

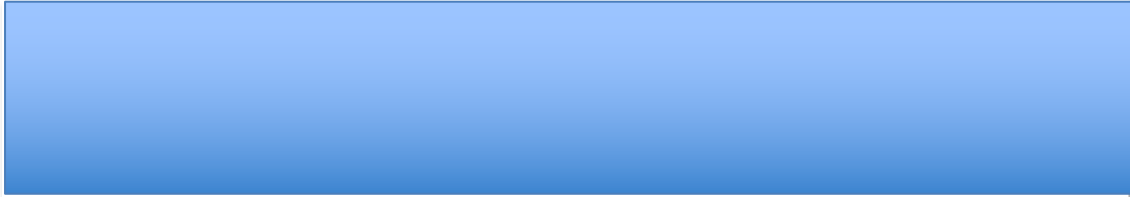
Mission, Organization and Governance

UAEU Vision and Mission

The UAEU Vision, Mission, Goals and Values can be found on the University's website (http://www.uaeu.ac.ae/en/about/vision_mission_values.shtml)

Program Alignment with UAEU Mission

Describe the alignment of the program mission with the UAEU mission and vision.

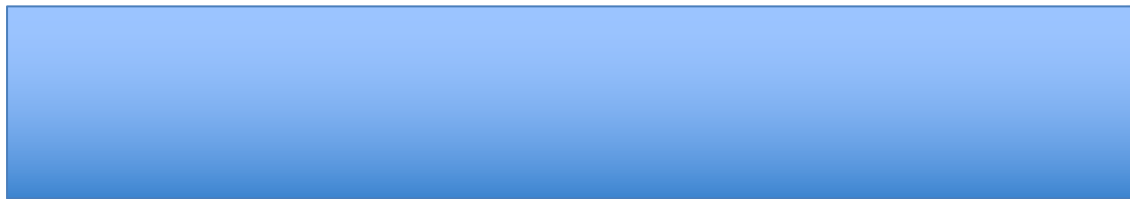


UAEU Organization Chart

The top-level UAEU organizational chart can be found on the University's website (http://www.uaeu.ac.ae/en/about/orgchart_english.pdf)

College Organization Chart

Provide your college organization chart showing the position of the proposed program



Role of Faculty in the Program

All faculty members in the department will be involved in curriculum and instructional decisions regarding the courses in this program, and will be involved with the recruitment into the new faculty positions.

Role of Chair and Program Coordinator

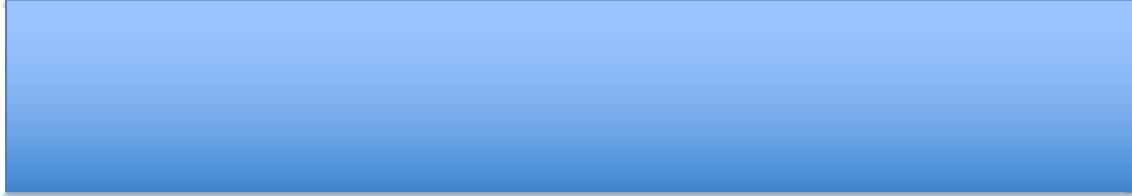
The responsibility statements for Department Chair and Graduate Program Coordinator can be found on the University website (http://www.uaeu.ac.ae/en/about/org_pdf/responsibilities_of_senior_academic.pdf)

Policies, Procedures and Documentation

UAEU has a comprehensive set of academic policies and procedures which are publicly available on the university website: <http://www.uaeu.ac.ae/en/about/policies/>

Multiple Campus Institutions

Present evidence to assure that the students studying the program on different campuses will receive equivalent resources and support services. The proposal explains how the coordination between or among different locations will be managed, and how appropriate control of academic policy, standards, and course offerings will be ensured.



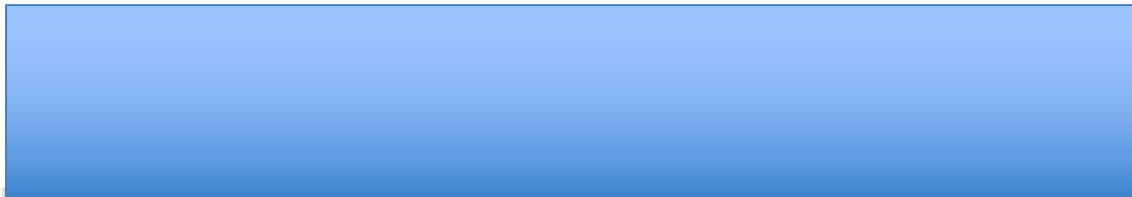
Quality Assurance

Institutional Research (IR)

The Institutional Research and Analysis Section in the Department of Planning, Academic and Institutional Development (PAIDD) will provide the same support services as it does for all other programs. http://www.uaeu.ac.ae/en/vc/paidd/research_analysis.shtml

Institutional Planning

Describe the context of the program in relation to the immediate and strategic plans of UAEU and the college/department.

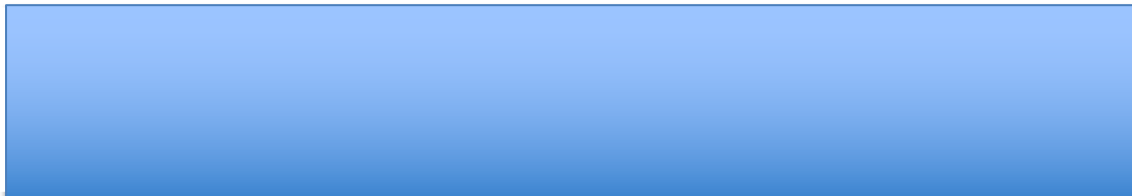


Policy on the Discontinuation of Academic Programs

The UAE University has a clear policy on the discontinuation of academic programs (http://www.uaeu.ac.ae/en/about/policies/graduate_programs/pol_pro-gs_09_en.pdf) which is designed to protect current students by ensuring that relevant courses will be available for them to complete their studies.

Risk Management

The Proposal should demonstrate awareness of risks in all aspects of the initiation of the program and its delivery.



Continuous Quality Enhancement

The University's standard Periodic Program Review process will be applied to this program (see http://www.uaeu.ac.ae/en/about/policies/undergraduate_programs/pol_pro-up_06_en.pdf) The key

elements of periodic review include (i) a self-study report which addresses program well-being and learning outcomes assessment, (ii) engagement of an external review team, (iii) site visit, (iv) review team report and recommendations, and (vi) program improvement plan prepared by the Department and approved and monitored by the College and the Academic Affairs Council.

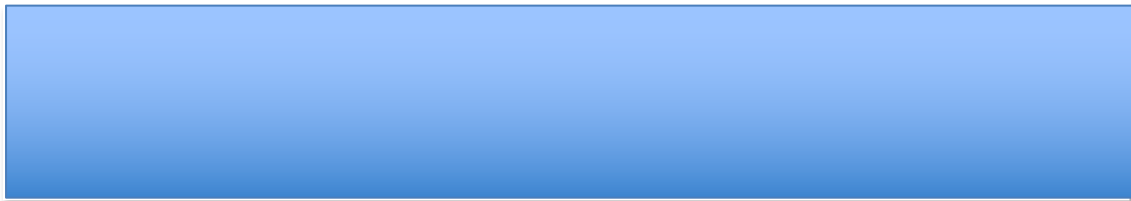
Quality Assurance/Institutional Effectiveness Manual

The UAEU Quality Assurance Framework is publicly available on the University website <http://www.uaeu.ac.ae/en/vc/paidd/pdf/qa.pdf>

Educational Program

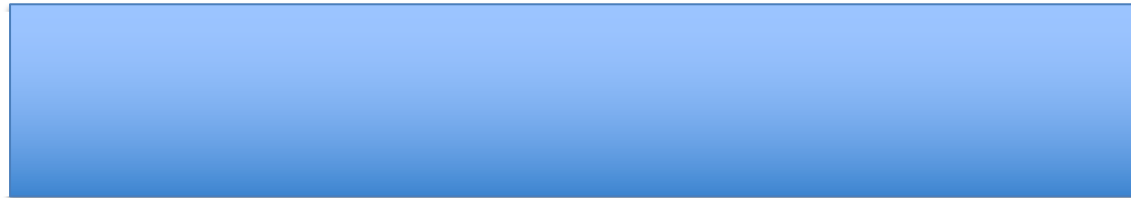
Career Opportunities

Provide a market survey of employment opportunities within the Emirate and the UAE.



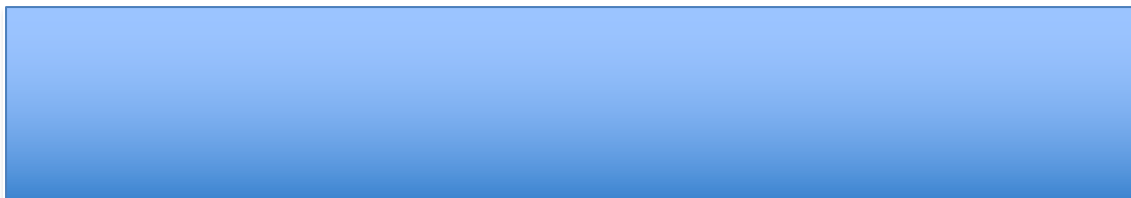
Student Demand

Provide a market survey of students who are likely to enroll in the program and their reasons for doing so.



Projected Enrollments

Provide a projected year-by-year enrollments for the first five years of the program, giving best case, worst case, and mid-range estimates.



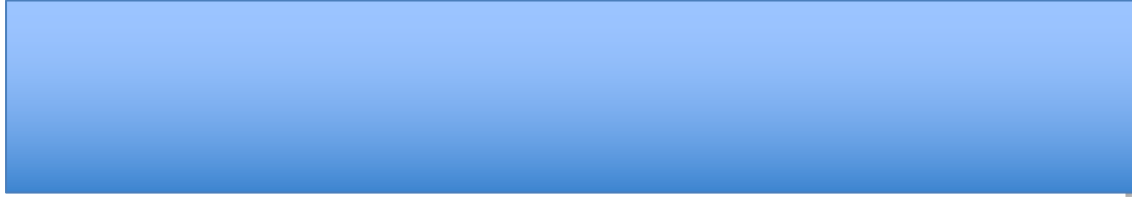
Environmental Scan/Competing Programs

Provide an analysis of any competing programs at both public and private institutions in the UAE, their likely impact on prospective enrollments, and on the extent of the need for the new program.



Program Duplication or Overlap with other Programs at UAEU

Provide a justification for the proposed program in relation to other programs at UAEU.



Program Mode of Delivery

Provide a rationale and description of the mode of delivery of the program i.e. full-time, part-time, e-learning etc.



Program Duration

State the maximum and minimum periods for completion of the program. Refer to the university graduate studies policy on study periods graduate program

Graduate Policy

Master's Programs

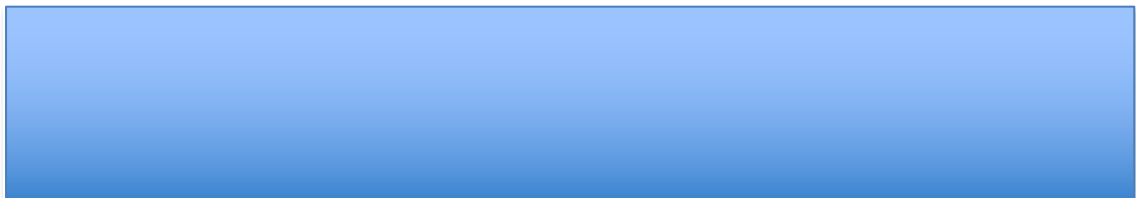
http://www.uaeu.ac.ae/en/about/policies/graduate_programs/pol_pro-gs_02_en.pdf

PhD Program

http://www.uaeu.ac.ae/en/about/policies/graduate_programs/pol_pro-gs_03_en.pdf

Professional Doctorates

http://www.uaeu.ac.ae/en/about/policies/graduate_programs/pol_pro-gs_04_en.pdf



Curricula

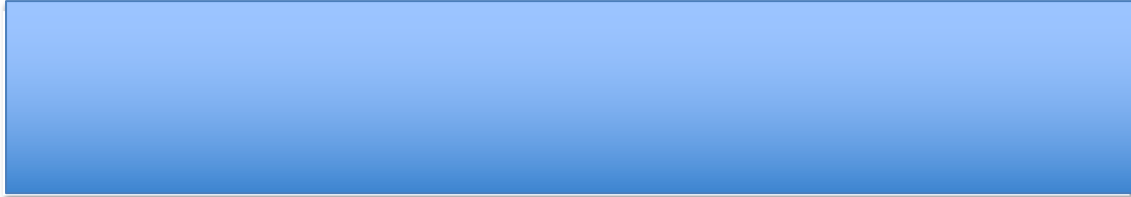
Model Study Plan(s)

Model Study Plan for Full-time Students

[Include a semester-by-semester study plan of courses as model for students to follow]

Model Study Plan for Part-time Students

[If applicable]



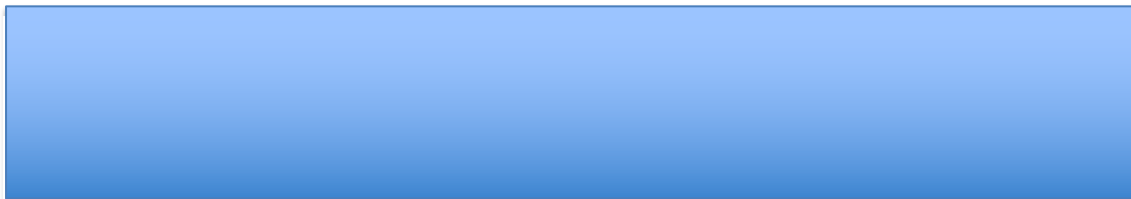
Benchmarking

Provide an exposition of the way that the program meets international expectations, and/or the criteria of relevant professional bodies, for such a program at the specified level.



Track/Concentration

Provide a clear justification and definition of any named concentrations within the program with their titles in Arabic and English.



Program Objectives/Goals



Program Learning Outcomes (PLOs)

Alignment of PLOs with Goals, QFE and UAEU ILOs

Alignment of PLOs with Courses Comprising the Curriculum

PLO Assessment Tools and Target Attainment Level

Class Size

The University has a set of guidelines for class size.

Faculty and Professional Staff

Faculty Handbook

The Faculty handbook is publicly available on the University website (http://www.uaeu.ac.ae/en/dvcaa/academic_personnel/faculty_handbook_2013.pdf)

Staff Handbook

The University uses the detailed HR policy document as the Staff Handbook http://www.uaeu.ac.ae/en/about/policies/hr_policies2014-english.pdf In addition, a 'Welcome Pack' is provided to all new staff to augment the policy documents (see <http://www.uaeu.ac.ae/en/employment/welcome-2014.pdf>)

Recruitment and Records

Provide a description of the recruitment process used for faculty to be assigned to the new program and a timetable for hiring any additional faculty needed to initiate the program.

Faculty Preparation

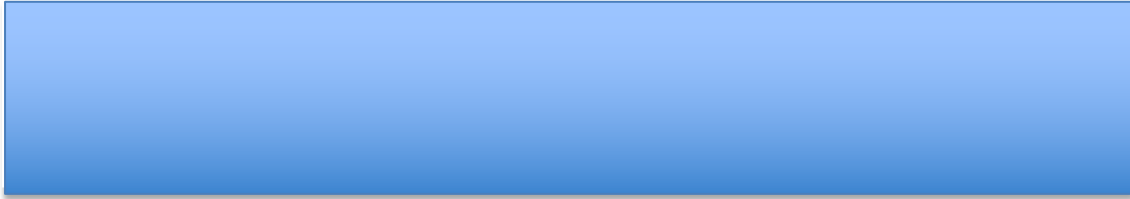
(a) Faculty CV

Attach up-to-date *curricula vitae* of any existing faculty members who have already been identified to teach on the program, and their particular course assignments

Attach a file...

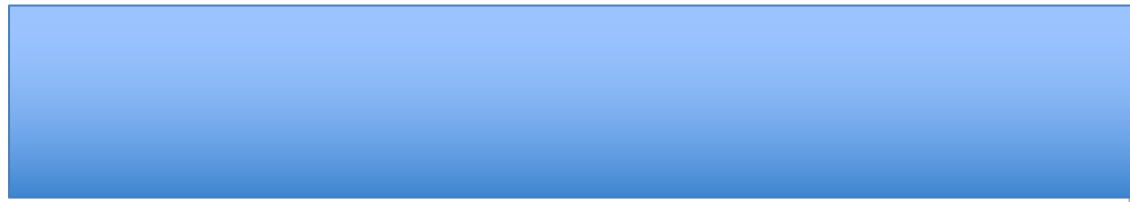
(b) Faculty Qualifications

Provide qualifications, areas of specialization, and proposed academic rank for faculty and academic administrators who will be appointed to the program.



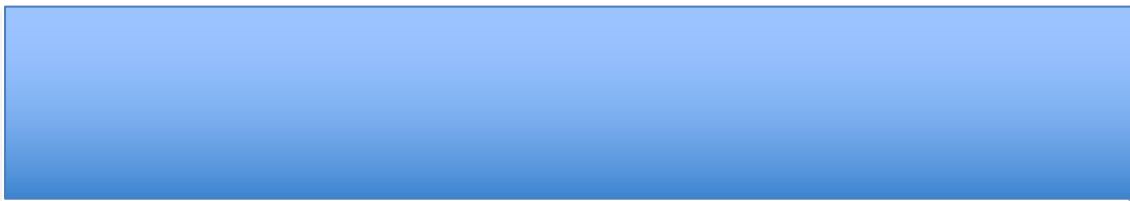
(c) Faculty Re-assignment

Provide the effect on the institution and its other programs of the re-assignment of any faculty member to the new program.



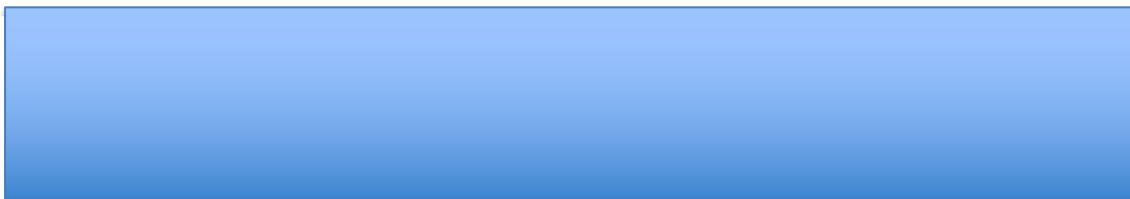
(d) Part time Faculty Assignments

Provide information concerning any planned or existing part-time faculty assignments.



(e) Instructional Support Staff

Provide any planned deployment of teaching assistants, lab assistants, adjunct faculty or other staff to support instruction.



Graduate Faculty

UAEU has a policy on graduate faculty designation which is stated in the “Criteria for Selection of Faculty to Participate in Graduate Programs” and is available at

http://www.uaeu.ac.ae/en/about/policies/graduate_programs/pol_pro-gs_01_en.pdf

Appointment, Compensation, Promotion, Contract Renewal, and Professional Development

UAEU has a comprehensive set of policies and procedures that cover faculty and staff appointment, compensation, promotion, contract renewal, and professional development, which are publically available on the university website (<http://www.uaeu.ac.ae/en/about/policies/>)

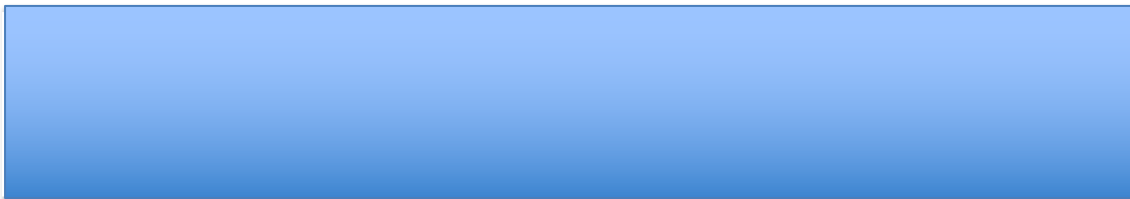
Faculty Workload

The proposal must include data to demonstrate that the existing and/or planned faculty appointments are adequate in number to commence delivery of the program. This data must cover the full spectrum of responsibilities that faculty hold across the institution, including administrative responsibilities and teaching in other programs, and must comply with the Standards regarding maximum permissible loads. The calculation of workloads must include any classes that are split on the basis of gender and take into account the workload implications of classes taught in the evenings and/or on weekends.



Part-Time Faculty

The program must demonstrate that it will maintain the proportion of part-time faculty contributing to the proposed program within the limits set by the CAA Standards. The institution must also demonstrate that part-time faculty will meet the academic qualifications set forth in the CAA Standards.



Students

Student Handbook

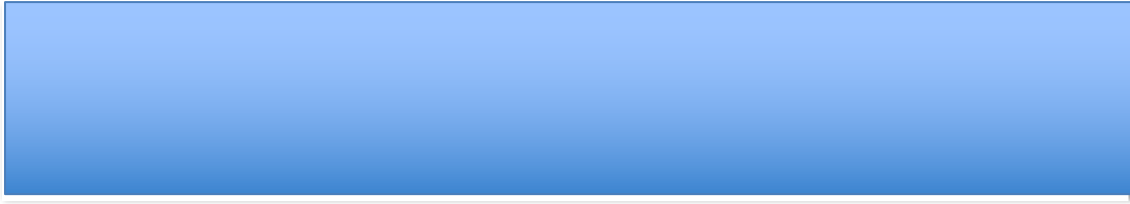
The current Graduate Student Handbook is publicly available on the University website (http://www.uaeu.ac.ae/flipbook/graduate_student_handbook/index.html)

UAEU General Graduate Admission Requirements

The general graduate admission requirements are set out in the University's website (http://www.uaeu.ac.ae/en/admission/gradudate_admissions.shtml)

Program-Specific Admission Requirements

Outline any additional admission requirements for the program.



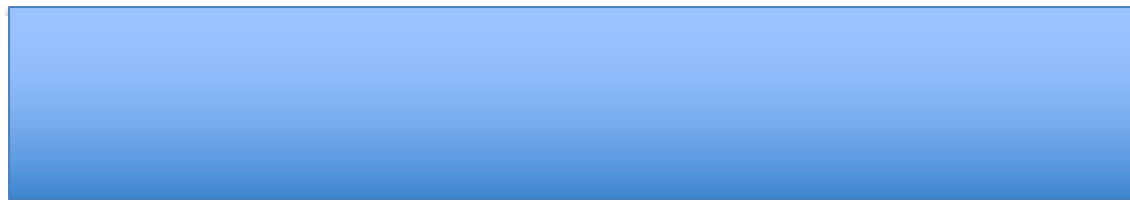
UAEU Transfer Policy

The University's policy on transfer students at the graduate level is publicly available on the website, and this will apply to the proposed program.

(http://www.uaeu.ac.ae/en/about/policies/graduate_programs/pol_pro-gs_05_en.pdf).

Student Services

Provide any particular and unusual demands that students in the new program will make on the range of student services and how the institution will provide for these students.



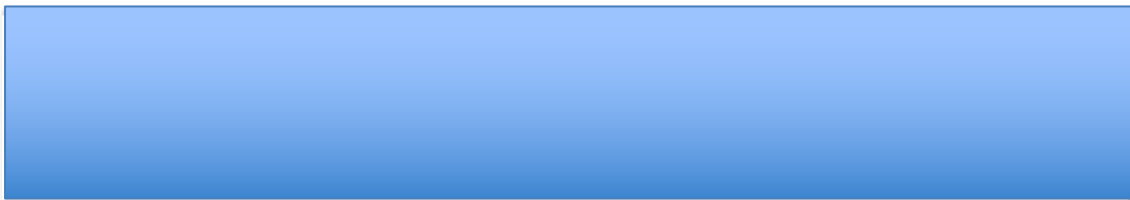
Financial Aid

UAEU offers a number of programs which provide financial assistance to graduate students. Details are available at

(<http://www.uaeu.ac.ae/en/cgs/scholarship.shtml>)

Advising Services

Describe the provisions for the advising of students in the new program, and demonstrate that the advising system can provide adequate service for the projected new student numbers who will enroll in the program.



Student Activities and Publications

Describe the anticipated student activities associated with the new program and indicate any relevant publications which exist or which are anticipated. The University encourages and supports the formation of student clubs and participation of students in co- and extra-curricular activities

(http://www.uaeu.ac.ae/en/campus_life/students_clubs/student_clubs.shtml).



Student Behavior and Academic Integrity

The University's policy on Student Code of Conduct is publicly available on the website (http://www.uaeu.ac.ae/en/about/policies/student_affairs_deanship/pol_pro-sa_02_en.pdf) UAEU faculty use Blackboard as a learning management system, including the plagiarism-detection module. The University confirms that these will apply to the proposed program.

Learning Resources

Library Resources

Describe the library resources (print and electronic) which will be available to support this program and provide a detailed timed-action plan to meet the program-specific needs for library development. Discuss the involvement of the program faculty in the development of library collection and selection of periodicals, reference materials and other materials appropriate to the program. State how library resources will be accessed if program is offered in the evening or on weekends, or at an off-campus facility.



Bibliographic and Information Literacy Instruction

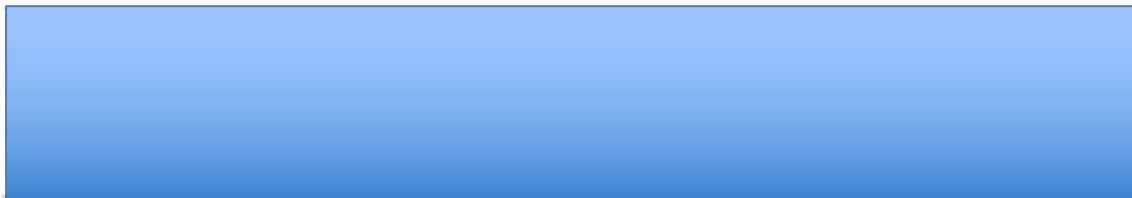
Apart from being available for 1:1 consultations with students, library staff are involved in the delivery of periodic information literacy workshops and have developed support material for information literacy that is available on the library's website (<http://www.library.uaeu.ac.ae/en/abotinflietracyr.shtml>).

Instructional Technology

Information available in the Institutional Self Study Report submitted to the CAA.

Laboratories

Describe any laboratories that will be assigned to the program and any plans for the development of additional labs for the program, including budgetary support for set-up and maintenance needs.



Physical and Technology Resources

Physical Environment: Development and Safety

Describe the facility where the program will be offered and discuss the adequacy and accessibility of classrooms, offices, studios, etc. Address the same for any part of the program that will be offered at an off-campus location, including matters related to health and safety.

Physical Environment: Technology

Describe the technological support to be made available to the program including computers and network resources, and any special licensure that may be needed for the program.

Fiscal Resources

1) Tuition and Fees

Include charges by credit and program for tuition and any additional fees

2) Budget

Include a 3-year budget showing details of revenues and expenses with delineation of the 85% and 15% breakdown of revenues. Include projected revenues from tuition and fees, the university, and/or outside sources. Also, if it is offered off-campus, include all additional expenses (e.g., rent, personnel, transport, etc.)

3) Fiscal Analysis

Include a brief analysis of the projected finances presented in the budget

Internal and External Collaborations and Reviewers

Internal Collaborations

Cover existing and potential internal collaborations, especially with other colleges, which will have direct impact on the program. Attach copies of agreements.

Contractual Relationships

List and describe contracts with external organizations that will have direct impact on the program and state a justification for the relationship. Attach a copy of each contract.

Associations with Corporate or Governmental Institutions

Describe any associations the program will have with corporate or governmental institutions that will have an impact on the operation of the program.

External Reviewers

List the names, credentials, and affiliations of all the individuals involved in the review of the proposed program. Attach the review reports of each reviewer and the program response to the reviewers.

Community Engagement

Employers and Advisory Board Engagement

Describe any potential engagements of employers or advisory boards in the program. Include role and composition of advisory boards/panels to the program.

Community Relations

Describe ways that faculty, staff, and students of the program will advance relationships with the community, e.g., through service learning, sponsorships, etc.

APPENDICES

APPENDIX A: Comments of External Reviewers

[Include actual comments of external reviewers as received]

Attach a file...

APPENDIX B: College's Response to Reviewers

[Include in a table of two columns with the comments of every external reviewer in the first column and the College's response to each comment across in the second column]

Attach a file...

APPENDIX C: Others

Attach below any other related documents to the program

Press Select to browse for files. To attach selected files to this record, press Upload files.

Attach a file...