

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Teaching Assistants Procedures Manual		Related Policy	TA-01
	Subject		Effective Date	01-Sep-2014
	UAEU Teaching Assistant Program		Most Recent Review Date	01-Dec-2013
	Responsible Office: DVC for Academic Affairs		Due Date for Next Review	01-Sep-2016
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Procedures of Policy No. (1) - UAEU Teaching Assistant Program

1. Program Management

- a) University Teaching Assistants Office
The University TA Office oversees the TA Program in the University, liaises with the Cultural Attaché's Offices in the countries where the TAs are pursuing their study, and coordinates with UAEU Colleges and departments with regard to all matters pertaining to the Program.
- b) Teaching Assistants Committee
The TA Program is overseen at each College by a Committee established by the Dean. The TA Committee will:
 - (i) Determine the number and specialty of TA positions to be allocated to each department;
 - (ii) Supervise the preparation and implementation of TA qualifying programs during residency at UAEU;
 - (iii) Administer the TAs' applications for admission for graduate study at an institution outside the UAE;
 - (iv) Monitor the TAs' progress during their scholarship studies at the host university and submit reports to their academic Departments ; and
 - (v) Act as liaison between the host university and the UAEU academic department in matters pertaining to the progress of the TA.

2. Eligibility

- a) Applicants to the position of TA must hold a Bachelor's Degree awarded by a university approved by the UAE Ministry of Higher Education and Scientific Research and have obtained a cumulative GPA equivalent to or higher than 'Very Good' (3.00 and above on a 4.00 scale) and at least 'Very Good' (3.00 and above on a 4.00 scale) in the subjects of the major. Additional qualifications are required for medical and clinical specializations.
- b) Applicants must satisfy any additional requirements of a College of the UAEU offering their intended specialization. Interviews may be supplemented by examinations set by the College.
- c) Other standard requirements stipulated by the HR Department also apply.
- d) The Chancellor may grant exemption from some of the conditions stipulated by the University as requirements for eligibility, if there are strong reasons to do so.

3. Recruitment

- a) Recruitment of the TA is managed through the standard UAE University HR hiring process, after the College has requested the TA position and had it approved according to the Signatory Authority.
- b) In special cases, and with the approval of the Chancellor, TAs may be appointed without advertising for the position if the applicant holds his/her degree from accredited university with an "Excellent" grade, or if the applicant got his/her degree in a rare specialty that aligns with needs of the University.

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- c) Each college will establish a selection committee to review applications for TA positions and prepare a shortlist of the candidates for approval according to the Signatory Authority, with a report elaborating on selection criteria, remarks and recommendations.

4. Appointment Procedures:

- An appointed TA shall report to work in the designated Academic Department no later than sixty (60) days following the date of notification of the appointment. Failure to report to work within that period without acceptable reasons may be considered as declining the job offer.
- On appointment, TAs will be designated as ‘residents’ until the commencement of their graduate studies outside the UAE. On commencement of their studies abroad, the TAs will be designated as having a ‘scholarship’ status.
- With the exception of College of Medicine and Health Sciences (CMHS), TAs are appointed on a probationary basis for a maximum of 12 months and, as residents, TAs are subject to a qualifying program identified by their Colleges in coordination with the University TA Office. For CMHS, the probationary period is three years, and may be spent abroad without being considered as part of the scholarship period.
- Teaching Assistants on probation may resign with two months’ notice without being entitled to any end of service payment. If the UAEU terminates the TA’s contract during the probationary period for any reason, the UAEU will decide on the compensation.
- Within the maximum 12-month probationary period, the College will submit a recommendation justifying the confirmation of appointment of the TA.
- Teaching Assistants may apply to change specializations or transfer from one College to another Department/College. Transfer is subject to the approval of both the sending and the receiving Departments/Colleges and by the University Administration in accordance with the Signatory Authority.

5. Contract

On appointment, the TA is committed to:

- Work after completion of study (award of the terminal degree) and return to the University as a faculty member for a minimum period equivalent to the time spent in scholarship;
- Permit the Office of the Cultural Attaché to request or receive academic performance reports or transcripts from the university where the TA studies, and submit these to the UAEU;
- Adhere to the published TA Code of Conduct and Discipline;
- Adhere to the published University Policies, Procedures, and other regulations; and
- Reimburse the UAEU for tuition fees, should the contract be terminated through the TA’s resignation or failure to meet the requirements of the TA position, or should the TA fail to take up employment at UAEU within two months after successful completion of the academic degree.

6. Length of Study

The following time limitations apply to all TAs:

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- A resident TA may not remain as such in the UAEU, with the exception of CMHS, for more than one year, unless he/she is enrolled therein to study for a higher academic degree. The residency period may be extended for not more than six months if the delay in commencement of the graduate studies outside the UAE is due to reasons beyond control. For CMHS, the residency period limitation is three years.
- Teaching Assistants must complete Master's Degree requirements within a maximum of three years, or a Master's/PhD combined program of study within six years, starting from the date of commencement of scholarship but excluding a maximum of one year for the purposes of learning the language of study, or attending any training sessions, or completing qualifying programs that are either necessary or will help the TA to secure admission.
- Upon written request, a TA may be granted a total extension of two years (three years for Medicine) above the stated time periods, with no more than one year's extension granted at one time, upon the recommendation of both his/her advisors at the host university and at the UAEU, if he/she is unable to finish his/her studies for the academic degree during the specified periods. The request may be granted only if the TA has shown good potential for obtaining the academic degree during the extension period. During the extension period the TA will not be paid his scholarship salary unless the UAEU administration decides for good cause to the contrary.
- The "scholarship" status of a TA may be temporarily terminated, to return as a resident TA, for up to one year.

7. Compensation

- Compensation packages will include salary, allowances, benefits, and relevant tuition/fees in accordance with the following:

Item	Resident Teaching Assistant	Scholarship Teaching Assistant
Salary	As per salary grade	Scholarship salary is payable immediately effective as of the date of the start of the scholarship stated in the decree plus 50% of the scholarship salary
Furniture Allowance	AED 17,500 once for a married TA. AED 15,000 for a single TA, if the TA remains as a resident TA for at least three months after appointment	
Vacation/Leave	As per UAEU faculty members	As per host institution regulations
Leave without pay	For up to one year	For up to one year
Sick leave	As per UAEU faculty members	As per host institution regulations
Medical Insurance	As per UAEU faculty members	Medical insurance applicable in host country or Cost of medical care where medical insurance is not in effect (excluding non-standard dentistry, orthodontic treatment and cosmetic surgery)
Travel Tickets		Cash once each academic year in lieu of economy class tickets for the TA and his dependents

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Item	Resident Teaching Assistant	Scholarship Teaching Assistant
Subsistence Allowance		On arrival at the place of study for up to two times, accommodation and board for up to six nights, in a hotel reserved by the UAE Cultural Attaché in the host country
Tuition fees		Tuition fees for studying English language or any training courses or qualifying programs for up to one year, as well as the tuition fees of studying Master and Doctorate Degrees, paid directly to the institute or the university. Payment of tuition will not be made if the TA changes his/her designated university or major without prior approval of the UAEU administration
Sickness travel		Return air ticket from the country of the study to UAE if the TA is sick, based on the recommendation of a medical authority
Repatriation		Costs of embalming and transport of corpse of TA and tickets for family return. In case of death of spouse or dependent abroad, one economy return airfare from/to host country for escort
Conference/ Training	Economy return air tickets or cash in lieu, plus registration fees and per diem per UAEU TA travel regulations, for two times during residency, after approvals of the academic advisor and the Dean	Economy return air tickets or cash in lieu, plus registration fees and per diem per UAEU TA travel regulations, for two times for each degree, after approvals of the academic advisor and the Dean
Books and Journals		Subscription to four academic periodicals or academic societies that publish periodicals for not more than \$400 each, for the duration of each academic degree Four academic text books in the field of specialization for each academic degree (total should not exceed \$800 for the Master's Degree and \$1600 for the PhD Degree)
Application fees	Up to nine institutions for each academic degree, including all other related fees such as visa, SEVIS, mail, transcript extraction, medical checkup fees, etc.	Up to nine institutions for each academic degree, including all other related fees such as visa, SEVIS, mail, transcript extraction, medical checkup fees, etc.
Books and Clothing		US\$ 1676 per year
Laboratory Fees and software and Use of Equipment		Maximum of US \$5000 for each degree

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Item	Resident Teaching Assistant	Scholarship Teaching Assistant
Personal Computers & Laboratory instruments		Not more than AED 10,000 once during employment as a TA for computers & US \$5000 for lab instruments, to be the University property after the completion of the degree
Dissertation		Printing and revision cost of one Master's thesis and/or one PhD thesis
Family Salary		50% of the scholarship salary will be paid to the TA if his/her family accompanies him/her in the host country, provided that the spouse is not receiving any other salary or benefits
Spouse Medical Insurance		For spouse and children under 18 years of age: Medical insurance applicable in host country or Costs of medical care where medical insurance is not in effect (excluding non-standard dentistry, orthodontic treatment or cosmetic surgery)
Education Fees (Spouse and Children)		Tuition for foreign language study for up to 12 months for the TA spouse Cost of day care, nursery and kindergarten for up to \$5000 per year per child Cost of education, for primary up to secondary, for each child within the age range for these school levels
Baggage and Personal Belongings Shipping Allowance		A maximum of AED 6000 is paid for the TA to ship baggage and personal belongings to the UAE after being awarded the PhD Degree, and also after the completion of the Master's Degree if he/she returns back as a resident TA
Post-Doctoral Scholar		Authorizing the TA, after obtaining the PhD or the medical Fellowship to be engaged in a post doctorate program for research and/or scholarly training for up to 2 years
Exam Fees		Preparatory study and exam fees required for admission TAs in CMHS are eligible to get payment for the examination fees for the American Board, the British and Canadian Royal College. They also get the accommodation expenses for up to three days during the examination time, travel expenses, and the fees for insurance against the risk of the profession
Master's Degree Allowance	AED 625 per month as of the date of obtaining the degree	AED 625 per month as of the date of obtaining the degree
Return Salary		The TA will be paid two months scholarship salary after fulfilling the requirements of the PhD, to complete the arrangements of returning back home

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- b) Exceptional payment of one month's gross salary is made in the case of early completion of the degree (defined as at least six months before the specified time) or for TAs graduating with 'distinction' or 'excellence'.
- c) Teaching Assistants will be entitled to the Compensation Package for the duration of the study up until the maximum limit of the program as stipulated in these Procedures. The University will terminate the contract of employment and cease compensation accordingly should a TA be unable to complete his/her degree within the maximum time allocated.

8. Tuition Fees and Instructional Costs

- a) Upon receipt of authenticated documentation of registration and confirmation of satisfactory progress, the Cultural Attaché will make remittances for tuition and exam fees, and any authorized extra-curricular study, directly to the university or institute where the TA is studying.
- b) The University is not liable for fees or costs against courses or programs of study if the TA has withdrawn from these without prior approval by the UAEU.

9. Academic Supervision

- a) On appointment, the resident TA will be under the supervision of the concerned academic Department/College. The relationship will continue as the TA takes up scholarship status.
- b) Teaching Assistants under scholarship status will be supervised by the Cultural Attaché's Office and will sign a Letter of Consent with the host university allowing it to release personal and academic information to the Cultural Attaché's Office upon its request. This Office will provide reports to the University TA Office about the progress of each TA.
- c) Department/College supervisory responsibilities include:
 - (i) Supporting identification of and application to a host institution for the purpose of pursuing graduate studies,
 - (ii) Holding training sessions for the TAs to train them on new methods of teaching and research methodologies,
 - (iii) Academic advising for the scholarship TA.
- d) The academic Department/College of the UAE will respond appropriately to the TA progress reports in order to overcome problems which affect the TA's academic performance.

10. Teaching Assistant Code of Conduct and Discipline

- a) The TA is subject to the UAEU Faculty Code of Professional Ethics.
- b) The Scholarship TAs' conduct is further governed by the laws of the host country in which they study.
- c) The TAs' general conduct and commitment to studies are further governed by the policies and procedures of the host university.

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- d) A TA may not be involved in any activity that may prejudice or otherwise compromise the progress of his/her academic study or academic status as a resident or scholarship TA.
- e) Unapproved absence or withdrawal from studies for a period exceeding 30 days shall be treated as formal resignation from the TA Program. Approvals for leave of absence in excess of 30 days must be endorsed by the appropriate authority according to the Signatory Authority and will be deemed as 'unpaid leave'.
- f) A scholarship TA will reside in the host country for the duration of the studies with the exception of the formal vacation periods of the host institution or after exceptional approval according to the Signatory Authority.
- g) Breaches of the terms of conduct above will be subject to disciplinary procedures as set out in this document.

11. Resignations

Resignations should be made in writing (with one month's notice) to the concerned academic Department/College of the UAEU and are subject to their approval. Approval of resignations may be postponed in the case of outstanding disciplinary action.

12. Terminations

The Teaching Assistant may be terminated for any of the following reasons:

- a) Failure or refusal to commence study on the specified date.
- b) Failure to secure admission after one year from the date of appointment.
- c) Marriage to a non-Emirati, during the study period, except from Gulf Cooperation Council (GCC) Countries.
- d) Dismissal from the university where he/she studies due to poor academic performance or to violating university policies or codes of conduct.

13. Disciplinary Action

- a) Disciplinary measures

According to the results of an investigation into the disciplinary case, measures may include:

- (i) Verbal warning;
- (ii) Written warning;
- (iii) Written admonition;
- (iv) Written admonition coupled with suspension of payment of salary, wholly or in part, for a period not exceeding three months;
- (v) Termination of service with retention of entitlement to salary or allowances due; or
- (vi) Termination of service with forfeiture of salary or allowances due, at a rate not exceeding 25 percent.

- b) Investigation

- (i) An advisor appointed by the academic Department will deal with minor infractions. A written report will be filed.

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- (ii) For major infractions, a disciplinary process will be commenced by the Vice Chancellor, normally through an ad-hoc committee. The lead investigator will provide the Vice Chancellor with a comprehensive report on the disciplinary case and its investigation.
- (iii) A Teaching Assistant may be suspended with or without pay during the investigation. The period of suspension shall be considered from the date the disciplinary case is reported until a decision is rendered and shall entail suspension of payment of half the monthly salary as of the date of suspension from work. Such suspension shall not exceed three months, which cannot be extended.
- (iv) Where the matter results in a finding that there was no infraction, the TA shall be entitled to all the amounts previously withheld during the suspension.
- (v) The TA may appeal the disciplinary decision by presenting his/her appeal to the VC in writing within two weeks of written notification of the results of the disciplinary investigation.
- (vi) Voluntary resignation of the TA will not prejudice or exempt his/her liability for any criminal or civil lawsuit that may have been brought against them.