



Al Ain University of Science and Technology

> Policies and Procedures

Policies and Procedures

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

CAA Standards

1. Mission, Organization, and Governance

2. Quality Assurance

3. The Educational Programs

AAU Policies & Procedures

- 1.a Mission Development, Approval and Review
- 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
- [1.i Co-education policy](#)
- 2.a Quality Assurance-Institutional Effectiveness.
- 2.b Planning Policy
- 3.a Undergraduate and graduate Diploma Degree Completion Requirements
- 3.b Master Degree Completion Requirements
- 3.c Independent Study
- 3.d Academic Regulations
- 3.e Grading and Assessment

CAA Standards

AAU Policies & Procedures

- 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. Faculty and Professional Staff

- 4.a Faculty and Professional Staff Role
 - [4.b.1 Faculty Appointment](#)
 - 4.b.2 Staff Appointment
 - [4.b.3 Faculty Promotion](#)
 - 4.b.4 Staff Promotion
 - 4.b.5 Faculty and Staff Renewal contract
- 4.c Compensation and Benefits
- 4.d Faculty-Staff Personnel Records
- [4.e Professional Development Policy for Faculty and Staff](#)
- [4.f Faculty Work Load](#)
- [4.g Policy on Professional Requirements for Teaching](#)
 - [4.h.1 Faculty Evaluation](#)
 - 4.h.2 Staff Evaluation
 - 4.i.1 Faculty Disciplinary
 - 4.i.2 Staff Disciplinary
 - 4.j.1 Faculty Appeals
 - 4.j.2 Staff Appeals
 - 4.k.1 Faculty Grievances
 - 4.k.2 Staff Grievances
- 4.l Graduate Assistants Policy

5. Students

- 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)

CAA Standards

AAU Policies & Procedures

- 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. Learning Resources**
 - 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
 - 6.d Weeding Library Policy
- 7. Physical Resources**
 - 7.a. Equipment and Software Replacement
 - 7.b Health and Safety Policy
 - 7.c Data Security
 - 7.d Policy on Appropriate Use of Technology Resources
- 8. Fiscal Resources**
 - 8.a External Audit
 - 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. Public Disclosure and Integrity**
 - 9.a Conflict and Interest
 - 9.b Copy Right and Intellectual Property
 - 9.c Teach-Out Policy
 - 9.d Publications
 - 9.e Institutional Relations
- 10. Research and Scholarly Activities**
 - 10.a Ethical Issues Policy
 - 10.b Research Support Policy
- 11. Community Engagement**
 - 11.a Community Engagement

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