



Al Ain University

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Policies and Procedures

The AAU “Policies and Procedures”, through which the University functions as an institution, are composed based on the requirements of the “Standards for Institutional Licensure and Program Accreditation 2019” - Commission for Academic Accreditation (CAA) - UAE Ministry of Education (MoE) and grouped according to these standards.

The “Policies and Procedures”, does not represent a contract between AAU and any employee, student, or other person. However, these policies, along with the University Catalog and all Handbooks, constitute a good-faith effort to outline normal policies including rules, regulations, and procedures currently in force at the AAU.

For more information about the AAU Policies and Procedures, please contact quality@aau.ac.ae

CAA Standards

1. Governance and Management

- 1.a. Mission Development, Approval and Review
- 1.b. Organization
- 1.c. Terms of Reference of Standing Committees
- 1.d. By-Laws of the Governing Body
- 1.e. Board Appointments, Term of Office and Replacement
- 1.f. Policies Development, Document Control, Review and Dissemination
- 1.g. Institutional Planning, and specific plans for Community Engagement
- 1.h. Risk Management
- 1.i. Co-education Policy

2. Quality Assurance

- 2.a. Quality Assurance/Institutional Effectiveness

3. Educational Programs

- 3.a. Program Planning and Development
- 3.b. Program Specifications
- 3.c. Undergraduate Completion Requirements
- 3.d. Graduate Completion Requirements
- 3.e. Course Substitution
- 3.f. Joint Degree Programs
- 3.g. Distance Learning & e-Learning
- 3.h. Additional Degree from the Same Institution

AAU Policies & Procedures

- 3.i. Thesis/Dissertation Supervision and Examination
- 3.j. Academic Progress
- 3.k. Grading and Assessment
- 3.l. Examinations
- 3.m. Curriculum Approval and Revision
- 3.n. Internship/Practicum
- 3.o. Teaching and Learning Methodologies
- 3.p. Course Syllabus
- 3.q. Course File
- 3.r. Class Size
- 3.s. Intensive Modes of Course Delivery
- 3.t. Academic Misconduct
- 3.u. Academic Program Periodic Review
- 3.v Weeding Courses
- 3.w. Academic Regulations

4. Research and Scholarly Activities

- 4.a. Research Support
- 4.b. Ethical Research
- 4.c. Student Involvement in Research
- 4.d. Commercialization of Research Output

5. Faculty and Professional Staff

- 5.a. Faculty and Professional Staff Role
- 5.b. Employment
- 5.c. Compensation and Benefits
- 5.d. Leave of Absence
- 5.e. Faculty/Staff Personnel Records
- 5.f. Professional Development for Faculty and Staff
- 5.g. Faculty Workload
- 5.h. Professional Requirements for Teaching
- 5.i. Faculty/Staff Evaluation
- 5.j. Nepotism/Employment of Relatives
- 5.k. Faculty/Staff Discipline
- 5.l. Faculty and Professional Staff Appeals
- 5.m. Faculty and Professional Staff Grievances
- 5.n. Graduate Assistants

6. Students

- 6.a. Undergraduate Admissions
- 6.b. Graduate Admissions
- 6.c. Transfer Admissions
- 6.d. Advanced Standing
- 6.e. Recognition of Prior Learning
- 6.f. Student Records
- 6.g. Information Release
- 6.h. Degree Audit
- 6.i. Grade Approval and Change
- 6.j. Career Services
- 6.k. Residential Life
- 6.l. Student Finance
- 6.m. Student Discipline

- 6.n. Student Attendance
- 6.o. Gender Segregation
- 6.p. Student Activities
- 6.q. Student Council
- 6.r. Student Publications and Media
- 6.s. Student Rights and Responsibilities
- 6.t. Student Counseling
- 6.u. Health Services
- 6.v. Academic Advising
- 6.w. Student Academic Integrity
- 6.x. Student Appeals
- 6.y. Student Grievances
- 6.z. Alumni Relations
- 6. Student Work
- 7. Health, Safety and Environment**
 - 7.a. Health and Safety
 - 7.b. Equipment and Software Replacement
 - 7.c. Data Security
 - 7.d. Appropriate Use of Technology Resources
 - 7.e. Equipment and Software Technical Support
- 8. Learning Resource Center**
 - 8.a. LRC/Library Policy, Procedures and Regulations
 - 8. b. Textbooks updating
- 9. Fiscal Resources, Financial Management and Budgeting**
 - 9.a. Internal Audit
 - 9.b. External Audit
 - 9.c. Budgeting
 - 9.d. Financial
 - 9.e. Purchasing and Inventory Control
 - 9.f. Cash Management
 - 9.g. Financial Risk Management
 - 9.h. Auxiliary Enterprises
 - 9.i. Disposal of Assets
- 10. Legal Compliance and Public Disclosure**
 - 10.a. Conflict of Interest
 - 10.b. Anti-Corruption and Bribery
 - 10.c. Copyright and Intellectual Property
 - 10.d. Teach-Out
 - 10.e. Publications
 - 10.f. Institutional Relations
 - 10.g. Co-operative Agreements and Contractual Relationships
 - 10.h. Website
- 11. Community Engagement**
 - 11.a. Community Engagement
 - 11.b. Advisory Board(s)
 - 11.c. Continuous Education and Lifelong Learning

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