
 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Teaching Assistant Affairs Policies Manual	Policy No.	TA-07
		Effective Date	12-Aug-2018
	<u>Subject:</u> Termination of Service	Most Recent Review Date	15-Apr-2018
		Due Date for Next Review	01-Sep-2021
<i>Responsible Office:</i> DVC for Academic Affairs		Page Number	1 of 1

## 7. Termination of Service

### Goal

This policy aims at identifying the regulations related to the TA's termination of service and describes the cases of terminating the service.

### Policy



#### 7-1 Reasons of Terminating the Service of TA

TA's service is terminated due to the following reasons:

- a) Resignation:  
TA may submit his/her resignation in written or via email to the Chair of the concerned Department at least one month prior to its effectiveness. TA's service is not terminated except by a decree of the Vice Chancellor with his approval.
- b) Failure to obtain acceptance to study Master, Doctorate/Medical Fellowship during the residency set out for the TA.
- c) Failure to commence study in the host university on the specified date without excuse accepted by the Vice Chancellor.
- d) Absence from work or study for more than 30 continuous days without submitting an excuse accepted by the Vice Chancellor.
- e) Poor academic performance of the TA and useless continuation of his/her study or as common good may require, by a decree of the Vice Chancellor and upon a presentation to the Chancellor.
- f) Failure to obtain the degree after the authorized time unless otherwise the Vice Chancellor decides.
- g) Failure to commence duties in the department within a maximum of two months from the date of completing studying foreign language or completion of Master requirements unless the TA obtains acceptance of a university and approval of the Vice Chancellor to complete his/her study.
- h) Failure to commence duties as faculty member within a maximum of two months from the date of obtaining the Doctorate/Medical Fellowship.
- i) Violation of the Teaching Assistant Code of Conduct.
- j) Permanent disability to work or poor medical fitness.
- k) Disciplinary dismissal.
- l) Withdrawal or revocation of UAE citizenship.
- m) Death.

#### 7-2 Return of Tuition Fees

- a) UAEU calls for return of the tuition fees paid during the TA scholarship period in case the termination of service is due to the following reasons:
  - 1- Resignation.
  - 2- Disciplinary dismissal.
  - 3- Absence from work or study.
  - 4- Work at university as faculty member for less than the time spent as TA in the scholarship.
  - 5- Failure to commence work as resident TA after two months from the date of completing studying foreign language or obtaining Master without submitting excuse accepted by the Vice chancellor.
  - 6- Failure to commence work as faculty member after two months from the date of obtaining the Doctorate/Medical Fellowship expect those authorized to conduct post-doctorate research or post-medical fellowship training.
- b) In special cases, return of tuition fees may be exempted according to the applicable rules and regulations.

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## Procedures of Policy No. (7) - Termination of TA Service

### 7-1 Termination of TA Service by Resignation

- a) In case the resident or scholarship TA wish to resign from the university, he/she should submit his/her resignation to the academic department which will submit its recommendation on the resignation request to the dean of the college who refers it with recommendation to Office of National Faculty Recruitment and Development to be submitted to the Provost to be presented to the Vice Chancellor.
- b) In case of the approval, the Vice Chancellor issues a decree of TA termination of service by resignation.
- c) Office of National Faculty Recruitment and Development communicates with the Cultural Attaché to ask for the tuition fees spent on the TA whether scholarship TA or resident TA who has already been delegated.
- d) Office of National Faculty Recruitment and Development refers the response of the Cultural Attaché concerning the fees to the Financial Affairs Division at the university.
- e) Teaching Assistant Affairs Policy concerning the return of tuition fees which the University paid as tuition fees on behalf of the TA is applicable.

### 7-2 Termination of TA Service for reasons other than Resignation

- In addition to resignation, the TA service is terminated in the following cases:
  - a) In case the TA did not obtain acceptance to study Master, Doctorate or Medical Fellowship during his/her residency as resident TA.
  - b) In case the TA did not join the host university to study in the specified date without an excuse accepted by the Vice Chancellor.
  - c) In case the TA is absent from work or study for more than 30 continuous days without submitting an excuse accepted by the Vice Chancellor.
  - d) Poor academic performance of the TA and useless continuation of his/her study or as common good may require, by a decree of the Vice Chancellor and upon a presentation to the Chancellor.
  - e) In case the TA did not obtain the degree after the end of the specified periods unless otherwise the Vice Chancellor takes another decision.
  - f) In case the TA fails to commence duties in the department within a maximum of sixty days from the date of completing studying foreign language or from the date of completing Master requirements unless the TA obtains acceptance of a university and approval of the Vice Chancellor to complete his/her study.

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- g) In case the TA fails to commence work as faculty member in the academic department within a maximum of sixty days after obtaining the Doctorate or Medical Fellowship delegated for.
- h) TA beaches the TA Code of Conduct stated in the Teaching Assistant Affairs Policies of the university.
- i) In case the TA suffers from permanent disability or poor medical fitness.
- j) In case the TA is dismissed from work at university due to disciplinary reasons.
- k) In case of withdrawal or revocation of UAE citizenship
- l) Death of the TA.
- In case of presence of any of the reasons mentioned above, the Office of National Faculty Recruitment and Development communicates with the concerned college to study the TA case and prepare the appropriate recommendation concerning the termination of TA service with identifying the reasons and send the response to the Office of National Faculty Recruitment and Development.
  - The Teaching Assistant Affairs Office, upon receiving the college response, submits the matter to the Provost with reasons to process the procedures of termination of TA service.
  - The Provost submits the matter to the Vice Chancellor combines with the recommendation.
  - In case of approval, the Vice Chancellor issues a decree to terminate the TA service upon the presentation to the Chancellor.
  - The resigned resident TA or terminated his/her service submits health insurance card of him/her and his/her dependents in case the TA is married, to the Human Resources Department and obtains its clearance.