 جامعة الإمارات العربية المتحدة United Arab Emirates University <b>UAEU</b>	<b>Undergraduate Programs Policies Manual</b>	Policy Number	UP-01
		Effective Date	02-Mar-2014
	<b>Subject</b>	Most Recent Review Date	01-Dec-2013
	Governance of Undergraduate Academic Programs	Due Date for Next Review	01-Sep-2016
	<b>Responsible Office:</b> DVC for Academic Affairs	Page of this Policy	1 of 1

# 1. Governance of Undergraduate Academic Programs

## Overview

Describes the governance of the University's undergraduate academic programs and explains how this operates in practice with respect to:

1. Creation of new academic programs or their component parts;
2. Modifications to established academic programs or their component parts; and
3. Periodic external review of academic programs and the regular internal assessment of their component parts.

## Scope



Unless specified to the contrary, the policies in the following sections apply to all undergraduate academic programs, except for College of Medicine and Health Sciences (CMHS).

## Objective

Academic programs are designed, implemented and managed by the Colleges of the UAEU in the context of University governance structures, Policies and Procedures. This governance operates to assure the academic community of the high standards of the undergraduate academic programs that give effect to the mission of the UAEU.

## Policy

1. The Provost is charged with assuring the high standards of undergraduate academic programs, and designing and implementing effective policies and procedures to achieve this. The Provost is responsible for ensuring compliance with Policies and Procedures.
2. The Provost is the custodian of this Policies and Procedures Manual, which is published on the UAEU website. Proposals for additions, deletions, or other amendments to the Manual may be originated by any user of the Manual, through the normal channels of policy changes.
3. Creation or modification of academic programs is subject to approval of the College Council, the Programs and Curriculum Committee, the Academic Council, and the University Council depending on the nature of the proposal as defined in the Signatory Authority. The Programs and Curriculum Committee may require some proposals to be reviewed by the General Education Committee.

 جامعة الإمارات العربية المتحدة United Arab Emirates University  	<b>Undergraduate Programs Procedures Manual</b>	Related Policy	UP-01
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## Procedures of Policy No. (1) - Governance of Undergraduate Academic Programs

1. The implementation of this Policy is, in part, delegated to faculty members via two Committees, whose chairs are appointed by the Provost.
  - a) The Undergraduate Programs and Curriculum Committee (UPCC): has a representative from each College of the University (except CMHS). It will review and approve proposals for new and modified academic programs and require periodic external program review in order to:
    - (i) Ensure the alignment of each academic program and its component parts with recognized international academic standards, UAE legal requirements for higher education programs, and the Mission of the UAEU;
    - (ii) Balance the impact of a program with respect to the available UAEU resources and the relationship of a program to others available in the UAEU and the UAE; and
    - (iii) Ensure that each academic program is addressing societal need and responding to employment requirements.
  - b) The General Education Committee: has a representative from each College of the University (except CMHS). It will review and approve proposals for new and modified courses within the General Education Program and require periodic internal and external reviews of the General Education Curriculum in order to:
    - (i) Ensure the design and operation of the General Education Curriculum is of a standard equivalent to general education programs at internationally recognized research-intensive universities, and meets the requirements of the UAEU;
    - (ii) Support and enhance implementation of the General Education Curriculum within Colleges with respect to the design of course instruction and materials, course scheduling, coordination and cooperation between Colleges, regular assessment and development of individual courses, measuring the extent to which students are achieving the desired learning outcomes of the General Education Curriculum, and identifying means to enhance practices; and
    - (iii) Disseminate effective instructional design and teaching to faculty members who teach courses within the General Education Curriculum.
2. The Provost communicates the outcomes of the operation of Policies and Procedures (i.e. the establishment or modification of academic programs and their component parts, and reports on quality and standards) to other Offices of the UAEU as appropriate.
3. The Office of the Registrar maintains a repository of all approval decisions on the establishment, modification, and discontinuation of academic degree programs and reflects this in a regularly updated published Course Catalog, in cooperation with the Office of the Provost.