

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Undergraduate Programs Policies Manual	Policy Number	UP-00
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	Definitions and Abbreviations	Due Date for Next Review	01-Sep-2016
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Definitions and Abbreviations

The Definitions and Abbreviations used in the policies and procedures have the following meanings, unless otherwise is indicated in the text:

- Academic Council : University Academic Council; makes decisions on academic matters that determine the manner in which UAEU achieves its mission
- Academic Year : A one-year period established annually in the official University calendar
- Chancellor : The Chancellor of the United Arab Emirates University
- CMHS : College of Medicine and Health Sciences
- Dean : Dean of the College
- Faculty Member : Professors, Associate Professors, and Assistant Professors
- GPA : Grade Point Average, a calculated value representing the student's academic performance for a specific period of time
- Law : Federal Law No. (4) for 1976 on the Establishment and Organization of the UAE University
- Manual : A policies and procedures manual is a functional guide for conducting the operations of a division or a department. The manual typically consists of policies, procedures and signatory authority matrix
- PPR : Periodic Program Review
- Policy : A definite course or method of action to guide and determine present and future decisions. A policy is a guide to decision-making under a given set of circumstances within the framework of corporate objectives, goals and management philosophies
- Procedure : A particular way of accomplishing something, or an established way of doing things. A procedure is a series of steps followed in a definite regular order that ensures the consistent and repetitive approach to actions
- Programs and Curriculum Committee (UPCC) : Undergraduate Programs and Curriculum Committee
- Provost : The Deputy Vice Chancellor for Academic Affairs & Provost
- Registrar : Director of Enrollment Deanship and University Registrar
- Students : Male and female Students
- UAE : The United Arab Emirates
- University, or UAEU : The United Arab Emirates University
- University Community : All UAEU faculty members, staff, and students
- University Council : The Governing Board of the United Arab Emirates University
- Vice Chancellor : The Vice Chancellor of the United Arab Emirates University

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1. Governance of Undergraduate Academic Programs

Overview

Describes the governance of the University's undergraduate academic programs and explains how this operates in practice with respect to:

1. Creation of new academic programs or their component parts;
2. Modifications to established academic programs or their component parts; and
3. Periodic external review of academic programs and the regular internal assessment of their component parts.

Scope

Unless specified to the contrary, the policies in the following sections apply to all undergraduate academic programs, except for College of Medicine and Health Sciences (CMHS).

Objective

Academic programs are designed, implemented and managed by the Colleges of the UAEU in the context of University governance structures, Policies and Procedures. This governance operates to assure the academic community of the high standards of the undergraduate academic programs that give effect to the mission of the UAEU.

Policy

1. The Provost is charged with assuring the high standards of undergraduate academic programs, and designing and implementing effective policies and procedures to achieve this. The Provost is responsible for ensuring compliance with Policies and Procedures.
2. The Provost is the custodian of this Policies and Procedures Manual, which is published on the UAEU website. Proposals for additions, deletions, or other amendments to the Manual may be originated by any user of the Manual, through the normal channels of policy changes.
3. Creation or modification of academic programs is subject to approval of the College Council, the Programs and Curriculum Committee, the Academic Council, and the University Council depending on the nature of the proposal as defined in the Signatory Authority. The Programs and Curriculum Committee may require some proposals to be reviewed by the General Education Committee.

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Procedures of Policy No. (1) - Governance of Undergraduate Academic Programs

1. The implementation of this Policy is, in part, delegated to faculty members via two Committees, whose chairs are appointed by the Provost.
 - a) The Undergraduate Programs and Curriculum Committee (UPCC): has a representative from each College of the University (except CMHS). It will review and approve proposals for new and modified academic programs and require periodic external program review in order to:
 - (i) Ensure the alignment of each academic program and its component parts with recognized international academic standards, UAE legal requirements for higher education programs, and the Mission of the UAEU;
 - (ii) Balance the impact of a program with respect to the available UAEU resources and the relationship of a program to others available in the UAEU and the UAE; and
 - (iii) Ensure that each academic program is addressing societal need and responding to employment requirements.
 - b) The General Education Committee: has a representative from each College of the University (except CMHS). It will review and approve proposals for new and modified courses within the General Education Program and require periodic internal and external reviews of the General Education Curriculum in order to:
 - (i) Ensure the design and operation of the General Education Curriculum is of a standard equivalent to general education programs at internationally recognized research-intensive universities, and meets the requirements of the UAEU;
 - (ii) Support and enhance implementation of the General Education Curriculum within Colleges with respect to the design of course instruction and materials, course scheduling, coordination and cooperation between Colleges, regular assessment and development of individual courses, measuring the extent to which students are achieving the desired learning outcomes of the General Education Curriculum, and identifying means to enhance practices; and
 - (iii) Disseminate effective instructional design and teaching to faculty members who teach courses within the General Education Curriculum.
2. The Provost communicates the outcomes of the operation of Policies and Procedures (i.e. the establishment or modification of academic programs and their component parts, and reports on quality and standards) to other Offices of the UAEU as appropriate.
3. The Office of the Registrar maintains a repository of all approval decisions on the establishment, modification, and discontinuation of academic degree programs and reflects this in a regularly updated published Course Catalog, in cooperation with the Office of the Provost.

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2. Definitions of Academic Programs and their Constituent Parts

Overview

Defines the key terms used within the design, approval and modification of academic programs.

Scope

Applies to all Colleges and Departments of the UAEU, except CMHS.

Objective

Guides faculty in identifying constituent parts of academic programs and incorporating these appropriately within proposals for new or modified academic programs. Defines terminology used within the Policies in this Manual.

Policy

Academic programs and their component parts shall be defined and described as follows.

- Academic Degree:** A title awarded in recognition of the recipient having satisfactorily completed a prescribed academic program of study. The University awards degrees at Bachelor, Master and Doctoral levels.
- Academic Program:** A set of courses and other study requirements that, on successful completion, lead to the award of an academic degree.
- Foundation Program:** A set of preliminary academic requirements that must be satisfied through exemption, course completion, or benchmark exams in order to be enrolled in an academic program.
- Bachelor Degree Program:** An academic program leading to a Baccalaureate degree, normally, spanning four years of study. In prescribed fields, such as engineering and veterinary medicine, Bachelor degree programs span up to five years of study.
- BS-MS Program:** A program that comprises the requirements of both the Baccalaureate and Master's Degrees. Baccalaureate degree-seeking students with high GPA can get pre-admitted in the MSc Degree program and earn graduate credits while still fulfilling the requirements for the BSc Degree.
- General Education Program:** The General Education Program is a common set of courses within the academic programs. These required courses focus on different modes of reasoning, critical thinking and problem-solving skills, oral and written communication skills, and enable students to place their culture in a global context.
- Major:** A major is a specialization within an academic program. It comprises a set of mandatory and elective requirements and may include other experiences. An undergraduate degree must include at least one major among other requirements. Successful completion of the major is certified on the graduation diploma.
- Double Major:** An academic program that includes the requirements of two majors. The total number of credit hours of an academic program that includes a double major should not exceed the credit hour (CH) norm of other academic programs by more than nine (9) CH. Admission to an academic program containing a double major will

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be conditional on satisfaction of at least the normal requirements for each major and in certain circumstances may require demonstrated achievement at higher levels. Successful completion of the double major is certified on the graduation diploma with the names of both majors.

- i) **Minor (Optional):** A minor is an area of specialized academic training, disciplinary or interdisciplinary in character, that is distinct from the major although it may be in a related field. Its mandatory and elective requirements are less than those for a major. It consists of 18 credit hours, at least nine (9) of which are upper-division work. Normally a minor will comprise courses that are established constituents of authorized majors. Successful completion of the minor is certified on the graduation transcript.
- j) **Track:** A track is a specialization within an academic program that allows closer study of a field contained in the overarching major. It includes at least 12 required credit hours as part of the major. Successful completion of the track is certified on the graduation transcript.
- k) **Option, or Concentration:** Option, and Concentration are terms that describe at least six (6) credit hours forming a constituent part of a major. There is no special mention of the terms on the graduation diploma or transcript.

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3. Establishment of a New Academic Program

Overview

Details the quality assurance framework that regulates the establishment of new academic programs.

Scope

Applies to all Colleges and Departments of the UAEU, except CMHS.

Objective

The University has identified key elements that secure the consistency, standards and currency of its academic programs, and assure their effective administration. These elements are given effect as a quality assurance framework that prescribes the minimum requirements of proposals for new academic programs and the processes through which they are approved.

Policy

- a) The establishment of a new academic program is conditional on production of evidence that:
 - (i) it is consistent with the UAEU's Vision, Mission and Strategic Plan;
 - (ii) there are both the need (internal and external) and available resources to render it viable and of high quality; and
 - (iii) it conforms to recognized academic standards set within the UAE and by the international academic community.
- b) The establishment of a new academic program is further conditional on satisfaction of the requirements set out in the procedures related to this policy and is subject to approval by the Signatory Authority. Subsequent modification of the academic program, such as by changes to a major or other constituent parts, must also satisfy the conditions of (a) above, and is governed by policies and procedures also contained within this Manual.

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Procedures of Policy No. (3) - Establishment of a New Academic Program

1. Proposals for new academic programs should be initiated within an academic department or college with the support of a core group of faculty who are responsible for meeting the requirements of approval, making practical arrangements to establish the program once approved, and teaching courses in its major specialization(s).
2. The development of full proposals for new academic programs is conditional on prior approval of a program concept proposal by the College Council and then the Provost. The program concept proposal is no longer than two (2) pages and includes:
 - a) Rationale for the program (need, broadly defined, including academic justification);
 - b) Target student audience;
 - c) Evidence of need as defined in the rationale;
 - d) Demonstration of the fit of the program with the College/UAEU Strategic Plans;
 - e) Resources required for program start-up and operation; and
 - f) Listing of similar programs available at UAEU or within other UAE institutions.
3. Guidance on the preparation of proposals is found within the webpage of the Undergraduate Programs and Curriculum Committee for their content and format or as set in the Online Curriculum Management System. In summary, in addition to the basic program information (rationale for the program; program objectives, goals and learning outcomes; curriculum and instruction; structure of the curriculum; admission requirements; course descriptions; etc.) , all full proposals for new academic programs must contain:
 - a) Assessment of the extent to which the proposed program adheres to the requirements of the UAE Qualifications Framework for the award of Bachelor's degrees;
 - b) Assessment of the extent to which the proposed program will achieve the learning outcome standards identified in the "Essential Capabilities of the UAEU Graduates";
 - c) Assessment of the extent to which the award of the academic degree may enhance the employment opportunities available to the degree holders;
 - d) Comparative assessment of the conformity of the program to recognized academic standards in its field of specialization as set by the international academic community;
 - e) Assessment of the long-term viability of the program (student demand, need for graduates, resource implications);
 - f) Resources required for the program including: 1) start-up costs, 2) operating costs, and 3) costs for library materials and other learning resources;
 - g) Overview of the faculty complement (specializations) required to teach the program;
 - h) An assessment of the relationship between the proposed program and other programs available at UAEU or other UAE institutions;
 - i) A plan for the ongoing evaluation of the program;
 - j) Full detail of the academic requirements that must be satisfied for successful completion;
 - k) Structures, personnel and processes that will secure effective program administration; and

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- l) Opportunities for specialized accreditation (and a plan for securing accreditation if applicable).
4. Where appropriate, full proposals must be approved by the Council of the proposing Department and in all cases must be approved by the College Council. If the proposed program will be offered jointly by two Colleges, the proposal must be approved by the Councils of both Colleges.
5. The Dean(s) of the proposing College(s) will select at least two external reviewers to review the new academic program proposal. Nominated external reviewers must:
 - a) Be an internationally recognized scholar in a discipline relating to the program under review;
 - b) Have substantial experience in external examination, accreditation, licensing or validation of programs of professional preparation offered by higher education institutions; and
 - c) Have no prior connection with the UAEU as student, faculty member, applicant for employment, research collaborator, or partner for the purposes of teaching and academic exchanges.
6. Comments and recommendations of external reviewers shall be taken into consideration. The Dean(s) is/are responsible to make sure that these comments and recommendations are taken into account within the proposal. Explanations of changes made in response to a recommendation, or justifications of why no change has been made should be given. The finalized proposal must be sent to the Office of the Provost at least eight (8) months prior to the intended start-up date.
7. Scrutiny and assessment of finalized proposals is delegated to the Undergraduate Programs and Curriculum Committee (UPCC). The UPCC verifies the completeness of the program plan and, through a process of discussion and deliberation among committee members, arrives at a decision to recommend whether to offer the program based on the criteria given above.
8. The Provost will then determine whether to forward the recommendations of the UPCC to the Academic Council for its consideration. The Academic Council's positive recommendation to establish the program will be forwarded by the Vice Chancellor to the University Council for final approval.
9. The Vice Chancellor notifies the Provost of the outcome of the University Council. The Provost communicates as appropriate to the Office of the Registrar, and thereafter the concerned College(s).
10. Thereafter the College(s) is/are responsible for the practical implementation of the program, including the introduction of the requirements within the Students' Information System and marketing to relevant stakeholders.

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4. Discontinuation of Academic Programs

Overview

Describes the criteria and procedures to be followed when it is necessary to discontinue an academic degree program.

Scope

Applies to all Colleges and Departments of the UAEU, except CMHS.

Objective

The University is responsive to changes in the needs of UAE society and students, pays heed to resource constraints, and takes action where programs fail to achieve required standards. Therefore the UAEU will sometimes need to discontinue academic programs. This policy prescribes discontinuation of programs that no longer have relevance or meet a substantial need, or which fail to meet required standards. It ensures that academic programs are discontinued in a timely manner and with due process. It guides the management of the impact that the discontinuation of an academic program will have on the offering Department and any currently enrolled students.

Policy

1. Discontinuation of academic programs may occur in two ways: suspension and termination of the program.
2. Discontinuation of academic programs may have significant impact on the viability of the offering Department, including possible reorganization, merger, or elimination. The Department's commitments to the General Education Program, to Minors or to service courses for other academic programs must be taken into account in the management of the discontinuation of one or more of its academic programs. The Department is not synonymous with a particular academic program and thus the discontinuation of one academic program may provide the opportunity for the creation of one or more new programs.

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Procedures of Policy No. (4) - Discontinuation of Academic Programs

1. Programs are normally suspended before they are terminated, as set out here.
2. Suspension of an academic program may be required because:
 - a) There is evidence that the program is no longer contributing to the mission of the Department, College or University;
 - b) Student enrollments have declined significantly in a sustained manner over a period of years;
 - c) The program has failed to graduate five or more graduates per year for a minimum of three years;
 - d) External program reviews have raised serious questions concerning the quality of the program and/or the achievements of its graduates;
 - e) The program has lost external accreditation; or
 - f) There are no longer sufficient resources to support the program.
3. Recommendations for the suspension of academic programs are proposed by the College Council and are delegated to the UPCC for assessment and a recommendation. The UPCC will recommend its decision to the Provost who will then determine whether to forward the recommendation to the Academic Council for final approval.
4. Conditions for the suspension of any academic program will be recorded and, should those conditions no longer apply, the program may be reinstated on application to the College, the UPCC and the Academic Council.
5. Recommendations for the termination of academic programs are proposed by the UPCC as a result of the following:
 - a) A program has been in suspension for at least five years; or
 - b) No action has been taken to reinstate a suspended program within five years or any attempt has failed; or
 - c) The University administration requires immediate termination of an academic program without its prior suspension.
6. The UPCC will recommend its decision to the Provost who will then determine whether to forward the recommendation to the Academic Council for its consideration. The Vice Chancellor will forward the Academic Council's recommendation to terminate the program to the University Council for final approval.
7. Programs may be suspended/terminated for either or both female and male students. Suspension/termination for one gender may only proceed after consideration of whether alternative means of offering the program might sustain the program for both genders. This is particularly important where there is significant societal need for graduates of one or both genders.
8. Suspension/termination may not prevent currently enrolled students from completing the requirements of the program. No new students may be admitted to a program that has been suspended/terminated but remains operational for a limited term in order to allow existing students to graduate.

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5. Modification of Academic Programs

Overview

Defines changes to an academic program and sets out procedures through which changes are proposed, approved and implemented.

Scope

Applies to all Colleges and Departments of the UAEU, except CMHS.

Objective

The University is responsive to changes in the needs of UAE society and students, pays heed to resource constraints, and takes action to maintain the academic standards of programs. Therefore the UAEU will sometimes need to modify academic programs in order to maintain their currency and viability as defined in these terms. This policy provides a framework of quality assurance that regulates modification of academic programs and ensures that change leads to enhanced academic standards, and/or increased relevance, and/or increased student/employer demand.

Policy

Modifications to academic programs:

1. Require evidence that the change will enhance the quality of the program, as defined by academic standards, contemporary relevance and student/employer demand;
2. Must conform to recognized academic standards set within the UAE and by the international academic community;
3. Must maintain or develop further coherence with the UAEU's Vision, Mission and Strategic Plan;
4. May only proceed if sufficient resources are available to implement and maintain the specified change; and
5. May be implemented only after review as per the procedures and approval according to the Signatory Authority.

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Procedures of Policy No. (5) - Modification of Academic Programs

1. Modifications are classified as "substantive" or "non-substantive."
2. Substantive modifications include:
 - a) Change to the title of an academic program as it appears in the degree diploma;
 - b) Change to a program's total number of credit hours or the relative distribution of credit hours between compulsory and elective courses;
 - c) Inclusion or elimination of a track;
 - d) Change to the primary language of instruction in a degree program;
 - e) Change in the teaching and/or assessment method of a course (such as e-learning); and;
 - f) Change program admission requirements.
3. Non-substantive modifications include:
 - a) Inclusion or elimination of a defined option without altering the relative distribution of compulsory and elective credit hours;
 - b) Change of the status of compulsory courses to elective (and vice versa), without changing the relative distribution of credit hours;
 - c) Creation, cancellation, or modification of a Minor; and,
 - d) Creation, cancellation, or modification of a Course.
4. Proposals for substantive and non-substantive modifications must satisfy published requirements for their content and format.
5. The retention and graduation rates of a program are considered as key performance measures of its success and shall be included in proposals for substantive modifications.
6. Proposals for substantive and non-substantive modifications require different levels of approval. Normally, the substantive modifications require the approval of the Academic Council and may require the approval of the University Council; non-substantive modifications are subject to approval by the Undergraduate Programs and Curriculum Committee (UPCC).
7. All proposals for modification to a program require approval by the College Council. If the modification is to a program offered jointly by two Colleges, it requires approval by the Councils of both Colleges.
8. The scrutiny of the College-approved proposal for modifications is delegated to the UPCC. The Committee may seek the advice of an external consultant on the modifications.
9. The UPCC verifies the completeness of the proposal and, through a process of discussion and deliberation among its members and guided by the criteria in this policy, reaches judgment on the merits of the proposed modifications.
10. Proposals for modifying the General Education Program are approved by the UPCC and then forwarded to the General Education Committee for advice and recommendation.

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11. In cases of substantive modification the UPCC's decisions will be forwarded to the Provost who will then determine whether to forward the recommendations to the Academic Council for its consideration.
12. Where appropriate, positive recommendations will be forwarded by the Vice Chancellor to the University Council for final approval.
13. The Vice Chancellor notifies the Provost of the outcome of the University Council. The Provost communicates as appropriate to the Office of the Registrar, and thereafter the concerned Colleges.
14. Thereafter the Colleges are responsible for the practical implementation of the modified program, including the introduction of new requirements within the Students' Information System and marketing to relevant stakeholders.
15. Notes on the introduction of new courses or changes to existing courses:
 - a) Changes to the Curriculum Catalog will proceed on an annual cycle after completion of the required approval.
 - b) Existing courses that require more than a 50% change in the description and content should be added as a new course and the old course must be deleted.

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6. Periodic Program Review

Overview

Describes the requirements for cyclical review of all academic programs offered at UAEU.

Scope

Applies to undergraduate and graduate programs at UAEU and their host Departments and Colleges.

Objective

Promotes institutional accountability and effectiveness in securing academic programs that:

1. are student centered;
2. meet national needs;
3. meet international standards for the qualification and the discipline;
4. have the curricula, pedagogy and resources required for students to succeed;
5. are regularly evaluated and adapted; and,
6. give enduring academic credential to the graduate.

Policy

1. All academic programs are reviewed once every 4-6 years; where possible, similar programs in a Department should be reviewed together.
2. Program reviews include a comprehensive check on the academic programs' conformance to the requirements of the UAE Qualifications Framework and the extent they follow the descriptive criteria associated with the appropriate level of Framework.
3. Periodic Program Review is faculty-led, evidence-based, student-focused and based on peer-review. It generates a plan of action to develop the academic program, which is linked to the College and UAEU planning and budgeting processes. Progress against the action plan is monitored periodically at College and UAEU levels.
4. Students are included at each stage of the Periodic Program Review process, including production of the self-study, site visits, and action planning. Each academic Department determines how best to fulfil this policy requirement.
5. The budget for the Periodic Program Review is held and administered by the Deputy Vice Chancellor for Academic Affairs. The procedures for the Periodic Program Review apply to both undergraduate and graduate programs and are maintained and administered by the Deputy Vice Chancellor for Academic Affairs in coordination with the Deputy Vice Chancellor for Research and Graduate Studies.
6. The retention and graduation rates of students in a program are considered as key performance measures of its success and shall be included, among others, in any program review, and in any proposal to modify or cease offering a program.

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Procedures of Policy No. (6) - Periodic Program Review

1. Principles of Periodic Program Review

- Periodic Program Review (PPR) at UAEU is a process that allows the University to assess the well-being of an academic program, the academic development of the program, and strategic issues affecting the program. Assessments include how well the program aligns to the mission and goals of the UAEU, the College and the offering Department.
- PPR is a faculty-led and collegiate process, involving academic peer reviewers internal and external to the university. It is evidenced-based, drawing on multiple forms of data and input provided by a critical Self-Study and observations made in a site visit.
- PPR is formative. It leads to recommendations to develop the program and an action plan listing responsibilities at program, Department, College and senior administration levels.
- The UAEU requirements for Periodic Program Review may be satisfied by the initial and continuing requirements of accreditation agencies. The University may require supplementary reviews consistent with the principles of Periodic Program Review of the University.

2. Self- Study

The Self-Study should be a collaborative activity and should include the following sections:

- Program well-being: This section presents data-sets in at least the following areas, and provides an analytic narrative for each, in which the implications of conclusions drawn from data-analysis form the major part. Data presented should be longitudinal, covering the time since the last PPR.
 - Students
 - Student profile, admission, progression, withdrawal and transfer, and graduation rates.
 - Student-faculty ratio and patterns of change / required change. This section might comment on Credit Hours generated by each full time faculty and instructor, and use made of the program elements (courses) by students from outside the program/Department/College.
 - Student engagement in internship, research, volunteering and other program-relevant activity outside the campus.
 - Faculty
 - Faculty expertise and relation to current academic program / anticipated academic program change.
 - Faculty profile (turnover, qualifications, research activity, secondment) and faculty development activities (in administration, teaching and research). Trends and difficulties in faculty recruitment.
 - Surveys
 - Alumni profile: e.g. rates of employment (in areas relating to the program / not relating to the program), progression to further study, not seeking employment.

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- Surveys of students, alumni, employer satisfaction.
- Reports of Advisory Boards (internal, external).
- Results of benchmarking activities (in the form of action known to be required to shift the profile/standards of the program).

(iv)Resources

- Administrative support to the program/Department. Staff development activities or requirements.
- Adequacy of library, laboratory, classroom, technical resources and support available to the program, faculty and students.

b) Assessment and development of the academic program: This section contains:

- (i) A mapping of the alignment of courses to program goals and institutional learning outcomes.
- (ii) A description of the methodologies used by program teams to evaluate student achievements against learning outcomes at course, program and institutional levels.
- (iii)Results since the date of the last PPR of annual assessments of program learning outcomes.
- (iv)Results of annual assessments of institutional learning outcome standards.
- (v) Presentation of the action plans developed on the basis of the results of the assessment activities, and evidence of action taken and its impact.
- (vi)Critical evaluation of the effectiveness of the assessment methodology, with discussion of various options to improve the process (validity, impact etc.)

c) Strategic Questions: This section must include an evidence-based analysis of the relationship between the program and the mission and goals of the Department, College and the UAEU. It must discuss how students have been involved in the Self Study process. It may also include analytical discussion of strategic issues affecting academic standards, the operation of the program or its future development.

d) Submission of the Self-Study:

- (i) Visit minus (10) weeks: Self Study submitted to College Dean for feedback (and revision).
- (ii) Visit minus (6) weeks: Finalized Self Study is received by the Deputy Vice Chancellor for Academic Affairs (or the Deputy Vice Chancellor for Research and Graduate Studies for Graduate Programs).
- (iii)The Office of the Deputy Vice Chancellor for Academic Affairs (or the Deputy Vice Chancellor for Research and Graduate Studies) will audit the study to check compliance with University Policy requirements.
- (iv)Visit minus (4) weeks: Self-Study sent to Review Panel. The Review Panel may request additional information through the Chair, prior to or in the process of their review visit.

3. Composition and Responsibilities of Review Panels

- a) Program Review Panel: Where there is no external accreditation process for a program, the UAEU Program Review Panel will be composed of individuals both internal and external to UAEU.

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- b) Chair: The Program Review Panel is chaired by one of the external members. The Chair is responsible for the management of meetings and other activities of the Review Panel. S/he coordinates review panel input into the report and recommendations and is responsible for filing the agreed report within four weeks of the date of the Review Panel visit.
- c) External members of the Review Panel: The Dean is responsible for recommending up to three reviewers for approval by the Deputy Vice Chancellor for Academic Affairs (or the Deputy Vice Chancellor for Research and Graduate Studies), at least six months in advance of the site visit. The criteria for selection as external reviewer are:
 - (i) Distinguished scholars/teachers/practitioners in the disciplinary field.
 - (ii) Hold a terminal degree in the appropriate discipline.
 - (iii) Experience with program administration and/or significant leadership role in higher education.
 - (iv) Experience with student learning assessment, institutional accreditation, and/or professional accreditation.
 - (v) Employed at an academic institution outside the UAEU; preferably appointment at an institution which the College identifies as a peer or benchmark institution.
 - (vi) No conflict of interest such as recent employment or consultation with UAEU.
- d) Internal members of the Program Review Panel: The internal members of the Review Panel are selected by the Deputy Vice Chancellor for Academic Affairs (or the Deputy Vice Chancellor for Research and Graduate Studies), and will normally be:
 - (i) Two faculty external to the Department hosting the academic program. These faculty would normally hold the rank of Professor and/or have held senior responsibility within a College.
 - (ii) A Dean of another College.
- e) The internal members of the Review Panel participate in the full range of Review Panel activities, and lend to discussions their experience of the UAEU context. They participate fully in meetings, discussions and observation activities, and can access and request the full range of information/meetings.
- f) The internal members of the Review Panel have particular responsibility for ensuring recommendations are contextualized, and take account of the University mission and strategic plan.
- g) Administrative Support: The administration of the PPR is led by the Office of the Deputy Vice Chancellor for Academic Affairs in coordination with the Office of the Deputy Vice Chancellor for Research and Graduate Studies for Graduate Programs.
- h) Confidentiality: All members of the Review Panel are contractually obliged to preserve confidentiality of findings if these do not form part of the formal report. In exceptional cases the Chair of the Review Panel may designate a section of the report as confidential to a specified and restricted audience.

4. Program Review Panel Visit

- a) Visit minus (2) weeks: Review Panel conference call to hear individual readings of the self-study and confirm Discussion agenda for visit. The Review Panel Chair may assign responsibilities to the Panel members. The PPR Manager coordinates to ensure

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that the program of activities planned by the Review Panel Chair is scheduled by the College (appointments, rooms, catering).

- b) A Review Panel will meet with:
 - (i) Senior UAEU and College administrators or their designates.
 - (ii) Faculty members and instructors in the Department.
 - (iii) Program Chair/teams for each program review.
 - (iv) Chairs of the Department's Curriculum and Assessment committees.
 - (v) Students.
 - (vi) Employers / Professional Advisory Boards.
 - (vii) Alumni.
 - (viii) Faculty members to review and discuss examples of student work, graded at the lowest, average and highest marks.
- c) The site visit should also include visits to classrooms to observe student learning, the opportunity to talk with faculty individually, and a tour of relevant facilities (library, laboratory, etc.).
- d) The visit should enable the Review Panel members to address the following issues within their report, and to make recommendations in their range of focus (but not restricted to them).
 - (i) Standards
 - Are the course content and the programs of study of sufficient academic rigor, addressing the outcome standards of the Qualification Framework Emirates for the qualification?
 - Are the students meeting the programs' student learning outcomes and demonstrating success?
 - Do the curriculum and courses support student learning outcomes?
 - Are program curricula based upon a solid core of knowledge with clearly articulated educational objectives and learning outcome standards?
 - Do the programs engage students in the discipline(s)?
 - (ii) Assessment
 - Do the programs assess student learning adequately?
 - What changes have been made in the programs as a result of assessment results?
 - Are the changes appropriate to reflect continuous improvement?
 - Are students successful (e.g., retention and graduation rate, alumni results)?
 - (iii) Resources
 - Does the University environment support student learning outcomes?
 - Is there sufficient institutional support for the learning environment (e.g., library, tutoring and/or academic assistance, technology)?
 - Do the programs provide adequate mentoring/advising for students?
 - (iv) Strategic issues affecting the programs
 - What recommended action steps should be taken to address the strategic questions raised by the Department?
 - How are students involved in assessment and review of the program? Have they played a full role in the PPR?

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5. Programs with External Accreditation Process

- A modification to Sections (3) and (4), above, is applied when an academic program is being reviewed as part of a professional accreditation process, which includes international reviewers and a site visit.
- The Deputy Vice Chancellor for Academic Affairs (or the Deputy Vice Chancellor for Research & Graduate Studies), will establish an Internal Review Committee (according to Section (3-d) above).
- The Internal Review Committee will review the program review standards of the external accreditation body against Sections (2) a), b) and c), above, and inform the Department of additional information and/or procedures needed to satisfy all UAEU PPR requirements.
- After the completion of the professional accreditation process, the Internal Review Committee will review the accreditation report and recommendations, the Self Study, and additional information provided by the Department. The Internal Review Committee will prepare a supplementary report, covering any additional recommendations that might be needed to satisfy UAEU PPR requirements.

6. Post Visit Reporting and Action Planning

- Visit plus (4) weeks: The Chair of the Program Review Panel forwards the finalized report to the Department Chair and College Dean for review and to the Deputy Vice Chancellor for Academic Affairs (or the Deputy Vice Chancellor for Research and Graduate Studies), for information. Where there is a program review by an external accreditation body, the Chair of the Internal Review Panel will forward its supplementary report at the same time.
- Visit plus (10) weeks: College Council revises/approves a Department action plan (action plan gives timed, budgeted and measurable steps taking forward recommendations, or a narrative justifying why action will not be taken on a specific recommendation).
- Visit plus (12) weeks: College Dean submits action plan to the Deputy Vice Chancellor for Academic Affairs (or the Deputy Vice Chancellor for Research and Graduate Studies.)
- Visit plus (1) year: Dean of College reports to the Deputy Vice Chancellor for Academic Affairs (or the Deputy Vice Chancellor for Research and Graduate Studies) on progress against action plan. The Academic Council is notified of progress by the Deputy Vice Chancellor, as appropriate to the focus (e.g. undergraduate program, graduate program, Department or College responsibility, University responsibility, etc.)
- The University Programs and Curriculum Committee (or the Graduate Studies Council) will make regular analyses of the external review reports, action plans and progress reports, and will submit reports to the Academic Council on generic issues arising, particularly where these relate to the University strategic plan and learning outcome standards.

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7. Signatory Authority: Undergraduate Programs

Applies to all academic and related administrative units of the University except those in the College of Medicine and Health Sciences.

Transaction Description	Signatory Authority Level				
	College Council	General Education Committee	University Program and Curriculum Committee	Academic Council	University Council
Type of change					
Change in course name or code	X				
Change in the term a course is offered	X				
Change in a course prerequisite	X				
Minor changes in course content	X				
Change program admissions requirements	X				
Change in the teaching and /or assessment methods of the course	X		X		
Moving course (s) between compulsory and elective status without changing the distribution of credit hours	X		X		
Creating, canceling, or substantially modifying a course	X	X ^(*)	X		
Add or eliminate a group of elective courses (basket, option, minor) without changing the relative distribution of the programs credit hours	X	X ^(*)	X		
Change the total number of credit hours of the General Education Curriculum or the relative distribution of credits within the General Education Curriculum	X	X	X		
Change the language of instruction of a course	X	X ^(*)	X	X	
Change to the primary language of instruction in a degree program	X	X ^(*)	X	X	
Suspend temporarily the delivery of an academic program	X		X	X	
Change the total number of credit hours of a degree program or their relative distribution	X		X	X	
Establish, discontinue, or rename an Academic Department	X		X	X	X
Establish (eliminate) new (existing) track	X		X	X	X
Establish or eliminate an Honors program	X		X	X	X
Change the title of an academic degree	X		X	X	X
Establish, discontinue, or rename a college	X		X	X	X
Establish or discontinue a degree program	X		X	X	X

(*) If the concerned courses are part of the General Education Program