
 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Teaching Assistant Affairs Policies Manual	Policy No.	TA-02
		Effective Date	12-Aug-2018
	<u>Subject:</u> Preparing and Delegating the Teaching Assistant	Most Recent Review Date	15-Apr-2018
	<i>Responsible Office:</i> DVC for Academic Affairs	Due Date for Next Review	01-Sep-2021
		Page Number	1 of 2

## 2. Preparing and Delegating the Teaching Assistant

### Goal

This policy aims at identifying the regulations of preparing and delegating the TA and the specified periods as a resident or delegated TA to study or complete the requirements of graduate degrees.

### Policy

#### 2-1 Preparing the Resident TA

- TAs are appointed in all university colleges for a maximum of one-year probationary period after which he/she will be on a permanent job.
- Chair of the Academic Department assigns a local Academic Advisor from department faculty members for each TA to supervise the TA during his/her residency and delegation.
- The local Academic Advisor in coordination with the Chair of the Department should nominate the universities for the TA to apply for graduate studies. The local Academic Advisor should follow up the preparation program set for the TA and conduct regular interviews with him/her during his/her residency and guide him/her to guarantee obtaining the acceptance to study foreign language, graduate studies or its requirements. As well as identify the areas of inefficiency of the TA in his/her specialization, if any, and find the required solution such as identify specific courses the TA should study or prepare researches in courses.
- The residency period in preparation period should not exceed one-year for the TA in all university colleges. It may, in special cases with the approval of the Vice Chancellor to extend the TA residency period to six months, which can be extended for another six months.
- The period spent in the National Service is not counted within the residency period of the TA. The residency period shall be extended equivalent to the period spent in the National Service. The resident TA is granted the monthly salary and all financial allotments during the National Service period (in accordance to the Federal Law No. (6) of 2014 concerning the National Service).
- If the TA does not secure the required acceptance or refused to execute his/her duties, it may by the Vice Chancellor decree upon the presentation to the Chancellor to terminate the service of the TA.


#### 2-2 TA Delegation and Study Period

##### 2-2-1 TA Delegation

- TA is delegated to study the requirements of the degree delegated for by virtue of Vice Chancellor decree and upon the recommendation of the Provost and suggestion of the Dean after obtaining the final or the conditional acceptance in the approved university.
- The TA may be delegated to study foreign language or any other requirements to secure the acceptance for graduate studies in the approved university for a maximum of one year not to be counted within the period specified to study the Master, Doctorate or Medical fellowship.
- The Vice Chancellor decree identifies the TA delegation destination, period of the delegation, the degree to be studied, general and specific specialization to be studied. The TA should not change the specialization or the university in which he/she is delegated to study foreign language, Master or Doctorate/Medical Fellowship without the approval of the Vice Chancellor.
- The delegated TA shall be under the financial and administrative supervision of the Cultural Attaché. The Cultural Attaché follows up the TA academic affairs in coordination with the Office of Teaching Assistant Affairs at the university.

##### 2-2-2 Study Period



- The maximum study period required to obtain Master and Doctorate degrees, Medical Fellowship, or the Doctorate from universities do not require a Master degree, is six years. The period for obtaining the Master degree shall not exceed three years.
- In applying the provisions of the previous Paragraph (a), the period specified to study Doctorate requirements for the TA who holds Master degree before being appointed at the university is four years. The Vice Chancellor may extend this period upon the recommendation of the National Faculty Recruitment and Development Office and the Provost.
- In case the TA obtained the Master degree in less than three years, the time remained from the three

 جامعة الإمارات العربية المتحدة United Arab Emirates University <b>UAEU</b>	Teaching Assistant Affairs Policies Manual	Policy No.	TA-02
		Effective Date	12-Aug-2018
	<u>Subject:</u> Preparing and Delegating the Teaching Assistant	Most Recent Review Date	15-Apr-2018
	<b>Responsible Office:</b> DVC for Academic Affairs	Due Date for Next Review	01-Sep-2021
		Page Number	2 of 2

- years shall be added to the Doctorate study period.
- These periods specified for the delegated TA to study the Master or Doctorate or Medical fellowship are effective starting from the date specified in the delegation decree without counting the periods spent in studying the foreign language or other requirements of some specializations and for a maximum of one year.
  - If the delegated TA does not obtain the degree delegated for during the period specified in the delegation decree, the period may be extended for two years, not exceeding one year in each time, in case serious reasons clearly indicating that the TA will obtain the degree during the period of extension. During the first year of extension, the TA is entitled for all salary and financial allocations specified for the position. While during the second year of extension, the TA is entitled all financial allocations specified for the position expect the scholarship salary.
  - It may, upon the approval of the Vice Chancellor, drop all or some periods from the original scholarship period or extension period specified for the degree, if serious reasons evoke.
  - The TA is entitled, during the dropping period in case occurred during the original period specified for the degree or during the first year of the extension, for all salary and financial allocations specified for the position. However, if it occurred during the second year of the extension, the TA is entitled for all financial allocations specified for the position expect the scholarship salary.
  - In case the TA is unable to complete the required degree during the authorized period, his/her service is considered ended automatically starting from the next day of the end of these periods unless otherwise decided by the Vice Chancellor.

### 2-3 Termination of TA Delegation



- During his/her study for the Master requirements, the delegated TA should submit admission applications to study the requirements of the Doctorate and notify the National Faculty Recruitment and Development Office in this regard. In case the TA does not obtain the admission to study the Doctorate requirements after obtaining the Master directly, his/her delegation shall be terminated by the Vice Chancellor to return as a resident TA on the date he/she reports to work in the department for a maximum of one year might be extended for additional of six months.
- The TA should commence his/her duties in the department within a maximum of two months from the date of completing studying foreign language or completing Master requirements unless he/she obtains an acceptance of a university to complete his/her study.
- The TA should commence his/her duties in the department within a maximum of two months from the date of obtaining his/her Doctorate/Medical Fellowship, unless being authorized to conduct Post Doctorate research, or Post Fellowship training.
- In applying the provisions of the previous two Paragraphs, in case the TA has not joined his/her department during these periods, his/her service considered ended starting from the next day of study completion. It may allow for serious reasons accepted by the Vice Chancellor to consider the period exceeding two months and until he/she joins the department as a leave without pay.
- By virtue of the Vice Chancellor decree, the TA delegation may be terminated in any stage of his/her study based on the recommendation of the Provost to return as resident TA for up to one year which can be extended for additional six months.
- In case the delegated TA is obliged to perform the National Service, his/her delegation should be terminated and return back as resident TA for a period specified by the recommendation of the National Faculty Recruitment and Development Office.

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	<b>Teaching Assistant Affairs Procedures Manual</b>	Related Policy	TA-02
		Effective Date	12-Aug-2018
	<b>Subject</b> Preparation and Delegation of TA <i>Responsible Office:</i> DVC for Academic Affairs	Most Recent Review Date	15-Apr-2018
		Due Date for Next Review	01-Sep-2021
		Page Number	1 of 5

## Procedures of Policy No. (2) - Preparation and Delegation of TA



### 2-1 Preparing the Resident TA

- a) TAs are appointed in all University colleges for probationary period for up one year. The University may terminate the service of the TA during this period or confirm his/her appointment automatically after it.
- b) After appointment, the TA becomes a resident TA until his/her delegation. His/her residency should not exceed in all colleges one year may be extended in special cases with the approval of the Vice Chancellor for six months and additional six months if the TA has not been delegated due reasons out of his/her control.
- c) Each TA has local Academic Advisor selected by the Head of the academic department from one of the department members. The local Academic Advisor supervises the TA during his/her residency and delegation, follows up his/her study, prepares regular reports including his/her recommendations on the TA study progress and submits it to the Head of the academic department to take the necessary actions in coordination with the Cultural Attaché and the Academic Advisor in the host country.
- d) The local Academic Advisor in coordination with the Head of the Department should nominate the universities for the TA to apply for graduate studies.
- e) The local Academic Advisor should follow up the preparation program set for the resident TA and conduct regular interviews during residency and guide to guarantee obtaining the acceptance to study foreign language, graduate studies or its requirements. The local Academic Advisor also identifies the areas of inefficiency of the TA in his/her specialization, if any, and finds the required solutions such as identifying specific course the TA should study or preparing research to foster his/her capabilities.
- f) During his/her residency at the academic department, the TA applies to the universities nominated by the local Academic Advisor to obtain the acceptance to study foreign language or graduate studies.
- g) Human Resources Department or the Cultural Attaché issue letter of financial guarantee for the TA to submit it to the universities with the applications to obtain acceptance.
- h) The TA submits the online application receipts to the Office of National Faculty Recruitment and Development which communicate with the Secretary General Office to reimburse the TA for the application fees or any other fees related to the application.
- i) In case the TA failed to obtain the required acceptance or refused to execute the delegation decree, his/her service might be terminated from university by Vice Chancellor decree upon presentation to the Chancellor.
- j) The period spent in the National Service is not counted within the residency period of the TA. The residency period shall be extended equivalent to the period spent in the National Service. The resident TA is granted the monthly salary and all financial allowance during the National Service period (in accordance to the Federal Law No. (6) of 2014 concerning the National Service and its amendments).

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	<b>Teaching Assistant Affairs Procedures Manual</b>	Related Policy	TA-02
		Effective Date	12-Aug-2018
	<b>Subject</b> Preparation and Delegation of TA	Most Recent Review Date	15-Apr-2018
		Due Date for Next Review	01-Sep-2021
<b>Responsible Office:</b> DVC for Academic Affairs		Page Number	2 of 5

## 2-2 TA Delegation

- a) After the TA obtains his/her final or conditional acceptance of the university approved by the academic department, the college communicate with the Office of National Faculty Recruitment and Development to process the delegation procedures.
- b) The Office of National Faculty Recruitment and Development submits the acceptance with the college recommendation combined with the draft delegation decree to the Provost with the recommendation to process the delegation procedures. The draft delegation decree identifies the delegation destination, duration, the required degree, general specialization and specific specialization to be studied.
- c) The Provost submits his recommendation to the Vice Chancellor.
- d) The Vice Chancellor, in case of approval, signs the delegation decree.
- e) The delegation decree should be circulated to the concerned parties. Office of National Faculty Recruitment and Development sends copy of the decree to the Cultural Attaché of UAE in the host country with copy of TA passport and ID number.
- f) Human Resources Department sends letter signed by the Secretary General to the UAE Cultural Attaché in the host country including TA name, delegation destination, degree(s) delegated to study, and study duration. The letter includes financial and real entitlements specified for the TA during his/her scholarship and sends this letter to the Office of National Faculty Recruitment and Development.
- g) Human Resources Department creates online air ticket system for the TA with delegation decree to obtain the reimburse for the air ticket for him/her and his/her dependents in case the TA is married.
- h) The TA with a delegation decree submits the health insurance card of him/her and his/her dependents in case he/she is married to the Health Insurance Section in the university. In case the delegated TA's dependents will not accompany him/her, the married TA should sign an acknowledgement to maintain the health insurance of his/her spouse and children as well as maintain the right of education allowance for children.
- i) The TA with delegation decree who will be accompanied by his/her dependents to the host country should sign an acknowledgement that his/her spouse does not work nor has a scholarship or leave without pay.
- j) Human Resources Department stops the housing, transportation and children education allowances starting from the date of delegation for the TA who is accompanied by his/her dependents.
- k) Teaching Assistant Affairs Office notifies the UAE Cultural Attaché in the host country with the time of the TA arrival to the study place to enable the Cultural Attaché to process the hotel reservation for the TA.
- l) The Cultural Attaché supervises the administrative and financial matters of the scholarship TA's and acts as liaison between the TA and the Office of National Faculty Recruitment and Development at the University.

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	<b>Teaching Assistant Affairs Procedures Manual</b>	Related Policy	TA-02
		Effective Date	12-Aug-2018
	<b>Subject</b> Preparation and Delegation of TA <i>Responsible Office:</i> DVC for Academic Affairs	Most Recent Review Date	15-Apr-2018
		Due Date for Next Review	01-Sep-2021
		Page Number	3 of 5

- m) Upon his/her arrival in the study place, the TA notifies the Cultural Attaché with his/her address, phone number and bank account number.
- n) The TA should adhere to the calendar of the host university and fully dedicate his/her time to his/her study. He/she may not leave the place of study without prior approval from the host university and the UAE Cultural Attaché' in the host country and Office of National Faculty Recruitment and Development. In case the TA is obliged to leave the study place for urgent serious reasons, he/she should notify the Cultural Attaché with justification of leaving and the required duration.
- o) The Cultural Attaché in the host country follows up the study progress of the scholarship TA and communicates with the host university.
- p) The academic department suggests the required solutions and treatments in case the TA faces any obstacle.



## 2-3 Study Period

### 2-3-1 Original Study Period (Scholarship)

- a) The specified period for studying the required foreign language is one year at maximum.
- b) Study period to obtain Master degree is three years.
- c) In case the TA obtained the Master degree in less than three years, the time remained from the three years shall be added to the Doctorate study period.
- d) Study period to obtain the doctorate degree for the TA who holds Master before being appointed as TA at the University is four years and may be increased by Vice Chancellor decree based on a recommendation of the Provost.
- e) Study period to obtain Master and Doctorate or Medical Fellowship is six years.
- f) Study period to obtain Doctorate for the universities that do not require holding Master is six years.
- g) These periods, concerned with the scholarship TA, are effective starting from the date specified in the delegation decree.

### 2-3-2 Extension of Study Period (Scholarship)

- a. In case the scholarship TA is unable to complete the requirements of the degree delegated for during the period specified in the delegation decree, the TA may request an extension of his scholarship period to continue study to the Cultural Attaché combined with the recommendation of the Academic Advisor at the host university.
- b. The Cultural Attaché sends a request of extension to the Office of National Faculty Recruitment and Development at the University.

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	<b>Teaching Assistant Affairs Procedures Manual</b>	Related Policy	TA-02
		Effective Date	12-Aug-2018
	<b>Subject</b> Preparation and Delegation of TA	Most Recent Review Date	15-Apr-2018
		Due Date for Next Review	01-Sep-2021
<b>Responsible Office:</b> DVC for Academic Affairs	Page Number	4 of 5	

- c. The Office of National Faculty Recruitment and Development at the University sends the TA request of extension and its attachment to the concerned college to study and assess the TA progress and identify the reasons of lateness in obtaining the degree during the specified period and return it back to the Office of National Faculty Recruitment and Development with its comment.
- d. In case the college approved the request of the extension and upon verifying the serious reasons which likely support the TA obtaining the degree during the extension, the Office of National Faculty Recruitment and Development refers the request of extension to the Provost with the appropriate recommendation.
- e. The Provost submits the request of extension to the Vice Chancellor combined with the recommendation.
- f. The maximum period of extension is two years, not exceeding one year each time, by virtue of the decree issued by the Vice Chancellor.

### 2-3-3 Drop Period of Study Period



- a) In case serious reasons rise, It may, by the approval of the Vice Chancellor, drop all or some of the periods from the original periods count or from the extension period specified for study.
- b) The concerned employee in the Human Resources Department updates the TA data in the online HR system in case of extension or dropping period.

### 2-3-4 Scholarship Financial Allocations during Delegation Extension Period or Dropping Period

- a) During the first year of extension, the TA is entitled for all the salaries and financial allocations specified for the job.
- b) During the second year of extension, the TA is entitled for all the salaries and financial allocations specified for the job except the scholarship salary.
- c) During the dropping period, in case it occurs during the original period specified to obtain the degree or the first year of extension, the TA is entitled for all the salaries and the financial allocations specified for the job.
- d) During the dropping period, in case it occurs during the second year of extension, the TA is entitled for all the salaries and financial allocations specified for the job except the scholarship salary.

### 2-4 Change Specialization of a TA or Transfer Delegation to another University

- a) In case the concerned college of the TA wishes to change specialization or transfer to another academic department or transfer delegation to another university, the college refers the matter to the Office of National Faculty Recruitment and Development with justification of changing the specialization or transfer department or delegation.

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	<b>Teaching Assistant Affairs Procedures Manual</b>	Related Policy	TA-02
		Effective Date	12-Aug-2018
	<b>Subject</b> Preparation and Delegation of TA	Most Recent Review Date	15-Apr-2018
		Due Date for Next Review	01-Sep-2021
	<b>Responsible Office:</b> DVC for Academic Affairs	Page Number	5 of 5

- b) The Office of National Faculty Recruitment and Development submits the matter to the Provost with the appropriate recommendation in order to be submitted to the Vice Chancellor.
- c) In case of the Vice Chancellor approval, a decree of changing specialization or transfer department or delegation will be issued.
- d) The concerned employee in the Human Resources Department communicates with the Cultural Attaché to notify with the TA changing specialization or transferring delegation.
- e) The concerned employee in the Human Resources Department modifies the data in the HR system.

## 2-5 Termination of TA Delegation

- a) In case the TA completed studying the foreign language and not obtained acceptance to study Master requirements or obtained Master and did not obtain acceptance to study Doctorate requirements directly, the TA delegation is terminated by Vice Chancellor's decree and he/she should return as resident TA for up to one year might be extended to additional six months.
- b) The TA who has a termination of delegation or the TA who obtained Doctorate or Medical Fellowship should commence work in the college no later than two months from the date specified in the decree or from the date of obtaining Doctorate or Medical Fellowship. In case he/she did not join work during this period without an excuse accepted by the Vice Chancellor, his/her service is terminated starting from the next day of the end of his/her study. In case the excuse is accepted, the period in which he/she did not commence work after the end of the two months period is considered a leave without pay.
- c) TA's delegation is terminated in other cases the University management may consider.