

UAEU

جامعة الإمارات العربية المتحدة
United Arab Emirates University



UAEU - Open Data Guideline

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Responsible Office	Effective Date	Most Recent Review Data	Approved by	Signature
University Outreach Department	15-05-2023	12-12-2023	Ms. Ghalia Alahbabi	
Office of Institutional Effectiveness	15-05-2023	12-12-2023	Prof. Sayed Marzouk	



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1. INTRODUCTION OF OPEN DATA PAGE

In alignment with its mission to serve the UAE community and uphold values of transparency, integrity, and accountability, United Arab Emirates University (UAEU) is committed to providing unrestricted access to data concerning its core functions. These guidelines delineate the procedure for governing the publication of data on the Open Data webpage on the UAEU website, encompassing the processes of identification, auditing, compilation, and publication of institutional data.

2. MAIN OBJECTIVES

This document serves a pivotal role in promoting the principles of transparency, accessibility, and accountability in the realm of open data management. The purpose of preparing this document is to provide guidelines in comprehensive and clear instructions on how data users and the organization should handle, publish, and manage open data effectively.

3. DEFINITION OF OPEN DATA

It refers to the data that is primarily intended to provide an open and comprehensive view of the Education sector, allowing any individual or entity to access, use, reuse, distribute and share it freely without technical, financial, or legal restrictions, taking in consideration the owner rights. Examples of Open Data documents: Aggregated Data, Administrative Data and Geospatial Data.

4. SCOPE AND APPLICABILITY

The guidelines apply to any data users who are administrators/researchers from any government/private organizations, or the general public at national or international level.



5. OPEN DATA CHARACTERISTICS/FEATURES

- The UAEU Open Data webpage publishes institutional data encompassing statistics, facts, and reports about the University's business functions.
- Data must meet criteria for public disclosure, i.e., it can be made available for anyone to use, reuse, distribute, or share with others without technical, financial, or legal restrictions.
- The publication of data on the Open Data Webpage necessitates approval from the relevant Data Trustee, the senior University manager with the highest level of strategic and policy-setting authority for the corresponding functional area.
- Easily accessible and downloadable in various formats, such as XML, PDF, Excel and CSV.
- Each report published on the open data view page includes a feature for user ratings.
- The UAEU open data policy can be accessed on the open data page.
- In addition to the published data, if users require additional data reports, a request form is provided on the website for them to fill.
- The graphical representation of data and statistics is separately published within the “Data Visualization” webpage.
- The data-driven reports that support decision-making have been uploaded based on their type and year.
- The data must conform to the Open Data Guidelines of the mGovernment posted on the UAE Government official portal on the following [link](#).



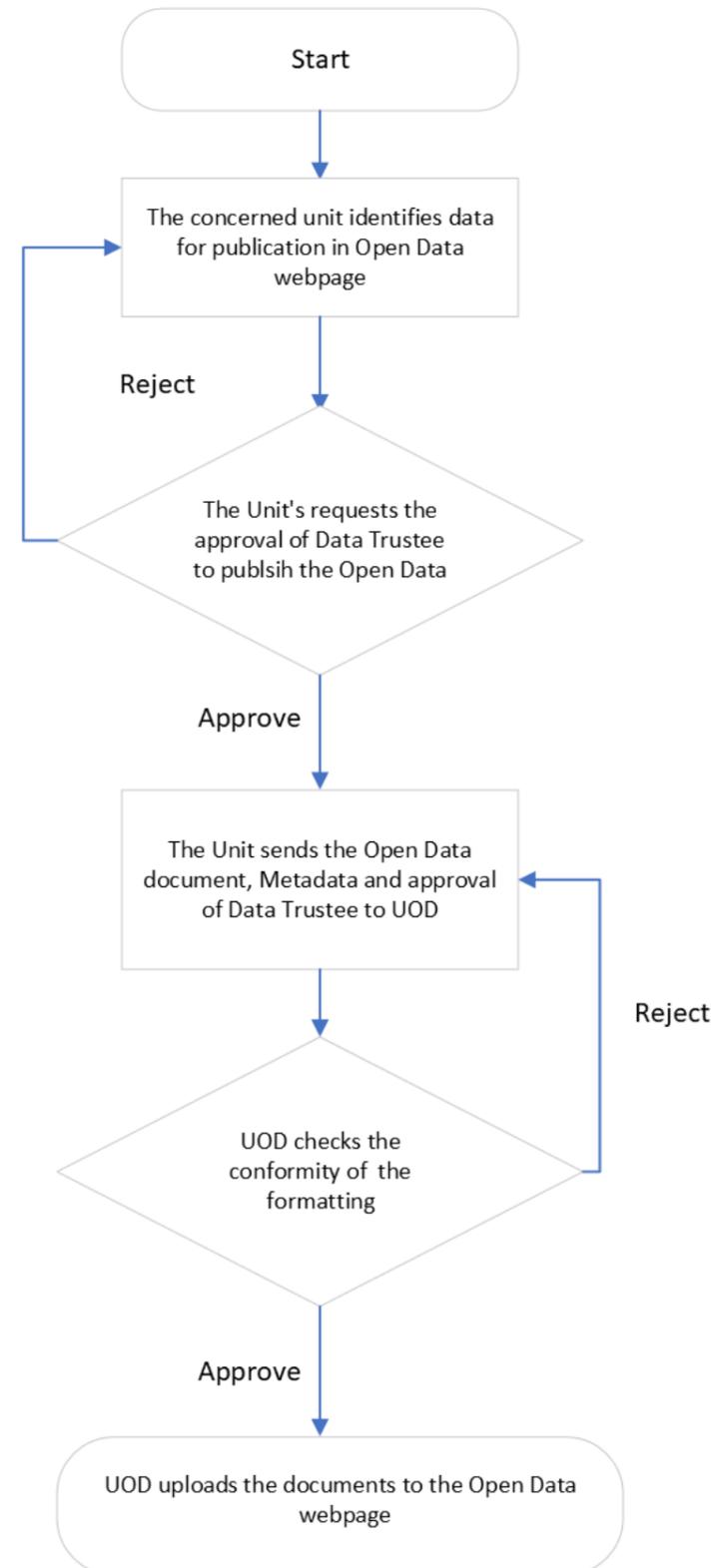
6. GUIDING PRINCIPLES/PROCEDURES

- The University Outreach Department (UOD) engages with UAEU units responsible for key functional areas (e.g., Office of Institutional Effectiveness, Provost Office, Secretary General, Student Affairs, Research Office, etc.) at least once per calendar year. This engagement is aimed at inquiring about the availability of data from their business functions intended for public access.
- Units may also contact, at any time, UOD to propose data for publication to the public.
- UOD oversees the implementation of the guidelines governing the publication of open data on the UAEU website.
- The Office of Institutional Effectiveness (OIE) is responsible for preparing and auditing statistics related to student admission, enrollment, and success, as well as faculty and staff demographics.
- UOD and OIE are tasked with uploading open data files to the Open Data Webpage and Bayanat.ae
- The Customer Experience Support Unit (CESU) takes charge of managing University responses to public requests and inquiries submitted through the Open Data Form available on the Open Data Webpage.
- CESU directs these requests and inquiries to the relevant UAEU units and diligently follows up with the units until a response is provided to the requester.



7. FLOW CHART OF THE PROCESS GOVERNING THE PUBLICATION OF OPEN DATA

The flow chart summarizing the process governing the publication of Open Data is displayed next.





8. DATA FORMATS

a. Excel Formats

- i. The documents to be uploaded should be in Arabic and English language.
- ii. Only Tahoma/ Times New Roman (Arabic) fonts have to be used for all text
- iii. The sheet tab should have a valid name pertinent to the file name
- iv. All other column values should not be bold i.e. Normal.

i. UAEU logo



ii. Administrative Departments and Colleges

UAEU مكتب الرئيس الأعلى Office of the Chancellor	جامعة الإمارات العربية المتحدة United Arab Emirates University	UAEU نائب مدير الجامعة للشؤون الأكاديمية Office of Deputy Vice Chancellor for Academic Affairs & Provost	جامعة الإمارات العربية المتحدة United Arab Emirates University
UAEU مكتب المدير الجامعة Office of the Vice Chancellor	جامعة الإمارات العربية المتحدة United Arab Emirates University	UAEU مكتب الرئيس الأعلى Office of the Chancellor	جامعة الإمارات العربية المتحدة United Arab Emirates University
UAEU مكتب التدقيق الداخلي Internal Audit Office	جامعة الإمارات العربية المتحدة United Arab Emirates University	UAEU مكتب المدير الجامعة Office of the Vice Chancellor	جامعة الإمارات العربية المتحدة United Arab Emirates University
UAEU مكتب التدقيق الداخلي Risk Management Office	جامعة الإمارات العربية المتحدة United Arab Emirates University	UAEU نائب مدير الجامعة للشؤون الأكاديمية Office of Deputy Vice Chancellor for Academic Affairs & Provost	جامعة الإمارات العربية المتحدة United Arab Emirates University
UAEU إدارة الاستراتيجية والمستقبل Department of Strategy and Future	جامعة الإمارات العربية المتحدة United Arab Emirates University	UAEU مكتب نائب مدير الجامعة للشؤون المالية والإدارية (الأمين العام) Office of the Deputy VC for Finance & Admin. Affairs (Secretary General)	جامعة الإمارات العربية المتحدة United Arab Emirates University
UAEU مكتب الفاعلية المؤسسية Office of Institutional Effectiveness	جامعة الإمارات العربية المتحدة United Arab Emirates University	UAEU مكتب النائب المشارك لشؤون الطلبة Office of the Associate Provost for Students' Affairs	جامعة الإمارات العربية المتحدة United Arab Emirates University
UAEU إدارة الاتصال المؤسسي University Outreach Department	جامعة الإمارات العربية المتحدة United Arab Emirates University	UAEU مكتب النائب المشارك للبحث العلمي Office of the Associate Provost for Research	جامعة الإمارات العربية المتحدة United Arab Emirates University
UAEU قطاع تقنية المعلومات Division Of Information Technology	جامعة الإمارات العربية المتحدة United Arab Emirates University		

iii. General Guidelines



DO NOT alter size relationship between Seal and Wordmark.



DO NOT add transparency on the identity



DO NOT add drop shadows



DO NOT split or breakup the seal and wordmark



DO NOT alter the angle of the identity



DO NOT reposition the wordmark



DO NOT stretch, distort or crop the identity

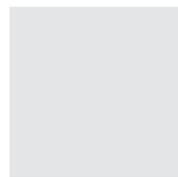


DO NOT apply any kind of reflections and shadows

iv. Color Guidelines

Primary Colors

At UAEU we use two primary colours plus white: Red, Gray 10 and white.
IMPORTANT: Colours should always be used at 100% opacity.



PANTONE® P 179-2 U
CMYK 09/06/07/0
RGB 229/230/230
HEX e5e6e6



PANTONE® P 52-7 U
CMYK 0/86/71/0
RGB 240/75/75
HEX f04b4b



PANTONE P 179-3 U
CMYK 17/12/13/0
RGB 210/211/211
HEX d2d3d3



PANTONE® P 48-16 U
CMYK 11/100/92/2
RGB 211/32/46
HEX d3202e

Secondary Colors



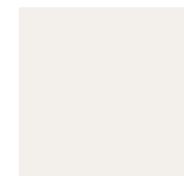
CMYK 25/28/48/0
RGB 194/174/139
HEX C2AE8B



CMYK 17/31/67/0
RGB 213/173/107
HEX D5AD6B



CMYK 64/61/60/44
RGB 72/67/66
HEX 484342



CMYK 4/3/6/0
RGB 242/240/235
HEX F2F0EB



9. METADATA FORM

Indicator	Finds
Dataset Name_EN	
Dataset Name_AR	
Description_EN	
Description_AR	
Dataowner_EN	
Dataowner_AR	
Source	
Owner_Tel	
Last Updated on	
Calculation Methodology	
Language	
Key Terms	

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