



## جامعة العين للعلوم والتكنولوجيا

< السياسات والإجراءات

### السياسات والإجراءات

The AAU "Policies and Procedures", through which the University functions as an institution, are composed based on the requirements of the "Standards for Licensure and Accreditation 2011" - Commission for Academic Accreditation (CAA) - UAE Ministry of Education (MoE) and grouped according to the CAA 11 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](mailto:quality@aau.ac.ae)

AAU Policies & Procedures	CAA Standards
1.a Mission Development, Approval and Review	1. Mission, Organization, and Governance
1.b Organization	
1.c Standing Committees	
1.d AAU By-laws of the governing body	
1.e Policy on Board Appointments	
1.f Multiple Campus Coordination Policy	
1.g Development of Policies	
1.h Advisory Policy	
<a href="#">1.i Co-education policy</a>	

AAU Policies & Procedures	CAA Standards
2.a Quality Assurance-Institutional Effectiveness.	2. Quality Assurance
2.b Planning Policy	
3.a Undergraduate and graduate Diploma Degree Completion Requirements	3. The Educational Programs
3.b Master Degree Completion Requirements	
3.c Independent Study	
3.d Academic Regulations	
3.e Grading and Assessment	
3.f Examinations Policy	
3.g Curricula Approval and Revision	
3.h Internship	
3.i Course File	
3.j Class Size	
3.k eLearning online Exams	
3.l Weeding Courses Policy	
3.m Academic Periodic Review	
3.n English Language Center	
4.a Faculty and Professional Staff Role	4. Faculty and Professional Staff
<a href="#">4.b.1 Faculty Appointment</a>	
4.b.2 Staff Appointment	
<a href="#">4.b.3 Faculty Promotion</a>	
4.b.4 Staff Promotion	
4.b.5 Faculty and Staff Renewal contract	
4.c Compensation and Benefits	
4.d Faculty-Staff Personnel Records	
<a href="#">4.e Professional Development Policy for Faculty and Staff</a>	
<a href="#">4.f Faculty Work Load</a>	
<a href="#">4.g Policy on Professional Requirements for Teaching</a>	
<a href="#">4.h.1 Faculty Evaluation</a>	
4.h.2 Staff Evaluation	
4.i.1 Faculty Disciplinary	
4.i.2 Staff Disciplinary	
4.j.1 Faculty Appeals	

AAU Policies & Procedures

CAA Standards

- 4.j.2 Staff Appeals
  - 4.k.1 Faculty Grievances
  - 4.k.2 Staff Grievances
  - 4.l Graduate Assistants Policy
  - 5.a Under Graduate Admission
  - 5.b Master Admission
  - 5.c Transfer Admission
  - 5.d Advanced Standing
  - 5.e Recognition of Prior Learning
  - 5.f Students records
  - 5.g Information Release
  - 5.h Career Services
  - 5.i Residential Life
  - 5.j.1 Tuition and Fees
  - 5.j.2 Refunds
  - 5.j.3 Grants and Financial Aid
  - 5.k Student Disciplinary (cheating and misconduct)
  - 5.l Students Activities
  - 5.m Students Publications.
  - 5.n Students Rights and Responsibility
  - 5.o Students Council
  - 5.p Health Services
  - 5.q Academic Advising
  - 5.r Student Academic Integrity
  - 5.s Students Appeals
  - 5.t Students Grievances
  - 5.u Student Work
  - 5.v. Admission to the Professional Diploma in Teaching Degree Standards
  - 6.a.1 Library Policy Procedures and Regulations - Collection Development
  - 6.a.2 Library Policy Procedures and Regulations - Circulation of the Library Collections
  - 6.b Equipment and Software Technical Support
  - 6.c Textbooks Updating Policy
5. Students
6. Learning Resources

AAU Policies & Procedures	CAA Standards
6.d Weeding Library Policy	
7.a. Equipment and Software Replacement	7. Physical Resources
7.b Health and Safety Policy	
7.c Data Security	
7.d Policy on Appropriate Use of Technology Resources	
8.a External Audit	8. Fiscal Resources
8.b Financial Policy	
8.c Purchasing and Inventory Control	
8.d Cash Management and Billing	
8.e Risk Management	
8.f Auxiliary Enterprises	
9.a Conflict and Interest	9. Public Disclosure and Integrity
9.b Copy Right and Intellectual Property	
9.c Teach-Out Policy	
9.d Publications	
9.e Institutional Relations	
10.a Ethical Issues Policy	10. Research and Scholarly Activities
10.b Research Support Policy	
11.a Community Engagement	11. Community Engagement