



## UNITED ARAB EMIRATES UNIVERSITY

Section: UNI-GEN

Procedure Number: UNI-GEN-07-02

Supporting Policy Number: UNI-GEN-07

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Responsible Office: Provost

### Signature Authority Procedure

#### Major Procedural Changes in This Release

This is the first release of the Signature Authority procedure **as it pertains to the Student Affairs division.**

**UNITED ARAB EMIRATES UNIVERSITY**  
**Signature Authority Levels – Student Affairs**

| Transaction Description                  | Specific Level of Authority                                                                                                          | Hostel Supervisors | Unit Manager/Hostel Chief | Director | Associate Dean | College Dean | Assistant Provost and Dean of Students | Provost |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------------|----------|----------------|--------------|----------------------------------------|---------|
|                                          |                                                                                                                                      |                    |                           |          |                |              |                                        |         |
|                                          |                                                                                                                                      |                    |                           |          |                |              |                                        |         |
| <b>Student Discipline</b>                | Academic disciplinary councils/actions                                                                                               |                    |                           |          |                |              | X                                      |         |
|                                          | Non-disciplinary actions                                                                                                             |                    | X                         | X        |                |              | X                                      | X       |
|                                          |                                                                                                                                      |                    |                           |          |                |              |                                        |         |
| <b>Purchases</b>                         | Up to and including AED 1,000                                                                                                        |                    | X                         |          |                |              |                                        |         |
|                                          | From AED 1,001 up to and including AED 10,000                                                                                        |                    |                           | X        |                |              |                                        |         |
|                                          | Over AED 10,001                                                                                                                      |                    |                           |          |                |              | X                                      |         |
|                                          |                                                                                                                                      |                    |                           |          |                |              |                                        |         |
| <b>Off-campus Events</b>                 | Internships and visits authorized and supervised by colleges (ending prior to 9 p.m.)                                                |                    |                           |          |                | X            |                                        |         |
|                                          | Official Scientific Association activities                                                                                           |                    |                           | X        |                | X            |                                        |         |
|                                          | Visits by international students to friends and family outside the hostel, approved by family, during the weekends and vacations     |                    | X                         |          |                |              |                                        |         |
|                                          | Overnight visits by local students to friends or others during weekends or vacations, authorized by family, e.g., Delma Island girls |                    | X                         | X        |                |              |                                        |         |
|                                          | Day shopping trips at the weekends, authorized by family, with transport (but not close supervision) provided by supervisors         |                    | X                         |          |                |              |                                        |         |
|                                          | Overseas visits authorized by the college and family                                                                                 |                    |                           |          |                | X            | X                                      |         |
|                                          | Overseas sporting and recreational visits, authorized by family and representing the UAE University                                  |                    |                           |          |                |              | X                                      |         |
|                                          |                                                                                                                                      |                    |                           |          |                |              |                                        |         |
| <b>Speakers in Hostels</b>               | Invited speakers to lead seminars, discussions and to provide training and advice                                                    |                    |                           | X        |                |              |                                        |         |
|                                          |                                                                                                                                      |                    |                           |          |                |              |                                        |         |
| <b>Gifts</b>                             | Remuneration for speakers attending on-campus activities up to AED 1,000                                                             |                    |                           | X        |                |              |                                        |         |
|                                          |                                                                                                                                      |                    |                           |          |                |              |                                        |         |
| <b>Financial Sponsorship</b>             | Fundraising by Youth Care and Student Activities                                                                                     |                    |                           | X        |                |              |                                        |         |
|                                          |                                                                                                                                      |                    |                           |          |                |              |                                        |         |
| <b>Youth Care and Student Activities</b> | Annual plans for associations and approved budgets up to and including AED 5,000 per activity                                        |                    |                           | X        |                | X            |                                        |         |
|                                          | Amendments to annual plans                                                                                                           |                    |                           | X        |                | X            |                                        |         |
|                                          |                                                                                                                                      |                    |                           |          |                |              |                                        |         |

| Transaction Description                            | Specific Level of Authority                                                                                                   | Hostel Supervisors | Unit Manager/Hostel Chief | Director | Associate Dean | College Dean | Assistant Provost and Dean of Students | Provost |
|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------------|----------|----------------|--------------|----------------------------------------|---------|
|                                                    |                                                                                                                               |                    |                           |          |                |              |                                        |         |
| <b>Income Generated Through Student Activities</b> | Received by student activities staff and banked, as required, in an identified account                                        |                    |                           | X        |                |              |                                        |         |
|                                                    | Expenditure from student activities account up to and including AED 5,000                                                     |                    |                           | X        |                |              |                                        |         |
| <b>Laptop Project</b>                              | Authorizing purchase of laptops by students on production of bank receipts                                                    |                    | X                         |          |                |              |                                        |         |
| <b>Hostel Maintenance Repairs</b>                  | Urgent up to and including AED 1,000 (not immediately attended to by Campus Development)                                      | X                  |                           |          |                |              |                                        |         |
|                                                    | Urgent from AED 1,001 up to and including AED 10,000 (not immediately attended to by Campus Development)                      |                    |                           | X        |                |              |                                        |         |
|                                                    | Urgent from AED 10,001 up to and including AED 30,000 (not immediately attended to by Campus Development)                     |                    |                           |          |                |              | X                                      |         |
| <b>Student Welfare Fund</b>                        | Decisions and reports relating to appropriate applications, prepared through Student Welfare Fund Office                      |                    |                           | X        |                |              |                                        |         |
|                                                    | Requests for financial assistance from the Student Welfare Fund in borrowing or renting laptops and subsequent authorizations |                    |                           | X        |                |              |                                        |         |
|                                                    |                                                                                                                               |                    |                           |          |                |              |                                        |         |
|                                                    |                                                                                                                               |                    |                           |          |                |              |                                        |         |