

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Graduate Studies Procedures Manual	Related Policy	GP-01
		Effective Date	01-Sep-2014
	Subject The UAEU College of Graduate Studies	Most Recent Review Date	01-Dec-2013
	Responsible Office: DVC Research & Grad. Studies	Due Date for Next Review	01-Sep-2016
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Procedures of Policy No. (1) - The UAEU College of Graduate Studies

1. The College of Graduate Studies Mission

The College of Graduate Studies will:

- Serve as an advocate for graduate education and research within and outside the University;
- Establish policies and procedures in compliance with the best practices of the “Council of Graduate Schools” and other internationally recognized organizations to guarantee that the graduate-level learning experience is of the highest quality;
- Foster and facilitate interdisciplinary/intercollegiate graduate learning and research activities;
- Initiate and maintain an intellectual and professional environment that values and supports creative, scholarly, and scientific inquiry;
- Serve the nation’s need for a well-educated and professionally-trained work force;
- Educate qualified men and women to become competitive and capable of enjoying rewarding careers in government, academia, and the private sector; and
- Respond to the growing needs of the UAE and the world for the extension of knowledge in all disciplines, and the development and dissemination of best practices in all professions.

2. College of Graduate Studies Structure

- The CGS is an administrative unit within the Office of the DVCRGS.
- The CGS is headed by a Dean who is the Chief Academic and Administrative Officer of the College.

3. Graduate Studies Council

The Graduate Studies Council is the legislative body of the CGS. It is chaired by the DVCRGS and co-chaired by the Dean of the CGS. Its members include the following:

- The Assistant Dean for Research and Graduate Studies of each College;
- Up to three senior UAEU faculty members at or above the rank of Associate Professor, selected by the DVCRGS based on the recommendation of the Dean of the CGS.

4. Doctoral Studies Committee

- The Doctoral Studies Committee is a special oversight committee for the PhD Program. It is chaired by the DVCRGS and Co-Chaired by the Dean of the CGS. Its membership includes three (3) members from the Graduate Studies Council and up to three (3) senior UAEU faculty members at or above the rank of Associate Professor, selected by the DVCRGS based on the recommendation of the Dean of the CGS.
- The Doctoral Studies Committee oversees the admission process of the PhD Program and recommends awards of PhD Scholarships and Fellowships to the Dean of the CGS and the DVCRGS.

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5. Criteria for Selection of Faculty to Participate in Graduate Programs

- In order to participate in the teaching of graduate courses, serving on graduate thesis/dissertation committees, or serving as major advisor to a student at the master's or doctoral level, faculty must be qualified to serve by the Graduate Studies Council. These faculty members are selected from the University faculty on the basis of academic training, experience, demonstrated potential for creative work and scholarly research, and evidence of the ability and competency essential to directing and supervising graduate students in their pursuit of advanced knowledge. They are reviewed for re-designation every three years.
- Faculty members are nominated by the chair of the academic unit and the dean of that college. Final review and approval is given by the Graduate Studies Council. Each faculty member so approved is authorized for specific graduate activities within a particular academic unit. These activities and the necessary qualifications for each are stated below and summarized in Table 1.

Level 1: Teach graduate courses

Qualifications: Evidence of professional activity sufficient to assure awareness of current advances in the discipline or profession. Strong record of active engagement in research and scholarship related to the discipline is expected. Evidence of effective instruction or effectiveness in other types of professional presentations should be supplied. When possible, the overall teaching evaluations of the concerned faculty member could be used as evidence of effective instruction. In the case of new designations, strength of evidence that indicates potential may substitute for experience. Minimum academic rank: Assistant Professor (except for professional programs in which case a faculty is required to have significant professional experience as a practitioner in the discipline).

Level 2: Direct non-thesis students

Qualifications: Evidence of professional activity or scholarship sufficient to assure awareness of current advances in the discipline or profession. Evidence of effectiveness in advising and directing non-thesis student programs should be supplied for re-designations. In the case of new designations, strength of evidence that indicates potential may substitute for experience. Minimum academic rank: Assistant Professor (except for professional programs in which case a faculty is required to have significant professional experience as a practitioner in the discipline).

Level 3: Serve on graduate student committees

Qualifications: Doctorate degree appropriate to the student's degree level. Evidence of professional activity or scholarship sufficient to assure awareness of current advances in the discipline or profession. Evidence of effectiveness in advising, participation on graduate student committees, and supervising graduate student research should be supplied for re-designations. In the case of new designations, information suggesting potential for providing guidance to graduate students may substitute for participation on committees. Minimum academic rank: Assistant Professor (except in the case of external co-advisor/committee member who should have a doctoral degree and whose qualifications will be approved by the Dean of the College of Graduate Studies (CGS)).

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Level 4: Supervise master's theses

Qualifications: Doctorate degree in a relevant field. Evidence of professional activity in the discipline or profession. Strong record of active engagement in research and scholarship related to the discipline is expected. Evidence of experience and effectiveness of service on graduate student committees is preferred. Evidence of successful participation in the advising of graduate students and the directing of master's thesis research should be supplied for re-designations. In the case of new designations, evidence of participation in master's thesis supervision is required. Minimum academic rank: Assistant Professor.

Level 5: Supervise doctoral dissertations

- Qualifications: Doctorate degree in a relevant field. Evidence of professional activity in the discipline or profession. Strong record of active engagement in research and scholarship related to the discipline is required. Evidence of successful participation in directing of master students' research and service on doctoral dissertation committees is required. Evidence of successful participation in the advising of graduate students and the directing of doctoral thesis research should be supplied for re-designations. Minimum academic rank: Assistant Professor and a minimum of one of the other advisory committee members holding a rank of Associate Professor or higher; except in the case of an external committee member who will normally have a doctoral degree and whose qualifications will be approved by the Dean of CGS).
- The same process for nomination to Graduate Faculty will be used for the removal or reduction in responsibility of Graduate Faculty Status in case the Graduate Faculty member's research or teaching status changes significantly. Before a regular faculty member's designated Level is reduced, the chair of the academic unit will write a letter to that faculty member, notifying him or her of the intent to change responsibilities. Cases in which the faculty member was hired for a fixed term/assignment, retired, died, moved or became inactive will be exempted from the removal process.

Terminal Degree

Faculty teaching courses and supervising theses or dissertations in graduate degree programs should have a terminal degree in the discipline. Exceptions to the requirement for a terminal degree, which must be justified and documented by the college, are:

- Limited to faculty members in applied fields who have a minimum of either:
 - A master's degree in the teaching field or a doctorate in a related field, and who also have extensive senior level experience in the applied field (such as corporate management or accounting);
 - Experience in the applied field coupled with internationally recognized professional association certification (such as medical board certificate or Certified Public Accountant).
- Fully justifiable in terms of education, training, and professional experience;
- Restricted to no more than 10% of all faculty in the institution; or
- Are reported to the Commission for Academic Accreditation for approval prior to the start of the semester in which the faculty member will teach. Reports to the must include the name of the faculty member for whom the exception is requested, the

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highest degree earned and the conferring institution, the area of specialization, the justification for the exception, and a listing of the courses assigned.

Table 1. Qualifications required for different activities.

Activity	Qualifications	Minimum academic rank for regular academic programs	Minimum academic rank for professional programs
Teach graduate courses	Strong record of active engagement in research and scholarship related to the discipline is expected Evidence of effective instruction is needed.	Assistant Professor	Assistant Professor (see exception above)
Direct non-thesis students	Evidence of professional activity or scholarship sufficient to assure awareness of current advances in the discipline or profession.	Assistant Professor	Assistant Professor (see exception above)
Serve on graduate student committees	Evidence of professional activity or scholarship sufficient to assure awareness of current advances in the discipline or profession.	Assistant Professor	Assistant Professor (see exception above)
Supervise master's theses	Strong record of active engagement in research and scholarship related to the discipline is expected. Evidence of experience and effectiveness of service on graduate student committees is preferred. Evidence of successful participation in the advising of graduate students and the directing of master's thesis research should be supplied for re-designations.	Assistant Professor	Assistant Professor
Supervise doctoral dissertations	Strong record of active engagement in research and scholarship related to the discipline is required. Evidence of successful participation in advising of master's students' research and service on doctoral dissertation committees is required. Evidence of successful participation in the advising of graduate students and the directing of doctoral thesis research should be supplied for re- designations.	Assistant Professor and at least one of the advisory committee members holding a rank of Associate Professor	Assistant Professor (see exception above)