

POLICIES AND PROCEDURES MANUAL

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Reference to the CAA Standard	Stipulation 1A , Policies and Procedures Manual
Cross reference/related documents:	2.0 Institutional Effectiveness Manual 3.0 PG University Catalogue 4.0 Staff Handbook 5.0 PG Student Handbook 6.0 UG Internship Manual 8.0 University Factbook 11.0 UG Student Handbook 13.0 Doctoral Policies Manual 14.0 Guide to Presenting Final Research Work 15.0 University Strategic Plan 16.0 Institutional Effectiveness Report 18.0 Research Strategy 19.0 UG University Catalogue 20.0 Risk Register 21.0 Programme Handbooks

FOREWORD

This document contains all the University policies, procedures and guidelines as approved by the appropriate institutional bodies.

The University requires relevant parties to adhere to the policies and procedures contained herewith in order to ensure that the University operates in line with its stated objectives, meets its mission as well as the requirements of the Commission of Academic Accreditation of Ministry of Higher Education and Scientific Research UAE.¹

The policies and procedures manual is a live document which is updated with each new approved or revised policy/procedure/guideline. It is the responsibility of the Office of Quality and Institutional Effectiveness to keep this document up to date by adding new approved documents or replacing any new versions of documents contained within, which are approved by the University.

¹ There are a small number of policies contained in this manual which are currently in draft format. These policies have been approved by the internal committees and on circulation to all staff for their feedback. After due consideration of the feedback, these policies will be presented to University Council for final ratification. As the University internal approvals have already been sought for these policies after extensive consideration and debate, it is envisaged that there will not be any major issues raised by the Council. In the event that there are any major issues, the University recognizes its obligations to report the changes to the MOHESR forthwith.

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