

GRADUATE STUDENT



Handbook
2018 - 2019



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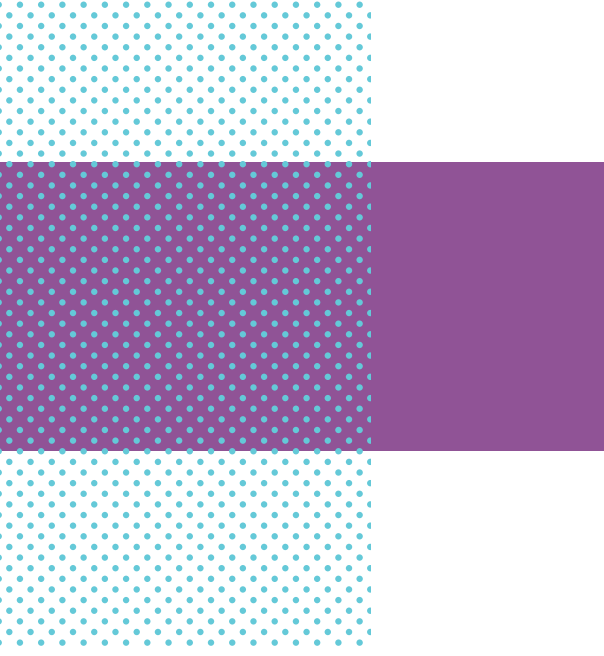
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UAEU



Note from the Dean of the College of Graduate Studies



Dear Graduate Student,

Welcome to Graduate Studies at the United Arab Emirates University (UAEU).

We have prepared this Handbook to provide you with a reader-friendly guide on important matters related to graduate studies at the University. We hope that you will find the information herewith helpful as you transition into the graduate culture and pursue your studies in your respective degree program.

The information in this Handbook is assembled from multiple sources, which include the University's Policies and Procedures. We encourage you to take the time to become familiar with the materials in this document, especially those pertaining to academic rules and regulations. Furthermore, we encourage you to seek clarification or assistance from your program's coordinator or the Office of the Assistant for Research and Graduate Studies in your home college, or from the staff in the College of Graduate Studies.

We hope you will find this Handbook a valuable resource for your education at UAEU. We welcome your feedback, comments and questions concerning this Handbook or any aspect of Graduate Studies. Also, we invite you to visit our offices (in Building F3) and meet the Graduate Studies Team when you have an opportunity.

We wish you an enjoyable and productive academic journey with us and we look forward to be of service for your success.

Nagi Wakim, PhD

Dean



OVERVIEW OF THE UNITED ARAB EMIRATES UNIVERSITY

The United Arab Emirates University (UAEU) is the first national university in the UAE. Since its establishment in 1976, it has continued to be at the forefront of higher education. As a research-intensive university of international stature, UAEU works with its local and international partners to provide research solutions to challenge faced by the nation, the region and the world. The university has established Research centers of strategic importance, which are advancing knowledge in critical areas ranging from water resources to cancer treatments.

UAEU is currently ranked number one in the UAE, 5th among GCC universities and top 500 globally. UAEU continuously strives to provide the best education in the Middle East. Its extensive degree programs challenge students to excel in their respective fields on an international level through its globally renowned faculty members and innovative and extensive curricula. In 2010, the university moved to a new state-of-the-art campus situated in the Garden City of Al Ain. The -80hectare Campus is a showcase of modern architecture, high-tech laboratories, and specialized research centers, cutting-edge IT infrastructure and twenty-first century classroom technology.

The university enrolls approximately 14,000 students from sixty countries and seeks to provide an outstanding experience for every student. Today, UAEU is recognized by the global Community for its academic excellence, intercultural environment, and commitment to Scientific Research. Our continuing investment in facilities, services, and staff consolidate its efforts to serve as a model of innovation and excellence.

UAEU is licensed by the UAE Ministry of Higher Education and Scientific Research and accredited by the Commission of Academic Accreditation (CAA) of the Ministry. Furthermore, academic programs in some of the Colleges have obtained specialized accreditation from various international bodies, which include ABET (Accreditation Board for Engineering and Technology) for Engineering, AACSB (Association to Advance Collegiate Schools of Business) for Business and Economics, and CQAIE (Center for Quality Assurance in International Education) for Education.

In February 2016, UAEU was awarded initial institutional accreditation for a period of six years from the WASC Senior College and University Commission (**WSCUC**), considered one of the most prestigious academic accreditation institutions in the world. UAEU was awarded this prestigious accreditation for upholding the highest international academic standards of higher education in teaching, scientific research, and community service as well as for its commitment to three core values: student learning and success outcomes, quality and improvement, and institutional integrity, sustainability and accountability.

UAEU's academic programs have been developed in partnership with employers, so our graduates are in high demand. UAEU alumni hold key positions in industry, commerce, and government throughout the region. Our continuing investments in facilities, services, and staff ensure that UAEU will continue to serve as a model of innovation and excellence.



OVERVIEW OF GRADUATE STUDIES AT UAEU

Although the CGS is a relatively new organizational unit in the University, UAEU has a legacy of offering quality graduate education since 1991. Over the last decade, our menu of graduate programs has expanded significantly to over 30 graduate degree programs at the Master's and Doctorate levels with different orientations (professional and academic), which are offered by the nine different colleges. Our growing list of professional programs respond to the market needs of the nation and the region, and some of them are conveniently offered at the main campus in the city of Al Ain as well as in Abu Dhabi and Dubai.

Our students, who are of 46 different nationalities, are served by a world-class and highly diverse faculty. Full-time students have access to an array of competitive scholarships, fellowships, and assistantships sponsored by the University and industry partners. They also benefit from specialized professional development activities tailored to their educational and research needs.

Our high academic standards, nationally and internationally accredited programs and engaging partnerships provide ample opportunities for students of all walks of life to learn, develop and flourish for their own good and the goods of the nation and the society at large.

We welcome the opportunity to be of service to you and to help you reach your aspirations of higher learning.

WHO IS WHO IN GRADUATE STUDIES AT UAEU

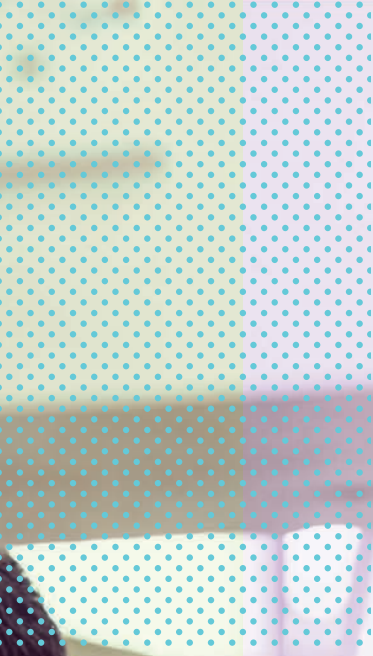
Graduate programs are offered and managed on a day-to-day basis by the respective colleges. Each college is headed by a Dean who is assisted by an Assistant Dean for Research and Graduate Studies in managing the graduate affairs of the college in collaboration with the College of Graduate Studies.

The College of Graduate Studies

The College of Studies Graduate (CGS) is an administrative unit in the Division of Academic Affairs. The CGS is headed by a Dean and includes staff members who work collaboratively with all academic and administrative units of the University to serve the needs of the graduate community at UAEU.

Assistant Deans for Research and Graduate Studies

The Assistant Deans for Research and Graduate Studies are faculty members of the colleges who are appointed to serve the graduate communities of their respective colleges and liaise with the CGS on all graduate matters.



Program Coordinators

Program Coordinators are faculty members who are appointed to coordinate all matters related to their respective graduate degree programs in collaboration with the Department Chairs and the Assistant Deans of their colleges. Some of the Assistant Deans for Research and Graduate Studies also serve as the coordinators of their PhD programs in their colleges. The names of the Coordinators are listed along with the titles of the graduate programs on the CGS's webpage.

Faculty Advisors

Every graduate student has an academic advisor who is a faculty member in the academic department that is home for the student's degree program. The Advisor is responsible for guiding the student on all academic matters concerning the student's program of study. Students must choose their advisors, or have advisors assigned to them, by the end of their first semester of enrollment. The Colleges record the advisors designation in the Banner Student Information System. Students in Master's programs who choose to pursue a thesis option may have their advisors serve as their thesis supervisors as well. However, some colleges may have their own procedures for the appointment of thesis supervisors. Check with the college's Office of the Assistant Dean for Research and Graduate Studies for details.

Students in Doctorate programs are advised to meet and consult with multiple faculty members who are pursuing research of common interest before they select an advisor. A student may change his/her advisor by submitting a "Request to Change Advisor". Normally, students in Doctorate programs may not change advisors after they have begun their dissertation research.

Students who need assistance or have questions concerning any academic matter should consult their advisors first. If the advisor does not address the student's matter satisfactorily for any reason, then the student should seek assistance from the program's Coordinator or the Assistant Dean for Research and Graduate Studies of his/her college.



Graduate Student Ambassadors

The Graduate Student Ambassadors (GSA) is a group of graduate students who serve as a liaison between the graduate student community and the College of Graduate Studies on matters related to graduate education.

The GSA comprises of students representing all active graduate degree programs—one student per program, except for the PhD program, which has one representative from each college. Representatives are nominated by their program Coordinators, and approved by the Assistant Dean for Research and Graduate Studies of the college, to serve for a one-year term at a time. GSA members are selected during the first month of each Fall semester for that academic year. A student may serve for a maximum of two terms. To be selected, a student (1) must have completed at least one semester in the program and (2) must be in Good Academic Standing.

GSA members are expected to be good ambassadors for graduate studies at UAEU to the internal and external communities. They should help promote graduate education and serve as advocates for other students in their respective programs and university-wide. Additionally GSA members should meet on a regular basis with the Dean of the College of Graduate Studies and/or the Graduate Studies Council and exchange ideas, comments, etc. for the purpose of continuously improving graduate education at UAEU.

For more information on the GSA, contact the Graduate Student Affairs Section in the College of Graduate Studies.



GRADUATE DEGREE PROGRAMS

UAEU offers a diverse set of graduate degree programs at the Master's and doctorate levels. Although the main campus in Al Ain is the primary venue for offering the graduate programs, some of the professional programs are also conveniently offered at off-campus facilities such as in Abu Dhabi and Dubai.

Types of Programs

Master's Programs

Master's degree programs in many discipline areas are offered by the academic departments in the colleges. There are two types of Master's programs: Professional and Academic (i.e., research-based). All programs require a minimum of 30 credits and the completion of a research thesis or a major project. Enrollment in Master's programs may be on full-time or part-time basis. However, some restrictions might apply in some programs.

Professional Doctorate Programs

A professional Doctorate program is advanced studies beyond the Master's degree. It requires coursework and independent research. The emphasis of the professional Doctorate degree is on research skills and advanced professional knowledge in an applied field of specialization. Students generally pursue professional Doctorate programs on full-time basis. However, some programs might permit part-time enrollment.

The Doctor of Philosophy (PhD) Program

According to the Commission for Academic Accreditation (CAA), of the Ministry of Higher Education, the PhD program is an academic doctorate degree program that requires coursework beyond the Master's degree and academic research. The PhD degree is awarded in recognition of high quality academic research that represents original contribution to human knowledge that is represented in a research dissertation of a publishable standard. The PhD program requires a residency period of full-time enrollment for a minimum of three years.

Listing of Degree Programs

The following is a list of the graduate degree programs that are active in the 2018 - 2019 Academic Year grouped by college.

College	Graduate Degree Program	Orientation	Offering Location
Humanities and Social Sciences	Master of Science in Remote Sensing and Geographic Information Systems (GIS)	Academic	Abu Dhabi in Fall and Al Ain in Spring
	Master of Science in Clinical Psychology	Academic	Al Ain
	Master of Governance and Public Policy	Professional	Abu Dhabi only
	Master of Social Work	Professional	Al Ain
	Doctor of Philosophy (PhD)	Academic	Al Ain
Science	Master of Science in Environmental Sciences	Academic	Al Ain
	Master of Science in Chemistry	Academic	Al Ain
	Master of Science in Mathematics	Academic	Al Ain
	Master of Science in Molecular Biology and Biotechnology	Academic	Al Ain
	Master of Science in Physics	Academic	Al Ain
	Doctor of Philosophy (PhD)	Academic	Al Ain
Education	Master of Education	Academic	Al Ain, Dubai
	Doctor of Philosophy (PhD)	Academic	Al Ain
Business and Economics	Master of Professional Accounting (MPA)	Professional	Al Ain, Dubai and Abu Dhabi
	Master of Business Administration (MBA)	Professional	Abu Dhabi only
	Doctorate of Business Administration (DBA)	Professional	Abu Dhabi only
Law	Master of Public Law (LLM)*	Professional	Al Ain and Abu Dhabi
	Master of Private Law (LLM)*	Professional	Al Ain and Abu Dhabi
Food and Agriculture	Master of Science in Horticulture	Academic	Al Ain
	Master of Science in Food Science	Academic	Al Ain
	Doctor of Philosophy (PhD)	Academic	Al Ain
Engineering	Master of Science in Civil Engineering	Academic	Al Ain
	Master of Science in Mechanical Engineering	Academic	Al Ain
	Master of Science in Electrical Engineering	Academic	Al Ain
	Master of Science in Water Resources	Academic	Al Ain
	Master of Science in Architectural Engineering	Academic	Al Ain
	Master of Science in Chemical Engineering	Academic	Al Ain
	Master of Science in Petroleum Engineering	Academic	Al Ain
	Master of Engineering Management (MEM)	Professional	Al Ain and Abu Dhabi
	Doctor of Philosophy (PhD)	Academic	Al Ain

College	Graduate Degree Program	Orientation	Offering Location
Medicine and Health Sciences	Master of Medical Sciences	Academic	Al Ain
	Master of Public Health (MPH)	Professional	Al Ain
	Doctor of Philosophy (PhD)	Academic	Al Ain
Information Technology	Master of Science in IT Management	Academic	Al Ain
	Master of Science in Information Security	Academic	Al Ain
	Master of Science in Software Engineering	Academic	Al Ain
	Doctor of Philosophy (PhD)	Academic	Al Ain
<i>*The language of instruction of this program is Arabic. Note: The language of instruction of all programs is English unless noted otherwise.</i>			

MATRICULATION AFTER CONDITIONAL ADMISSION

Students who are admitted conditionally into Master's programs are expected to meet the admission conditions and matriculate fully into their programs within the allowed time limit as follows:

- 1 - Students who are admitted on the English score condition: They must attain the required English test score (IELTS $\geq$ 6.0 or its equivalent) within the first semester of enrollment in order to matriculate and continue their study or be dismissed.
- 2 - Students who are admitted on the GPA condition: They must attain a GPA of 3.0 or higher in the first 9 credits of their program or be dismissed.

Students who have any question or need clarification on this subject are urged to consult with their advisors, the College of Graduate Studies, or the Registration Department.



ACADEMIC ADVISING AND PLANNING

Academic advising is provided to graduate students by designated faculty members who are associated with graduate programs in the colleges.

Student Advisory Committee

Every graduate student must have an Advisory Committee, which consists of the student's faculty advisor and one or more faculty members. The membership of the Committee varies depending on the student's level (i.e. Master or Doctorate) and the program's orientation (i.e. academic or professional). The Committee, which is headed by the student's Advisor, is responsible for monitoring the student's academic progress and provides guidance for the student's timely and successful completion of the degree requirements. The student acknowledges the formation of the Advisory Committee by signing the "Advisory Committee" form prepared specifically for the student.

Student Study Plan

Every graduate student needs a Study Plan, which is essentially a 'road map' of the requirements that the student must successfully complete in order to attain the degree. The Advisor along with the student and in coordination with the Advisory Committee prepare the Study Plan before the end of the first semester of the student's enrollment. The student indicates his/her acceptance of the plan by signing the "Study Plan" form prepared specifically for the student.

Time-to-Degree

The maximum time allowed for a student to complete the requirements of the degree after matriculation into a program depends on the level and type of the degree program. The following is the time limit students have to complete their degree requirements by degree program type, which excludes any official leave of absence periods:

- **Master and Doctor of Pharmacy programs:** 8 semesters.
- **Professional Doctorate programs:** 10 semesters.
- **Doctor of Philosophy (PhD) program:** 12 semesters.

Students who do not complete their degree requirements within the allotted time will be dismissed from the university. An extension for one semester may be granted in extra-ordinary circumstances.

REGISTRATION AND RECORDS

The University's Registration Department in the Office of Enrollment Deanship is the trustee of all student records. The Department supports students in all colleges by providing the following services:

- Enrolling and registering students;
- Issuing official transcripts and diplomas;
- Issuing enrollment letters;
- Scheduling classes;
- Processing grades;
- Assessing and recording students' academic standing;
- Verifying and certifying degree completion;
- Preparing the academic calendar;
- Managing student academic records;
- Assist in processing student academic grievances and appeals;
- Managing student payments and maintaining student accounts;
- Maintaining the Student Information System;
- Preparing, updating, and publishing course schedules and class and exam timetables.

For inquiries and assistance:

Phone: +971 3 713 4289

Fax: +971 3 7134940

Email: registration@uaeu.ac.ae



Registering in Courses

Graduate students are expected to register in courses every semester during the official registration period and in accordance with the schedule and guidelines published by the Department of Registration.

Students should choose their courses according to their individual Study Plans. Students who wish or are required to enroll on a full-time basis must register for a minimum of 9 credit hours each semester. Approvals of the Program Coordinator and the college Dean are required in order to register in more than 12 graduate credit hours in one semester.

Attendance

Students are required to attend all classes, practical sessions, seminars and examinations related to the course in which they are registered. A student who misses 15 % of the class meetings allotted for a course will receive a failing grade in the course ("FA" for Fail for Absences) unless the student has submitted a valid reason for the absence and has been approved by the Dean, in which case the student will be granted an "AW" (Administrative Withdrawal) grade. Students are responsible for checking and tracking their attendance records for each course using e-Services.

Making Course Adjustments (Add/Drop)

Students may change their course registration for a semester by adding or dropping courses during the official Add/Drop period according to the Academic Calendar without any indication on their academic records or financial penalties.

Withdrawing from Courses

Students who wish to withdraw from a course after the Add/Drop period will have until the "Withdraw without Failure" deadline, which is the end of the fourth week of classes, to withdraw from courses without any grade or financial penalty. However, a student may still withdraw from courses after the fourth week and by the end of the sixth week of classes but will receive a grade of W and will have financial liability. Withdrawing from courses after the sixth week of classes will not be permitted. Therefore, if a student wishes to exit from a course for any reason, it is the sole responsibility of the student to officially withdraw from the course before the deadline. A student who stops attending the classes of a course without officially withdrawing from the course will receive a Failing grade in that course.

Repeating Courses

A student may repeat once no more than two different degree-credit courses in which the student has received a grade less than B. If the student's new grade in the repeated course is different than the old grade, only the higher grade will be included in the GPA calculation; however, the other grade will remain on the student's academic transcript.



Enrolling in Undergraduate Courses

Master students may enroll in undergraduate courses in two possible cases:

- 1) To complete preparatory (or 'bridging') courses that are required for matriculation in the degree program. In this case, a maximum of 4 courses (or 12 credits) are allowed and the courses are recorded on the student's academic transcript but are not included in the GPA calculation.
- 2) To complete courses that are part of a Master's program (e.g. courses that are cross-listed as senior level undergraduate and first level graduate courses). In this case, a maximum of 6 credits are allowed and the courses are included in the GPA calculation.

In both cases, students must pay the graduate tuition fees.

Note: Doctorate students are not allowed to enroll in undergraduate level courses.

Taking Time Off from Studies

A student has two opportunities to take time off after being accepted in a graduate program: The first is after admission and before enrollment and the second is after enrollment in the program.

- 1) **Postponement of Admission:** An applicant who has been accepted into a graduate program may request to defer his enrollment for one or two semesters, depending on when is the next admission cycle of the program. To do so, the applicant must submit a "Request to Postpone Admission" before he/she registers for any courses and by no later than the end of the "Add/Drop" period of the semester for which the applicant was admitted. Once the Request is approved, the applicant will be expected to enroll with the cohort of new students at the next admission cycle, otherwise the applicant's acceptance will be cancelled and a new application for re-admission will be required. Only one postponement is allowed and the postponed period of time will not count in the student's time-to-degree.
- 2) **Leave of Absence:** After a student begins his/her study in a graduate program, the student may take an official leave of absence from study for a period not to exceed two semesters, either consecutive or discrete. To take a leave of absence, a student must submit a "Request for Leave of Absence from Study" for approval preferably before the start of the semester in which the leave is to be in effect. Approved leave of absence periods will be recorded on the student's academic transcript and will not count in the student's time-to-degree.

Note: Leave of absence granted for National Service is considered separate from leave of absences granted for other purposes and, therefore, it will not be accounted for in the two-semester limit.

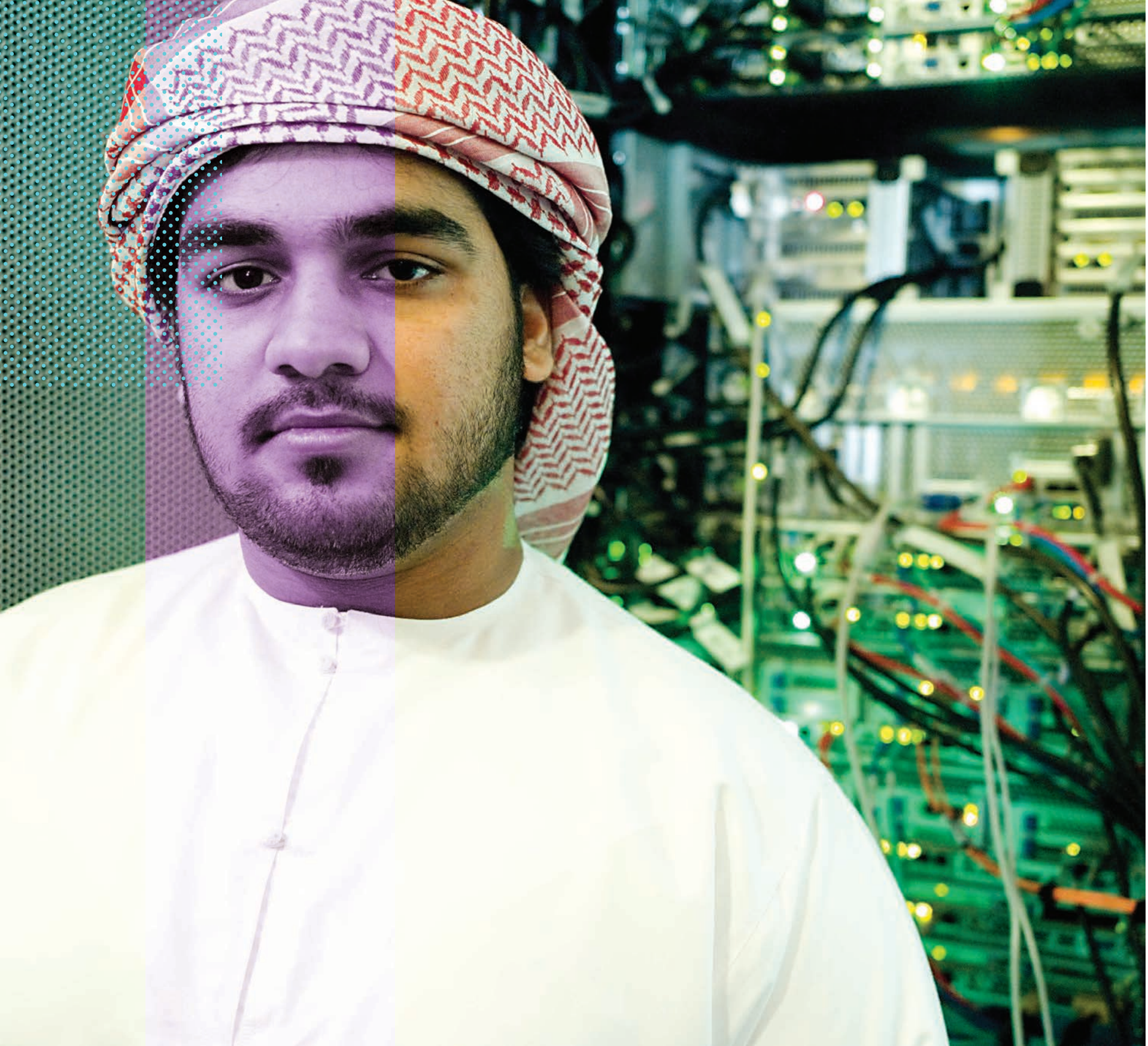
GRADING SYSTEM

UAEU adopts the North American Credit System in which each course is assigned a number of credits. Students who enroll in credit-bearing courses receive letter grades for their performance in the course at the end of the term.

A student will be awarded credit for a unit of study when they have demonstrated achievement of the learning outcomes defined for that unit, within an acceptable performance range. Learning outcomes defined for a unit of study must balance with UAEU expectations of the notional learning hours a student should commit per credit hour weight assigned to that unit. Notional learning hours include timetabled class hours with an instructor, and study outside timetabled class hours independent of the instructor, such as reading, projects and homework, and preparation for classwork such as quizzes and presentations. Additional details on notional learning hours and how they differ from one type of study unit to another (e.g. for lecture, laboratory, and internship/practicum) are available in the Academic Calendar Policy and Procedures in the “[Admissions and Enrollment](#)” section.

The following are authorized as final course grades/marks with associated Quality Points (QP) for GPA calculation (Grades with QP denoted as “Not Applicable or NA” are not included in a student's GPA calculation).

Grade	QP	Score	Performance
A	4.00	100 – 90	Excellent
A-	3.70	89 – 87	Excellent
B+	3.30	86 – 84	Very Good
B	3.00	83 – 80	Very Good
B-	2.70	79 – 77	Very Good
C+	2.30	76 – 74	Good
C	2.00	73 – 70	Good
F	0.00	69 – 00	Fail
FA	0.00	00	Failure for lack of attendance (administrative mark)
P	NA	100 – 70	Pass (used for seminars, qualifying exams, and research, thesis and dissertation courses upon completion of degree)
NP	NA	69 – 00	Not Passing (no credit awarded)
W	NA	-	Withdrawal
AW	NA	-	Administrative Withdrawal
AU	NA	-	Audit
CC	NA	-	Continuing Course, used for Research, Thesis and Dissertation courses, grade replaced by final grade upon completion of degree
I	NA	-	Incomplete



Grades

At the end of every academic term courses will be graded using letter grades to denote student performance. Final grades will be assigned and recorded only for students who are registered for the specific course. The academic performance expectations for graduate students are the B grade level (i.e., Very Good) or higher.

Grade Point Averages

The Grade Point Average (GPA) is a calculated value representing the student's academic performance for a specific period of time. The Office of the Registrar calculates, records, and reports a Semester GPA and a Cumulative GPA for each student at the end of each academic semester (regular semester or Summer session).

The GPA is a numerical average of the value of the student's final grades for the specific semester or cumulatively on a 4.00 quality point (QP) scale, weighted to reflect the credit hours assigned to each course and reported to two (2) decimal places. Grades in courses that do not carry University degree credit are not included in the GPA calculation.

The Semester GPA is the sum of quality points (credit hours x quality points for the letter grade assigned) for each course taken during the academic semester divided by the total number of credit hours attempted during the same academic semester.

The Cumulative GPA is the sum of quality points (credit hours x quality points for the letter grade assigned) for all courses taken at the University inclusive of the current academic semester, divided by the total number of credit hours attempted for all degree-credit courses taken at the University inclusive of the current academic semester.

Both Semester and Cumulative GPAs may be affected by the exclusion of certain grades as provided under University policy. Grades excluded from GPA calculations are designated as such in the student's academic record and on all transcripts.



ACADEMIC STANDING

The academic standing of a student is determined at the end of each regular semester, on the basis of the grades received as well as the student's cumulative graduate GPA. The student's semester or cumulative graduate GPA includes grades of courses at the 400 level or above which have been completed after enrolling in the graduate program at UAEU. Grades in graduate courses taken at other institutions and approved for transfer to the UAEU are not included in the student's graduate GPA.

Good Academic Standing

A graduate student whose cumulative graduate GPA is 3.00 or higher at the end of a regular academic semester is in Good Academic Standing.

Academic Probation

If a graduate student's semester GPA at the end of any semester is below 3.00, this student's registration for the subsequent semester will be put on a hold. The Advisor will remove a registration hold of his/her student after meeting with the student and developing a plan for the student to raise his/her GPA. The plan will restrict the student to enroll in a maximum of 9 credits hours for the semester and may include measures such as repeating courses with low grades and restricting registration to certain courses.

A graduate student whose cumulative GPA at the end of any semester is below 3.00 will be placed on Academic Probation, and this student's registration for the subsequent semester will be put on a hold that can be removed by the student's Advisor after a meeting with the student.

A graduate student who is on Academic Probation and whose semester GPA at the end of the semester is below 3.00 will receive second academic probation.

Academic Dismissal

A graduate student who is on second academic probation and whose semester GPA at the end of the semester is below 3.00 will be dismissed from the University. A graduate student who fails two or more graduate courses in a single semester is dismissed from the University.

TRANSFER AND CHANGE OF MAJOR

Transfer of Credits

A student may transfer credits earned at UAEU or another institution recognized by the UAE Ministry of Higher Education and Scientific Research. Credits may be transferred only between programs at the same level (e.g. Master to Master) provided the credits were earned within the preceding six years. A maximum of nine graduate credits with a grade of B or higher in each course can be transferred to a program, provided the student's cumulative GPA at the source institution is 3.0 or higher. All transfers must be initiated at the time of admission. Additional conditions, e.g. English Test Score requirement, apply. Check the full details on "Transfer of Credits" in the Graduate Studies Policies and Procedures.

Change of Major

Changing majors at the graduate level is generally discouraged, since degree programs have different academic requirements for admissions. However, a student may be permitted to switch from one degree program to another provided the two majors are in the same college and the student meets the admission requirements of the new program. A "Request to Change Major" must be submitted for approval. If a student's request to change major is approved, the new major becomes effective the following semester and all applicable credits already taken will count towards the requirements of the new major. If a student desires to switch to a new program in a different college, then the student must submit a "Request to Transfer Between Colleges" or submit a new application for admission into the new program.

REQUIREMENTS FOR RESEARCH-BASED DEGREES

Students in research-based degree programs have special requirements that they need to complete at different stages of their journey towards the degree. Such requirements may include passing a comprehensive examination, preparing a research proposal, and preparing and defending a thesis or dissertation. Students in such programs should seek additional details from their Program Coordinators.

Comprehensive Examination

Comprehensive Examinations are required in all Doctorate programs. A Comprehensive Examination (CE) may be oral, written or both. It is designed to evaluate the breadth and depth of the student's knowledge of his/her discipline as well as the student's scholarly potential. A student must be in Good Academic Standing after taking the required course work in order to take the CE. Students must register for the CE during the course registration period of the semester in which they plan to take the CE. Each student is allowed to take the CE a maximum of two times. Failure to pass the CE after the second attempt will lead to the student's dismissal from the program and the university. Students are advised to check with their Program Coordinators for guidelines and rules and regulations concerning the offering of the CE in their programs.



Research Proposal

The Research Proposal is a requirement that often comes immediately after the student successfully completes the Comprehensive Examination. In this case, a graduate student is required to prepare a concise and complete research proposal that clearly defines the research problem and objectives, and outlines the research methodology that the student plans to follow. The content and format of the research proposal should conform to the Proposal Preparation Guidelines, which are available on the CGS Intranet. Students are advised to check with their Program Coordinators on the logistics for submission and approval of research proposals.

Admission to Candidacy

Admission to Candidacy is a milestone in a Doctorate student's journey for the degree. It is achieved after the student has successfully completed the Comprehensive Examination and, in some cases, the Research Proposal. Admission to Candidacy is recorded on the student's academic transcript.

Thesis and Dissertation

Master Thesis

A Master Thesis presents scholarly work produced by a student who is pursuing a Master's degree with the thesis option. The thesis also demonstrates the student's familiarity with the literature of the field of study and reflects the student's reasoned selection and careful execution of research methodology. If the thesis is based on empirical research, it will show the student's ability to analyze and interpret research data.

Doctorate Dissertation

A Doctorate Dissertation presents the results of the student's individual inquiry in a written document that demonstrates the student's acquaintance with the literature of the field of study and the proper selection and execution of research methodology. A dissertation for a PhD program must comprise a genuine contribution to knowledge in the particular field. While a dissertation for a professional Doctorate program must make a practical/applied contribution to knowledge in the particular field of specialization.

Both thesis and dissertation documents must conform to the Guidelines for Thesis and Dissertation Preparation, which are available on the CGS Intranet.

Copyright

The Copyright of a thesis or dissertation is by the student, who is the author of the document. However, students are required to grant rights to the University to distribute their theses/dissertations to users of the UAEU Library and to make limited copies, as well as make digital copies for library exchange or circulation. A complete "Declaration of Copyright License" statement is provided in the Thesis/Dissertation Preparation Guidelines document. The signed original Copyright License is submitted as a separate sheet to the CGS at the time of submitting the final thesis/dissertation.

Declaration of Original Work

Every author of a thesis/dissertation is required to declare that the thesis/dissertation is an original research work that was done and prepared by the student under the guidance of his/her faculty advisor. A complete "Declaration of Original Work" statement is provided in the Thesis/Dissertation Preparation Guidelines document.

University Publishing of Theses and Dissertations

All theses and dissertations of UAEU students are submitted in hard copy and electronic formats to the University Library where they are archived and made available to users of the Library. Furthermore, the Library makes every thesis and dissertation available on the Internet through the ScholarWorks system (<http://scholarworks.uaeu.ac.ae>). Students who wish to delay the online publishing of their thesis/dissertation for intellectual property reasons need to submit a request to impose an embargo for up to two years. The request form is available on the CGS Portal and must be submitted along with the Declaration of the Copyright License.



GRADUATION

Graduation is a culmination of a long process that begins with the student's first enrollment in the degree program. A student is awarded the degree upon completing all of the requirements of the degree program in which he/she is enrolled and in accordance with all applicable University policies. A graduate student must be in Good Academic Standing in order to be awarded a graduate degree.

In general the final phase of the process, which occurs in the student's last semester of enrollment, entails the following steps: (1) Applying for the degree, (2) completing all course requirements, (3) completing other applicable requirements (e.g. thesis/dissertation), (4) and obtaining clearance for exit.

Applying for the Degree to Graduate

A graduate student who plans to graduate at the end of a particular semester (including Summer) must submit an application for graduation during that semester. The student must complete this step by applying to graduate online (via e-Services) before the end of the fourth week of classes in the semester. Failure to apply for the degree on time will result in delaying the student's graduation until the following semester.

Note: *A student must have an active registration during the semester in which he/she plans to graduate.*

Exit Clearance

Upon completing all degree requirements at the end of the final semester, the graduate student must obtain clearances from various applicable units of the University, such as the Library, Hostel, Immigration and Student Accounts, by completing an "Exit Clearance Form" and securing all applicable signatures. This task is normally completed in the last few days of the semester.

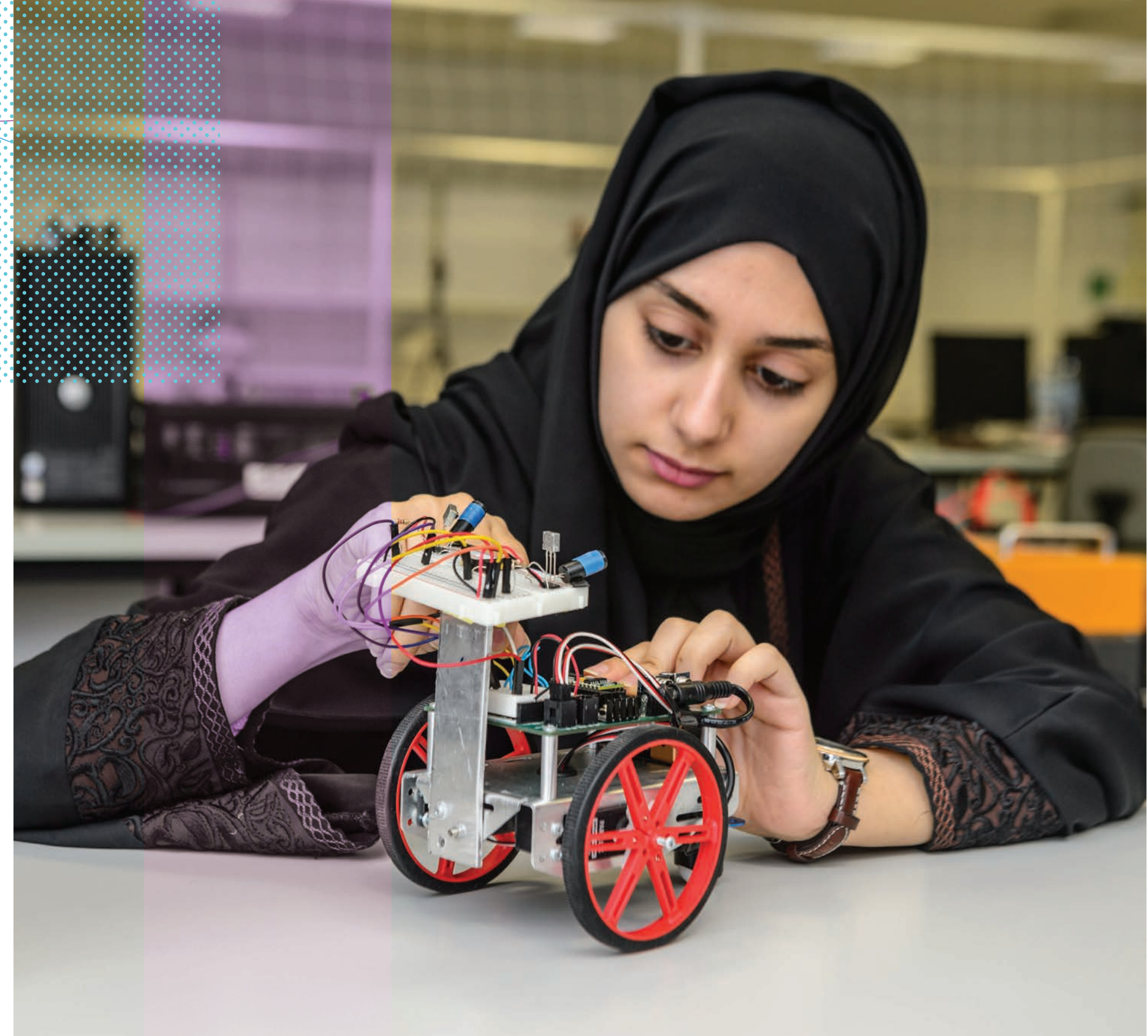
Official Transcript, Attestation and Diploma

A graduate student can obtain an official academic transcript and an attestation of degree completion from the Registration Department upon the award of the degree, which is normally within three weeks after the end of the semester. However, the actual diploma will be available at the official graduation ceremony, which normally occurs in the Spring semester of the following academic year.

Steps Leading to Graduation for Students with Theses/Dissertations

The following are detailed steps leading to graduation for students with theses/dissertations in their final semester:

1. Assuming that the student has written a significant part of the thesis/dissertation, the student meets with his/her advisor and assesses progress and the status of completing all degree requirements, and decides to prepare for graduation. [In the first 4 weeks of the semester]
2. Student submits an application to graduate by applying for the degree via e-Services early in the semester.
3. Student submits a complete draft of the thesis/dissertation to the advisor for review by the Examination Committee. Thesis/Dissertation must meet all requirements in the "Thesis and Dissertation Preparation Guidelines" document.
4. If the student is 'cleared' for the defense by the Examination Committee, then the student begins to prepare for the oral examination of the thesis/dissertation to be held on a date agreed upon previously with advisor. Otherwise, the advisor provides the student with the Committee's feedback/comments on the thesis/dissertation and the student works with the advisor on addressing the Committee's comments.
5. Student confirms defense date with the advisor and begins to prepare the defense presentation.
6. Student reviews draft of defense presentation with the advisor and rehearses it in preparation for the defense.
7. Student defends thesis/dissertation before the Committee in a public session followed by a closed session with the Committee.
8. If the Committee's decision is that the thesis/dissertation is 'Accepted' or 'Accepted with minor revisions', then the student obtains the original signature of the External Examiner and the other Committee members on at least six (6) different copies of the Master Examination Committee Approval Page, or at least seven (7) different copies of the Doctorate Examination Committee Approval Page. See the applicable Appendix of the Thesis/Dissertation Guidelines.
9. If the Committee's decision is "Accepted with minor revisions", then the student obtains the modifications requested by the Committee from the advisor and makes the necessary revisions, and submits a revised copy of the thesis/dissertation to the advisor for review.
10. Upon the advisor's approval of the thesis/dissertation, the student submits the complete final draft in hard copy, spiral-bound format to the College of Graduate Studies (CGS) for a final (format) review. [Within 7 working days of defense date]
11. the student makes requested changes and proceeds to print and bind at least six (6) original copies of the thesis, or at least seven (7) original copies of the dissertation.



12. Student secures remaining signatures on all bound copies of the dissertation.

13. Student delivers to the CGS the following: (1) all bound copies of the thesis/dissertation, (2) the original, spiral-bound draft copy of thesis/dissertation that was reviewed by the CGS, (3) the signed "Declaration of Copyright License" page, (4) a completed "Exit Clearance Form", (5) the entire thesis/dissertation as a single PDF file on a CD. Doctorate students also need to submit a completed «Profiles of Doctoral Dissertations Template», and 6 to 10 PPT slides from the defense presentation on the CD. [By the last day of final exams]

Note: *It is the student's responsibility to ensure that the final thesis/dissertation conforms to all requirements stated in the "Thesis and Dissertation Preparation Guidelines" and the CGS reserves the right to reject theses or dissertations that do not meet the stated requirements, which may lead to delay in the student's graduation.*

FEES AND FINANCES

The Student Accounts Office manages student account transactions for tuition, housing, general deposits, and other charges on a student's account. The Office also manages the invoicing and processing of student refunds. Students who require a tuition payment plan can contact the Office for making arrangements.

For inquiries and assistance:

Office #13, Wing D4, Male Registration Area
Crescent Building
Phone: +971 3 713 4265/4284
Fax: +971 3 713 6987
Email: Student.Accounts@uaeu.ac.ae

Tuition Fees

Tuition is a charge for educational services that include teaching and instruction, is assessed on a per credit hour basis at rates established by the University, and may include purchase/rental of textbooks. Specific tuition charges can be affected by student classification, residency, academic program, and degree level.

Fees are charges for academic, personal, and related support services provided by or through the University, such as application processing, special course activities and services, housing, dining, direct services for individual students such as medical insurance and residency fees, academic records services, tuition installment payment fees, fines and late processing/late action fees, textbooks, and other fees as specified by the University.

In the case of courses offered for zero (0) credit hours, tuition and fee charges equivalent to the instructional time of the course may apply.

The University publishes annually a Schedule of Tuition and Fees listing the relevant fees and amounts. The following are the tuition fees per credit of all graduate program offerings for 2018-2019. A complete Schedule of Tuition and Fees is also available on the University's website.

College	Graduate Degree Program	Fee per Credit (AED)	Number of Credits	Total Cost
Humanities and Social Sciences	Master of Science in Remote Sensing and Geographic Information Systems (GIS)	3000	34 30 (Thesis)	102,000 90,000
	Master of Science in Clinical Psychology	1600	39	62,400
	Master of Governance and Public Policy	3000	36 (Thesis)	108,000
	Master of Social Work	1600	30	48,000
	Doctor of Philosophy (PhD)	2400	54	129,600
Science	Master of Science in Environmental Sciences	2000	30 (Thesis)	60,000
	Master of Science in Chemistry	2000	30 (Thesis)	60,000
	Master of Science in Mathematics	2000	30 (Thesis)	60,000
	Master of Science in Molecular Biology and Biotechnology	2000	30 (Thesis)	60,000
	Master of Science in Physics	2000	30 (Thesis)	60,000
	Doctor of Philosophy (PhD)	2400	54	129,600
Education	Master of Education	1600	36 36 (Thesis)	57,600
	Doctor of Philosophy (PhD)	2400	60	144,000
Business and Economics	Master of Business Administration (MBA)		48	
	- Al Ain	1800		86,400
	- Abu Dhabi	2709		130,032
	Master of Professional Accounting (MPA)	2750	36	99,000
	Doctorate of Business Administration (DBA)		48	252,000
	- Coursework	8400	24	
	- Dissertation	2100	24	

College	Graduate Degree Program	Fee per Credit (AED)	Number of Credits	Total Cost
law	Master of Public Law (LLM)*		31 (Thesis)	
	Al Ain	2400		74,400
	Abu Dhabi	2400		83,700
	Master of Private Law (LLM)*		31 (Thesis)	
	Al Ain	2400		74,400
	Abu Dhabi	2400		83,700
Food and Agriculture	Master of Science in Horticulture	1600	36 36 (Thesis)	57,600
	Master of Science in Food Science	2300	30 30 (Thesis)	69,000
	Doctor of Philosophy (PhD)	2400	54	129,600
Engineering	Master of Science in Civil Engineering	1600	33 30 (Thesis)	52,000 48,000
	Master of Science in Mechanical Engineering	1600	33 30 (Thesis)	52,000 48,000
	Master of Science in Electrical Engineering	1600	33 30 (Thesis)	52,000 48,000
	Master of Science in Water Resources	1600	33 30 (Thesis)	52,000 48,000
	Master of Science in Architectural Engineering	1600	33 30 (Thesis)	52,000 48,000
	Master of Science in Chemical Engineering	1600	33 30 (Thesis)	52,000 48,000
	Master of Science in Petroleum Engineering	1600	33 30 (Thesis)	52,000 48,000
	Master of Engineering Management (MEM)		33	
	- Al Ain	1600		52,800
	- Abu Dhabi	3650		120,450
	Doctor of Philosophy (PhD)	2400	55	132,000

College	Graduate Degree Program	Fee per Credit (AED)	Number of Credits	Total Cost
Medicine and Health Sciences	Master of Public Health (MPH)	1800	34	61,200
	Master of Medical Sciences	1600	36 36 (Thesis)	57,600
	Doctor of Philosophy (PhD)	2400	54	129,600
Information Technology	Master of Science in IT Management	2400	30 30 (Thesis)	72,000
	Master of Science in Information Security	2400	30 30 (Thesis)	72,000
	Master of Science in Software Engineering	2400	30 30 (Thesis)	72,000
	Doctor of Philosophy (PhD)	2400	54	129,600



Settling your Bills

General Information

Payments of fees are due by the end of the “Add/Drop” period of each semester. Invoices are issued to the students' University email accounts. Students whose tuition charges are paid or guaranteed by a sponsor must submit a valid official letter of the financial agreement from the sponsor by no later than the second week of classes.

No grades or credits are given for a semester's work until all charges have been satisfactorily settled. Failure to make the necessary financial arrangements can result in registration cancellation, denial of registration privilege, withholding of transcripts and documents, and a possible delay in graduation.

Payment Guidelines

Payment guidelines for all graduate programs are published on the University's website under the Student Accounts Office.

Payment Methods

Payments can be made using e-payment, credit cards, checks and/or bank deposit slips to the University cashiers between the hours of 8am and 3pm, Sunday through Thursday, at the following location:

UAEU Cashier Office
Ground Floor
Crescent Building



Cash payments at the Cashier are not accepted.

Bank details to be used for cash deposit to bank, or bank transfer:

Account Name: UAE University

Account Number: 012138845688

IBAN #: AE640450000012138845688

Bank: Union National Bank, Al Ain, UAE

Students submitting bank deposit slips are requested to write their full name and ID in the transfer instruction/deposit slip. A copy of the transfer confirmation/original deposit slip must be submitted to the cashier.

Installment Plan

Students wishing to arrange a tuition payment schedule must apply at the Student Account Office by the first week of classes. Applications must be submitted each semester individually and are subject to approval.

Refunds

Course Withdrawal Charges

Students who withdraw from courses after the Add/Drop period or have been approved to withdraw from the University may be entitled to a refund of charges. Students with such cases should check with the Student Accounts Office.

Delinquent Accounts

Students who do not pay their dues by the end of the Add/Drop period may be subject to several disciplinary actions, including but not limited to the following:

- Cancellation of current and/or future registration,
- Placing Hold on records,
- Denied academic services, and
- Requiring advance payment for future registration.

Financial Support

Graduate students have access to different types of support programs (e.g., scholarships, fellowships and assistantships) that provide financial assistance in various forms (e.g. tuition remission and stipend). The following are descriptions of the main programs offered by the university. Furthermore, students are advised to check with their colleges for other possible financial support opportunities that might become available on short-term or ad-hoc bases.

Chancellor's Graduate Student Fellowships

The Chancellor's Graduate Student Fellowship program offers financial assistance in the form of tuition waivers to qualified Emiratis who desire to pursue graduate studies at the University. The program is available to two groups of Emirati students: (1) Full-time employees of the University and (2) Nationals at-large.

Eligibility Requirements

The candidate must meet the following conditions:

- 1) Be a UAE national,
- 2) Be enrolled in a graduate degree program at UAEU,
- 3) Be in good academic standing (cumulative GPA of 3.0 or higher),
- 4) Have completed a minimum of one year of study in a Graduate program and has earned a minimum of 12 graduate credits; and
- 5) Not be sponsored by an employer or any other organization.

Benefits of Awards

The benefits of the Chancellor's Graduate Student Fellowship Program are as follows:

First Category: Full-time Emirati employees of the UAEU

Candidates in this category will be offered a partial tuition waiver of %20 of the total cost of tuition.

Second Category: Emirati Nationals at-large

Candidates in this category will be offered a partial tuition waiver of %15 of the total cost of tuition.

Duration of Awards

A Fellowship award is valid for the duration of the student's study period provided the student continues to meet the eligibility criteria. If the recipient of an award becomes ineligible, he/she will forfeit the award automatically.

Applying for a Fellowship

To apply, eligible students need to complete a "Chancellor Graduate Student Fellowship Application Form" and submit it to the College of Graduate Studies in person or via email by sending a signed, scanned copy of the form to cgs.scholarships@uaeu.ac.ae

Deadline for Applications

Applications are due by the end of the second week of classes of the Fall and Spring semesters.

Graduate Research Scholarships and Fellowships Program

The purpose of the Graduate Research Scholarships and Fellowships program is to make available financial support packages to faculty researchers that would enable them to recruit and support highly-talented, research-oriented graduate students who will engage in active research in areas of strategic importance to the University and the nation.

GRADUATE RESEARCH SCHOLARSHIPS

A. AWARD BENEFITS

a) Graduate Research Scholarships are granted to eligible students and provide a full package of benefits, which includes full tuition waiver, monthly stipend, housing or housing allowance, health insurance and research support.

b) The housing benefit is provided to UAE national students if they reside outside the Al Ain vicinity, and to international students if their visa is sponsored by UAEU.

c) Health insurance is provided to UAE national students if needed, and to international students if their visa is sponsored by UAEU.

d) Research support funds are provided to the faculty for supporting the students research.

e) Award recipients who take official leave of absence from their study will have their stipend payments and any applicable housing allowance suspended for the duration of the leave period, and the period of their Scholarship award will be extended accordingly.

SUMMARY OF BENEFITS:

STUDENT		BENEFITS				
Degree Level	Nationality	Tuition Waiver	Monthly Stipend (AED)	Housing or Housing Allowance	Health Insurance	Research Support
Master	UAE National Students	Yes	5,000	Hostel or 1,500 for single OR Apartment or 3,000 for family	Yes, with dependents, if applicable	yes
PhD	UAE National Students	Yes	10,000	Hostel or 1,500 for single OR Apartment or 3,000 for family	Yes, with dependents, if applicable	yes
PhD	International Students	Yes	10,000	1,500	Yes, student only	yes

B. STUDENT ELIGIBILITY REQUIREMENTS

The program is designed to recruit and support primarily PhD students. However, talented undergraduate Emirati students at UAEU may be recruited to pursue graduate studies and can be awarded scholarships starting at the Masters level.

Applicants for Graduate Research Scholarships must meet the following criteria:

a) General requirements (for all):

- i. Student must enroll full-time in a minimum of 9 graduate credits per semester.
- ii. Student must not be financially sponsored by any other organization or hold any active employment.

b) At the Masters level (for UAE national students only):

- i. Student must have a GPA of 3.5 or higher in the Bachelors degree from UAEU.
- ii. Student must be admitted into a Masters program with a research thesis that leads to a PhD program at UAEU.
- iii. Student must commit to pursue both of the Masters and PhD degrees consecutively.
- iv. Student must maintain a GPA of 3.5 or higher at the Masters level.

c) At the PhD level (for all):

- i. Student must have a GPA of 3.5 or higher in the Masters degree.
- ii. Student must maintain a GPA of 3.5 or higher at the PhD level.

d) At the PhD level for international Students:

The following additional factors apply to the selection criteria:

- i. The ranking and research classification of the institution from which the applicant received his/her Masters degree.
- ii. Applicant's prior research experience and its relevance to UAEU research.
- iii. Applicant's publication record.

C. DURATION OF AWARDS

a) Scholarships are awarded for a maximum period of 4 years at the PhD level, and a maximum period of 2 years at the Masters level. Therefore, an award to sponsor a student through the Master and PhD degrees may be for a maximum period of 6 years.

b) A faculty member may request only one semester extension for a Scholarship with documented justification. The request must be made during the first month of the student's last semester of the award term.

c) A Scholarship award is valid for its duration provided the student

i. Continues to meet the eligibility criteria every semester and

ii. Receives very good performance appraisal from his/her research supervisor based on an evaluation that the supervisor completes of the student's research work and submits it to the College of Graduate Studies at the end of each semester.

d) If the recipient of an award becomes ineligible by failing to meet any of the aforementioned requirements, he/she will forfeit the award automatically and will be notified by the College of Graduate Studies accordingly.

D. DUTIES AND EXPECTATIONS

a) Each Scholarship recipient must devote a minimum of 20 hours per week throughout the year to work as a research assistant with his/her faculty supervisor.

b) Each Scholarship recipient is required to publish two research papers in refereed, indexed journals in the student's discipline area of research.

c) Scholarship recipients are not permitted to engage in any other work assignment or duties at UAEU or elsewhere during the term of their award.

d) All Scholarship recipients are expected to participate in activities that empower their research training at the college and university levels, when possible and in coordination with their supervisors. Furthermore, students are expected to present and publish their research outcomes under the guidance of their supervisors.

E. Availability of Opportunities

Opportunities for Scholarships are normally available at the time of the student's admission into a graduate program. The number of awards made each year may vary depending on the availability of funds.

GRADUATE RESEARCH FELLOWSHIPS

A. AWARD BENEFITS

a) Graduate Research Fellowships are granted to eligible students and provide a partial package of benefits, which includes full tuition waiver and health insurance.

b) Health insurance is provided to UAE national students if needed, and to international students if their visa is sponsored by UAEU.

B. STUDENT ELIGIBILITY REQUIREMENTS

Applicants for Graduate Research Fellowships must meet the following criteria:

a) General requirements (for all):

- i. Student must enroll full-time in a minimum of 9 graduate credits per semester.
- ii. Student must not be financially sponsored by any other organization or hold any active employment.
- iii. Student must have a GPA of 3.5 or higher in the Masters degree.
- iv. Student must maintain a GPA of 3.5 or higher at the PhD level.

b) For international students:

The following additional factors apply to the selection criteria:

- i. The ranking and research classification of the institution from which the applicant received his/her Masters degree.
- ii. Applicant's prior research experience and its relevance to UAEU research.
- iii. Applicant's publication record.

C. DURATION OF AWARDS

- a) Fellowships are awarded for a maximum period of 4 years.
- b) A faculty member may request only one semester extension for a Fellowship with documented justification. The request must be made during the first month of the student's last semester of the award term.
- c) A Fellowship award is valid for its duration provided the student
 - i. Continues to meet the eligibility criteria every semester and
 - ii. Receives very good performance appraisal from his/her research supervisor based on an evaluation that the supervisor completes of the student's research work and submits it to the College of Graduate Studies at the end of each semester.
- d) If the recipient of an award becomes ineligible by failing to meet any of the aforementioned requirements, he/she will forfeit the award automatically and will be notified by the College of Graduate Studies accordingly.

D. DUTIES AND EXPECTATIONS

- a) Each Fellowship recipient must devote a minimum of 10 hours per week throughout the year to work as a research assistant with his/her faculty supervisor.
- b) Each Fellowship recipient is required to publish one research paper in a refereed, indexed journal in the student's discipline area of research.



c) Fellowship recipients may accept other duties only at UAEU in order to work as, for example, teaching or administrative assistants, and earn a stipend provided the new assignment does not interfere with the student's Fellowship duties and does not entail more than 10 hours of work per week. The student must obtain a written permission from his/her Fellowship supervisor prior to accepting any such assignment and forward it to the College of Graduate Studies.

d) All Fellowship recipients are expected to participate in activities that empower their research training at the college and university levels, when possible and in coordination with their supervisors. Furthermore, students are expected to present and publish their research outcomes under the guidance of their supervisors.

E. AVAILABILITY OF OPPORTUNITIES

Opportunities for Fellowships are normally available at the time of the student's admission into the PhD program. The number of awards made each year may vary depending on the availability of funds.

Research Grant Scholarships

Scholarships funded by research grants are available for Master and PhD students in most colleges. The scholarships are available on a competitive basis to candidates who are accepted in their respective graduate programs and are selected by the Principal Investigators to join their research projects as student researchers. The duration of a scholarship is generally four (4) years for PhD students and two (2) years for Master students. Interested candidates are advised to contact the principal investigator of the particular research project in order to get specific details on the scholarship opportunity or additional information on the project. Lists of annually funded projects are available on the CGS webpage in the (Scholarships, Fellowships, and Graduate Assistantships) section

(www.uaeu.ac.ae/en/cgs/scholarship.shtml).

ACADEMIC AND PERSONAL CONDUCT

UAEU expects all members of its academic community, including students, to function according to the highest academic, ethical, and professional standards. Accordingly, students have certain rights and responsibilities, which are described by the "Student Code of Conduct" in the Student Affairs and Deanship section of the University's Policies and Procedures and, therefore, graduate students are responsible for their own academic and personal conduct consistent with the policies.

The Code of Conduct specifies actions that would be classed as misconduct (academic or non-academic) for which an offending individual or student organization would be subject to disciplinary sanctions. The Procedures are intended to ensure consistency and fairness for every student in the University through consistency in the adjudication of cases of student misconduct.

RIGHTS AND RESPONSIBILITIES

UAEU seeks to foster a community that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests, that is free from violence, threats, and intimidation, and promotes health and safety of the University community.

Details on student's rights and responsibilities are provided in the "Student's Rights" section of the Procedures on "Student Conduct" under the Student Affairs Deanship.

PRIVACY AND CONFIDENTIALITY

The University safeguards the privacy of students and the confidentiality of their academic records. Accordingly, the Office of the Registrar is responsible for the privacy and confidentiality of the academic records of all students. Access rights to university employees, such as academic advisors and staff, are governed by rules and regulations that are managed by the Office of Enrollment Deanship. Employees with access to student records may not release any information to a third party without the prior consent of the student.

For more details on this subject, students should review the policy on "Academic Records - Academic Transcripts", under "Admissions and Enrollment".



SAFETY

In order to preserve the spirit of community and provide a comfortable safe environment for all students enrolled in the University, UAEU holds each member of its community responsible for respecting the rights, privileges and opinions of other members of the community.

UAEU has a comprehensive set of Occupancy Health and Safety (OHS) policies and procedures, which are presented in a manual that is available to all constituents of the university. They cover all aspects of health and safety including emergency evacuation procedures, first aid and fire and other emergencies. Furthermore, the Campus Development Department (CDD), in collaboration with the Student Affairs section, offer seminars on OHS to students on regular basis to promote awareness.

The OHS manual and all related policies, procedures and forms are available on the UAEU portal at <https://my.uaeu.ac.ae/en/fmd/Pages/Safety-and-Security-.aspx>.

Note: The Student Affairs section and CCD is working on a new policy that is specific to students' OHS. It will be reflected in this Handbook once it becomes available.

GRIEVANCES AND APPEALS

UAEU is committed to the fair and equitable treatment of students in all of its academic and administrative processes. Accordingly, graduate students who have legitimate grievances or appeals may pursue them by submitting their claims in writing with official supporting documents to the Dean of their college.

According to the University's Policies and Procedures on "Student Academic Grievances and Appeals", an "Academic Grievance" is a claim by a student of mistreatment or unfair treatment in an academic or enrollment matter. And an "Academic Appeal" is a claim by a student of incorrect or erroneous application of a University academic policy or a request for an exception to a University academic policy.

The Student Academic Grievances and Appeals Committee handles all academic grievances and appeals university wide. Details on the procedures for processing appeals and the work of the Committee can be found in the Procedures of the "Student Academic Grievances and Appeals" Policy.

STUDENT SERVICES AND RESOURCES

This section lists and briefly describes miscellaneous services and resources that are available to students. Graduate students in need of services that are not listed in this document are advised to check the University's website or contact the College of Graduate Studies for information.

ID Cards

Upon admission to UAEU, all students will receive official Student Identification (ID) Cards from the Admissions Department for use while they are active students at the University. Students are required to carry their ID Cards while they are on campus and must present their Cards in order to obtain various services, including admission to final examinations, and to gain access to campus facilities. ID Cards are the property of UAEU and a student must return his/her card to the University upon graduation or any other cessation of active enrollment at the University. Lost, found and stolen cards must be reported promptly to the Registration Department. **For inquiries and assistance:** Registration Department - **Phone:** +971 3 713 6769 (Female students) **Phone:** +971 3 713 4281 (Male students) Email: registration@uaeu.ac.ae

Housing

UAEU provides housing facilities for two categories of graduate students: (1) For single persons in the Maqam2- facility and (2) for families in the Falaj Hazzaa facility.

- 1 The Maqam facility is available to single students (i.e. persons without family members). Students who are not on scholarships are required to pay the applicable housing fees.
- 2 The Falaj Hazzaa facility is available only to graduate students who have family members with them and who are on scholarships from the University. Students whose scholarships do not provide a housing benefit are required to pay the applicable housing fees.

Since the university does not have housing for graduate students who have families and are not on scholarships, these students are advised to find appropriate housing in the Al Ain vicinity.

The following terms and conditions apply to housing of graduate students:

- Only students from outside the city of Al Ain can apply for UAEU housing.
- Housing payments must be paid in one installment.
- Housing payments are non-refundable.
- Payment must be completed before a student takes up residence.
- A copy of the transfer payment confirmation/original deposit slip must be submitted to the housing administration. The students name and ID number must be mentioned in the transfer payment confirmation/ deposit slip.
- Payment slips must also be submitted to the University cashier in the Student Accounts Office.
- The housing staff will not accept cash payments.
- Student housing regulations and policies apply.

The housing fees are as follows:

- The Maqam2- facility: AED 5,600 per person, including food service.
- The Falaj Hazzaa facility: AED 5,600 per bedroom. Charges are based on the number of bedrooms in the occupied unit. Food service is not available at this facility.

For housing inquiries and assistance

Graduate students without family members:

Contact the Office of the Assistant Dean for Research and Graduate Studies and Research in your respective College.

Health Services

The University is dedicated to providing high quality primary healthcare service to all students.

The Health Services offered by the University include:

Health Treatment: Both local and international UAEU students are required to have THIQa, DAMAN or ADNIC insurance. All insured students will receive treatment free of charge.

First Aid: The medical staff from the UAEU Health Clinics provides first aid services to UAEU students on campus and in their residential buildings, along with attending UAEU activities. In emergency cases, students will be re-directed to a local emergency department in one of the public hospitals in Al Ain.

Primary Health Care: Two qualified physicians supervise and provide UAEU students with adequate medical care.

Referrals: Health cases requiring a specialist's opinion will be referred to one of the local public hospitals.

Scheduling an Appointment: Students can request a medical appointment either by sending an email or by calling the relevant clinic.

All students are required to have a health insurance. The Student Health Services Department is responsible for the issuing and renewing of health insurance cards for both local and international students. UAE local students are issued with THIQa Insurance cards. International students are issued with Daman Basic Product Insurance cards. International students with a UAE residence visa, and GCC students, are issued with ADNIC Basic Product Insurance cards.

All students are required to fill a Medical Insurance Form and submit it with the required documents via email to health.services@uaeu.ac.ae or in person as follows:

Female students: Female Clinic, Room 1004, First Floor, Building B3

Male students: Student Health Services, Room 1009, First Floor, Building G2

For inquiries and assistance:

Health Service Department
Division of Student Affairs and Enrollment
Phone: +971 3 713 4013
Phone: +971 3 713 1842
Email: health.services@uaeu.ac.ae

International Student Services

The University offers a variety of services to international students, which include health insurance, university housing, medical checkup, and residence visa.

For inquiries and assistance:

College of Graduate Studies

Phone: +971 3 713 4048

Fax: +971 3 713 4929

Email: cgs@uaeu.ac.ae

Student Counseling

The Student Counseling Center (SCC) provides individual and group counseling to students at the United Arab Emirates University. Our counselors help students explore any academic or personal problems or concerns that they may be experiencing. Some common issues that arise include adjusting to university life, time management issues, confusion about life or career goals, anxiety, depression or dealing with grief and loss. Our Counseling Services utilize a service system that emphasizes trust, respect, confidentiality, and compassion. The SCC team is committed to the wellbeing and betterment of our students throughout their educational years at UAEU.

For inquiries and assistance:

Student Counseling Center

Division of Student Affairs and Enrollment

Phone: +971 3 713 6686

Fax: +971 3 755 8459

Email: scss@uaeu.ac.ae

Female Campus: Room 1013, Building B3 (Student Village)

Male Campus: Room 1003, Building G2

Special Needs Services

The Special Needs Services (SNS) Center ensures that all UAEU students with disabilities have access to educational opportunities equal to their fellow students. Students who suspect that they have a disability or who are referred to the Center for screening are encouraged to schedule a consultation appointment with the director of the Center in order to explore whether a formal evaluation for a possible disability is needed.

Any student with a documented disability may choose to access the services provided by the SNS by submitting the required registration forms. The SNS welcomes all inquiries about its services.

If a graduate student has a disability, it is helpful to let the Special Needs Services Center know as soon as the student joins the university. Following the student's contact with the Center, an initial "intake" interview will be arranged. The student will need to provide a completed Disability Support Application Form together with evidence of his/her disability, medical condition, or specific learning difficulty. Such as a doctor's letter or educational psychologist's report which contains a clear statement of the disability and recommended adjustments/accommodations.

For inquiries and assistance:

Special Needs Services Center
Division of Student Affairs and Enrollment
Phone: +971 3 713 4264
Fax: +971 3 713 6689
Email: disabilityservices@uaeu.ac.ae
Female Campus: Room 0014, Ground Floor, Building C5
Male Campus: Room 220, Second Floor, Building F3

Restaurants and Retail Outlets

The campus has a diverse selection of restaurants, cafeterias, pizzerias, cafés and other dining facilities. There is a food court located at each of the male and female campuses, which offers a wide selection of healthy and nutritious foods, including Oriental, Middle-Eastern, Asian, and European menus.

Moreover, there are accessory and specialty shops and grocery stores at the female and male campuses.

Health Club

Whether you are looking to get in shape or participate in team sports, the Health Club is the place to go. The sports facilities are open to students, faculty and staff for a variety of recreational and competitive athletic activities. The Health Club staff also actively pursues developing and improving the level of sports in the UAE through athletic championships, symposia and training courses. The Health Club provides state-of-the-art facilities that include:

- Fitness Centers
- Swimming Pools
- Sports Clubs and Multipurpose Halls
- Exercise Halls

For inquiries and assistance:

Female Students:

Phone: +971 3 713 6659

Email: fitnesscenter@uaeu.ac.ae

Male Students:

Phone: +971 3 713 4847

Email: fitnesscenter@uaeu.ac.ae

Graduate Student Development Activities

Graduate students have access to a series of extra curricular activities offered by the CGS and other units of the University on a regular basis during the academic year. The intent of these activities is two folds:

- 1 To provide students with practical skills that will help them during their studies and
- 2 To supplement their education with specific training that can enhance their preparation for careers.

Most of the activities are planned on a semester-by-semester basis and are announced in advance on the CGS's website.

For inquiries and assistance:

College of Graduate Studies

Phone: +971 3 713 4048

Fax: +971 3 713 4929

Email: cgs@uaeu.ac.ae

Writing Center

The Writing Center offers services to all students of the University. The aim of the Center is to help students learn more about writing and become better and more confident writers. The Center offers help with writing in English or Arabic for any university course, as well as vocational and creative writing.

Graduate students are encouraged to book appointments for one-on-one, 50-minute consultation sessions in advance in order to ensure the availability of a teacher when needed.

Locations of the Writing Center:

- For Female students: Room 0020, Building C5
- For Male students: Room 0060, Building H4

English Test Preparation and Support

The Continuing Education Center in collaboration with the College of Graduate Studies offers training courses specifically designed for graduate students who have been conditionally admitted to UAEU and who need to obtain an IELTS Band 5.5 to 6.0 in their first semester of graduate studies.

Participants will be provided with effective test taking strategies in order to achieve higher band scores on the IELTS. In addition, techniques for improving listening, reading, writing and speaking skills will be explored in detail.

For inquiries and assistance:

Continuing Education Center
Phone: +971 3 713 5555
Fa +9x: 71 3 713 4955
Email: cec@uae.ac.ae

RESEARCH

UAEU is striving to be an internationally recognized, research-intensive university and a leader in the advancement of knowledge in the UAE and the broader region. Research at UAEU is a growing enterprise, which has gradually expanded over the years across most Colleges, and is now engaging the majority of the faculty, and hundreds of graduate students and many undergraduates.

The university has established several Research Centers to coordinate and lead interdisciplinary research in areas that area of strategic importance to the UAE. The following is a listing of the current Centers, with the primary areas of their research activities.

Center	Research Areas
Zayed Center for Health Sciences	Global and public health issues for the country and region; medicine.
Roadway, Transportation & Traffic Safety Research Center	Transportation systems, traffic impact for development, and traffic safety.
National Water Center	Water resources and technologies; engineering, science, medicine, food and agriculture.
Center for Public Policy and Leadership	Leadership, public policy design, policy implementation and evaluation, governance, humanities, social sciences, law.
Khalifa Center for Genetic Engineering and Biotechnology	Biotechnology and genetic engineering as applied to plant varieties suitable for the region, science, food and agriculture.
Emirates Center for Energy and Environment Research	Oil and gas; alternative and renewable energy; energy efficiency; and energy policies and studies.
Emirates Center for Happiness Research	Happiness Index Research; Methods to enhance happiness and positivity.
National Space Science and Technology Center	Contribute to knowledge and education in space science and space education. Focus on excellence in space science, engineering and innovation.

Graduate students who are pursuing thesis-based degrees or are interested in engaging in research projects are advised to consult with the Assistant Deans for Research and Graduate Studies of their respective colleges for guidance and information on the research areas of their faculty members.

FACILITY AND LEARNING RESOURCES

UAEU completed its move to its new, 80 hectare, state-of-the art campus in Al Ain in 2012. The new campus is a showcase of modern architecture, high-tech laboratories, cutting-edge information technology network infrastructure, twenty-first-century teaching facilities and excellent student recreational and residential facilities. The College of Medicine and Health Sciences is co-located with Tawam Hospital, one of the two acute-care, comprehensive and government run hospitals in Al Ain, one kilometer from the new campus. UAEU also operates out of two small facilities in Abu Dhabi and Dubai to host classes for students in a limited number of Masters Degree programs.

University facilities include 480 laboratories that support both teaching and research activities. Teaching and research activities are also supported by a very good library, which is increasingly focusing on remote access to electronic resources. Library collections now include nearly half a million monographs, nearly 2,000 theses and dissertations in print form, over 3,000 hard-copy serial titles as well as 140,000 eBooks, 38,000 serial titles and well over 50 databases – all available on-line. The main Library is located in the Crescent Building on the main campus and the National Medical Library is located with the College of Medicine and Health Sciences on the Tawam Campus.

For inquiries and assistance:

Main Library:

Circulation Desk: +9713 713 4684

Reference Desk: +9713 713 6862

www.uaeu.ac.ae/en/about/uaeu_libraries.shtml

National Medical Library:

Phone: +9713 713 7201

Phone: +9713 713 7208

Fax: +971 3 767 8755

Email: nml.fmhs@uaeu.ac.ae

OFF CAMPUS PROGRAMS

A number of professional graduate programs are now offered at off-campus facilities outside Al Ain. The following is a list of the current programs and the facility/location at which they are offered:

College	Graduate Degree Program	Facility/Location
Business and Economics	Master of Business Administration	Al Reem Island, Abu Dhabi
	Master of Professional Accounting	Al Reem Island, Abu Dhabi
	Doctorate of Business Administration	ADDC Facility, Abu Dhabi
Engineering	Master of Engineering Management	Al Reem Island, Abu Dhabi
Humanities and Social Sciences	Master of Governance and Public Policy	Al Reem Island, Abu Dhabi
	Master of Science in Remote Sensing and Geographic Information Systems	Al Reem Island, Abu Dhabi
Law	Master of Private Law	Al Bateen Facility, Abu Dhabi
	Master of Public Law	Al Bateen Facility, Abu Dhabi
Education	Master of Education	Academic City, Dubai

Note: *Programs that are offered at multiple locations may have different tuition fees for each location. For inquiries, check the Schedule of Tuition Fees or contact the Program Coordinators.*

For inquiries and assistance:

Al Reem Island: +971 2 667 1244

Al Bateen Facility: +971 3 713 5381

Academic City Facility: +971 3 713 4070

UNIVERSITY ACADEMIC POLICIES

Some of the information provided in this Handbook is collected from multiple sources, which include webpages, policies and procedures, and guidelines. The primary purpose of this Handbook is to provide graduate students with a consolidated source of information and to guide them on important policies, procedures, services and resources applicable to graduate studies.

Every attempt has been made to ensure the accuracy of the information in this Handbook. However, in case of any discrepancies in presentation or interpretation, the terms of the relevant Policies and Procedures of the University will prevail.

Academic Policies and Procedures are available on the University's website at www.uaeu.ac.ae/en/about/policies/ for the English version and at www.uaeu.ac.ae/ar/about/policies/ for the Arabic version.

CGS GUIDELINES AND FORMS

Graduate students are highly encouraged to visit the CGS Portal on regular basis. It can be accessed from the "Colleges" menu on the MyUAEU Intranet (my.uaeu.ac.ae).

The Portal is populated with useful and important information and documents, which include reminders of upcoming deadlines, guidelines and forms.

CALENDAR OF IMPORTANT DATES IN 2018-2019

The following is a list of important dates in the 2018-2019 Academic Year. The complete Academic Calendar is available on the University's website.

Fall Semester

Date	Event
August 26	Classes begin
August 30	Last day to Add/Drop courses
September 6	Deadline for applications for Chancellor Graduate Fellowships
September 9 - 13	Orientations for new graduate students
September 20	Deadline to apply for graduation
September 20	Last day to Withdraw/Drop without Failure (with grade of W)
October 4	Requests for "leave of absence from study" due to the CGS
November 18	Last day to defend thesis/dissertation for Fall 2018 graduation
December 13	Last day of classes
December 15 - 20	Final exams
December 22	Grades announced
December 23 - January 10	Winter Break
January 6	Deadline to submit bound copies of thesis/dissertation to College of Graduate Studies for Fall 2018 graduation

Spring Semester

Date	Event
January 13	Classes begin
January 17	Last day to Add/Drop courses
January 24	Deadline for applications for Chancellor Graduate Fellowships
January 27-31	Orientations for new graduate students
February 7	Last day to Withdraw/Drop without Failure (with grade of W)
February 14	Deadline to apply for graduation
February 21	Requests for "leave of absence from study" due to the CGS
March 31 - April 11	Spring Break
April 22	Last day to defend thesis/dissertation for Spring 2019 graduation
May 9	Last day of classes
May 11 - 16	Final exams
May 18	Deadline to submit bound copies of thesis/dissertation to College of Graduate Studies for Spring 2018 graduation
May 18	Grades announced

Summer Semester 1

Date	Event
May 20	Classes begin
May 21	Last day to Add/Drop courses
May 23	Last day to Withdraw/Drop without Failure (with grade of W)
May 23	Deadline to apply for graduation
June 27	Last day of classes
June 29 - July 1	Final exams
July 2	Grades announced



CONTACT INFORMATION

Contacting UAEU Operator:

+971 3 767 3333

Corresponding with the College of Graduate Studies:

Mailing address

College of Graduate Studies
Division of Research and Graduate Studies
United Arab Emirates University
P. O. Box 15551
Al Ain, United Arab Emirates

Physical office location

College of Graduate Studies
Room 104, First Floor
Building F3
Main Campus, Al Ain

By telephone:

+ 971 3 713 4048 (voice)

+ 971 3 713 4929 (fax)

By email: cgs@uae.ac.ae

Contacting the Assistant Deans for Research and Graduate Studies in the colleges:

College	Assistant Dean	Phone Extension*	Email
Business and Economics	Dr. Kilani Ghouli	5298	kghoudi@uae.ac.ae
Education	Dr. Ali K. Alnaqbi	6249	alik@uae.ac.ae
Engineering	Dr. Hamad Aljasmi	5161	h.aljasmi@uae.ac.ae
Food and Agriculture	Dr. Sajid Ahmad	4591	sajid.m@uae.ac.ae
Humanities and Social Sciences	Dr. Fadwa M. Al Mughairbi	6469	f.almughairbi@uae.ac.ae
Information Technology	Dr. Walid Ibrahim	5510	walidibr@uae.ac.ae
Law	Dr. Ahmed Al Zaabi	5374	ahmed.alzaabi@uae.ac.ae
Medicine and Health Sciences	Dr. Maryam Al Shamsi	7174	mshamsi@uae.ac.ae
Science	Dr. Ruwaya R. Al Kendi	6743	ruwayaa@uae.ac.ae

** The telephone number is +971 3 713 followed by the 4-digit extension.*



UAEU CAMPUS MAP

- | | | | |
|-------------------------|----------------------|---------------------------------|-------------------------------|
| C1 HSSE & Education | B3 Village | D1 Crescent-Great hall | F1 Engineering & Food science |
| C2 Law | B4 Masjid | D2 Crescent-Library | F2 Laboratory - 81 |
| C3 Business & Economics | A1 Female residence | D3 Crescent-West Administration | F3 Building - 80 |
| C4 University college | A2 Female residence | D4 Crescent-East Administration | |
| C5 University college | A3 Female residence | E1 CIT | G1 Sports Building |
| C6 Engineering/Science | A4 Female residence | E2 Shared Lab | G2 Village |
| Food & Agriculture | A5 Female residence | E3 Shared Lab | G3 Village Dining |
| B1 Sports | A6 Female residence | E4 Shared Lab | G4 Masjid |
| B2 Village dining | A7 Female residence | E5 Shared Lab | |
| | A8 Female residence | E6 Shared Lab | H1 HSSE |
| | A9 Female residence | E7 Shared Lab | H2 Sharia Law |
| | A10 Female residence | | H3 Business & Economics |
| | A11 Female residence | | H4 University college |

Area Map



- P1 Crescent building entrance Gate & Parking
- P2 Facility management
- P3 Facility management/ Maqam-5 residence entrance
- P4 Male students entrance & Parking
- P5 Female students bus lounge & parking
- P6 Female students Bus entrance Gate
- P6a Service gate
- P7 Female students Gate
- P8 Female students entrance & Parking
- P9 Staff & Faculty parking
- P10 & P11 parking structure
- P12 & P13 Pedestrian gate
- I1 Male residence
- I2 Male residence
- I3 Male residence
- S1, S2 & S3 Store rooms



To air port
To Jabel hafeet

UAEU

