



UAEU Policy	Doctor of Philosophy Program
Section	ACA - PRO
Policy Number	12
Approval Date	26/03/2009
Responsible Officer	Provost
Contact Officer	Chief of Staff, Office of the Provost
Authorization	Chancellor
Effective Date	30 March 2009- Approved by the University Council on 26-03-09
Superseded Documents	All regulations, decrees, and policies related to the establishment and management of graduate programs or other regulations and decrees and policies as they may impact the UAEU PhD Program
Review	30 January 2011
File Number	
Associated Documents	UAEU PhD Program Administrative Procedures

1. Preamble

The United Arab Emirates University is establishing a single Doctor of Philosophy (PhD) Program to realize His Highness Sheikh Nahayan Mabarak Al Nahayan's, Chancellor of the United Arab Emirates University, vision to transform the University into one that is both research intensive and is internationally-recognized. A PhD Program of the highest quality and international standing is a key element in this transformation.

2. Purpose

The purpose of this document is to define the overarching principles for the establishment and management of the PhD Program. Detailed administrative processes are described in the PhD Program Administrative Procedures.

3. Scope

All PhD programs at the United Arab Emirates University are covered by this policy. Masters Programs are not covered by this policy.

4. Principles

4.1. The University of the United Arab Emirates will have a single PhD program;

- 4.2. A University Board of Graduate Research Studies (the Board) is to be established to provide quality oversight; and
- 4.3. There will be a common framework within which candidates and their supervisors will operate, that framework being both determined by and monitored by the Board.

5. Implementation

5.1. The Board of Graduate Studies

- 5.1.1. The Board retains the authority for all decisions regarding, but not limited to, admission, supervision, and candidacy.
- 5.1.2. The Board will comprise of no less than 6 and no more than 10 Faculty nominated by the Provost, in consultation with the Deans and will be chaired by the Provost.
- 5.1.3. The Provost may delegate the chairmanship of the Board.

5.2. Candidacy

- 5.2.1. Applicants for admission to the PhD Program will be required to meet minimum disciplinary requirements for advanced research in the field of study and the proposed dissertation topic.
- 5.2.2. Applicants will be required to submit the following:
- Academic record (transcripts and GPA)
 - TOFEL score for English as a Second Language applicants
 - Graduate Record Exam (GRE) score
 - Referee reports
 - Dissertation Proposal
- 5.2.3. Candidates will be proposed to the Board for enrolment by an academic host Department of the University, and the Board will consider both the qualifications of the candidate and the suitability of the research supervisor(s) and thesis committee members, each of whom will also act as an examiner, as well as the proposed courses of study and area of research, in determining whether or not to approve the proposed enrolment.
- 5.2.4. Students accepted into the program will advance to candidacy only following satisfactory completion of qualifying (preliminary) examinations and recommendation to the Board by the host Department.
- 5.2.5. Candidature for the degree will be full-time.
- 5.2.6. Candidates will, absent an exception being granted by the Board based on proof of accomplishment, undertake coursework equivalent to at least one year of full-time study to a level of attainment determined by the Board for each candidate in both general, research-related and in discipline-specific areas.

5.3. Supervision

- 5.3.1. Thesis supervision will be provided by a primary research supervisor and a thesis committee
- 5.3.2. The thesis committee will be made up of at least four members, and will include the primary research supervisor (who will be a member of the host Department) as chair. At least one committee member will be a research scholar active in a country other than

the UAE, and at least one will be from an academic Department of the UAEU that is not the same Department as that of the primary research supervisor.

5.4. Progress

5.4.1. Progress requirements will be defined and documented at the time of admission by the Board following a proposal by the Supervisor.

5.4.2. Progress will be reviewed by the Board annually and will be assessed on submissions by the supervisor and the candidate. Failure to meet progress requirements will require the candidate to show cause why candidature should not be terminated.

5.4.3. Where the Board determines unsatisfactory progress candidature will be terminated.

5.5. Admission to the Degree

5.5.1. Admission to the degree will require submission of a thesis, in a form to be approved by the Board, and a unanimous recommendation in the form of a summary report to the Board by the thesis committee that the thesis be approved.

5.5.2. Prior to a recommendation to the Board by the thesis committee, each candidate will undertake a public thesis defense conducted by the host Department.

5.5.3. The Board will, based on consideration of the thesis committee's report, recommend candidates to the Vice Chancellor for the award of the degree.

6. Procedures and Forms

UAEU PhD Program Administrative Procedures (to be approved by the Provost)

7. Review

This policy will be reviewed no later than 30 January 2011.