



 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Teaching Assistant Affairs Policies Manual	Policy No.	TA-00
		Effective Date	12-Aug-2018
	Subject:	Most Recent Review Date	15-Apr-2018
	Signatory Authority	Due Date for Next Review	01-Sep-2021
	Responsible Office: DVC for Academic Affairs	Page Number	1 of 3

Signatory Authority: Teaching Assistants Affairs Policies

Subject	Transaction Description	Signatory Authority Level				
		Director of Teaching Assistants Affairs Office	Provost	Vice Chancellor	UAEU Chancellor	University Council
Prepare policies and procedures	Issue, add or amend teaching assistant affairs policies				X	X
	Issue teaching assistant affairs policies and its amendments			X		
Appoint TA	Appoint by advertisement or recruitment			X		
	Exempt some appointment terms			X		
	Postpone commence of work		X			
Change specialization and transfer	Change specialization or transfer from department to another or college to another			X		
Prepare and delegate TA	Extend residency as resident TA during preparation period.			X		
	Delegate a TA to study foreign language or any other requirements to obtain admission to graduate studies			X		
	Delegate a TA who secures admission to study Master and Doctorate or Medical Fellowship			X		
	Change the TA delegation destination to study foreign language or study Master and Doctorate/Medical Fellowship			X		
	Authorize a TA to continue study after the end of the original specified periods for two years not exceeding one year each time.			X		
	Drop all or some periods from the original specified periods count or extension periods to obtain the degree.			X		
	Authorize a scholarship TA to leave study place for emergency reasons.	X				
	Terminate the delegation of TA and return back as resident TA.			X		

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		Director of Teaching Assistants Affairs Office	Provost	Vice Chancellor	UAEU Chancellor	University Council
Teaching Assistant Rights	Authorize resident or scholarship TA to conduct interview to follow up admission procedures.		X			
	Authorize a resident TA to attend study courses, training or preparing programs, study complimentary courses or conduct exams required for admission.		X			
	Authorize for a resident or scholarship TA to attend conferences/seminars.		X			
	Authorize resident TA for scientific visits.		X			
	Grant resident or scholarship TA leave without pay for up to one year and not exceeding two times during working as TA at the university.			X		
	Grant resident or scholarship TA a leave with pay for up to two months to escort a kin for up to second degree for medical treatment inside or outside UAE.			X		
	Subscription in journals or associations which issue scientific periodicals in the field of specialization and purchase of references or scientific books in the field of specialization.	X				
	Reimburse the TA for application fees of foreign language and graduate studies admission or its requirements as well as entry visa fees and SEVIS system fees.	X				
	Reimburse the TA for the value of purchasing computer and its accessories.	X				
	Reimburse the resident TA for the value of purchasing or renting scientific equipment, fees of using labs and equipment or purchasing software.		X			
	Authorize a scholarship TA to conduct exams related to his/her specialization.			X		
	Reimburse the TA for dissertation expenses.	X				
	Authorize scholarship TA to conduct post Doctorate research or more training for TAs of College of Medicine & Health Sciences before appointment as faculty member.			X		
Grant a financial award for the TA who obtain the Doctorate/Medical Fellowship delegated for before the end of the original specified period for no less than six months or not exceeding one year.			X			

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		Director of Teaching Assistants Affairs Office	Provost	Vice Chancellor	UAEU Chancellor	University Council
Termination of Service	Resignation			X		
	Not obtaining the acceptance by the end of the residency period.			X		
	Poor academic performance or as common good may require.			X		
	Absence from work or study for more than thirty continuous days without an acceptable excuse.			X		
	Not obtaining the degree by the end of the authorized periods.			X		
	Not commencing the work within sixty days after obtaining the Doctorate/Medical Fellowship.			X		
Appointment as Assistant Professor.	Appointing the TA who obtained the Doctorate/Medical Fellowship in the position of Assistant Professor.				X	