



PhD IN NUTRITIONAL SCIENCES

Department of Nutrition and Health
College of Medicine and Health Sciences

Student Handbook
2024-2025





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NOTE FROM THE UAEU CHANCELLOR



Dear Graduate Student,

Welcome to the PhD in Nutritional Sciences Program at the Department of Nutrition and Health (DNH), College of Medicine and Health Sciences (CMHS), United Arab Emirates University (UAEU). The following is an excerpt from the message by H.E. Zaki Anwar Nusseibeh, Chancellor, United Arab Emirates University:

“The people of the United Arab Emirates hold a special place in their hearts for the United Arab Emirates University. It was founded as a flagship university for the nation with a mission to foster the sustainable development of our country. Over the past four decades the University has advanced scientific knowledge and scholarship of culture and society, guided by the clear directives of our leadership and sustained by the productive alliances it has forged with partners and institutions within our local communities and across global networks.

Our purpose is to engage, transform, and enable young people, so that they are prepared to address the challenges of tomorrow. Through their education, students develop the tools, skills, and attitudes required for innovation, life-long learning, curiosity, creativity and rigorous truth-seeking. We prepare them to excel, and inspire them to progress, and ensure they have the flexibility and resilience required to succeed and create prosperity and wellbeing in a future of social, economic, and political upheaval and change.

The University is committed to providing its students with a welcoming, supportive, and stimulating academic, social, and cultural environment. This safe and secure home base enables and inspires students to explore and widen their horizons, follow their curiosities and take risks, and discover and grow their different talents. Our students are encouraged to sharpen their thinking, and to identify and develop their distinctive personalities. We cultivate the foundations necessary for faculty and researchers to progress their intellectual inquiries and apply them to the needs of the nation. We are cognizant that the grave challenges and transformations experienced by societies in today’s world necessitate the active, vigorous pursuit of innovation and entrepreneurship. In these ways, our scholars – students, faculty, and researchers, develop the aptitudes and qualifications that are prerequisites for the sustainable development and progress of our country in the years ahead.

We will therefore marshal our efforts and resources so that these are deployed effectively to fulfil our leadership’s vision of the leading role of our nation in the world of tomorrow. This requires us to align our academic strategies to the demands of the Fourth Industrial Revolution and the emergence of Artificial Intelligence. For this reason, we have introduced undergraduate and graduate programs that trace, pursue, and seek scientific and technical advances, and are consistent with practices at leading international universities. Our research infrastructure is modelled to the needs of scientific discovery and technological innovation, and includes a center dedicated to advancing the exploration of Space. With these directions, our university will achieve global recognition for its research excellence.

We share immense pride in the ways in which the University is fulfilling its role in empowering the current generation to meet the challenges of today and to serve the national agenda for the next 50 years in the development of the United Arab Emirates.”

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 challenges 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, 6th in the Arab region and between 251-300th 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 80 hectares 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 14,968 students from 82 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 Education 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 Western Association of Schools and Colleges' (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. In July 2022, UAEU once again received international accreditation by the WASC- WSCUC for a period of ten years.

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 THE PhD in NUTRITIONAL SCIENCES PROGRAM

United Arab Emirates University (UAEU) enrolled its first students in 1977 and produced its first graduates in 1981. UAEU is currently organized into nine academic Colleges. Together, these colleges offer a total of more than 80 degrees at undergraduate and graduate levels (MSc, PhD, and DBA). All colleges are research-active and operate at undergraduate and postgraduate levels. The PhD in Nutritional Sciences program is housed in the College of Medicine and Health Sciences (CMHS).

CMHS has a legacy of offering quality undergraduate and graduate education since 1984. The PhD in Nutritional Sciences Program is offered by the Department of Nutrition and Health (DNH). The program strives to generate future leaders in research, industry and government sectors with advanced research skills and competencies in critical thinking, problem solving, team work and effective communication.

Our students 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. 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.

PROGRAM DESCRIPTION

The PhD in Nutritional Sciences Program is offered as both a full-time and part-time program. Students are enrolled in the Program every Fall and Spring semester of the academic year. The program requires a total of 55 credits, including 25 credits of courses and 30 credit hours of research work. Each student is expected to conduct high quality research that advances the human knowledge and of a publishable standard. The program is of interdisciplinary nature and is taught by the faculty members of Department of Nutrition and Health, the Institute of Public Health, both at the College of Medicine and Health Sciences and the Department of Integrative Agriculture at the College of Agriculture and Veterinary Medicine, at UAEU.

During the first 3 semesters, courses are delivered on campus at UAEU. Students are required to pass a comprehensive examination to evaluate the breadth and depth of their knowledge in the field of nutritional sciences, as well as their scholarly potential, in the fourth semester but no later than the beginning of the fifth semester. To advance to Candidacy, students must successfully complete the comprehensive examination and obtain approval of their Research Proposal from the PhD Advisory Committee. The Research Proposal should be concise yet thorough, clearly defining the research problem and objectives, and outlining the research methodology. This proposal must be submitted as a written report and presented orally before the student's advisory committee

The research work is conducted under the primary supervision of a faculty member of the Department of Nutrition and Health at UAEU. The research topic is collaboratively discussed and agreed upon by the student and supervisor. The PhD thesis defense should be scheduled for the eighth semester, with extensions available upon justified request. However, the research must be completed within a maximum period of 12 semesters.

Further information on student life, the resources available to students and policies, rules and regulations can be found in the graduate student handbook, published by the College of Graduate Studies, which is accessible via the following link:

<https://www.uaeu.ac.ae/en/cgs/publications.shtml>

The PhD in Nutritional Sciences Program Mission

The PhD in Nutritional Sciences program aims to give students the opportunity to gain advanced knowledge related to various aspects of nutritional sciences. The program will give an opportunity to the students to conduct high quality research, which will enhance the knowledge of the ways various nutrients, foods and dietary patterns could mitigate the risk of diseases and promote health. In addition, the program provides guidance for improving lifestyle and preventing and/or treating diseases through nutrition education and helps gather data for policy makers, to design and implement strategies for improving health of all individuals.

This mission statement is derived from and supports the missions of the United Arab Emirates University (UAEU), College of Medicine and Health Sciences (CMHS), Department of Nutrition and Health (DNH).

The UAEU Mission is to “continue its positive contribution to the advancement of UAE by delivering undergraduate and graduate education that meets international standards, engaging effectively with the community and the world to foster knowledge creation and dissemination, and enhancing the research capacity of the country”.

The College of Medicine and Health Sciences mission

To improve the health care and well-being of the UAE population through innovative medical and health sciences education, advanced research, and best practices in clinical services.

The Department of Nutrition and Health mission

The DNH mission is threefold:

- To offer high quality programs and provide the country with qualified needed graduates in various disciplines in the fields of human nutrition and health.
- To conduct high quality research to better meets national needs and international standards.
- To establish effective partnerships with public and private sectors to generate, disseminate, and apply knowledge in order to meet the educational, cultural needs, and well-being of families and communities in the region in general and UAE society in particular.

Program Goals

- To prepare and create future leaders of excellence in research, industry, and government sectors.
- To enhance R & D capabilities with advanced skills among the graduates to serve the society.
- To improve student’s competencies in critical thinking, problem solving, leadership, team work and effective communication.

Program Learning Outcomes

- To demonstrate advanced level of knowledge in Nutritional Sciences.
- To ethically conduct original interdisciplinary research, including development of a relevant methodology, data collection and analysis, interpretation of scientific results and literature, drawing conclusion and recommendations to improve health and well-being at the local, national and international levels.
- To identify issues to problems in nutritional science by proposing alternative solutions/ideas.
- To communicate evidence-based nutritional science information using appropriate (written, visual, and oral) means, according to the level of the audiences (professional or general).
- To demonstrate leadership qualities in the field of nutritional science to contribute to a future successful career in academia, industry or policy-making.

WHO IS WHO IN THE PhD IN NUTRITIONAL SCIENCES AT THE DNH

The CMHS Assistant Dean for Research and Graduate Studies manages the graduate affairs of the college in collaboration with the College of Graduate Studies (CGS). The Academic Advisor, in cooperation with the Program Coordinator, advises and assists the student in their day-to-day endeavors.



Assistant Deans for Research and Graduate Studies

The Assistant Dean for Research and Graduate Studies is a faculty member of the CMHS, who is appointed to serve the graduate communities of the college and liaise with the CGS on all graduate matters.

Program Coordinator

Program Coordinator is a faculty member who is appointed to coordinate all matters related to the PhD program in collaboration with the Department Chair and the Vice Dean for Health Sciences of the CMHS.

Faculty Advisors

Every student has an academic advisor from the DNH. The Advisor is responsible for guiding the student on all academic matters concerning the PhD program and for supervising the research work of the student. An advisor will be proposed for each student at admission. The name is to be approved by the Assistant Dean and submitted to the Dean of the College of Graduate Studies (CGS). A student may change his/her advisor by submitting a "Request to Change Advisor" to CGS.

Graduate Student Representative

The Graduate Student Representative (GSR) is a graduate student who will play a role in the program advisory board and be the voice for the student needs.

PhD in Nutritional Sciences Program Directory

Assistant Dean for Research and Graduate Studies:

Dr. Rami Beiram (Tel: +971 3 713 7174; Email: rbeiram@uaeu.ac.ae).

Ms. Mariam Al Shamsi, Project Manager (Tel: +971 3 713 7142; Email: mariam.moh@uaeu.ac.ae)

Name	Position, Title, and Contacts	Research Area
Department of Nutrition and Health, CMHS, UAEU		
Faculty		
Prof. Habiba I. Ali	Vice Dean for Health Sciences (CMHS), Professor Tel: +971 3 713 6556 Email: HabAli@uaeu.ac.ae	Nutrition Education Diabetes Education Weight management Nutrition and Bariatric Surgery
Dr. Moath F. Bataineh	Chair for the Department of Nutrition and Health Associate Professor Email: m.bataineh@uaeu.ac.ae	Nutrition and Immune responses Nutrition and recovery from biological stress Nutrition and Brain Ageing Women Health
Prof. Carine Platat	Professor, PhD program coordinator Tel: +971 3 713 6558 Email: PlatatCarine@uaeu.ac.ae	Insulin resistance Physical activity to prevent/manage chronic diseases Oxidative stress associated with chronic diseases Functional ingredients, Polyphenols Life Sciences in space
Prof. Nishan Kalupahana	Professor Tel: +971 3 713 6552 Email: nkalupahana@uaeu.ac.ae	Obesity Insulin resistance Metabolic syndrome Adipose tissue biology Dietary bioactive compounds Omega-3 fatty acids
Dr. Amita Attlee	Associate Professor Tel: +971 3 4571 Email: amita.attlee@uaeu.ac.ae	Feeding behavior and health-related quality of life in autism spectrum disorder Nutrition assessment Lifestyle and metabolic syndrome, particularly obesity
Dr Abdulmannan Fadel	Assistant Professor Tel: +971 3 713 6558 Email: afadel@uaeu.ac.ae	Food bioactive compounds effects Food digestion simulation for infants, adults, and elderly (<i>in vitro</i> and <i>ex vivo</i>) Immunomodulatory potentials of food
Staff, CMHS, UAEU		
Ms. Wafa Al Shamisi	Administrator Department of Nutrition and Health Tel: +971 3 713 6550 Email: w_alshamisi@uaeu.ac.ae	
Ms. Aisha Al Shamsi	Academic Advisor Assistant Dean for Student Affairs - Health Sciences Division Tel: +971 3 713 6580 Email: aisha.alshamsi@uaeu.ac.ae	

PhD in NUTRITIONAL SCIENCES ADMISSION REQUIREMENTS

Admission Requirements

The general PhD program admission requirements at UAEU are set out on the University's website (https://www.uaeu.ac.ae/en/admission/phd_program.shtml) and are presented below:

- A Master degree from an accredited university recognized by the UAE Ministry of Higher Education and Scientific Research, in an area appropriate to the academic area to which application is being made.
- A minimum cumulative GPA of 3.3 on a 4.0 scale or equivalent, in the Master Degree earned at an accredited University recognized by the UAE Ministry of Higher Education and Scientific Research.
- A score of 6.5 or higher on the IELTS Academic exam or equivalent, for all disciplines in which the main language of instruction is English or where the dissertation must be written in English. This test score must be less than two years old at the time of application.
- If the applicant has taken the Graduate Record Examination (GRE), the official score should be submitted to be taken into account in the selection for admission and the attribution of a financial support from UAEU.
- Your admission to UAEU is contingent on your submission of all required documents to the Office of Admissions (pg@uaeu.ac.ae), including the equivalency of your degree(s) from the Ministry Of Education – UAE, which must be provided no later than one semester from joining the University

ACADEMIC ADVISING AND PLANNING

Academic advising is provided to graduate students by its faculty advisor.

Student Advisory Committee

Every graduate student must have an Advisory Committee, appointed by the Dean at CMHS, before the end of the first semester in the program. The Committee oversees the student's progress and guides him/her towards the successful completion of all degree requirements including courses, examinations, and dissertation research. It is constituted of the student's Advisor (Chair) and a minimum of two other full-time UAEU faculty members whose expertise is related to the student's area of specialization/research, and at least one of whom is at the rank of Associate or Full Professor (Co-Chair). 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. Each student's plan of study must be approved by his/her PhD Advisory Committee and the PhD Program Coordinator.

COURSE REGISTRATION

To meet the graduation requirements for the PhD in Nutritional Sciences Program, students must complete 55 Credit Hours (CrHs). These 55 CrHs are divided into 25 CrHs Required Courses and 30 CrHs of Dissertation Research.

PhD degree students must register in graduate level courses of 700 level or above.

- All continuing students must self-register through the on-line e-Services at the UAEU portal.
- Newly admitted students must register at the beginning of the semester during the period specified in the academic calendar. If newly admitted students are not registered at the start of the semester in

which they have been admitted, their admission will be valid up to the following semester only, upon approval from the College of Graduate Studies.

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 as per Academic Calendar without any indication on their academic records/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.

REGISTRATION AND RECORDS

The UAEU’s Registration Department in the Office of Enrollment Deanship is the trustee of all student records. The department supports students 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.

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. Students with a UAEU fellowship or scholarship are subject to specific requirements.

Students taking the Comprehensive Examination must be in good academic standing after completion of the required coursework.

Grading System

UAEU adopts the North American Credit System in which each course is assigned a certain 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 Grade Point Average (GPA) is a calculated value representing the student’s academic performance for a specific period. 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 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).

Performance	Grade	Score	Quality Points
Excellent	A	90 – 100	4.00
Excellent-	A-	87 – 89	3.70
Very Good +	B+	84 – 86	3.30
Very Good	B	80 – 83	3.00
Very Good-	B-	77- 79	2.70
Good +	C+	74 – 76	2.30
Good [MSc Pass (70%)]	C	70 – 73	2.00
Good- [MSc Fail (<70%)]	C-	67 – 69	1.70
Pass +	D+	64 –66	1.30
Pass	D	60 – 63	1.00
Fail	F	0 – 59	0.00
Failure for Absence	FA	00	0.00
Incomplete	I	-	-
Pass (in pass/fail courses only)	P	60 and more	Excluded
Not Passing (no credit awarded)	NP	0 – 59	Excluded
Continuing (satisfactory progress in a continuing course)		-	
Passing grade via proficiency or challenge Exam		-	
Satisfactory	S	-	Excluded
Administrative Withdrawal	AW	-	Excluded
Withdrawal	W	-	Excluded

Grade Point Averages

The Grade Point Average (GPA) is a calculated value representing the student’s academic performance for a specific period. 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 UAEU 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 the 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, based on 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 700 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.

To minimize the risk of low grades, the program academic advisors will maintain constant contact with students to identify any potential threats, including monitoring each student's GPA. Furthermore, students will be encouraged to maintain their GPA at 3.2 or higher. In the case when a student's performance falls below a CGPA of 3.0 during the first year of his/her studies, he/she will not be able to continue for the 2nd year.

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.



THE CURRICULUM

The PhD in Nutritional Sciences program students must complete 55 Credit Hours as shown in the table below.

Required Courses (19 credit hours)		
Course Code	Course Title	Credits
COSC 702	Ethics of Scientific Research II	1
CMPH 742	Biostatistics I	2
CMPH 752	Biostatistics II	2
COFA 770	Sustainable Food and Agriculture	3
COFA 760	Advance Scientific Writing	2
NUTR 805	Advanced Macronutrient Metabolism	3
NUTR 820	Advanced Micronutrient Metabolism	3
NUTR 830	Human Nutrition Assessment	3

Elective Courses (6 credit hours)		
Course Code	Course Title	Credits
NUTR 705	Advanced Community Nutrition	3
NUTR 720	Nutritional Immunology	3
NUTR 740	Physical Activity and Fitness	3
NUTR 750	Selected Topics in Nutritional Sciences	3

*Students should either select two courses from the list below or one course from the list below and any 3-credit hour 700-level course offered by UAEU and approved by the Advisory Committee

Qualification Requirements (0 credit hour)		
Course Code	Course Title	Credits
NUTR 800	Comprehensive Exam	0
NUTR 810	Research Proposal	0

Research Requirements (30 credit hour)		
Course Code	Course Title	Credits
NUTR 900	Dissertation Research	0
NUTR 910	Dissertation Defense	0



Model Study Plan for Full-time Students (25 credit hours)

1st Semester (credit hours)			
Course Code	Course Title	Credits	Prerequisites
CMPH 741	Epidemiology I	2	
COFA 760	Advance Scientific Writing	2	
COFA 770	Sustainable Food and Agriculture	3	
NUTR 805	Advance Macronutrient Metabolism	3	
	TOTAL	10	
2nd Semester (credit hours)			
NUTR 820	Advance Micronutrient Metabolism	3	
NUTR xxx	Elective Course	3	
NUTR xxx	Elective Course	3	
	TOTAL	9	
3rd Semester (credit hours)			
CMPH 742	Biostatistics I	2	
COSC 702	Ethics of Scientific Research II	1	
NUTR 830	Human Nutrition Assessment	3	
NUTR 900	Dissertation Research	3	
	TOTAL	9	
4th Semester (credit hours)			
NUTR 800	Comprehensive Exam	0	NUTR 800
NUTR 810	Research proposal	0	NUTR 810

R, Required

E, Elective.

Course Descriptions

The course descriptions below depict the code, name, allotted credit hours, main topics, and classification of the courses offered to the PhD in Nutritional Sciences students.

CMPH 742	Biostatistics I	2 Credits	Required
This course covers some common statistical methods used in public health research including descriptive statistics, measures of association such as odds ratio and relative risks, measures of performances such as sensitivity, specificity and ROC curves, some common statistical hypothesis testing procedures and power and sample size calculations. The course exposes students to intensive hands-on computer applications using a portfolio of data sets from the medical and healthcare fields.			
CMPH 741	Epidemiology I	2 Credits	Required
This course provides a comprehensive introduction of epidemiological concepts and methods, including measures of occurrence and association, study designs, and validity. After completing this course, students are able to discuss the strengths and weaknesses of various study designs, calculate and interpret epidemiologic parameters, and apply the principles and methods of epidemiology to the design and analysis of new research studies. The course reflects both the conceptual development of epidemiology and its increasingly focal role dealing with public health and medical problems.			

COSC 702	Ethics of Scientific Research II	1 Credit	Required
At the beginning of the course, a general introduction of ethics in research is given, stressing the importance of the basic tenants of responsible research conduct. The course discusses the principles of ethics underlying decisions made in the areas of medical research, biotechnology and environmental usage and protection. The new challenges of research ethics in the age of the Internet are deliberated. The question will be asked whether there is a “universal” understanding of ethics or whether ethical understanding is influenced by cultural settings. Moreover, it will be explored how the significance and “worth” of research can be evaluated and whether this can and should be done by the general public.			
COFA 760	Advance Scientific Writing	3 Credits	Required
Students train their ability to write a text in English language that satisfies international standards for research publications and project proposals. The course deals with the structuring of text, maintenance of coherence and means by which the desired emphasis on the most relevant aspects can be achieved. Students further learn how to simplify texts, and to avoid unclear or non-scientific expressions.			
COFA 770	Sustainable Food and Agriculture	3 Credits	Required
This course will explore environmental dimensions of food and agriculture, the emerging global challenges revolving climate change, resource depletion, and sustainable, regenerative, and climate smart agriculture. It will also explore the concept of food security, including production, storage, distribution, access, stability, nutritional value of foods produced in the arid and land regions.			
NUTR 805	Advanced Macronutrient Metabolism	3 Credits	Required
This course covers metabolic control and regulation of macronutrients including carbohydrates, lipids and proteins in health and wellbeing and its association to various chronic disease states. The course will integrate cell biochemistry and physiology including enzyme and hormonal control of metabolism to examine the complex nature of various nutritional integrative processes. Furthermore, the relationship of macronutrients metabolic pathways in the pathogenesis of various conditions will be covered, focusing on protein malnutrition and ketoacidosis, hypercholesteremia and its effect on cardiovascular disease, carbohydrate metabolic disorders and inflammatory disorders of the gastrointestinal system.			
NUTR 820	Advanced Micronutrient Metabolism	3 Credits	Required
This course is an advanced study of the interrelationships of micronutrients biochemistry, physiology (enzymes, and hormonal regulation), genetics, and nutrition. A consolidative approach to structure and function of the cell correlated to the metabolic needs and its response to the environment is taken. The course will provide a detailed analysis of evaluating the micronutrient requirements of humans in both normal and disease states. Conditions related to low intakes of Vitamins B, D and minerals Calcium and Iron will be covered.			
NUTR 830	Human Nutrition Assessment	3 Credits	Required
In this course, methods of assessment of diverse nutritional factors (dietary, anthropometric, biochemical, clinical, and ecological) commonly used measurements to evaluate the nutrition status of individuals and populations throughout the lifecycle will be analyzed and critiqued. Selection of appropriate methods in research and nutrition assessment systems and the critical interpretation of the assessment data will be discussed.			
NUTR 705	Advanced Community Nutrition	3 Credits	Elective
This course utilizes a theoretical framework in the application of community needs assessment, strategic planning, implementation and evaluation of nutrition/health promotion programs through the lifecycle. It analyzes the policy-making process and reviews the nutrition and related policies in the health system for reducing the double burden of malnutrition and assuring food and nutrition security. The course also analyzes theoretical principles in the application of epidemiologic research related to nutrition in addressing nutritional problems in the community at the national, regional and global levels.			
NUTR 720	Nutritional Immunology	3 Credits	Elective
The course provides students with advanced inquiry in complexity of the immune system in issues related to nutrition, interactions of nutrients and immunity and their mechanisms in various pathological conditions. Immune processes and inflammatory biomarkers in clinical conditions such as obesity, malnutrition, atherosclerosis, autoimmunity, ageing, cancer and the role of selected immunomodulatory therapies are discussed. The interplay of nutrition, gut microbiota and probiotics for optimal health outcomes, and the role of nutrigenomics in prevention of common lifestyle diseases are evaluated.			

NUTR 740	Physical Activity and Fitness	3 Credits	Elective
This course covers the application of the principles of the physiology of physical activity/inactivity to improve wellness and fitness. Assessment methods of physical activity/inactivity and fitness, in individuals and populations, will be critically analyzed. The scientific evidence of the link between physical activity/inactivity, health, diseases and aging will be discussed. The current guidelines for physical activity and the dose-response effect will be critically appraised and will be considered from the public health perspective. Determinants of physical activity/inactivity and at-risk groups or inactivity will be identified. Ecological models used to design interventions, policies and existing national physical activity promoting structures will be evaluated.			
NUTR 750	Selected Topics in Nutritional Sciences	3 Credits	Elective
This course aims to provide advanced discussion of selected and emerging current issues in nutritional sciences on topics of interest for the public, government, and industry. Course units/modules will be reviewed and developed each time the course is offered based on the existing gaps and interest of students.			
NUTR 800	Comprehensive Exam	0 Credit	Required
Every PhD student must pass a Comprehensive Examination (CE) designed to evaluate the breadth and depth of the student's knowledge of his or her discipline, as well as the student's scholarly potential. The CE consists of a written and an oral part and will be prepared, administered, and evaluated by an examination committee from the student's concerned department. It must be taken before the start of the student's fifth semester in the program. Students taking the CE must be in good academic standing after completion of the required coursework. The CE may be repeated only once, no later than the end of the student's fifth semester. A second unsuccessful attempt leads to immediate termination of the student's enrollment in the PhD program. The CE course is non-credit rated, while a Pass or Fail result for each attempt will be recorded on the student's academic transcript.			
NUTR 810	Research Proposal	0 Credit	Required
This is the mandatory research course that prepares the PhD students to develop and present their research proposal, on an original area in nutritional sciences including, but not limited to, experimental nutrition, community nutrition, human metabolism and clinical nutrition. In this course, students identify their research question, design the study to investigate the research question, in consultation with their PhD supervisor/s and advisory committee. A research proposal report will be developed by the students according to the Proposal Preparation Guidelines available at the College of Graduate Studies and will be orally presented to the students' supervisor/s and advisory committee. The successful completion of this course will provide the admission to candidacy.			
NUTR 900	Dissertation Research	30 Credit	Required
This is the mandatory research course that prepares the PhD students through the dissertation and its defense on an original and independent research in areas including, but not limited to, experimental nutrition, community nutrition, human metabolism and clinical nutrition. In this course, students design and conduct their research project then, critically evaluate their results, in consultation with their PhD supervisor/s and advisory committee.			
NUTR 910	Dissertation Defense	0 Credit	Required
This the final course in the PhD curriculum in which students will prepare, submit and present their research work in an original area in nutritional sciences including, but not limited to, experimental nutrition, community nutrition, human metabolism and clinical nutrition. Students will demonstrate their Understanding of the literature in the field of study, the proper selection and execution of research methodology and a genuine contribution to knowledge in the chosen field by developing a thesis dissertation and by presenting orally their research work. The PhD dissertation must conform to the Guidelines for Thesis and Dissertation Preparation issued by the College of Graduate Studies. Students are expected to have at least two research papers considered for publication in peer-reviewed publications/journals before the final defense of the dissertation.			

Mode of Delivery

The courses are delivered face-to-face in the classrooms.

Transfer of Credit

The University's policy on transfer students at the graduate level is publicly available on the website, and states that graduate credits earned at UAEU or another institution, which is recognized by the UAE Ministry of Education, within the preceding six years that have not been applied toward another degree (either at UAEU or elsewhere) may be eligible for transfer to the student's current degree program, considering the accreditation requirements of the program, if applicable. Up to a maximum of nine (9) graduate credits with a grade of B or higher in each course may be transferred from another institution provided they are not credits earned by internship, thesis or practicum.

A student transferring from another institution must have the required IELTS score, or its equivalent, and must be in good academic standing (a minimum cumulative GPA of 3.0 on a scale of 4.0, or equivalent). In programs offered jointly by UAEU and other universities, all graduate credits earned in the program at a cooperating university are eligible for transfer to UAEU.

A student who earns credits with a grade of B or higher in one UAEU graduate program and obtains a degree, and is later admitted to a graduate program at the same level, may transfer up to a maximum of nine (9) credits from the previous program to the new program. All transfers must be initiated by the student at the time of admission to the program and require the approval of the Coordinator of the PhD program and the Assistant Dean. Course credits transferred from another university are listed in the student's transcript but are not included in the student's UAEU GPA.

Credit Hour Policy

The UAE University Credit Hour Policy can be found in the "Procedures of Policy No. (7) - Academic Calendar". It states that students 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 differ according to the type of unit – lecture, laboratory and internship – as follows (for a 15-week semester):

- A one credit-hour unit of study in a classroom or lecture course will require completion of 37.5 notional learning hours, including approximately 750 minutes of timetabled instruction and a minimum of a further 1500 minutes of independent study,
- A one credit-hour unit of study in a laboratory course will require completion of 37.5 notional learning hours, including 1500 minutes of timetabled instruction and a minimum of a further 750 minutes of independent study,
- A one credit-hour unit of study in an internship course will normally require the student to complete 45 notional learning hours, or 3 hours of internship-related assignments (workplace, preparation, post-internship tasks) for 15 weeks,
- The period over which the required hours of timetabled instruction and independent study are completed will be appropriate to the nature of a course and its learning outcomes, but should not be shorter than five 5 weeks for a course of 3 or more credit hours,
- The total learning hours exclude final examinations but include other student assessments planned as part of the learning in a course.

ATTENDANCE

Students are required to attend at least 85% of classes, including examinations related to the course in which they are registered. It is the responsibility of the College, in coordination with the relevant Department, to assign appropriate make-up work for the students to cover the classes that have been waived.

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.

Students may take a leave of absence of up to 2 semesters. Subject to advising and other applicable requirements, students on a leave of absence are eligible to register for classes for the academic semester following their leave of absence.

RESEARCH PROPOSAL

A graduate student is required to prepare a concise and complete research proposal that clearly defines the research problem and objectives, as well as 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 Coordinator on the logistics for submission and approval of research proposals.

DISSERTATION

A dissertation presents scholarly work produced by a student who is pursuing the PhD in Nutritional Sciences degree. The dissertation also demonstrates the student’s understanding of the literature in the field of study and reflects the student’s reasoned selection and careful execution of research methodology. If the research work is based on empirical research, it will show the student’s ability to analyze and interpret research data.

The dissertation must conform to the Guidelines for “Thesis and Dissertation Preparation”, which are available on the CGS Intranet.

Copyright

The Copyright of a 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 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 dissertation.

Declaration of Original Work

Every author of a dissertation is required to declare that it 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 Thesis

All thesis 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 available on the Internet through the ScholarWorks system (<http://scholarworks.uaeu.ac.ae>). Students who wish to delay the online publishing of their thesis 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 REQUIREMENTS

PhD students must complete all degree requirements within a minimum of six (6) and a maximum of twelve (12) semesters after matriculation, excluding leave periods. One extension of the time limit for a period no longer than two semesters can be requested when mitigating circumstances preclude completion of requirements within the maximum period allowed. Requests have to be recommended by the PhD Advisor, approved by the PhD Program Coordinator/s, College Dean, and the Dean of the CGS. Students who do not complete their degree requirements within the allotted time will be dismissed from the university. An extension of one semester may be granted under extra-ordinary circumstances.

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 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.

Graduation Criteria

In order to graduate, students must fulfill the following criteria:

- Completion of the 25 credit hours of graduate "taught" course work.
- To pass the comprehensive examination prior candidacy.
- Completion of at least 30 credit hours in research.

Graduation Process

Steps Leading to Graduation for Students with Thesis

The following are detailed steps leading to graduation for students with a thesis in their final semester:

1. If the student has written a significant part of the thesis, 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 to the advisor for review by the Examination Committee.
4. Thesis must meet all requirements in the "Thesis and Dissertation Preparation Guidelines" document.
5. 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 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 and the student works with the advisor on addressing the Committee's comments.
6. Student confirms defense date with the advisor and begins to prepare the defense presentation.
7. Student reviews draft of defense presentation with the advisor and rehearses it in preparation for the defense.
8. Student defends thesis before the Committee in a public session followed by a closed session with the Committee.
9. If the Committee's decision is that the thesis 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 four (4) different copies of the Master Examination Committee Approval Page.
10. 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 to the advisor for review.
11. Upon the advisor's approval of the thesis, the student submits the complete final draft in hard copy, spiral-bound format to the CGS for a final (format) review. [Within 7 working days of defense date]
12. The student makes requested changes and proceeds to print and bind at least four (4) original copies of the thesis.
13. Student secures remaining signatures on all bound copies of the Thesis.



14. Student delivers to the CGS the following: (1) all bound copies of the thesis, (2) the original, spiral-bound draft copy of thesis that was reviewed by the CGS, (3) the signed "Declaration of Copyright License" page, (4) a completed "Exit Clearance Form", (5) the entire thesis as a single PDF file on a CD. [By the last day of final exams]

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

Applying for the Degree to Graduate

A graduate student who plans to graduate at the end of a particular semester (including Summer) must submit 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.

FEES AND FINANCES

Tuition Fees

Tuition is a charge for educational services that include teaching and instruction. It 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.

Settling the 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, Monday to Thursday and on Friday, from 8am to 1pm, at the following location:

UAEU Cashier Office
Ground Floor
Crescent Building

Note: 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: Abu Dhabi Commercial Bank, Al Ain, UAE (Formerly: Union National Bank)

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 is a list of the main programs offered by the university. Furthermore, students are advised to check with the CMHS for other possible financial support opportunities that might become available on short-term or ad-hoc bases.

For more information, please visit the UAEU website page: <https://www.uaeu.ac.ae/en/cgs/scholarship.shtml>

Chancellor's Graduate Student Fellowships

PhD Fellowship (All Nationalities)

PhD Scholarship (All Nationalities)

Research Grant Scholarships

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.

UAEU Fees

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 the arrangements. 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 2024-2025. A complete Schedule of Tuition and Fees is also available on the University's website.

Table 1: Estimated tuition cost for UAEU

Cost per Item (AED)	Cost per Item (AED)	Total 55 CrHs
Application Fee: AED 210	Credit Hour: AED 2,400	AED 132,000

For inquiries and assistance:

Office #13, Wing D4, Male Registration Area

Crescent Building, UAEU Main Campus

Phone: +971 3 713 4265/4284, Fax: +971 3 713 6987

Email: Student.Accounts@uaeu.ac.ae

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>.

GRIEVANCES AND APPEALS

UAEU is committed to fair and equitable treatment of students in all 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@uae.ac.ae

HEALTH SERVICES

The University is dedicated in 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 provide 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.

International Students Services

The International Students Office (ISO) supports international students throughout their time at the United Arab Emirates University. ISO provides advice and guidance on a range of issues affecting study and welfare, including guidance on personal, academic, financial and visa issues.

ISO offers international students the following services and support:

1. UAE Visas - where students are sponsored by UAEU
2. Help students to get Health Insurance Cards (if eligible)
3. Fees for Medical Tests (Health Test and Blood Test) (if eligible)
4. Air tickets and ground transportation (if eligible)
5. Fees for Emirates ID (if eligible)
6. Arrival support and welcome.
7. Orientation programs on arrival.
8. Information and resource sessions.
9. International Student Center Drop-In.
10. Coordination with Student Counseling and Support Services.
11. Coordination with Student Activities
12. Coordination with Embassies on special student support events.
13. Coordination with Residence Life and Student Housing.

Residency Visa Requirements

The main required documents for all cases of extraction and renewal of student's residence at the UAE University:

1. Original student passport.
2. Passport size photo.
3. "To Whom It May Concern" Letter from Admission & Registration that the student is registered and active/continuous at UAEU.
4. Original Blood test.
5. Copy of valid Health Insurance Card.
6. Copy of valid Emirates Identity Card.
7. Receipt of deposit the required amount of residency + administrative fees.
8. In the case of a transfer of residence on the university, please add the following documents:
9. Certificate of the sponsor End of Service\ Work Termination and be sure of the sponsor leave outside the UAE, or in case of the sponsor's death: Sponsor Death Certificate.
10. Certificate stating that there is no presence of relatives, such as brother or mother the student can transfer his residence visa of them.

11. A written request from the student for visa transfer approval.
12. A copy of sponsor's passport with residence.
13. Receipt of deposit the required amount to extract the residence visa.
14. Receipt of deposit the required amount of the fees "In-lieu of Departure".
15. In the case of Residence extraction for the first time, please add the following documents: Visa original entry

The General Conditions to transfer residence to UAEU:

1. To be a UAEU registered student and be on continuous study
2. The completion of the required documents
3. Obtaining administrative approvals
4. There is no sponsor for the student inside UAE

For further information:

https://www.uaeu.ac.ae/en/student_services/iso/services.shtml

For FAQ on higher education student-visa on the government website, visit the following link:

<https://government.ae/en/information-and-services/education/higher-education/student-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 well-being 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

Career Readiness

The Career Readiness Unit offers valuable career planning services that aim to assist UAEU students in setting goals and taking appropriate decisions related to their desired careers; in addition to, equipping them with the needed employability skills to prepare them for the world of work. The unit's services include:

- Support with Choosing a Major: Assist students in choosing the major that best suit their personality, strengths and career choice.
- Individual Counseling: One-to-one sessions offered by the Center's Career Counselors to help students in creating and implementing their own career plans and in developing a greater sense of self-awareness relevant to the career development process.
- Group Counseling Sessions: Group sessions designed to provide students with support in issues related to career exploration, career development and other career related issues.

Career Workshops:



Throughout the academic year, the Career Readiness Unit offers a wide range of interactive workshops to equip students with the needed employability skills and to prepare them for the world of work. Workshops include:

- Effective Resume Writing
- Interview Success
- Job Search Techniques & Strategies
- Work Ethics
- Time Management
- Understanding the Job Market

Career Assessments & Tests: These tools are used to assist students in gaining a better understanding of their skills, strengths, values & interests which will help them in making the right decisions about their careers.

Career Resources: The Center provides students with publications and resources covering different career-related topics.

- Career Planning Services
- How to select an Academic major
- How to shine at work
- Tips for writing your CV
- Job search skills
- How to prepare for an Interview

For inquiries and assistance:

Career Center for Placement and Alumni

Career Readiness Unit

Phone: +971 3 713 6683/5657

Email: caps@uaeu.ac.ae

Female Campus: Building B3, 1st Floor, Offices 1007&1009

Male Campus: Building F3, 2nd Floor, Offices 225

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

FAITH SUPPORT

For any student looking for a place to pray or worship on campus, there is a Prayer Room available in each building on both female and male campuses.

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 extracurricular 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:

- To provide students with practical skills that will help them during their studies and
- 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 of 6.5 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

Fax: +971 3 713 4955

Email: cec@uaeu.ac.ae

FACILITY AND LEARNING RESOURCES

The UAEU 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. UAEU also operates out of two small facilities in Abu Dhabi and Dubai to host classes for students in a limited number of master's degree programs.

University facilities include 480 laboratories dedicated to both teaching and research activities. Additionally, the main campus and the College of Medicine and Health Sciences, near Tawam Hospital, feature well-equipped libraries that increasingly focus on providing remote access to electronic resources.

Library Services

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 in 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

For UAEU policy pertaining to the appropriate use of electronic resources and internet connections, please visit::

https://www.uaeu.ac.ae/en/about/policies/pdf/it/1_acceptable_use_of_information_technology-resources-en.pdf

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

The following is a list of important dates in the 2024-2025 Academic Year. The complete Academic Calendar is available on the University's website.

GRADUATE STUDIES CALENDAR

AUGUST 2024 – JUNE 2025

Note:

- The dates in this Calendar might change if the dates in the University's Academic Calendar change.
- If a deadline falls on a day when the University is closed, the new deadline will become the first working day afterward.

Date	Event or Action Required
August 2024	
Monday, 12 – Friday, 16	1. Open Meeting with new Graduate Students by CGS 2. Orientation for new Graduate Students by the Colleges
Tuesday, 13	3. Deadline for submitting applications for BS-MS Programs Applications Fall 2024
Monday, 19	4. Fall 2024 classes begin
Friday, 30	Deadline for submitting applications for Chancellor Graduate Student Fellowships in Fall2024
September 2024	
Monday, 2 – Friday, 6	6. Orientation for new PhD students by CGS 7. Orientation for new PhD Coordinators by CGS
Friday, 13	8. Last day to withdraw and drop without failure 9. Deadline for graduate students to “apply for the degree to graduate” in Fall 2024 on the eService
Monday, 16 – Friday, 20	10. Open Meetings with all graduate students
Friday, 20	Requests to establish Doctorate Dissertation Examination Committees to defend andgraduate in Fall 2024 due from Colleges to CGS
Monday, 23 - Friday, 27	12. Advertise graduate programs in social media
Thursday, 26	13. Deadline for requesting a Leave of Absence in Fall 2024 on the eService 14. Deadline for requesting a Withdrawal from University in Fall 2024 on the eService
Friday, 27	15. Meeting with graduating Master and Doctorate students by CGS
October 2024	
Tuesday, 17	Deadline for submitting the requests to extend PhD Scholarships or Fellowships expiring inFall 2024 due from Colleges to CGS
November 2024	
Thursday, 7	17. International Graduate Students Day
Friday, 8	18. Requests to Transfer between Colleges due to CGS
Tuesday, 12	19. Last day to hold Master/Doctorate thesis/dissertation defense for graduation in Fall 2024
Monday, 25	20. Deadline for submitting the "PhD Student Progress Review and Assessment Forms" for Fall 2024 due from students to supervisors
Friday, 29	21. Fall classes end
December 2024	
Thursday, 5	22. Fall Final Exams
Friday, 6	23. Deadline for submitting the "PhD Student Progress Review and Assessment Forms" for Fall 2024 due from supervisors to PhD Coordinators 24. Deadline for students graduating in Fall 2024 to submit ‘final’ draft of theses/dissertations to CGS for review
Monday, 9	PhD Student Progress Review and Assessment Forms for Fall 2024 due from PhDCoordinators to CGS

Date	Event or Action
Monday, 18	26. Advisory Committee Forms for (new) Doctorate students due from Colleges to CGS 27. Study Plan Forms for (new) Doctorate students due from Colleges to CGS 28. Forms for nominating Doctorate students for Admission to Candidacy in Fall 2023 due from Colleges to CGS
Wednesday, 20 – Friday, 5 Jan	29. Winter Break
January 2024	
Tuesday, 2	30. Deadline for students graduating in Fall 2023 to submit bound theses/dissertations and Exit/Graduation Clearance on e-services
Tuesday, 2 - Friday, 5	31. Open meeting with new Graduate Students 32. Orientation for new Graduate Students by the Colleges
Wednesday, 3	33. Deadline for submitting applications for BS-MS Programs Applications Spring 2024
Monday, 8	34. Spring 2024 classes begin
Monday, 8 - Friday, 12	35. Advertise graduate programs in social media
Friday, 19	36. Deadline for submitting applications for Chancellor Graduate Student Fellowships in Spring 2024
February 2024	
Friday, 2	37. Open Meetings with all graduate students 38. Last day to withdraw and drop without failure
Tuesday, 13	39. Deadline for graduate students to “apply for the degree to graduate” in Spring 2024 on the eService
Friday, 16	40. Requests to establish Doctorate Dissertation Examination Committees to defend and graduate in Spring 2024 due from Colleges to CGS 41. Deadline for requesting a Leave of Absence in Spring 2024 on the eService 42. Deadline for requesting a Withdrawal from University in Spring 2024 on the eService
Friday, 23	43. Meeting with graduating Master and Doctorate students by CGS 44. Requests to extend PhD Scholarships or Fellowships expiring in Spring 2024 due from Colleges to CGS
March 2024	
Wednesday, 6	45. Graduate Studies Open Day
April 2024	
Monday, 8 – Friday, 12	46. Spring Break
Tuesday, 16	47. Requests to establish Doctorate Dissertation Examination Committees to defend and graduate in Summer 2024 due from Colleges to CGS 48. Last day to hold Master/Doctorate thesis/dissertation defense for graduation in Spring 2024
Monday, 22	49. Deadline for submitting the “PhD Student Progress Review and Assessment Forms” for Spring 2024 due from students to supervisors
Friday, 26	50. Spring classes end 51. Deadline for students graduating in Spring 2024 to submit ‘final’ draft of theses/dissertations to CGS for review 52. Deadline for submitting the “PhD Student Progress Review and Assessment Forms” for Spring 2024 due from supervisors to PhD Coordinators 53. Requests to Transfer between Colleges due to CGS 54. Deadline for graduate students to “apply for the degree to graduate” in Spring 2024 on the eService
Saturday, 27 – Monday, 6 May	55. Spring Final Exams

Date	Event or Action
May 2024	
Friday, 10	56. Deadline for submitting the "PhD Student Progress Review and Assessment Forms" for Spring 2024 due from PhD Coordinators to CGS
Monday, 13	57. Summer 2024 classes begin 58. Deadline for students graduating in Spring 2024 to submit bound theses/dissertations and Exit/Graduation Clearance on e-services 59. Advisory Committee Forms for (new) Doctorate students due from Colleges to CGS 60. Study Plan Forms for (new) Doctorate students due from Colleges to CGS 61. Forms for nominating Doctorate students for Admission to Candidacy in Spring 2024 due from Colleges to CGS
Thursday, 16	62. Last day to withdraw and drop without failure
June 2024	
Friday, 7	63. Last day to hold Master/Doctorate thesis/dissertation defense for graduation in Summer 2024 64. Deadline for graduate students to "apply for the degree to graduate" in Summer 2024 on the eService
Friday, 14	65. Summer classes end
Saturday, 22 – Monday, 24	66. Summer Final Exams
Monday, 24	67. Deadline for students graduating in Summer to submit 'final' draft of theses/dissertations to CGS for review
Friday, 28	68. Summer Break begins 69. Deadline for students graduating in Summer to submit bound theses/dissertations and Exit/Graduation Clearance on e-services

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@uaeu.ac.ae

UAEU CAMPUS MAP

Note: Detailed map is available on the University's website <https://map.uaeu.ac.ae/>

