issues.

Academic Departments

The academic departments shall supervise their graduate studies affairs and be responsible for the following:

1. Proposing new graduate programs.
2. Proposing and developing the appropriate graduate curricula. This may include determining required disciplines and relevant degrees; proposing curricula outlines, graduation requirements, course details, number of faculty members needed and number of students to be admitted to each program; developing the appropriate systems that guarantee effective cooperation and coordination with other colleges and departments inside as well as outside the University.
3. Prescribing admission requirements to graduate programs within the academic departments.
4. Investigating student issues and providing the appropriate recommendations.
5. Recommending the approval of examination results.
6. Proposing thesis supervision and discussion committees.
7. Recommending the approval of graduate curricula.
8. Recommending the approval of thesis topics based on discussions of proposed implementation plans.
9. Recommending approval of thesis conclusions.
10. Recommending the exemption of some theses being written in Arabic.
11. Recommending the approval of courses that have been completed by graduate students at other accredited universities.
12. Recommending exemption from the maximum limit of study duration.
13. Recommending the awarding of degrees to students who have completed graduation requirements.

2. Interdisciplinary Programs

Upon the recommendations of the committee, some programs may be considered interdisciplinary if a program is established on a base of knowledge that covers a number of disciplines.

Based on a proposal approved by the Associate Provost for Academic Affairs and the Provost, the Vice Chancellor shall approve the formation of interdisciplinary program executive committees.

The interdisciplinary program executive committees shall have the power and authority of college boards and department councils in regard to interdisciplinary program affairs.

Each program executive committee chair shall be treated as a department chair in regard to financial and administrative matters.

3. Master Degree Regulations

Admission Requirements

1. Applicants shall be a holder of an academic degree from an accredited university, with a minimum grade point average equivalent to *good*, and a minimum average of *very good* (3 points out of 4 or equivalent), in courses relevant to their area of specialization.
2. Applicants whose average grades are less than *very good* may be provisionally admitted. For a final admission, these students shall secure the average (3.0) or equivalent in the courses assigned by the supervisory committee.
3. Applicants shall satisfy the requirements prescribed by the supervising committee, e.g., take the admission tests, study one or more courses of the University first degree and pass the foreign language test.
4. Applicants shall not have been dismissed from the University or from any other university for disciplinary reasons.

New students are registered at the beginning of each semester during the period specified in the academic calendar. If new students are not registered at the start of the semester in which they have been admitted, their admission shall be considered as revoked unless such admission has been hindered due to a valid reason approved by the committee.

Transfer from One University to Another

1. Students who transfer from a master degree program offered by another university shall be subject to the rules of admission to master degrees at the United Arab Emirates University.

2. Based on a recommendation of the supervisory department, the graduate courses completed by students at another recognized university may be accredited, provided that the credit hours for these courses do not exceed nine credits and the course average is not less than 70%.

Suspension of Registration

Registration may be suspended at the request of the student upon approval by the committee for a maximum period of two consecutive or discrete semesters throughout the period of study, provided that the semesters in which the student has withdrawn without fail due to an approved absence, be included in this period.

Study Duration and Requirements

1. The maximum period for the study of a master degree is eight standard semesters, excluding the period of registration suspension. However, the Council may, due to valid reasons and upon recommendation by the committee, ignore the requirement for the maximum period.
2. The minimum number of credits required for the master degree is thirty credit hours, including six credits for the thesis.
3. Based on a proposal by the academic advisor and the consent of the supervisory department, the master degree student may, to qualify, be required to study courses belonging to the University first degree. However, these courses shall not form part of the credit hours stipulated for the master degree, nor will they be included in the AGPA.
4. Courses taken by the student at another university more than seven years ago shall not be accredited without the consent of the supervisory department.
5. Each master program plan shall include the “Seminar” compulsory course (one credit hour) in which each student will be required to present at minimum one lecture about his/her thesis and the extent of the progress he/she has achieved in his/her research work. The members of the teaching staff shall also contribute to this compulsory course by delivering lectures aiming at advising and guiding the students concerning their thesis.

Academic Advisor

The supervisory department shall appoint an academic advisor at the onset of the program to advise and guide the student until such time as a supervisor is assigned.

Thesis Supervision

1. The supervisory department shall appoint a supervisor after at least one semester from the inception of the student's instruction,

provided that the supervisor is specialized in the topic of the thesis. The supervisor shall help the student with the selection of the thesis topic and the implementation program.

2. As soon as the research work for the thesis begins, the supervisor shall, at the end of each semester, submit a report about the student's progress in research work.
3. As soon as the student has completed the preparation of the thesis and has submitted it to the supervisory committee, the supervisor shall produce a written report to the supervisory committee, explaining the suitability of the thesis for discussion.

Thesis Discussion

The thesis committee shall consist of the supervisor and two other members, one of whom comes from outside the University. These members are selected upon a recommendation of the supervisory department and by approval of the dean.

1. To complete the formalities of approving the results of the discussion, the thesis committee shall review the thesis and discuss it with the student and then submit to the supervisory committee a report about the thesis, the discussion and the committee recommendations.
2. The recommendation shall be issued by the majority of the thesis committee members and be supported by one of the following recommendations:
 - Accepting the thesis and a recommendation to grant the degree.
 - Having the thesis slightly modified and reviewed by the supervisor prior to approval.
 - Completing the shortcomings of the thesis before discussing it again within a period of not less than three months.
 - Rejecting the thesis and rescinding the student's registration.
3. The thesis committee shall submit to the supervisory committee a report regarding the acceptance or rejection of the thesis, so that the relevant recommendation can be submitted to the dean for approval.
4. As soon as the thesis is approved, the student shall provide the supervisor with a number of final copies, to be distributed as follows:
 - One copy to each supervisory committee member.
 - One copy to the library of the department.
 - One copy to the graduate studies library.
 - Three copies to the University library.

Thesis Conditions

The thesis and abstract shall be written in Arabic or English, as approved by the supervisory committee.

The supervisory department shall determine the minimum credit hours after which the student is allowed to submit the research schedule of the thesis.

The thesis shall reflect the student's satisfactory command of the following:

- The problem or topic dimensions.
- The skill of utilizing references and benefiting from advanced sciences and technologies.
- Awareness of the latest international theses published in areas relevant to the thesis.
- Adoption of the appropriate scientific methodology in handling the thesis topic.
- The ability to demonstrate one's opinions and proper presentation of the thesis.
- Achieving the objectives described in the research proposal.

The dean of graduate studies shall compile a guidebook containing the rules of writing, printing, producing and presenting theses.

Semester Contact Hours

1. The minimum number of contact hours in a semester is six credits.
2. The maximum number of contact hours in a semester is twelve credits.
3. The requirement of minimum and maximum contact hours can be waived upon the consent of the college dean.

If the student's absence in a given semester exceeds 15% without a valid reason, the student shall be considered as having failed this course. However, if the absence has been due to reason approved by the supervisory department, the student shall be considered as having withdrawn without fail.

Examinations and Grades

1. The students shall take the mid-term and final examinations of their respective courses as scheduled in the academic calendar.
2. To pass any of the graduate courses, the student shall at least secure the grade C.
3. Each grade has six levels coded by the alphabet in sequence. These levels are expressed by quantitative grades known as *points*. The credits assigned for the thesis are referred to as *continuous*,

and, based on the discussion, are given the grade *satisfactory*, but these are not computed in the student's AGPA.

4. The minimum AGPA required for graduation is 3.0 points.
5. The following shall apply in the rating of students:

Course Ratings

Grade	Percentage	Code	Point Value
Excellent	90-100	A	4
Very Good +	85- less than 90	B+	3.5
Very Good	80- less than 85	B	3
Good +	75- less than 80	C+	2.5
Good	70- less than 75	C	2
Fail	Less than 70	D	0

GPA and AGPA

Grade	Code	Average
Excellent	A	3.7-4
Very Good	B	3.3- less than 3.7
Good	C	3- less than 3.3
Fair	D	Less than 3

6. A student may be rated incomplete (IN) in one or more courses, in accordance with applicable University rules and regulations.

Admission Examinations and Comprehensive Examinations

The master degree program may stipulate special examinations as a requirement of admission and other comprehensive examinations on what the students have learned before they are allowed to discuss their thesis, provided that the successful completion of this examination forms an integral part of the graduation requirements.

Academic Warning

A student may be given an academic warning in the following cases:

- If the AGPA is less than 3 points.
- Failure in the comprehensive exam, if any.
- Failure in any compulsory or elective course.

Dismissal from the University

A student may be dismissed from the University if:

1. He/she obtains a fail rating D in more than one compulsory or elective courses.

2. He/she obtains a fail rating D in one course, and his/her rating in the repetition is less than B.
3. He/she, being under an academic warning for this reason, fails, at least by the end of the coming two semesters, to raise his/her AGAP to 3.
4. He/she fails the comprehensive examination, if any, more than once.
5. The thesis is rejected by the thesis committee.
6. He/she fails to successfully complete the requirements of the targeted degree within the stipulated period of time.

4. Diploma Degree

Admission Requirements

1. Candidates of the diploma degree shall be holders of a bachelor degree or equivalent from an accredited university.
2. Candidates shall meet the requirements specified by the supervisory department, i.e., admission examinations or studying one or more course of the University first degree.
3. Students shall not have been dismissed from the University or from any other university for disciplinary reasons.

The Admission and Registration Department receives the application forms from candidates wanting to enroll in the UAE University diploma program.

The application forms are sent to the supervisory department to ensure that the applicants meet all admission requirements where they are then sent, along with a recommendation, to the dean.

The dean makes a decision towards the admission of the candidate to the University.

New students are registered at the beginning of each semester, during the period stipulated in the academic calendar. If a new student is not registered at the start of the semester in which he/she has been admitted, his/her admission shall be considered as cancelled, unless non-registration is due to a valid reason approved by the advisory department.

Registration Suspension

Registration may be suspended at the request of the student due to a valid reason, approved by the committee, for a maximum period of two continued or not continued semesters throughout the period of study, provided that the semesters in which the student has withdrawn without fail due to absence for a valid excuse, accepted by the supervisory department, be computed in this period.

The maximum period for the study of the diploma is six standard semesters in which the registration suspension period is not included.

Teaching Load

1. The minimum number of contact hours in a semester is nine credit hours.
2. The maximum number of contact hours in a semester is nineteen credit hours.
3. The requirement of minimum and maximum contact hours can be waived by the dean of graduate studies or the dean of the college.

Academic Warning or Dismissal from the University

1. A student will be given an academic warning if his/her AGPA, after completing at least twelve credit hours, is less than 2.
2. If the student fails to raise his/her AGPA to the limit stipulated for an academic warning by the end of the following semester, he/she will immediately be given a second academic warning.
3. If the student fails to remove the academic warning by the end of the semester following the second academic warning, he/she will be dismissed from the University.
4. The minimum AGPA required for graduation is 2.

If the absence of the student in a given course exceeds 15% without a valid excuse, the student shall be considered as having failed this course. However, if the absence has been due to a reason approved by the supervisory department, the student will be considered as having withdrawn from this course without fail.

Course Ratings and General Grade

Course Ratings

Grades	Marks	Code	Points
Excellent	90 - 100	A	4
Very Good +	85 - less than 90	B+	3.5
Very Good	80 - less than 85	B	3
Good +	75 - less than 80	C+	2.5
Good	70 - less than 75	C	2
Fair +	65 - less than 70	D+	1.5
Fair	60 - less than 65	D	1
Fail	Less than 60	F	0

GPA and AGPA

Grade	Code	Average
Excellent	A	3.6 - 4
Very Good	B	3 - less than 3.6
Good	C	2.5 - less than 3
Fair	D	2.0 - less than 2.5

Granting the Academic Degree

1. The college council or the department concerned shall issue a recommendation towards granting the academic degree based on the completion of the requirements stipulated for obtaining the degree.
2. In case a student completes all the prescribed credit hours with an AGPA of less than 2, he/she shall, based on a recommendation by his/her academic advisor, be allowed to study one or more courses from among the courses of the same diploma or other diploma programs at the University level in order to raise his/her AGPA. However, the course selected by the student shall not be from among the courses of the diploma program in which the student is registered and which the student has studied before.

5. Creation and Review of Graduate Programs

Prior to the creation of a graduate program, a feasibility study shall be conducted to verify the following:

- The need of the development plans in the country for graduates in the various disciplines.
- The availability of instructors who are experienced in research work and who can teach graduate courses and supervise theses in the required areas.
- The availability of research and instruction equipment, scientific resources, etc.
- The availability of the required number of students to ensure the continuity and effectiveness of the program.

Preliminary Program Scheme

The preliminary scheme shall comprise the following:

- The name of the proposed program and its objectives.
- Justifications for creating the proposed program.
- Supervisors of the proposed program (departments and associated colleges).
- Availability of teaching staff members and the materials required for the implementation of the proposed program.
- Proposed curriculum.

- Number of students expected to join the program within the first three years of instruction.
- Expected cost for the implementation of the program and the funding resources to cover these costs.
- Technical studies of the preliminary scheme conducted by consultants and at least three external evaluators, including copies of their reports and curriculum vitae.

The dean shall review the project and compile a written report containing his opinion. Then the project and the report, including the following, shall be submitted to the committee:

- General comments about the main components of the proposed program.
- The relationship between the program and the University's current programs.
- Any suggestions for the development of the program.

The dean shall apprise the relevant committee of the graduate studies committee's opinion about the preliminary scheme, and in case of approval, he shall ask for a detailed and comprehensive preparation of the proposed program project.

Final Program Scheme

The appropriate college or committee shall send the detailed scheme of the program to the dean; the committee shall then compile a report containing its opinion and comments about the program.

Program Study Plan

The study plan shall emphasize the following:

- Clarity of the proposed program objectives.
- Agreement between the plan and the graduate studies regulations.
- Sufficient number of compulsory and elective courses to be offered.
- Agreement between the courses and the program objectives based on reports of evaluators and experts.

Committee Report

The dean shall submit a report to the Associate Provost for Academic Affairs, which will include the committee's recommendation regarding the proposed project.

On-going Program Assessment

The dean shall conduct a periodic evaluation of all graduate programs to ensure both quality and continuous development of these programs in accordance with international standards. The evaluation shall focus on the review of the original plan of each program and the success of this plan based on the implementation of the program, taking into account the following:

- The number of students enrolled in the program every year.
- The number of students to graduate from the program every year.
- The effectiveness of the academic organization and supervision mechanisms.
- The impact of acquiring the academic degree on the professional status of the students, and if these students secured higher positions or were promoted to higher professional grades.
- The social benefits of this program and its contribution to the elimination of some problems relating to the public or private sectors.
- The extent of interaction between this program and similar programs offered by other universities.
- The extent of interaction between this program and other departments outside the University.
- The publishing of thesis research papers and its academic standard.
- The availability of resources required for the continuation of the program.

Concerned units shall put this policy into effect, each within its designated area of responsibility. Any other provisions that may be inconsistent with the provisions stipulated herein shall be deemed null and void.

II. Application

This policy shall apply to all diploma and graduate programs and students enrolled in them at the United Arab Emirates University.

III. Related Policies

IV. Revision History

Date	Revision