

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,

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