

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Graduate Studies Procedures Manual	Related Policy	GP-08
		Effective Date	01-Sep-2014
	Subject Establishment of New Master's Programs	Most Recent Review Date	01-Dec-2013
	Responsible Office: DVC Research & Grad. Studies	Due Date for Next Review	01-Sep-2016
		Pages of these Procedures	1 of 2

Procedures of Policy No. (8) - Establishment of New Master's Programs

1. Application for Approval of New Master's Programs

The online application for approval of a new Graduate Program will include the following information:

- a) Program and Degree titles
- b) Offering College(s) and Department(s)
- c) Contact Person/Coordinator
- d) Program Description
 - (i) Program objectives
 - (ii) Program learning outcomes
 - (iii) Length of study
 - (iv) Rationale: Demand/Need
 - (v) Targeted students
 - (vi) Admission requirements
 - (vii) Tuition and fees
 - (viii) Feasibility: Three-year Program budget stating projected enrollment, revenues and expenses
 - (ix) Distinctive features in comparison with similar Programs in the GCC region
 - (x) Essential features in comparison with international benchmark Programs
 - (xi) Any impact on similar programs already offered by the College or University.
- e) Curriculum
 - (i) Degree requirements
 - (ii) Model study plan(s)
 - (iii) Complete listing of course titles, course descriptions, and course learning outcomes
 - (iv) Full syllabi of at least three courses
 - (v) Details of course and other assessments/examinations
- f) External Cooperation
 - (i) External academic advisors involved in preparation of Program, if applicable
 - (ii) Envisaged institutional cooperation/partnerships
- g) Resources
 - (i) Brief (1-2 page) CVs of current faculty members who will teach in the Program: areas of expertise, experience in graduate teaching/supervision, recent publications
 - (ii) Justification and cost of new faculty hires related to the Program
 - (iii) Existing facilities and support staff to be used by the Program
 - (iv) Justification and cost of new facilities needed and support staff hires
 - (v) Operational costs
 - (vi) Projected revenues
 - From University
 - From tuition and fees
 - From outside sources

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2. Approval Process

The process for the approval of new Master's Degree Programs follows the following steps:

- Preparation of the application by the academic Department(s) involved;
- Review and approval by the College Council chaired by the Dean of each College involved;
- Review by external evaluators/advisors;
- The concerned Department/College update of the application in response to the external evaluators comments, suggestions, and recommendations. Departments/Colleges may choose to adopt the suggestions of external reviewers or otherwise provide a reasoned response why the program is not implementing any of its recommendations, but in either case, a checklist should be provided with the revised proposal for each of the important points raised by the reviewers.
- Review and approval by the Graduate Studies Council;
- Provision by the concerned Department/College of the summary memo in Arabic required for Academic Council and University Council approval,
- Review and approval by the Academic Council; and
- Review and approval by the University Council.

3. External Review

- The Assistant Dean of the concerned College will suggest a list of three or more international reviewers to the CGS.
- The Dean of the CGS will select a minimum of two reviewers from the list.
- The CGS will handle all communications with the external reviewers.
- There will be no direct contact between the College and reviewers during the review process, except through the CGS.
- If the reviewers have any questions during the process, the CGS will relay those back to the College anonymously.
- When the finished reviews are communicated from the CGS to the College, they will carry the full names and affiliations of the reviewers.