V13.0

الجامعة البريطانية في دبي

The British University *in* Dubai

ACADEMIC YEAR

2025-2026

POLICIES AND PROCEDURES MANUAL

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POLICIES AND PROCEDURES MANUAL

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Post/section with responsibility for the updating	Office of Quality and Institutional Effectiveness
Approved by	Executive Office
Review date	As needed to accommodate changes to documents contained herewith
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

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FOREWORD

This document provides the key University policies, procedures and guidelines that are publicly applicable as approved by the appropriate institutional bodies. It is designed to serve as a reference for students, faculty, and staff.

Please note, however, that not all University policies are included in this document, certain policies, which are confidential and intended for internal use only, have not been published here. For information on specific policies not covered in this manual, or for access to internal documents, please contact the Office of Quality and Institutional Effectiveness.

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 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 may be 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 MoE forthwith.

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الجامعة البريطانية في دبي

The British University in Dubai

SECTION 1 | ORGANISATION AND GOVERNANCE

Policy development & approval framework

Policy number/version		1.0/V01
Section		ORGANISATION
Type		University-wide policy
Date of creation		September 2017
Date of last revision		November 2024
Date of approval of current version		November 2024
Post/section with responsibility for implementation and monitoring		Executive Office
Approved by		University Council
Policy review	Latest review by	Head of Institutional Planning and Strategy
	Latest review date	August 2025
	Review outcome	No Changes
	Next review date	August 2026
Cross reference/related documents:		1.0 Policies and procedures manual All University policies, procedures and guidelines

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University refers to its Policies and Procedures Manual for the governance of its actions.

1.2 The University follows due process in the development, review, and approval of the policies and attendant procedures contained in its Policies and Procedures Manual.

1.3 This policy makes transparent that process, provides practical framework for consistent application of that process, and ensures that evidence is available to University Council that due process has been followed.

2.0 Scope

2.1 This policy is applicable to the Policy and Procedures Manual of the University.

2.2 No document is accepted as policy or procedure unless it has been developed, revised and approved as constituent part of the Policy and Procedures Manual by the process set out in the procedures herein.

2.3 All staff are responsible for adherence to and respect for this policy.

3.0 Definitions

3.1 Policy: Approved by University Council, and/or University Senate, and/or Academic Board. Defines principles which govern practice and serves as strategy to uphold those principles.

3.2 Procedure: May be contained with policy documents. Sets out the structures, actions, and sequence of actions that give effect to the strategy.

3.3 Regulations: May be contained within policy documents. A set of rules governing behaviours that give effect to the strategy.

3.4 Guidance: May be supplement to policy. Does not alter or override policy. Must not contradict policy. Used to provide advice, such as best practice, on how policy, procedures, and regulations may be interpreted and applied with flexibility in order to best serve the interests of individual circumstances or diversity of need without contradicting the principles of policy.

4.0 Policy

4.1 All staff and students are bound by university policy and their attendant procedures and regulations.

4.2 Actions in exception to policy, procedure, or regulations are subject to the approval of the University Executive and are noted in formal records.

4.3 No policy, procedure, or set of regulations will discriminate against any individual or group. Each policy document will contain affirmative statement to this end.

4.4 University Council delegates authority for the final approval of all policies to an Approval Body unless:

- 4.4.1 There are significant resource implications
- 4.4.2 The level of risk is considered ‘high’ or ‘extreme’
- 4.4.3 The change impacts the strategic direction of the University or one or more strategic objectives of the university plan

4.5 Approval Bodies are set out in Section 5.0.

4.6 All policies will have an identified body with responsibility for monitoring compliance, advising implementation, and review requirements (Policy owner) as follows:

Policy section	Policy owner
Organisation and Governance	Executive Office
Curriculum Design, Review and Approval	Board of Studies
Admissions	Head of Marketing, Admissions, and Student Services
Attendance, Completion, Suspension, Withdrawal	Head of Marketing, Admissions, and Student Services
Assessment and Integrity	Board of Studies
Student Experience	Head of Marketing, Admissions, and Student Services
Library	Head of Library Services & Learning Resources
Human Resources	Head of Human Resources
Compensation	Head of Human Resources
Research	Research Committee
Operations	Chief Administrative Officer

4.7 The development, revision, and approval of university policy, procedures, and regulations is undertaken according to a process defined in the procedures herein.

4.8 Policy documents adopt a university style and format (Appendix A).

4.9 The Policy and Procedure Manual is held by the Office of Institutional Effectiveness. The Manual is referred to as authoritative and up to date source of the policy documents.

4.10 Policies may be in English, or Arabic and English (bilingual) in which case Arabic is accepted as primary.

5.0 Responsibilities

5.1 A policy's approval sequence is determined by the policy section it belongs to and the policy type it is.

5.1.1 There are 11 policy sections as follows:

5.1.1.1 Organisation and Governance
5.1.1.2 Curriculum Design, Review and Approval
5.1.1.3 Admissions
5.1.1.4 Attendance, Completion, Suspension, Withdrawal
5.1.1.5 Assessment and Integrity
5.1.1.6 Student Experience
5.1.1.7 Library

5.1.1.8 Human Resources
5.1.1.9 Compensation
5.1.1.10 Research
5.1.1.11 Operations

5.1.2 There are 3 policy types as follows:
5.1.2.1 Staff Policy
5.1.2.2 University-wide Policy
5.1.2.3 Academic Policy

5.2 A policy's identification table will need to include the policy's section and type.

5.3 Staff and university-wide type polices require final approval from the University Council before being implemented.

5.4 The Senate is delegated by the University Council to approve the implementation to academic policies following the recommendation of the Academic Board.

5.5 Sequence of Approval and Body with Delegated Authority of Council:

Policy section	Sequence to Approval Body
Organisation and Governance	Academic Board, Senate, University Council*
Curriculum Design, Review and Approval	Curriculum Committee, Academic Board, Senate, University Council*
Admissions	Learning, Teaching & Blended Learning Committee, Academic Board, Senate, University Council*
Attendance, Completion, Suspension, Withdrawal	Learning, Teaching & Blended Learning Committee, Academic Board, Senate, University Council*
Assessment and Integrity	Learning, Teaching & Blended Learning Committee, Academic Board, Senate, University Council*
Student Experience	Learning, Teaching & Blended Learning Committee, Academic Board, Senate, University Council*
Library	Learning, Teaching & Blended Learning Committee, Academic Board, University Council*
Human Resources	Staff Committee, University Council*
Compensation	Staff Committee, University Council*
Research	Senate, University Council*
Operations	Senior Management Team, University Council*

*all staff and university-wide type policies must be approved by the University Council; academic policies can be approved by Senate under the delegated authority of the University Council

6.0 Procedures

Development and revision

6.1 Review of policy, procedure, and regulations will take place annually on a rolling schedule maintained by the Office of Institutional Effectiveness.

6.1.1 The review is initiated by the Executive Office and coordinated by the Office of Institutional Effectiveness.

6.1.2 If, after review, recommended changes are minor, the Academic Board has the authority to approve the change for the subsequent five years, with the Vice Chancellor possessing authority as Chair of the Academic Board to act on its behalf out of session.

6.2 The requirement for the development (creation), or extraordinary (outside the rolling schedule) revision of policy, procedure, and regulations may be recommended by a University Committee or a Policy Owner. This may follow suggestions by the university community. Extraordinary review may occur because of a change in recognised practice, in the light of guidance issued by regulatory authorities, or because change in the university context results in an existing policy, procedure, or regulation becoming unworkable.

6.3 The University Committee or Policy Owner will normally identify an individual or group to develop or revise the relevant document in whole or part.

6.4 Development and revision of policy, procedure, and set of regulations will take account of and provide for coherence with all relevant existing legislation.

6.5 The University Committee or Policy Owner, responsible individuals or group will consult relevant internal/external stakeholders during the development or revision process according to defined timelines and points of contact/communication.

Approval

6.6 Approval of policy, procedure, and regulation is routed via a sequence of approval to the Approving Body holding delegated authority of the University Council.

6.7 Requirement for direct approval of policy by University Council is made known to Council by the University Executive with reference to the minutes of meetings of the Approving Body.

6.8 The Approving Body confirms that:

6.8.1 the new or revised policy, procedure, or regulation is coherent with the mission, strategy, and principles of the university;

6.8.2 the new or revised policy, procedure, or regulation gives effective and functional effect to the mission, strategy and principles of the university;

6.8.3 the new or revised policy, procedure, or regulation has been circulated for consultation with the relevant internal/external stakeholders.

Documentation

6.9 The Policies and Procedures Manual is held as Master Copy by the Office of Institutional Effectiveness.

6.10 The Policy Owner is responsible for recommending for approval outcomes of review, by presenting the final draft document to the Office of Institutional Effectiveness prior to the scheduled meeting of the relevant Approval Body. The Office of Institutional Effectiveness will ensure that the draft document is contained on the agenda of the next meeting of the Approval Body.

6.11 All policies will have a Unique Reference Number allocated and maintained by the Office of Institutional Effectiveness.

6.12 If policy requires reference to another policy, set of procedures or regulations, the policy will refer to the document using the Unique Reference number and the relevant section. It must not re-write out text from that document, to avoid problems with versions over time.

6.13 Outcomes of review and document history are recorded as per Appendix A.

6.14 Annual reviews of policies, procedures, and regulations during certain academic year will be documented in the Policies and Procedures Manual, taking effect at the commencement of the following academic year.

6.15 The reviewed Policies and Procedures Manual will be assigned a unique version number for each academic year, such as 1.0/V12, 2024.

6.16 In the event of extraordinary reviews, the Policies and Procedures Manual will be updated promptly, within the same academic year, to reflect changes in recognised practices, regulatory guidance, or alterations in the university's context that render existing policies, procedures, or regulations ineffective. The revised manual will be assigned a new version number, such as 1.0/V12.1, 2024.

6.17 Annual review outcomes of policies, procedures, and regulations will be documented in the document history section at the end of the Policies and Procedures Manual.

6.18 Policies, procedures, or regulations annulled as a result of revisions will be archived and held by the Office of Institutional Effectiveness.

6.19 The Office of Institutional Effectiveness is responsible for the circulation of approved new and approved revised policies, procedures, and regulations at the commencement of each academic year.

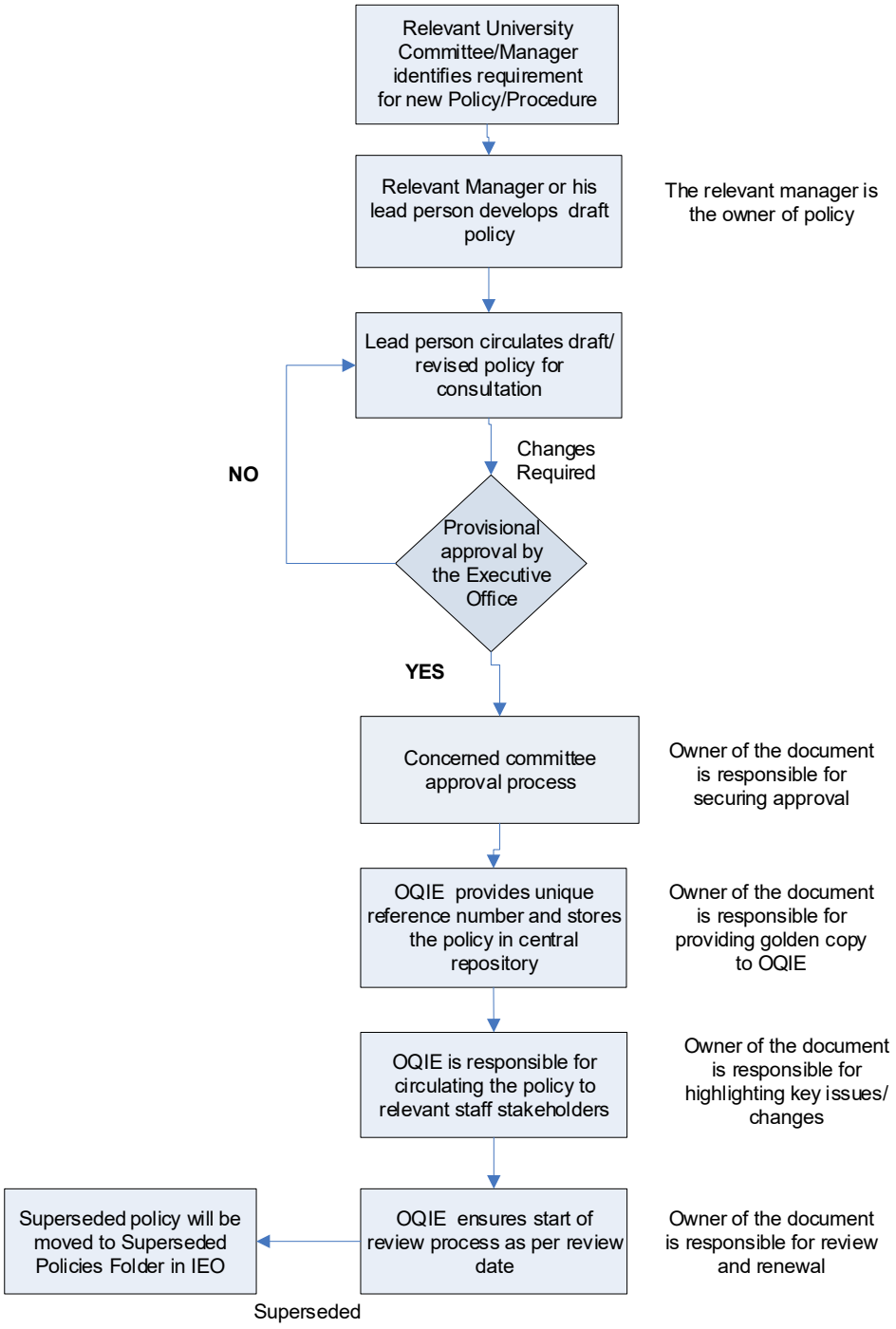
6.20 The Policy Owner will ensure changes are communicated effectively to students and staff, with briefings or written guidance provided as appropriate.

6.21 Circulation, communication, and briefing will take place before the date of implementation of the new or revised policy, procedure, or regulation.

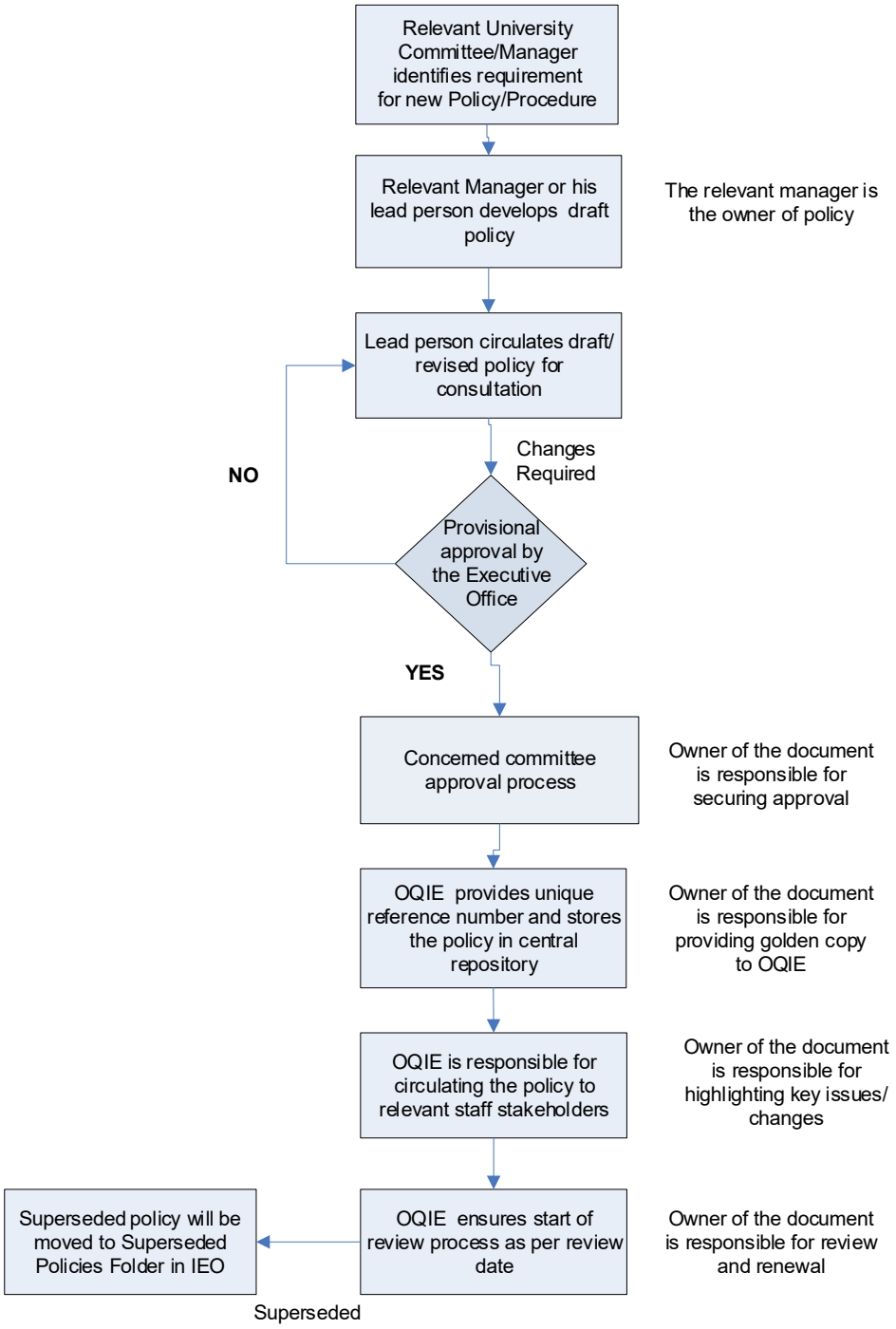
7.0 PROCEDURE FOR POLICY DEVELOPMENT

The procedure is depicted in the following flowchart:

Flow Chart for the Procedure of Policy Development and Approval



Flow Chart for the Procedure of Policy Development and Approval



Appendix A

Policy, procedure, and regulation template

Policy number/version		
Section		
Type		
Date of last revision		
Date of approval of current version		
Post/section with responsibility for implementation and monitoring		
Approved by		
Policy review	Latest review by	
	Latest review date	
	Review outcome	
	Next review date	
Cross-reference/related documents		

1.0 Rationale and principles which this policy seeks to uphold

[Sets out why the University has established policy in this area. The principles will derive from the mission, character, governance framework, academic integrity, and ethics of the University. It is unlikely that statements will be subject to change, because they will be of fundamental and generic nature.]

2.0 Scope

[States the individuals, groups, structures, areas of activity to which this policy applies.]

3.0 Definitions

[Defines the terms that are used in the policy document such that the terms can be understood without ambiguity or argument over their meaning or implication.]

4.0 Policy

[The policy statements are maintained by the Approving Body.

The policy statements form part of an overarching strategy. The strategy operationalises the principles as a general code of practice, i.e. make the principles possible to implement in practice.

The policy statements are 'high level' and should be succinct, discrete (i.e. one point of practice per statement), purposeful, functional, and efficient.

It is unlikely that the policy statements will change.

If policy requires reference to another policy, set of procedures or regulations, the policy will refer to the document using the Unique Reference number and the relevant section.

5.0 Responsibilities

[Defines different individuals and/or groups who will act according to the definitions and policy.]

6.0 Structures

[Not always necessary. However there may be a chart, sequence, or other input necessary to guide understanding of the procedures.]

7.0 Procedures

[Sets of actions, processes, sequences, and operations which will be followed by those responsible, and according to the structures.

The actions, processes, sequences, and operations give effect to the policy statements.

They should not contain matters of principle (this should be in Section 1.0) or fact (this should be in Section 4.0).

The procedures are likely to be detailed. However, they should be unambiguous and easily instruct the reader what should be done, by whom, when, how, and within what limits.

It is likely that procedures will need to be reviewed and revised periodically.]

8.0 Regulations

[Sometimes sets of rules give effect to policy statements. This happens when policy pertains not to processes or consequences or sequences, but to sets of behaviours that are continuous. For example, that people should dress in a certain way, or adopt certain attitudes, or observe sets of minimum standards (e.g. punctuality), or refer to authority/hierarchy (e.g. follow directions of the Chair of the meeting).]

9.0 Appendixes

[Appendices should operationalise or give further guidance. They should not contain statements of policy or procedure that are also not contained in the main body of the policy document.]

10.0 Document History

Document History

Policy Number/Version	Date	Update Information	Approval

STYLE GUIDE

Policy documents should follow the above template.

Policy documents should be written in Calibri font, size 11.

The Footer Text should detail the following:

i) Title and Numeric Reference
ii) Page number

Document History

Policy Number/Version	Date	Update Information	Approval
(1.0/V01)	Nov. 2024	Changing policy numbering (1.9/V02) to (1.0/V01) Adding clause regarding compiling all the policies in a single document, "Policies and Procedures Manual".	Council
(1.9/V02)	AY 2021/2022	Added: Type' to policy identification tables Amended sequence approval process Version upgrade from 1.9/V01 to 1.9/V02	Council
(1.9/V01)	May. 2019	Change of Name (Policy Development and Approval Framework) Change of Numerical Reference (1.3/V03) Change in Structure of Document	Council

Mission and Strategy

Policy number/version		1.2/V01
Section		ORGANISATION AND GOVERNANACE
Type		University-wide policy
Date of creation		September 2017
Date of last revision		August 2025
Date of approval of current version		3 November 2019
Post/section with responsibility for implementation and monitoring		Executive Office
Approved by		University Council
Policy review	Last review by	Head of Institutional Effectiveness
	Last review date	August 2025
	Review outcome	Added clauses about each Faculty, administrative department, and institute/centre will have its own Strategic portfolio aligned with the University's Strategic Plan. The Strategic portfolios and Strategic Plan are reviewed annually and updated as appropriate.
	Next review date	August 2026
Cross-reference/related documents:		1.3 Risk Management

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University is guided by a unique vision, mission, and set of goals.

1.2 The University sets high standards for its academic and operational outcomes.

1.3 The University's strategic planning process secures congruence between those outcomes and the University's vision, mission, and goals.

1.4 The University's strategic planning process is continuous, and oriented to the enhancement of its outcomes, and the enhancement of the value to stakeholders of its goals.

2.0 Scope

2.1 This policy serves as a reference for all seeking a definition of the University's purpose and seeking understanding of its operational framework.

3.0 Definitions

3.1 Mission: describes what the University wants to achieve now.

3.2 Vision: describes what the University wants to achieve in the future.

3.3 Goals: describe the key objectives the University seeks to achieve in order to meet its Mission and Vision.

3.4 Strategy: describes the formulation and implementation of the major goals and objectives which the University uses to achieve its Mission and Vision.

4.0 Policy

4.1 The University will operate a strategic planning framework.

4.2 The University's Strategic Plan is approved by the University Council and serves as the central reference to guide and align all other planning activity.

4.3 The University Strategic Plan refers to the University's Mission, Vision, and Goals.

4.4 The University has a Risk Management Plan which defines levels of risk in achieving the goals set out in the University and Faculty plans. The Risk Management Plan defines the actions required to identify, monitor, and mitigate risk and is dealt with under the University policy for Risk Management.

4.5 Strategic planning is a continuous process, requiring ongoing analysis of strengths, weaknesses, opportunities and threats, and of the key value streams of the University's students, the knowledge it shares, and its reputation and influences more widely.

4.6 The University's Mission, Vision, and Goals are reviewed periodically to ensure that they remain appropriate to the aspirations of internal and external stakeholders, the developing maturity of the University, and the University's continuously changing external context.

4.7 Each Faculty, administrative department, and institute/centre will have its own Strategic portfolio aligned with the University's Strategic Plan. The Strategic portfolios and Strategic Plan are reviewed annually and updated as appropriate.

5.0 Responsibilities

5.1 The creation and development of a Strategic Planning Framework that aligns with the University's budgeting process is the responsibility of the Vice Chancellor.

5.2 The Deans of Faculty and Head of Departments and institute/centre are responsible for the creation and development of a Strategic Portfolio and review process within their faculties and departments

5.3 The Chief Administrative Officer is responsible for the implementation and monitoring of the University's Strategic Plan with respect to administrative services and units.

5.4 The Office of Institutional Effectiveness is responsible for developing and implementing a continuous process of institutional research to provide measures of the extent to which the University's academic and operational function align and meet the goals set out in the Strategic Plan.

5.5 The Office of Institutional Effectiveness will support the continuous process of institutional research at Faculty level by providing measurement tools, data collection services, and analysis expertise.

5.6 The Office of Institutional Effectiveness will use the results of institutional research at Faculty level to support analysis of institutional effectiveness at University level.

6.0 Structures

6.1 The Strategic Planning Team will comprise:

6.1.1 Vice Chancellor;
6.1.2 Chief Administrative Officer;
6.1.3 Head of Institutional Planning & Strategy
6.1.4 Deans of Faculty;
6.1.5 Dean of Research;
6.1.6 Two representatives of the UK University Alliance partners;
6.1.7 Two members of University Council.

6.2 The Strategic Planning Team will consider:

6.2.1 the appropriateness of the Faculty Strategic Plans within the context of the University Strategic Plan;
6.2.2 risks associated with the Faculty Strategic Plans, in accordance with the University Risk Management Plan;
6.2.3 revisions to the University Strategic Plan consequent on the approved Faculty Strategic Plans.

7.0 Procedures

University Strategic Plan

7.1 The University Strategic Plan is developed and periodically reviewed by means of a structured process.

7.2 The University operates a routine programme of institutional research.

Faculty Strategic Planning

7.3 Faculty Strategic Plans will be developed and revised in consultation with staff, students and external stakeholders, utilising the Advisory Group and Staff/Student Liaison Committee structures. The Faculty will concern itself with at least the following:

7.3.1 a summary of the main activities of the Faculty in teaching, research, knowledge transfer, and community relations/outreach;
7.3.2 planned changes in teaching, research, knowledge transfer, and community relations/outreach;
7.3.3 a full rationale for the planned changes, detail of the budget implications, and the timescale for the changes;

7.4 Analysis of teaching effectiveness and required change will be based on:

7.4.1 Faculty/student profile;
7.4.2 student recruitment targets over five years;
7.4.3 opportunities for new programmes;
7.4.4 opportunities for inter-disciplinary teaching and programmes;
7.4.5 plans for creating inter-institutional joint teaching and programmes;
7.4.6 any imbalance in the demographics of the student population.

7.5 Analysis of research effectiveness and required change will be based on:

7.5.1 Faculty current and/or planned research themes, including inter-disciplinary research;
7.5.2 detail of planned links with UK University partners.

7.6 Analysis of knowledge transfer and community relations/outreach will be based on:

7.6.1 current activities;
7.6.2 planned future activities or opportunities;
7.6.3 links with external bodies (professional, commercial, governmental, international);
7.6.4 Faculty membership of professional organisations.

7.7 Any major staffing issues will be detailed, with reference to:

7.7.1 recruitment, retention and turnover;
7.7.2 succession planning for key positions.

7.8 Any major resource issues will be detailed, with reference to:

7.8.1 office and other space;
7.8.2 staffing needs;
7.8.3 Library resources;
7.8.4 Information Technology resources;
7.8.5 administrative support (structures, resource, expertise).

7.9 A summary of the goals and objectives of the Faculty will be provided together with a commentary on how the Faculty is meeting these goals and objectives.

7.10 The Faculty Strategic Plans will be reviewed by the Strategic Planning Team. The Strategic Planning Team will request revisions to the Faculty Strategic Plans as appropriate.

7.11 Revisions to the University Strategic Plan that are consequent on the approved Faculty Strategic Plan, including recommendations for revision of the University Vision, Mission, and Goals, will be drafted by the Chief Administrative Officer.

7.12 The Chief Administrative Officer will detail how the administrative services will align to the revised Strategic Plans at Faculty and University level.

7.13 The new draft University Strategic Plan and report by the Chief Administrative Officer on the administrative implications will be circulated to Senate for discussion and recommendation for further review, and/or recommendation to the University Council for approval.

Annual Financial Planning (Operational Plan)

7.14 The University Strategic Plan is reflected in a financial analysis of resource requirements with respect to academic, research, outreach, and staffing aims and objectives.

7.15 The analysis is produced on an annual basis, following the production of a forecast financial outcome report by the Chief Administrative Officer and Head of Finance.

7.16 The analysis will be supplemented by a commentary of requirements that are not possible to express in quantitative (monetary) terms.

7.17 This analysis informs the budget and cash flow forecast for the subsequent academic year and forms the basis of an Operational Plan.

7.18 The budget and cash flow forecast, with commentary (Operational Plan) is submitted to the University Council for approval.

Document History

Policy Number/Version	Date	Update Information	Approval
(1.2/V01)	August 2025	Added clauses about each Faculty, administrative department, and institute/centre will have its own Strategic portfolio aligned with the University's Strategic Plan. The Strategic portfolios and Strategic Plan are reviewed annually and updated as appropriate.	Council
(1.2/V01)	Nov. 2019	Change of name (Planning), Numerical reference (1.1/V04) Change of structure, Editing language	Council
(1.2/V01)	Aug. 2025	Added clauses about each Faculty, administrative department, and institute/centre will have its own Strategic portfolio aligned with the University's Strategic Plan. The Strategic portfolios and Strategic Plan are reviewed annually and updated as appropriate.	Council

Risk Management

Policy number/version		1.3/V01
Section		ORGANISATION & GOVERNANCE
Type		University-wide policy
Date of creation		September 2017
Date of last revision		22 September 2020
Date of approval of current version		October 2020
Post/section with responsibility for implementation and monitoring		Chief Administrative Officer
Approved by		University Council
Policy review	Latest review by	Head of Institutional Planning and Strategy
	Latest review Date	August 2025
	Review outcome	No changes
	Next review date	August 2026
Cross-reference/related documents:		1.13 Business continuity policy Risk Register

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University wishes to manage the risks that its operations may face by establishing a risk register.

1.2 The risk register is a live document which will identify, and reduce, mitigate, or manage risks to its reputational, human, financial, and physical resources.

2.0 Scope

2.1 The policy is applicable to all University staff.

3.0 Definitions

3.1 Risks can come from various sources including uncertainty in financial markets, threats from project failures (at any phase in design, development, production, implementation, and sustainment life-cycles), legal liabilities, credit, accidents, natural causes and disasters, deliberate attack from an adversary, or events of uncertain or unpredictable root-cause.

3.2 Risk management is the identification, assessment, and prioritisation of risks followed by coordinated and economical application of resources to reduce, mitigate, or manage risks.

4.0 Policy

4.1 Risks will be identified in the normal course of operations and will be reviewed periodically.

4.2 The University will establish a risk register (covering systems, structures, and procedures) to identify and mitigate the risks involved in its day-to-day operations, in order to manage their potential impact on the University's operations and objectives.

4.3 All risks identified, analysed and treated will be recorded and updated in the risk register.

4.4 The risk register is a live document which will be a standing item at the Audit Committee and University Council meetings.

4.5 The University will obtain insurance cover for its properties, equipment, employees and public liabilities.

4.6 The University's Auditors will provide advice concerning the extent and management of financial risk.

4.7 The University may seek the advice of its UK Alliance Universities regarding risk management.

5.0 Procedures

Responsibilities

5.1 The University Council is responsible for determining appropriate levels of risk, for approving the risk register, and thereafter reviewing it on a periodic basis through the aegis of the Audit Committee.

5.2 The Chief Administrative Officer is responsible for the maintenance of the risk register, regular evaluation of the risks listed in the risk register, and reporting on risk to the Audit Committee and the University Council.

5.3 All Faculties are responsible for the management of risk associated with their programmes and activities pursuant to those programmes.

5.4 All University staff are obliged to comply with risk management practices in all activities.

5.5 Assessments of the occupational health and safety of staff are the final responsibility of the Chief Administrative Officer using input of fact and advice from the Head of Operations, the Head of Human Resources, other Heads of Department as relevant, and the Deans of Faculty.

5.6 Assessments of ongoing financial risks are the responsibility of the Chief Administrative Officer.

Insurance

5.7 Assets will be valued and insurance cover for the asset will be obtained consistent with that valuation. Professional indemnity cover will be taken against liabilities and other insurance to protect the institution and its constituencies. Insurance will cover:

No.	Class
1	Property All Risks
2	Public Liability
3	Fidelity Guarantee
4	Business Travel Insurance
5	Electronic Equipment
6	Workmen's Compensation
7	Business Interruption
8	Money All Risks
9	Private Medical Insurance

5.8 Insurance proposals and equivalent other risk management strategies will be evaluated for cost and operational effectiveness in mitigating risk.

5.9 The University's insurance policy documents are kept available for inspection.

Document History

Policy Number/Version	Date	Update Information	Approval
(1.3/V01)	Sep. 2020	Rewritten	Council

External audit

Policy number/version		1.4/V01
Section		ORGANISATION AND GOVERNANCE
Type		University-wide policy
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Date of last revision		May 2018
Date of approval of current version		2 September 2019
Post/section with responsibility for implementation and monitoring		Executive Office
Approved by		University Council
Policy review	Latest review by	Head of Finance
	Latest review date	August 2025
	Review outcome	No changes
	Next review date	August 2026
Cross reference/related documents:		11.3 Finance

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University will ensure its financial data is accurate and reliable.

1.2 The University will use its financial data for the purposes of:

1.2.1 Risk management
1.2.2 Align budgets to the University's academic and operational goals

1.3 The University sets standards for the conduct of financial examination of accounts.

1.4 The University uses the reports of financial audit to:

1.4.1 evidence probity and rigour in the management of the financial health of the University
1.4.2 render accountability to stakeholders

1.5 The University will comply with the laws of the United Arab Emirates in terms of production of financial information, its management, and its audit.

2.0 Scope

2.1 This policy is applicable to staff involved in the production and management of financial information.

2.2 External auditors.

3.0 Policy

3.1 The University will pursue external audit of its financial information and financial management on an annual basis.

3.2 The external Auditors will be appointed by the University Council on the recommendation of the University's Executive Office.

3.3 The external Auditor will comply with prevailing legislation and professional norms in the scrutiny of the University's financial information and financial management.

3.4 The University will give the external Auditor unrestricted access to financial and other information on request.

3.5 The external Auditor will prepare a report for recommendation to the University Audit Committee on approval of the Vice Chancellor.

3.6 The University Council will consider for approval the recommendations of the University Audit Committee.

3.7 The University will observe avoidance of conflict of interest in the appointment of external Auditors and the process of scrutiny of financial information and management.

4.0 Structures

4.1 The external Auditors and the University will maintain a business relationship for the purposes of the audit. The auditors will be independent of the University and not have any undeclared personal or professional interest in the University that would, within reason, impact on decision making.

4.2 No member of the University may participate in the external Audit in whatever form, save for the provision of requested data or information, which shall be supplied to the external Audit team via the Finance Manager.

5.0 Procedures

5.1 The Vice Chancellor and the Chief Administrative Officer will:

5.1.1 Request the Finance Manager to identify prospective external Auditors
5.1.2 Recommend the appointment of the external Auditors
5.1.3 Review the terms of appointment, the scope of audit, and other services
5.1.4 Approve the requested fee
5.1.5 Evaluate the performance of the external Auditor

5.2 The external Auditor will:

5.2.1 Certify whether the financial statements are presented in compliance with generally accepted norms, and the financial management complies with the university's internal policies
5.2.2 Provide an independent evaluation of the financial performance of the University, and provide an opinion on the financial statements
5.2.3 Review the reliability, integrity, and adequacy of financial information.
5.2.4 Report frauds or irregularities, if any
5.2.5 Review the reliability, integrity, and adequacy of financial management
5.2.6 Make recommendations for improvement
5.2.7 Perform a financial risk assessment of current activities
5.2.8 Perform an assessment of the effectiveness of internal controls on financial risk
5.2.9 Present the audit report to the University Audit Committee
5.2.10 On request, provide an opinion on the financial performance of individual Faculties and Departments of the University

5.3 Maintain confidentiality of documents examined and reports generated.

Access to information

5.4 The Auditors will be given access to financial records, employment contracts, staff records, bank documents, scholarship records, minutes of University meetings, and University policies.

5.5 All University staff are expected to supply information to the external Audit team on request, submitted via the Finance Manager.

Reports

5.6 A copy of the external Audit report will be available to all relevant bodies such as the University Council, Banks, Government, and the Commission for Academic Accreditation on request.

Document History

Policy Number/Version	Date	Update Information	Approval
(1.4/V01)	May. 2018	Change of number, Restructuring, Rewording	Council

Conflict of interest

Policy number/version		1.5/V01
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	Latest review date	August 2025
	Review outcome	No changes
	Next review date	August 2026
Cross reference/related documents:		1.0 Policies and procedures manual 1.4 External audit

1.0 Rationale and principles which this policy seeks to uphold

1.1 The purpose of this policy is to safeguard the name, reputation, and integrity of the University. It also addresses potential conflicts of interest and conflicts of commitment which may occur when a member of the University (as defined in scope below) has an interest, or incurs an obligation, in a business, organisation, transaction, individual, or professional activity which could unduly interfere with the proper discharge of their duties towards the University.

2.0 Scope

2.1 This policy is applicable to all members of the University: staff, students, members of the University Council, and other associated partners of the University.

3.0 Definitions

3.1 Any activity or action is considered a conflict of interest when a member of staff or Council member has an interest, or incurs an obligation, in a business, organisation, transaction, individual, or professional activity which could unduly interfere with the proper discharge of their duties as a member of staff or Council member.

3.2 Conflict of interest exists when a member of staff or Council member personally benefits, or is perceived to benefit personally, from an activity, transaction or interaction with an individual or entity.

3.3 A member has a perceived or apparent conflict of interest if there is a reasonable perception, which a reasonably well-informed person could properly have, that the member of staff or Council member's integrity or ability to exercise power, or perform duty or function is likely to have been affected by his or her private interest.

3.4 Perceptions of a conflict not only arise in relation to staff members or Council member's interests or obligations in businesses, organisations, transactions and individuals doing business with the University. They may also arise where the member is a purchaser of services from the University.

4.0 Policy

4.1 The University requires all its members to avoid conflicts between their own interests and those of the University. Should a member of the University incur or perceive they may incur conflicts of interest, it is incumbent on them to make proper disclosure.

4.2 Members of the University must ensure that external business or professional activities do not conflict with their obligations (as student, member of Council, or member of staff) as defined in the University policy and/or contract.

4.3 Members of the University must not benefit or seek to benefit financially or otherwise from activities that incur financial, resource, operational, or reputational cost to the University.

5.0 Procedures

University Council

5.1 Members of University Council are obliged to disclose at the earliest practicable opportunity any financial or other beneficial interest (including substantial gifts or hospitality) that they or a family member or any organization in which they hold office or employment may have, in any transaction between the University and a third party. The circumstances in which such a declaration is appropriate are:

5.1.1 When Council has business which is materially relevant to those interests,

5.1.2 When in the course of a meeting the member becomes aware that they have or may have a financial or other beneficial interest in the specific item of business to be discussed or decided upon.

5.2 It is recognised that it may be perceived that Council members have a permanent partisan interest in matters which directly or indirectly affects or is associated with their own organizational alliance. Thus, on appointment, a general declaration shall suffice to constitute a

permanent declaration of interest, and thereafter it is not required to declare or formally record such interest.

5.3 A member of the Council shall not practice their right to vote on any resolution concerning any matter which he or she has directly or indirectly a material interest, commitment, or obligation, and which conflicts or may conflict with the interests of the University. However, provided he or she has disclosed the nature and extent of any material interest, commitment, or obligation, and subject to the agreement of Council, that member may vote in regard to any contract, arrangement or other matter which he or she is interested. Subject to such agreement, such vote shall be counted, and he or she shall also be counted in consideration of the Quorum of the meeting.

Conduct of other University meetings

5.4 For other University meetings where there is a possible conflict of interest the procedures as outlined under 5.1 should be followed.

5.5 In instances where a committee member has a clear and substantial interest in a matter under consideration, they shall neither comment nor vote on the issue or case under consideration. At the discretion of the Chair, the member concerned should withdraw from the meeting during the relevant discussion or decision.

Gifts and hospitality

5.6 Before accepting any gift other than one of a trivial or promotional nature or offer of hospitality exceeding any that might reasonably be offered to or by visitors of the University, an individual should report the offer to the Chief Administrative Officer who will advise whether or not such a gift or offer of hospitality should be accepted.

Conflicts arising from commitments external to the University

5.7 A conflict may arise when a member of staff undertakes external commitments which interfere with obligations arising under his or her contract of employment with the University. The employment contracts currently in use in the University state that no external work may be taken on without the written permission of the University. Where any staff member wishes to undertake substantial commitments outside the University, it may therefore be necessary to negotiate revised employment arrangements with the University.

Use of confidential information

5.8 Individuals within the scope of this policy shall not use for personal gain any confidential information obtained through their involvement with the University

Other conflicts of interest

5.9 The diversity of University activities gives rise to a wide range of potential conflicts of interest. The potential conflict of interest may be of personal, social, financial, or commercial nature, or pertain to ethical considerations. The general principle to consider is whether within reason the circumstance could be perceived to affect the judgment of the individual making a decision. The areas set out below are not an exhaustive list. If in doubt the individual should consult his or her head of department or the Chief Administrative Officer.

5.9.1 Students and personal relationships: Where there is a family or personal relationship between a member of the academic or administrative staff and a student, the staff member shall inform his or her line manager and/or the Dean of Faculty, or in the case of the Dean of Faculty, the Vice-Chancellor, and the staff member shall take no part in the academic assessment of the student nor in any other decision relating to the student, such as the award of a prize or scholarship. If the staff member attends a meeting of the Board of Examiners where the student is being assessed, the interest shall be declared.

5.9.2 Student recruitment: Where there is a family or personal relationship between a member of academic or administrative staff and a student applicant, the member of staff shall declare the interest to his or her line manager and/or the Dean of Faculty, or in the case of the Dean of Faculty, the Vice-Chancellor. He or she shall take no part in the decision whether or not to offer a place to the applicant or advise on the nature of the offer.

5.9.3 Where an applicant has a connection with a member of staff or a donor or potential donor to the University or there is a similar connection, extra care should be taken in deciding whether or not to offer a place to the applicant and the terms of the offer to ensure impartiality. The matter should be discussed with the Dean of Faculty, the Registrar, or the Vice Chancellor as appropriate.

5.9.4 External examiners: Former members of staff and students should not act as external examiners within three years of leaving the University, or in the case of former members of staff, within sufficient time for students taught by that member to have ceased to be registered with the University, whichever is the longer.

5.9.5 Staff and personal relationships: Where there is a family or personal relationship between two members of staff, neither member of staff is to be involved in any decision or process affecting the other, including promotion, remuneration, discipline or grievance.

5.9.6 Staff recruitment: All staff recruitment is to be carried out in accordance with the University's Recruitment Guidelines. Any member of staff or member of Council who has a family or personal connection with any of the applicants should take no part in the selection process. Such staff may however be asked for comments on the abilities of the applicant.

5.9.7 Part-time employees: A part-time employee with commitments outside the University should disclose such commitments to his or her Dean of Faculty/line manager if there is an actual or perceived conflict of interest.

5.9.8 Suppliers of goods and services: All purchases for the supply of goods or services must comply with the University's Purchasing Policies and procedures. Where a conflict of interest could occur, those responsible for making the decision should take particular care in ensuring that there is full documentation relating to the process by which a supplier or contractor has been chosen. This is required in order to demonstrate impartiality and the appropriate steps taken to ensure value for money.

5.9.9 Commercial conflicts of interest: Particular difficulties may arise in the commercial exploitation of intellectual property, whether this takes the form of a spin-out company or commercial research or consultancy. The guiding principle is that individuals should declare their future intentions and association with a venture to their Dean of Faculty and all other involved parties, so there is no doubt as to the responsibilities and interests of all involved. There is an ongoing duty to disclose any significant changes in the level of involvement. This initial disclosure and any ongoing disclosure must be sufficiently detailed to allow an accurate and objective evaluation to be made.

5.9.10 In cases where the University owns the intellectual property or other property involved in commercial exploitation, the individual must seek advice from the Registrar, and agreement must be reached with the Dean of Faculty. Where agreement cannot be reached the matter should be referred to the Vice-Chancellor.

Document History

Policy Number/Version	Date	Update Information	Approval
(1.5/V01)	May. 2018	Change of number, Restructuring, Rewording	Council

Teach-out

Policy number/version		1.6/V01
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Policy review	Latest review by	Head of Institutional Planning and Strategy
	Latest review date	August 2025
	Review outcome	Minor rewording
	Next review date	August 2026
Cross reference/related documents:		1.0 Policies and procedures manual 5.0 Student handbook

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University wishes to mitigate the risks to students of unforeseen closure of a programme or the institution.

2.0 Scope

2.1 The policy applies to all students registered in bachelor degrees, postgraduate diplomas, master's degrees, and doctoral degrees offered by the University.

3.0 Policy

3.1 In cases of the failure of reaccreditation of a programme, the closure of the programme or the closure of the institution, the University holds primary responsibility for making arrangements for students to complete an academic award equivalent to the degree programme in which they enrolled.

3.2 The University will seek to make suitable arrangements for transfer of credit (to or from a University degree) with universities based in Dubai or the UAE.

3.3 Should arrangements for transfer of credit be unavailable or unacceptable, the University undertakes to continue the programme until all affected students have completed the

graduation requirements successfully or otherwise exited the programme (ie by fail or dismissal).

4.0 Procedures

4.1 The University will notify the UAE Ministry of Higher Education and Scientific Research that it intends to discontinue/phase out a programme.

4.2 All student recruitment processes in relation to that programme will cease, and all marketing material will be withdrawn.

4.3 Students with active applications including those awaiting admission decisions and those who have already received an offer to study will be notified of the discontinuation of the programme.

4.4 All enrolled students will be notified of the discontinuation of the programme and given the opportunity to transfer to other programmes within or outside the University as desired; notification may be sent electronically.

4.5 The programme faculty will check the progress to date of all students to determine the modules needed for completion for each student and their subsequent projected graduation date.

4.6 The University will aim to continue teaching on a programme until all affected students have completed their studies.

4.7 In the event of being unable to offer teach-out, the University shall facilitate the transfer of the student to another provider. Should the University not be able to do this, it will explore providing fair and reasonable compensation.

4.8 Quality assurance arrangements will continue as usual for courses that are in teach-out mode.

Document History

Policy Number/Version	Date	Update Information	Approval
(1.6/V01)	AY 2021/2022	Added new section on teach-out procedures	Council
(1.6/V01)	AY 2020/2021	Minor amendment to rationale Programme alignments with UK Universities is removed	Council
(1.6/V01)	Jun. 2018	Renumbering (9.3/V02), Restructuring, Rewording	Council

Organisational leadership

Policy number/version		1.7/V01
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Policy review	Latest review by	Head of Institutional Effectiveness
	Latest review date	August 2025
	Review outcome	Registrar & Chief Administrative Officer position has been divided into two separate positions. The Head of Planning & project title and responsibilities have been updated to reflect the current JD.
	Next review date	August 2026
Cross reference/related documents:		1.8 Statutory Bodies 1.9 Policy development and approval framework 1.10 Institutional effectiveness 8.1 Roles and responsibilities of academic staff Human Resources (generically)

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University operates according to clear lines of authority and reporting.

1.2 The University organises its operations by functional area.

1.3 The University defines roles of staff within functional areas in job descriptions.

1.4 Job descriptions list responsibilities for which staff are accountable.

1.5 Job descriptions enable the evaluation of skills and knowledge required to undertake a role, and thus guide recruitment, appraisal, and promotion.

1.6 The University makes transparent the basis for remuneration by evaluating job descriptions against a criterion referenced salary and grading scale.

2.0 Scope

2.1 This policy is applicable to all staff of the University.

3.0 Definitions

3.1 The principle officers of the University are as follows:

3.1.1 Chancellor;
3.1.2 Vice Chancellor;
3.1.3 Chief Administrative Officer;
3.1.4 Registrar
3.1.5 Deans of Faculties;
3.1.6 Heads of Programmes;
3.1.7 Programme Coordinators;
3.1.8 Directors / Managers of Centres ;
3.1.9 Head of Marketing, Admissions, and Student Services;
3.1.10 Head of Institutional Effectiveness;
3.1.11 Head of Institutional Planning & Projects;
3.1.12 Head of Library Services & Learning Resources;
3.1.13 Head of IT;
3.1.14 Head of Human Resources;
3.1.15 Head of Finance;
3.1.16 Head of Operations;

4.0 Policy

4.1 The University defines its leadership roles.

4.2 Chancellor:

4.2.1 The Chancellor holds the responsibilities set of in article seven (7) of the University By-laws.

4.3 Vice Chancellor:

4.3.1 Reports to the University Council;
4.3.2 Responsible for all staff and functions;
4.3.3 Academic responsibilities:

4.3.3.1 To act as Chief Academic Officer;
4.3.3.2 To exercise academic leadership of the University;
4.3.3.3 To make proposals to the Council regarding the educational character and development of the University after consultation with the Senate;
4.3.3.4 To chair the Senate and Academic Board;
4.3.3.5 To ensure the academic quality and standards of the University's programmes and research;
4.3.3.6 To maintain student discipline;

4.3.3.7 To undertake the duties and exercise the powers assigned to the Vice-Chancellor in academic regulations.

4.3.4 Administrative responsibilities:

4.3.4.1 To act as the Chief Financial Officer of the University;
4.3.4.2 To prepare annual estimates of income and expenditure, propose a budget to the University Council and then manage the University in accordance with the budget;
4.3.4.3 To raise funds;
4.3.4.4 To ensure the administrative good order of the University including compliance with legislation and best practice;
4.3.4.5 To undertake the duties and exercise the powers assigned to the Vice-Chancellor in administrative regulations.

4.3.5 Other responsibilities

4.3.5.1 To represent the University on external bodies;
4.3.5.2 To undertake such other duties as may be assigned by the Council.

4.4 Chief Administrative Officer:

4.4.1 Reports to the Vice Chancellor;
4.4.2 Responsible for all non-academic staff;
4.4.3 Key Responsibilities:

4.4.3.1 The Chief Administrative Officer will head the administration and will act as Secretary to the University Council in line with the traditional British model.
4.4.3.2 Fulfilling the role of secretary to the relevant committees of BUiD as per BUiD policies and regulation.
4.4.3.3 Advising senior officers/section heads of the University in decision making and governance processes
4.4.3.4 Ensuring implementation of the University Council's policies and decisions on legal and constitutional matters
4.4.3.5 Ensuring that BUiD is aware of and complies with new legislation as this comes into effect, either directly or by ensuring that the appropriate officer or body takes responsibility for implementation.
4.4.3.6 Ensuring that BUiD complies with Government Standards for Licensure and Programme Accreditation and the requirements of BUiD's UK partner universities.
4.4.3.7 Supporting the implementation of the vision of BUiD and its associate United Kingdom universities as outlined in the Concordat.
4.4.3.8 Leading and supporting BUiD's efforts to interact with local and global business.
4.4.3.9 Fulfilling statutory requirements, for example in regard to health and safety legislation

4.4.3.10 Acting as the central professional point of contact and providing support for the senior specialist academics /planning administrators with particular focus on leading the communication and marketing strategy of BUiD.

4.4.3.11 Fulfilling such 'ex officio' responsibilities as are placed on the CAO by BUiD's procedures such as those relating to discipline, complaints and appeals.

4.4.3.12 Overseeing arrangements for visitors to BUiD when appropriate

4.5 Heads of academic units:

4.5.1 Dean of Faculty: serves as the Head of the Faculty and reports to the Vice Chancellor;

4.5.2 Head of Programme: are responsible for individual programmes and report to Deans of their relevant faculties;

4.5.3 Programme Coordinator: appointed to deal with tasks delegated by the Head of Programme;

4.5.4 Detailed job responsibilities are contained in University policy on the roles and responsibilities of academic staff.

4.6 Head of Marketing, Admissions, and Student Services:

4.6.1 Reports to the Registrar ;

4.6.2 Responsible for Admissions, Student Services, and Faculty Administration;

4.6.3 Key Responsibilities:

4.6.3.1 leads and manages the Student Administration;

4.6.3.2 leads the admission function;

4.6.3.3 leads the academic registry and enrolment functions;

4.6.3.4 lead and manages student services and activities;

4.6.3.5 serves as secretary of the Unfair Means Committee (UMC).

4.6.4 Responsible for leadership of marketing, corporate relations, communications, professional advisory networks, and alumni;

4.6.5 Key Responsibilities:

4.6.5.1 Develops, implements and maintains a strategic plan for the Department;

4.6.5.2 Develops and leads a communications strategy;

4.6.5.3 Develops and leads a corporate relations strategy;

4.6.5.4 Ensures the impact and relevance of the University's research (student and academics) on UAE business, community and industry is explained, well known and regularly in the news/social media;

4.6.5.5 Develops and leads a content marketing strategy: SEO, Social and Digital media;

4.6.5.6 Leads a market intelligence strategy to identify opportunities for the development of programmes, recruitment strategies, and research activity;

4.6.5.7 Oversees the development of an Alumni Network;

4.6.5.8 Oversees the development of Professional Advisory Networks;

4.7 Head of Institutional Effectiveness:

4.7.1 Reports to the Vice Chancellor;
4.7.2 Responsible for maintenance and implementation of University policy for Institutional Effectiveness
4.7.3 Key Responsibilities:

4.7.3.1 Develops, implements and monitors Institutional Research to ensure systematic evaluation of the university's academic and administrative services;
4.7.3.2 Works with the Deans, Heads of Programmes and other stakeholders to develop and compile the University's applications for re-licensure, accreditation of new programmes and requests for changes to existing programmes
4.7.3.3 Initiates and monitors annual programme review;
4.7.3.4 Supports academic staff to submit applications for professional accreditations;
4.7.3.5 Oversee the preparation of specialized data reports requested by the Ministry of Higher Education, CHEDS, KHDA, etc.;
4.7.3.6 Develops and administers bespoke survey instruments to meet requirements of the University's internal and external stakeholders;
4.7.3.7 Ensures that meaningful, appropriate and accurate data and supporting documentation/ periodic reports meet decision making and strategic planning needs;
4.7.3.8 Prepares and publishes the Institutional Effectiveness report;
4.7.3.9 Ensures module files are audits
4.7.3.10 Maintains the University archive;
4.7.3.11 Performs other duties as assigned by the Vice Chancellor.

4.8 Head of Institutional Planning & Strategy:

4.8.1 Reports to the Executive Office;
4.8.2 Responsible for driving the university's vision and mission through effective strategic planning, policy development, and implementation of project and change management initiatives.;
4.8.3 Key Responsibilities:

4.8.3.1 Strategic Planning and Review

- Researching the higher education market trends including regulatory requirements and identify challenges as well as opportunities for growth and improvement.
- Work with relevant university constituents and take the lead to develop university-wide and department-level strategic plans.
- Tracking the progress and effectiveness of strategic plans through key performance
- Communicating findings and recommendations through reports and presentations to senior management teams
- Organising and keeping records of discussions on strategic planning matters

4.8.3.2 Policy Development and Compliance

- Maintains the institution's official policy and procedure document repository to ensure that they are compliant with relevant regulations and requirements.
- Directing and overseeing the periodic evaluation of university policies through defined processes and procedures.

4.8.3.3 Institutional Research and Quality Enhancement

- Providing analytical reports with recommendations with respect to institutional and unit performance effectiveness.
- Provides periodic and special reports on performance indicators to the VC and to the Council as required
- Supporting the preparation and submission of annual data reports required by the UAE governmental bodies (such as CAA, KHDA, and NQC).
- Composing the university fact book annually.

4.8.3.4 University Ranking

- Leads the institutions strategy towards improving and maintaining its ranking with reputable ranking agencies
- Collaborates with key internal stakeholders to ensure that data required by the ranking agencies is provided within the required timelines

4.8.3.5 Partnerships and Collaboration

- Working closely with the Dean of Research to identify and cultivate high-impact partnerships that align with the University's strategic goals.
- Overseeing the day-to-day management of a portfolio of partnerships, ensuring their effectiveness and alignment with the University objectives.
- Tracking partnership performance metrics, analysing data, and providing insights to inform decision-making.
- Overseeing partnership-related projects, ensuring timely and successful completion.
- Represent the university at external conferences, forums, and events.

4.8.3.6 Research and Grants:

- Handling internal and external research grant applications on pre-award and post-award phases.
- Scouting for external grant opportunities at both national and international levels.

- Monitor student and staff research productivity and impact for data-driven decision-making.
- Produce periodic reports on the research outcomes of the university.
- Assisting in coordinating the administrative activities for BDRC.

4.9 Head of Library Services & Learning Resources:

4.9.1 Reports to the Chief Administrative Officer;
4.9.2 Responsible for Library and Learning Resources;
4.9.3 Key Responsibilities:

4.9.3.1 To administer all aspects of library services and resources in support of student learning, academic programs and faculty teaching and research;
4.9.3.2 To supervise library staff and operations to ensure equitable access to information resources, services, systems and facilities to students and staff;
4.9.3.3 To develop partnership within the university and community outreach.

4.10 Head of IT:

4.10.1 Reports to the Chief Administrative Officer;
4.10.2 Responsible for the development, maintenance and management of information technology hardware, software and services;
4.10.3 Key Responsibilities:

4.10.3.1 Manage, monitor and maintain the operation of essential I.T. infrastructure such as network services, computing resources and communications systems;
4.10.3.2 Manage the IT Services team's technical and non-technical support activities;
4.10.3.3 Preserve IT assets, information security and control structures;
4.10.3.4 Plan, organise, manage, monitor and evaluate IT projects;
4.10.3.5 Manage staff trainings and coaching employees, communicating job expectations and performance appraisal.

4.11 Head of Human Resources:

4.11.1 Reports to the Chief Administrative Officer;
4.11.2 Responsible for implementation of and supporting compliance with University policy for Human Resources;
4.11.3 Key Responsibilities:

4.11.3.1 Leads the Personnel function in compliance with University Policy and UAE Law;
4.11.3.2 Proposes and maintains policy for all matters relating to the employment of academic and administrative staff;
4.11.3.3 Leads the administration of personnel procedures;

4.11.3.4 Leads on-boarding and orientation of new employees, and coordinates with all Departments for this purpose;
4.11.3.5 Oversees the administration of payroll and benefits, departure settlements and other outgoing HR payments;
4.11.3.6 Oversees the administration of insurance processes, in collaboration with the Head of Finance;
4.11.3.7 Represents the University to external authorities relevant to the Personnel function;
4.11.3.8 Proposes, budgets and leads the implementation of an annual professional training and skills development plan for administrative staff;
4.11.3.9 Maintains workload and head-count data;
4.11.3.10 Makes recommendations on organisational development with respect to current personnel, skills needs, and new positions;
4.11.3.11 To participate in other duties as required, as appropriate to balance of responsibilities and grade.

4.12 Head of Finance:

4.12.1 Reports to the Chief Administrative Officer;
4.12.2 Responsible for all administration of financial operations;
4.12.3 Key Responsibilities:

4.12.3.1 Budgeting, Reporting and Audit;
4.12.3.2 Management;
4.12.3.3 Payroll;
4.12.3.4 Banking.

4.13 Head of Operations:

4.13.1 Reports to the Chief Administrative Officer;
4.13.2 Responsible for Campus, Events, Exams and PRO support to HR;
4.13.3 Key responsibilities:

4.13.3.1 Manages the conduct of external examinations of the university;
4.13.3.2 Manages the conduct of internal examinations of the university;
4.13.3.3 Facilitates planning and management of University events;
4.13.3.4 Serves as PRO and manages the university campus resources and services;
4.13.3.5 Manages university health and safety compliance.

Document History

Policy Number/Version	Date	Update Information	Approval
(1.7/V01)	August 2025	The Head of Planning & project title and responsibilities has been updated to reflect the current JD Registrar & Chief Administrative Officer position has been divided to two separate positions.	Council
(1.7/V01)	AY 2021/2022	Merged 'Head of Student Administration' and 'Head of Communications, Marketing, and External Relations' into 'Head of Marketing, Admissions, and Student Services'	Council
(1.7/V01)	Jan. 2019	Change of number (2.3/V07), Restructure Update positions ref Org Chart	Council

Organisation structure

Policy number/version		1.7.1/V02
Section		ORGANISATION AND GOVERNANCE
Type		University-wide policy
Date of creation		September 2017
Date of last revision		January 2021
Date of approval of current version		13 April 2023
Post/section with responsibility for implementation and monitoring		Executive Office
Approved by		University Council
Policy review	Latest review by	Head of Institutional Effectiveness
	Latest review date	August 2025
	Review outcome	No Changes
	Next review date	August 2026
Cross-reference/related documents		1.0 Policies and procedures manual 4.0 Staff handbook 1.1 University By-Laws 1.7 Organisational leadership 8.1 Roles and responsibilities of academic staff Detailed job descriptions of all academic and administrative staff as held with the Human Resources department

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University will organise its functions by operational unit: Faculty, and administrative department.

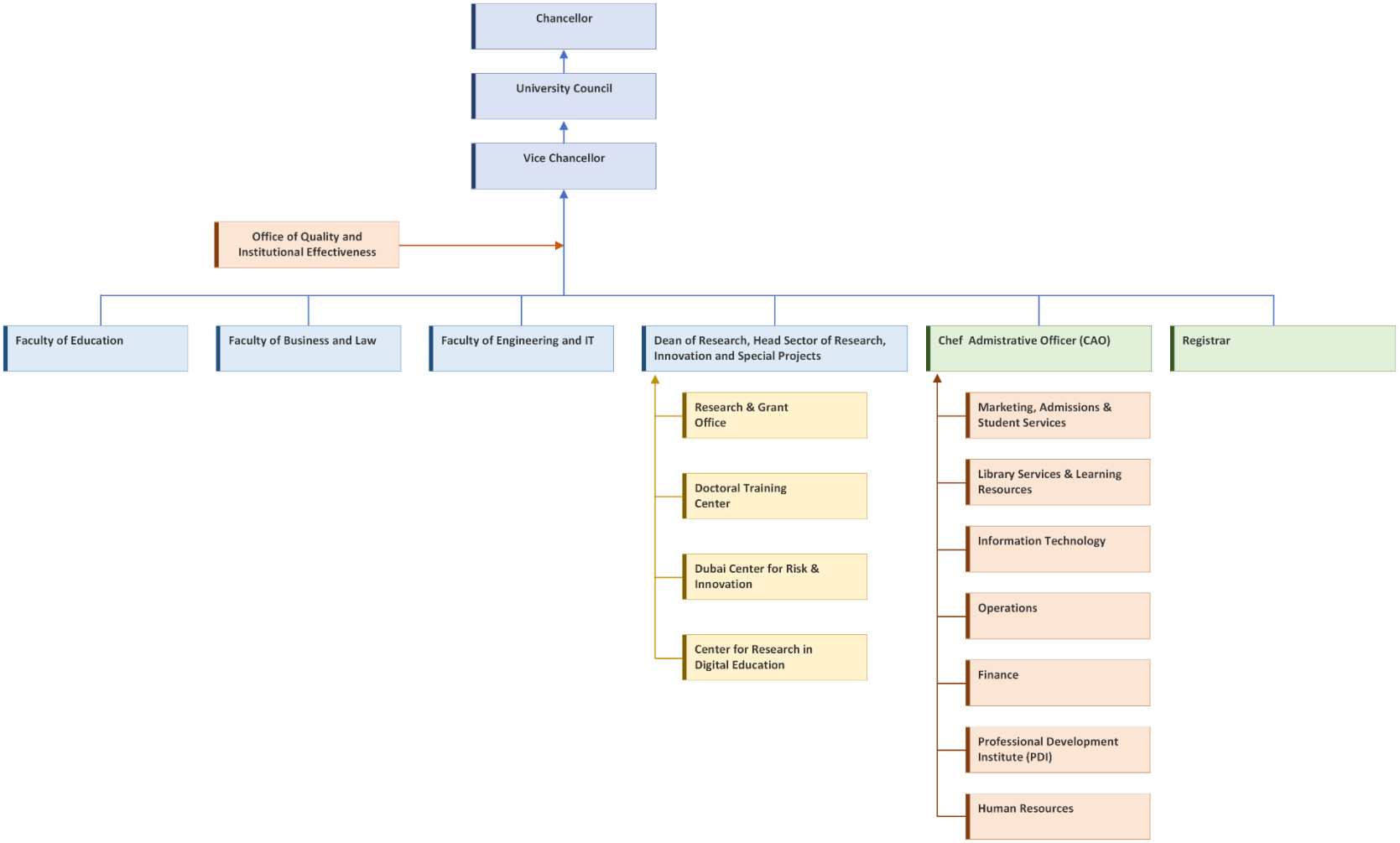
1.2 The University will adopt a hierarchical structure whereby all operational units fall under the final authority of the University Council, and are managed under the delegated authority of the Vice Chancellor.

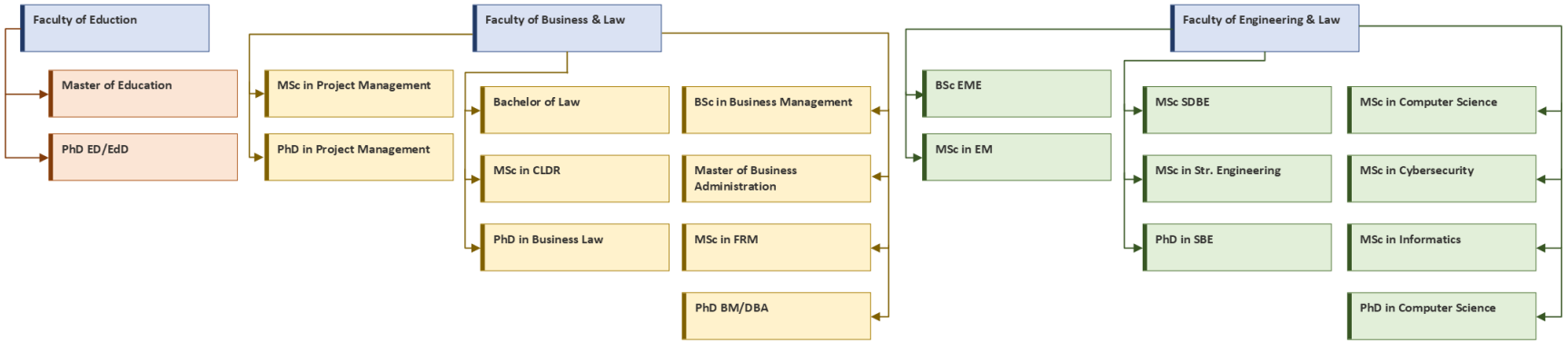
2.0 Scope

2.1 Applies to the University as a whole

3.0 Policy

3.1 The University organisational structure will be as follows:


Chancellor
University Council
Vice Chancellor
Office of Quality and Institutional Effectiveness
Faculty of Education
Faculty of Business and Law
Faculty of Engineering and IT
Dean of Research, Head Sector of Research, Innovation and Special Projects
Chef Admistrative Officer (CAO)
Registrar
Research & Grant Office
Doctoral Training Center
Dubai Center for Risk & Innovation
Center for Research in Digital Education
Marketing, Admissions & Student Services
Library Services & Learning Resources
Information Technology
Operations
Finance
Professional Development Institute (PDI)
Human Resources



Document History

Policy Number/Version	Date	Update Information	Approval
(1.7.1/V02)	AY 2021/2022	Remodeled University organisational structure, Policy version upgrade from 1.7.1/V01 to 1.7.1/V02	Council
(1.7.1/V01)	May. 2018	Renumbering	Council

Institutional effectiveness

Policy number/version		1.10/V01
Section		ORGANISATION AND GOVERNANCE
Type		University-wide policy
Date of creation		September 2017
Date of last revision		March 2018
Date of approval of current version		2 September 2019
Post/section with responsibility for implementation and monitoring		Executive Office
Approved by		University Council
Policy review	Latest review by	Head of Institutional Effectiveness
	Latest review date	August 2025
	Review outcome	No changes
	Next review date	August 2026
Cross reference/related documents:		2.0 Policies and procedures manual 3.0 Institutional effectiveness manual 1.2 Mission and strategy 1.8 Statutory Bodies

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University's strategic planning process seeks to ensure congruence between its mission and goals, and its academic and operational outcomes.

1.2 The University's strategic planning process is informed on a continuous basis by reference to quantitative and qualitative assessments and evidence generated by a framework of evaluative and consultative activities referred to as Institutional Research.

1.3 Institutional Research in addition provides for the statutory obligations of the University to the regulatory authorities for higher education in the United Arab Emirates.

1.4 Institutional Research demonstrates the effectiveness of the University as an institution.

2.0 Scope

2.1 The effectiveness of the University is the objective of all staff, and of UAE and UK stakeholders involved in its academic and operational functions.

2.2 The University regards its students as contributors to the standards of its educational outcomes.

2.3 Development and implementation of the framework of Institutional Research is the function of the Office of Quality and Institutional Effectiveness (OQIE), and is guided by the University's Vice Chancellor, on behalf of the University Senate and the University Council.

3.0 Responsibilities

3.1 The OQIE is responsible for:

3.1.1 implementation of the framework of Institutional Research;
3.1.2 providing measurements of the effectiveness of the institution with respect to its mission and goals, and its standards of academic and operational performance;
3.1.3 production of analysis to guide strategic institutional, academic, and financial planning;
3.1.4 maintaining the Policy and Procedures Manual of the University;
3.1.5 implementation of the schedule of review of policies;
3.1.6 monitoring and advising on policy compliance;
3.1.7 reporting as required to UAE regulatory bodies and UK partners;
3.1.8 creating, maintaining and producing all University handbooks.

4.0 Policy

4.1 Institutional Research data collection is embedded in regular University activities. The range of measurement instruments is contained in an Institutional Effectiveness Manual.

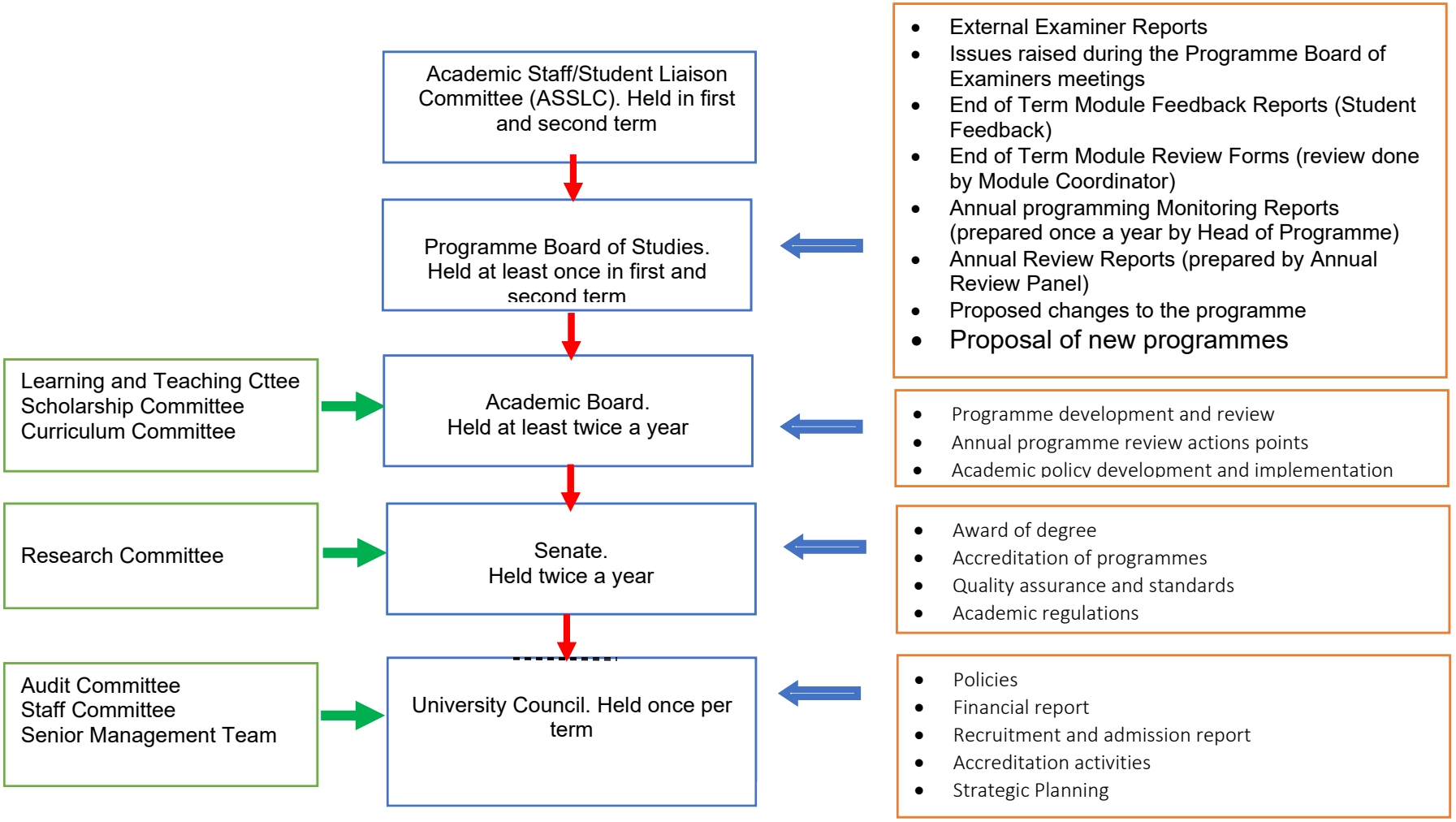
4.2 Analysis of data refers to key performance indicators contained within the University's strategic plan.

4.3 Analysis of data refers to detailed and discrete indicators reflected in:

4.3.1 the annual planning and budgeting cycle;
4.3.2 the annual programme review system;
4.3.3 The annual strategic portfolios evaluation and control process.
4.3.4 the evaluation of teaching and learning;
4.3.5 curriculum appraisal, review and approval processes;
4.3.6 accreditation and re-licensure activities.

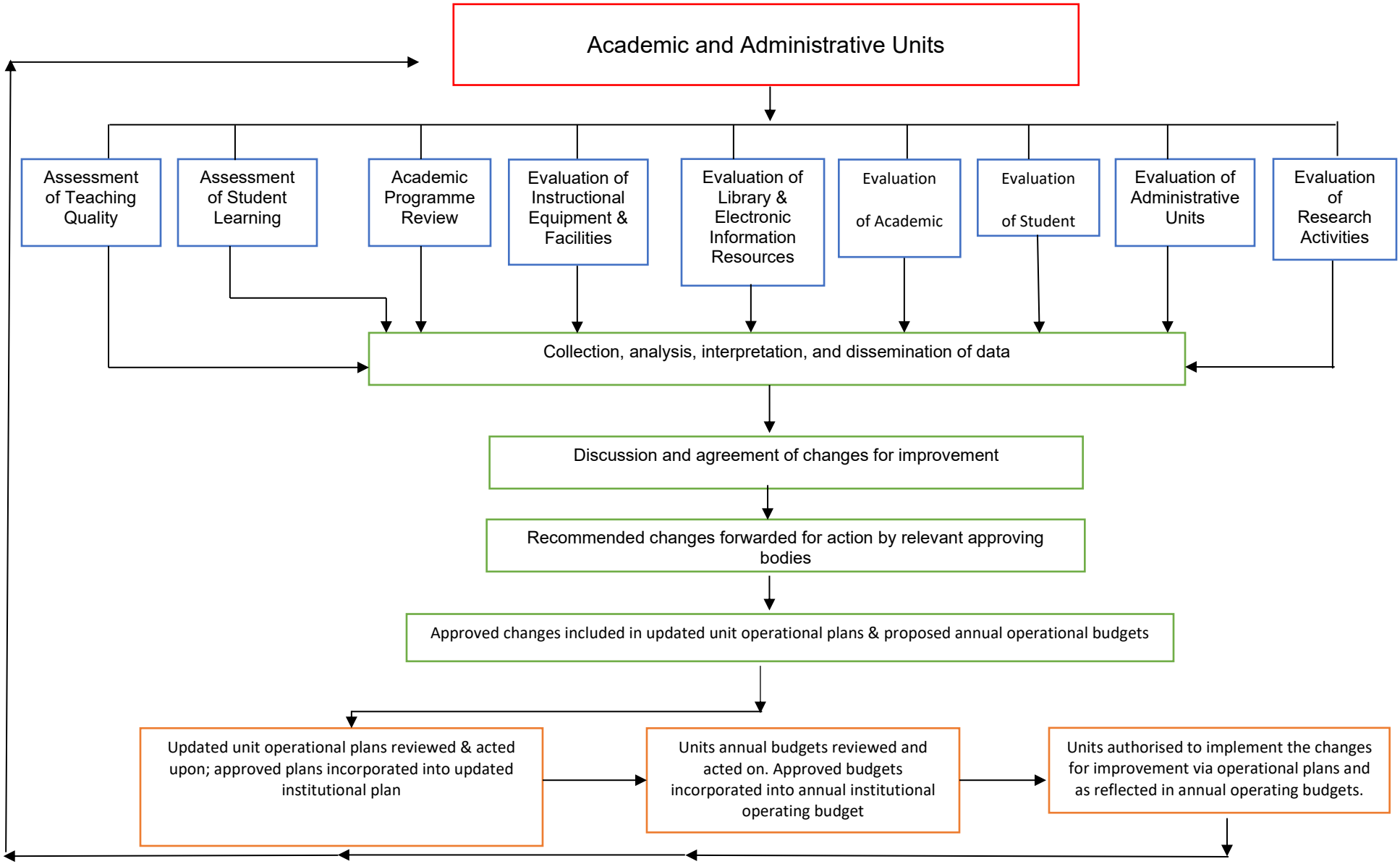
5.0 Structures

QUALITY ASSURANCE



6.0 Procedures

INSTITUTIONAL EFFECTIVENESS, PLANNING AND EVALUATION FLOW CHART



Document History

Policy Number/Version	Date	Update Information	Approval
(1.10/V01)	AY 2021/2022	Added annual administrative department review to analysis of data	Minor Change
(1.10/V01)	AY 2020/2021	Added a new clause on University handbooks	Minor Change
(1.10/V01)	May. 2018	Change of Name (Institutional Effectiveness Policy) Change of Numerical Reference (1.2/V03) Change in Structure of Document	Council

University centres, institutes, and hubs

Policy number/version		1.14/V01
Section		ORGANISATION
Type		University-wide policy
Date of creation		October 2020
Date of last revision		New policy
Date of approval of current version		October 2021
Post/Section with responsibility for implementation and monitoring		Chief Administrative Officer
Approved by		University Council
Policy review	Latest review by	Head of Institutional Planning and Strategy
	Latest review date	August 2025
	Review outcome	No changes
	Next review date	August 2026
Cross-reference/related documents		1.2 Mission and strategy 1.8 Statutory Bodies

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University aims to develop a rigorous system of governance over the establishment, operation, expansion, and closure of centres, institutes, and hubs at the University.

1.2 The University seeks clear descriptions and definitions of the types, objectives, procedures, organisation, and code of conduct of such units at the University.

2.0 Scope

2.1 The policy applies to all centres, institutes, and hubs, as well as any other similarly purposed and functioning units at or under the responsibility of the University.

3.0 Definitions

3.1 University centres, institutes and hubs are within the University and under its governance. They serve to complement the University's core and extended goals, objectives, and strategy.

3.2 University centres, institutes, and hubs, as well as any other similarly purposed and functioning unit, can vary in size, scope, objective, and strategic outlook, and can hold the membership of

any University affiliated persons including administrative staff, academic staff, students, University Council members, and external organisations collaborating with or with joint and/or shared operations with the University.

4.0 Policy

Objectives and goals

4.1 Depending on the type of the University centre/institute/hub, objectives can vary over a wide spectrum of academic, economic, social, anthropological, industrial, and cultural goals and aims.

4.2 Regardless of the category of an established University centre/institute/hub, all such units must satisfy the core objectives of the University's mission, vision, and strategic statements.

Functions and types

4.3 University centres/institutes/hubs will usually be in one of the following categories:

4.3.1 Research centres: centres whose primary function is research into a focused study area;
4.3.2 Training and examination centres: centres concerned with providing internationally/nationally recognised certifications or conducting qualification or public examinations;
4.3.3 Student centres: centres concerned with a variety of student-focused programmes, activities, facilities, and services, such as careers centres, academic support centres, recreation centres, sports centres, and health and welfare centres;
4.3.4 Social centres: centres that are concerned with the wellbeing of the social, environmental, and economic ecosystem. These may include cultural and heritage centres, philanthropy centres, and volunteer/humanitarian centres;

Establishment

4.4 New University centres/institutes/hubs can only be petitioned for establishment by academic and administrative staff, and members of the University Council; external requests must be sponsored by a member of University staff.

4.5 To petition for the establishment of a new University centre/institute/hub, applicants must prepare a formal proposal. The proposal must contain:

4.5.1 purpose of the proposed centre;
4.5.2 goals of the proposed centre;
4.5.3 scope of activities and functions the proposed centre will cover;
4.5.4 definitions and descriptions of the operations that the proposed centre aims to adopt and deploy;
4.5.5 projections of outcomes and achievements of the proposed centre;

4.5.6 identification of the KPIs that the proposed centre will be using to measure its progress;
4.5.7 list of existing University assets and resources that the proposed centre will use and list of required equipment and resources to be acquired;
4.5.8 cost/benefit analysis and financial plan of the proposed centre;
4.5.9 administrative structure of the proposed centre and the roles and responsibilities of staff involved;
4.5.10 plan for initiating the proposed centre if approved.

4.6 After completing the proposal, it will be sent either to the Faculty Dean or the Head of department as appropriate. If approved, the proposal will be reviewed by the Executive Office.

4.7 The Executive Office will evaluate the proposal and decide whether it can go forward to the next stage. If approved, the applicant(s) may be asked to present to the relevant reviewing body.

4.8 Depending on the type of centre that is being petitioned, the proposal document will be deliberated by the relevant reviewing body and approved as follows:

Centre type	Reviewed by	Approved by
Research	Research Committee	Senate
Training and examination	Senior Management Team	Vice Chancellor
Student	Chief Administrative Officer, and Head of Marketing, Admissions, and Student Services	Vice Chancellor
Social	Equality and Diversity Committee	Vice Chancellor

4.9 If the application is approved, the Vice Chancellor informs the University Council. The University's organisational structure should then be amended appropriately.

4.10 The new University centre/institute/hub will be established with an appropriate name which is indicative of its main goals and objectives.

Organisation and operation

4.11 Established University centres/institutes/hubs must define their organisational structure, operational processes, and reporting lines in a document. The document may also contain the mission and vision of the centre/institute/hub.

4.12 The document needs to be approved by the Executive Office before the established centre/institute/hub can be operational.

4.13 Any modification in the organisational structure needs to be reviewed and approved by the Executive Office.

4.14 University centres/institutes/hubs are responsible for their own administration and for maintaining and managing their own data.

4.15 University centres/institutes/hubs are required to produce annual reports for the Executive Office. The report may contain, among other things, financial statements, meeting minutes, activities details, and KPIs.

4.16 University centres/institutes/hubs need to maintain an online presence which includes the University's website and social media platforms.

Roles and responsibilities

4.17 University centres/institutes/hubs should be headed by a Manager or Director who will be responsible for managing the day-to-day operations, and for ensuring the centre/institute/hub meets its strategic goals.

4.18 Any position made available within a University centre/institute/hub can only be filled by a University staff member. External members may be associated with University centres/institutes/hubs but cannot hold managerial or administrative positions within them.

Governance

4.19 The Executive Office will review the performance of University centres/institutes/hubs through their annual reports.

4.20 The Executive Office will keep a register of all established University centres/institutes/hubs which will track their progress.

Closure

4.21 A University centre/institute/hub may be closed for a variety of reasons including but not limited to the following:

4.21.1 it has fulfilled its objectives and is no longer required to be operational;
4.21.2 it has failed to demonstrate progress and/or has become redundant to an existing University operation;
4.21.3 it has remained dormant for more than three years.

4.22 The decision to close a University centre/institute/hub will be deliberated by the relevant reviewing body and approved by the relevant authority.

4.23 The Manager/Director of the University centre/institute/hub is responsible for coordinating the closure of the centre/institute/hub in an appropriate and orderly manner. This includes the termination or completion running tasks and activities, resolution of financial matters, archiving of all records and data, and disposal of any virtual or physical infrastructure as required.

4.24 The Vice Chancellor will notify the University Council of the closure of a university centre/institute/hub.

Document History

Policy Number/Version	Date	Update Information	Approval
(1.14/V01)	Oct. 2021	New Policy "University Centres, Institutes, and Hubs"	Council

Honorary doctorate and Emeritus status awards

Policy number/version		1.15/V02
Section		ORGANISATION
Type		University-wide policy
Date of creation		October 2021
Date of last revision		November 2024
Date of approval of current version		November 2024
Post/section with responsibility for implementation and monitoring		Senate
Approved by		University Council
Policy review	Latest review by	Head of Institutional Planning and Strategy
	Latest review date	August 2025
	Review outcome	No Changes
	Next review date	August 2026
Cross-reference/related documents		1.1 University bylaws 1.8 Statutory Bodies

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University recognises extraordinary contributions of individuals by granting them honorary doctorates. The University also distinguishes its academic staff for their significant and impactful contributions during their service at BUiD by awarding them the Emeritus status with all the rights and privileges established in this policy.

1.2 This document sets out the standards and procedures for the granting of honorary doctorates and Emeritus/Emerita status by the University, defining the criteria and processes for conferring such awards on individuals who merit special acknowledgment for outstanding achievement or leadership in a field or activity consistent with strategic goals and objectives of the University.

2.0 Scope

2.1 This policy applies to the conferral of honorary doctorates and Emeritus/Emerita status on individuals and to all members of the University involved in the nomination or selection of candidates for these awards.

3.0 Definitions

3.1 Honorary doctorates: honorary doctorates are doctoral degrees conferred on individuals who have made extraordinary contributions to academia, culture or society which align with the University's mission and vision.

3.2 The Emeritus/Emerita status: is an honorary title that is awarded to a retiring full-time BUiD academic staff with the academic rank of professor or associate professor for their exceptional contributions in one or more of the following areas: research, teaching and learning, service, and social responsibility. It is also awarded to senior administrative staff with professorial ranks of professor, associate professor, including chancellor, vice chancellors, and deans ...etc, for their outstanding accomplishments upon the end of their service at BUiD.

4.0 Policy

4.1 The University Senate has established an Honorary Awards Committee to oversee the consideration and recommendation of honorary awards and titles to be conferred by the University and report the recommendations to the University Academic Board then Senate, based on the recommendation of the University Vice Chancellor.

4.2 The University Senate is responsible for the granting and revoking of honorary doctorates and Emeritus/Emerita status.

4.3 The Executive Office will maintain the history of honorary awards and ensure dissemination of information to concerned departments for publicity, display, etc.

4.4 The University has the right to withdraw an honorary doctorate award or Emeritus/Emerita status to protect itself from issues that may emerge that are harmful to the University's reputation.

4.5 The Honorary Awards Committee will maintain records of the meetings held and of the recommendations made for future reference.

4.6 All deliberations of the Honorary Awards Committee and the Senate on matters related to honorary doctorates and Emeritus/Emerita status are confidential. Clearance for accessing any documents or records related to the deliberation process may be granted by the Vice Chancellor provided that there are reasonable grounds to do so.

4.7 Recipients of an honorary doctoral degree from the University are not entitled to use the prefix 'Doctor' or 'Dr/Dr.'; instead, they should use the descriptor 'Honorary doctorate from The British University in Dubai' in any reference to the award.

4.8 Recipients of an honorary Emeritus status are entitled to use the emeritus designation as a prefix to their academic rank/title (e.g. Emeritus Professor, Dean Emeritus).

4.9 No employment agreement for Emeritus/Emerita status holders is applied unless an Emeritus holder is appointed to specific tasks/activities.

5.0 Procedures for conferring honorary doctorate degree

5.1 Nominations for the honorary doctorate degree are accepted for submission all year round. However, the Executive Office will send periodical invitations for submissions of nominations and announce the dates and deadlines related to the nomination and award process. Nominations submitted after deadlines will enter the next round of the honorary doctorate awards process.

5.2 Conditions for nomination for the honorary doctorate award:

- individuals who have made outstanding contributions to academia, culture or society in areas of particular relevance to the University's values and mission.

5.3 Any student, member of staff, or member of University Council can make a nomination using the nomination form (appendix A) and submit it to the Executive Office.

5.4 After the initial review of the nomination, the Vice Chancellor will forward the nomination to the Honorary Award Committee.

5.5 The Honorary Awards Committee will review and consider nominations and report to the Academic Board with recommendations.

5.6 The proposals should include sufficient information to enable the Honorary Awards Committee to make a recommendation to the Academic Board. Proposals must include any potential conflict of interest known to the proposer.

5.7 The Senate will be responsible for providing a final decision on matters related to the conferring of honorary doctorates.

5.8 After the approval of the Senate, the Vice Chancellor will formally report to the CAA about the University's intention to confer the honorary doctorate to the selected recipient and provide a valid justification for the award.

5.9 After receiving written acknowledgement from the CAA, the Vice Chancellor will officially inform the candidate of his/her selection for the award of an honorary doctorate by the University.

5.10 Honorary doctorates will normally be presented during graduation ceremonies.

6.0 Procedures for conferring Emeritus/Emerita status

6.1 Nominations for Emeritus/Emerita status should be made by the Dean of the faculty based on an application for appointment to Emeritus/Emerita status, (Appendix B), made by the academic staff.

6.2 A supporting case, including information on the areas in which a distinguished contribution has been made, citing evidence, should be submitted to the relevant Dean along with the application.

6.3 Nominations and applications will be reviewed by the Honorary Awards Committee to ensure that the eligibility criteria are met before reporting it to the University Vice Chancellor with recommendations.

6.4 For academics who have served as senior administrative staff at the level of Dean or higher, the application must be submitted directly to the Honorary Awards Committee for consideration and recommendations before reporting it to the University Vice Chancellor with recommendation.

6.5 Final approval for Emeritus/Emerita status rests with the Senate based on the recommendation of the University Vice Chancellor.

6.6 The award of Emeritus status at BUiD is made under the following circumstances:

- The individual must have served at least 10 years at BUiD, as an academic staff and/or senior administrative staff, of which he/she has held the rank of Professor or Associate Professor for a period of at least five years, including chancellor, vice chancellors, and deans, etc.
- Exceptions to the length of service requirement may be considered with an appropriate rationale and approval of the Vice Chancellor.
- The individual must have a commendable record of contributions in one or more of the following areas: research, teaching and learning, service, and social responsibility.

6.7 The Emeritus/Emerita status appointment duration is capped at 3 years, renewable.

6.8 Individuals granted Emeritus/Emerita status are entitled to the following benefits and privileges:

- Emeritus/Emerita holder shall be awarded a certificate with name and emeritus rank.
- Emeritus/Emerita holder shall keep their BUiD email and have continued access to library resources during the term of appointment.
- Participation in the events and ceremonies held by BUiD.
- Inclusion in the faculty/administrator listing on the BUiD website.
- Entitlement to use BUiD business cards for the purposes of BUiD service.

Appendix A

HONORARY DOCTORATE AWARDS NOMINATION FORM

Instructions:

1. Only one nomination per form is accepted.
2. The Honorary Doctorate Award nomination form should be sent to the Executive Office.
3. Nominations for honorary doctorates can be made all year round. However, dates for reviewing nominations and the awarding process will be decided and announced by the Executive Office.
4. The deliberation process is confidential at all levels.
5. The nomination should be objective and honest.
6. Additional information may be requested. In such cases, the nomination form will be returned for further updates.

I. Details of nominee and proposer:

Nominee (please complete as many details as known)	
Name	
Contact number	
Email	
Address	
Suggested degree (eg DEd (Hon), DEng (Hon), DSc (Hon), DPhil (Hon), DBus (Hon), etc.)	

Proposer	
Name	
Place of work	
Position/role	
Contact number	
Email	
Address	

II. Nomination:

Describe in detail how the nominee meets the selection criteria for the relevant award and provide evidence and supporting information. Include biographical information of the nominee. Be sure to state any relationship you may have or have had with the nominee.

III. Attachments:

The nominee CV is mandatory to be provided along the below attachments, if applicable, that may serve as evidence or supporting information such as:

1. Publication list
2. Previous awards
3. Photographs
4. Newspaper articles
5. Notices of commendation
6. Other

IV. Declaration:

□ **I declare that I have no conflict of interest with the nominee that may compromise the honorary doctorate award**	
Name of proposer	
Signature	
Date	

or

☐ **I declare that I have a conflict of interest with the nominee**	
Details of conflict of interest:	
Name of proposer	
Signature	
Date	

Appendix B

Application for Appointment to Emeritus/Emerita Status

Instructions:

Submit the completed form, along with a recent CV and supporting case, including information on the areas in which a distinguished contribution has been made, citing evidence to relevant Dean of the faculty.

For academics who have served as senior administrative staff at the level of Dean or higher, the application must be submitted directly to the Honorary Awards Committee for consideration and recommendations before reporting it to the University Vice Chancellor with recommendation.

The Emeritus/Emerita Status shall be awarded only when formally requested, reviewed by the Honorary Awards Committee, and approved by the Senate based on the recommendation of the university Vice Chancler.

Eligibility Criteria[2]:

- The individual must have served at least 10 years at BUiD, as an academic staff and/or senior administrative staff, of which he/she has held the rank of Professor or Associate Professor for a period of at least five years, including chancellor, vice chancellors, and deans, etc.
- Exceptions to the length of service requirement may be considered with an appropriate rationale and approval of the Vice Chancellor on behalf of the Senate. The Senate is to be informed of this appointment in its next meeting.
- The individual must have a commendable record of contributions in one or more of the following areas: research, teaching and learning, service, and social responsibility.

[2] For more information, see Policy 1.15 Honorary doctorate and Emeritus status awards.

Application for Appointment to Emeritus/Emerita Status

SECTION 1 – TO BE COMPLETED BY THE STAFF

Staff Name:			
Faculty:			
Department:			
Academic Rank/Title :			
Date of Retirement:			
Status Preference:	☐ Emeritus ☐ Emerita		
Recommended for: (please check all that apply)	☐ Chancellor Emeritus/Emerita ☐ Dean Emeritus/Emerita ☐ Vice Chancellor Emeritus/Emerita ☐ Professor Emeritus/Emerita		
Signature:		Date:	

SECTION 2 – **APPROVALS**

1. Dean of the Faculty:		
Recommendation:		
Name:	Signature:	Date:
2. Honorary Awards Committee:		
Recommendation:		
Endorsement:		
3. Vice Chancellor:		
Recommendation:		
Name:	Signature:	Date:

Document History

Policy Number/Version	Date	Update Information	Approval
(1.15/V02)	Nov. 2024	Changing the name of the policy to "Honorary doctorate and Emeritus status awards". Adding stipulations regarding conferring Emeritus/Emerita status. Adding an application form for Appointment to Emeritus/Emerita Status.	Council
(1.15/V02)	AY 2023-2024	Changing the name of the policy to "Honorary awards". Adding stipulations regarding conferring Emeritus/Emerita status. Adding an application form for Appointment to Emeritus/Emerita Status.	Council
(1.15/V02)	AY 2022-2023	Changing the name of the policy to "Honorary doctorate awards". Adding stipulations regarding informing the CAA of BUiD's intent to confer honorary doctorates. Conferring the University Medal to be added to a different policy. Version upgrade.	Council
(1.15/V01)	Jun.2022	New policy "Honorary Awards"	Council

University website

Policy number/version		1.16/V01
Section		ORGANISATION
Type		University-wide policy
Date of creation		January 2021
Date of last revision		October 2021
Date of approval of current version		October 2021
Post/section with responsibility for implementation and monitoring		Head of Marketing, Admissions, and Student Services
Approved by		University Council
Policy review	Latest review by	University Council
	Latest review date	August 2025
	Review outcome	No Changes
	Next review date	September 2026
Cross-reference/related documents		

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University wishes to maintain a website that includes information on its organisation and portfolio of programmes and services.

2.0 Scope

2.1 This policy is applicable to the University's website and its content.

3.0 Definitions

3.1 The University's website address is www.buid.ac.ae.

4.0 Policy

Web pages

4.1 The content of active public web pages accessible through the buid.ac.ae domain are subject to review and approval by Head of Communications, Marketing and External Relations.

4.2 Each Faculty and administrative department with an active public web page(s) must review the page(s) before the beginning of each academic year.

4.3 Deans and Heads of department are responsible for certifying each review, which may be conducted by a staff member or committee appointed for that purpose.

Content

4.4 The content of the website should:
- 4.4.1 be sufficient for prospective students to help them make informed decisions about their higher education choices;
- 4.4.2 provide statutory and other required information to government and other regulatory authorities;
- 4.4.3 allow stakeholders, external bodies, institutions and the public to learn about the University and its activities.

4.5 The website must include information about BUiD including:
- 4.5.1 brief introduction to the institution;
- 4.5.2 Vision and Mission;
- 4.5.3 Goals and Objectives;
- 4.5.4 University Council;
- 4.5.5 senior leadership;
- 4.5.6 staff and organisation chart;
- 4.5.7 student services and facilities;
- 4.5.8 academic calendar.

4.6 The website must be regularly updated with:
- 4.6.1 latest news;
- 4.6.2 contact information and location;
- 4.6.3 date of last website update.

4.7 The website must contain documents including:
- 4.7.1 current and previous catalogues;
- 4.7.2 the Student Handbook;
- 4.7.3 the University's Policy Manual.

4.8 The website must contain information on programmes including:
- 4.8.1 list of programmes offered and local accreditation status;
- 4.8.2 international accreditation as applicable;
- 4.8.3 Head of Programme and Programme Coordinators;
- 4.8.4 programme learning outcomes;
- 4.8.5 curriculum structure, credit hours and graduation requirements;
- 4.8.6 admission requirements;
- 4.8.7 study plans;
- 4.8.8 module descriptors;
- 4.8.9 fees for programmes;
- 4.8.10 information about Faculty members.

Document History

Policy Number/Version	Date	Update Information	Approval
(1.16/V01)	Oct. 2021	New policy “University website”	Council

Guidelines for branding and use of the University logo

Policy number/version		1.17/V01
Section		ORGANISATION
Type		University-wide policy
Date of creation		September 2021
Date of last revision		June 2022
Date of approval of current version		June 2022
Post/Section with responsibility for implementation and monitoring		Head of Marketing, Admissions, and Student Services
Approved by		University Council
Policy review	Latest review by	University Council
	Latest review date	August 2025
	Review outcome	No Changes
	Next review date	August 2026
Cross-reference/related documents		

1.0 Rationale and principles which this policy seeks to uphold

3.2 The University seeks to protect its reputation by establishing and promoting the correct use of the University logo and minimising risk from the misuse of its brand.

2.0 Scope

2.1. The policy concerns:

2.1.1. the use of the University logo;
2.1.2. materials and messages created for branding.

3.0 Definitions

3.1. University brand: showcasing the University's vision, mission, strengths and history.

3.2. Branding: all promotional activities and communications for the University.

3.3. University logo: the combination of graph(icon), colours and text that represent the University including its name in English and Arabic.

4.0 Policy

4.1. The University logo is approved by the Executive Office (EO) and cannot be altered or amended in any way without prior approval of the EO.

4.2. Only approved brand marks such as logos, colours and themes can be used for branding activities.

4.3. BUiD colours and logo must be used in all University documents including: templates; letterhead; business cards; presentations; signage; photographs; social media posts; advertising; and communications.

4.4. All marketing messages should convey the University's strengths and individuality.

4.5. Consistency should be ensured across all marketing channels when creating branding messages.

4.6. All staff and students must get approval from the University's Marketing, Admissions, and Student Services (MASS) department before using the logo or any University branding.

4.7. A third party organisation may use the University logo if approved by the EO and provided by MASS.

4.8. Staff and students should protect the University brand when representing the University in any capacity or function.

4.9. Staff, Faculties and departments must get the approval of the EO when creating new logos, websites or pages to promote their activities or departments.

Document History

Policy Number/Version	Date	Update Information	Approval
(1.17/V01)	Jun. 2022	New policy "Guidelines for branding and use of the University logo"	Council

Equity and diversity

Policy number/version		1.18/V01
Section		ORGANISATION
Type		University-wide policy
Date of creation		July 2022
Date of last revision		November 2022
Date of approval of current version		November 2022
Post/Section with responsibility for implementation and monitoring		Equity and Diversity Committee
Approved by		University Council
Policy review	Latest review by	Equity and Diversity Committee
	Latest review date	August 2025
	Review outcome	Minor rewording
	Next review date	August 2026
Cross-reference/related documents		

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University aims to:

1.1.1 ensure that people are treated solely on the basis of their abilities and potential;
1.1.2 challenge inequality and less favourable treatment;
1.1.3 provide an environment that encourages disclosure of individual circumstances and supports change;
1.1.4 promote diversity and equality for all its students and staff;
1.1.5 demonstrate its commitment to creating an inclusive environment.

2.0 Scope

2.1 This policy applies to all staff and students at the University.

3.0 Policy

3.1 All individual members working at or studying in the University will be treated with dignity and respect regardless of their age, gender, race, nationality, religion, or disability.
3.2 All forms of discrimination and victimisation are prohibited. Offenders found guilty of such acts will be subject to disciplinary action as per relevant policy.

3.3 The University is committed to promoting the equality of opportunity to all its members. This includes prospective students and job applicants.

3.4 Academic staff will explore alternative education pathways for students of determination. Extra assistance and aid will be given specifically to students with determination i.e. extra exam time, extra teaching hours, and facilities to those who are taking care of students with determination during their presence at the University. This includes providing alternative curricular provision for students of determination.

3.5 All academic and administrative staff are obliged to maintain the confidentiality of documents and information on students of determination.

3.6 A register of students of determination will be kept and maintained by the Equality and Diversity Committee.

3.7 Academic and administrative staff will take part in equality and diversity training at least once a year.

3.8 All academic and administrative staff have a responsibility to guard against any form of inequality and discrimination and avoid any action which goes against the spirit of this policy. Staff should:

3.8.1 report any suspected discriminatory acts or practices;
3.8.2 co-operate with any measures introduced to ensure equality of opportunity;
3.8.3 communicate the strategy and policy, internally and externally.

Document History

Policy Number/Version	Date	Update Information	Approval
(1.18/V01)	Nov. 2022	New policy “Equity and Diversity”	Council

Sustainability

Policy number/version		1.19/V01
Section		ORGANISATION AND GOVERNANACE
Date of creation		May 2023
Date of last revision		July 2023
Date of approval of current version		July 2023
Post/section with responsibility for implementation and monitoring		Executive Office
Approved by		University Council
Policy review	Latest review by	Head of Institutional Planning and Strategy
	Latest review date	August 2025
	Review outcome	No changes
	Next review date	August 2026
Cross reference/related documents:		1.0 Policies and procedures manual 4.0 Staff handbook 1.20 Community engagement

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University recognises that its activities and wider influences have various social, economic, and environmental impacts, locally and regionally.

1.2 The University is concerned to account for its social, economic, and environmental impacts, to mitigate costs and risks, and promote benefits and gains.

2.0 Scope

2.1 This policy is applicable to all members of staff, all students, and all functions of the University.

3.0 Definitions

3.1 Sustainability: the concept of sustainability presumes the planet's resources are finite, and should be used conservatively, wisely and equitably. Decisions and investments aimed to promote sustainability will simultaneously advance economic vitality, ecological integrity and social welfare. Sustainability refers to the University's responsibility to use methods, systems and materials which do not deplete or harm natural cycles, and to its obligation to uphold a responsible social contract with the society in which it operates.

4.0 Policy

4.1 In its operations, the University will:

4.1.1 ensure that all sustainability activities align with its mission;
4.1.2 ensure that on-going sustainability activities are identified and communicated to staff, students, and the wider community;
4.1.3 ensure that it has access to up-to-date information on environmental legislation and best practice in order to advise the wider community and make or influence informed decisions;
4.1.4 develop amongst staff and students an appreciation of their role in bringing about environmental, societal, and economic improvement both as members of the University community and as members of society at large.

4.2 In its research, the University will deepen and link areas of distinctive strength in research that engages sustainability and sustainable action.

4.3 In its educational programmes the University will prepare students to be engaged citizens and leaders in the promotion and implementation of sustainable practices in their communities and professional domains.

4.4 Faculties and administrative units will generate sustainability practices in accord with interest, available resources, and opportunity.

Document History

Policy Number/Version	Date	Update Information	Approval
(1.19/V01)	Jul. 2023	New policy "Sustainability"	Council

Community Engagement

Policy number/version		1.20/V01
Section		ORGANISATION AND GOVERNANACE
Date of creation		May 2023
Date of last revision		New policy
Date of approval of current version		July 2023
Post/section with responsibility for implementation and monitoring		Executive Office
Approved by		University Council
Policy review	Latest review by	Community Engagement Committee
	Latest review date	August 2025
	Review outcome	No Changes
	Next review date	August 2026
Cross reference/related documents:		2.0 Policies and procedures manual 4.0 Staff handbook 1.19 Sustainability

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University wishes to demonstrate how higher education institutions operate to induce positive transformative effects to their community.

1.2 The University intends that all its staff and students are empowered to mitigate negative communal impact and take measures to maximise benefits to the local and wider community.

2.0 Scope

2.1 This policy is applicable to all members of staff, all students, and all functions of the University.

3.0 Definitions

3.1 Community: the University's community includes internal members of staff and students, and external individuals or groups with whom it interacts, such as community groups and associations, professional bodies, business and industry, schools, government agencies, and non-government organisations, at local, national and international levels.

4.0 Policy

4.1 In its operations, the University will:

4.1.1 ensure that community engagement activities align with its mission;

4.1.2 ensure that on-going community engagement activities are identified and communicated to staff, students, and the wider community;
4.1.3 conduct its business with values of openness, honesty and transparency, and be inclusive in its relationships and collaborations;
4.1.4 develop reciprocal relationships to identify mutual needs and benefits, set agendas for positive change, implement strategies, and assess results;
4.1.5 facilitate community access to learning opportunities and resources wherever possible and welcome all community members to campus-sponsored activities and events;

4.2 All staff are responsible for participation in community engagement activities. These take many different forms including but not exclusive to the following:

4.2.1 Professional service:

4.2.1.1 voluntary activities with professional organisations;
4.2.1.2 public or community service (outreach);
4.2.1.3 development of special relationships with industry;
4.2.1.4 developing external relations with government entities;
4.2.1.5 providing expert opinion and advice under the umbrella of consultancy projects and Memoranda of Understanding;
4.2.1.6 serving on committees or boards for government agencies and other relevant organisations.

4.2.2 Teaching and research:

4.2.2.1 delivering, applying, and preserving knowledge for the direct benefit of external audiences;
4.2.2.2 organising conferences or symposia;
4.2.2.3 organising activities that promote public awareness of research disciplines including organising and delivering public and open lectures;
4.2.2.4 serving as editors of professional books and journals;
4.2.2.5 applying academic expertise in the local, state, or national community;
4.2.2.6 supporting or stimulating research with relevant communities;
4.2.2.7 seeking internship activities for students allowing them to interact with local industry and organisations.

4.2.3 Operations:

4.2.3.1 serving on relevant academic committees or subcommittees;
4.2.3.2 serving as a sponsor for student activities and/or groups;
4.2.3.3 mentoring other faculty and students.

4.2.4 Employer and industry engagement:

4.2.4.1 participation in and/or representation from relevant employer organisations/individuals on Faculty advisory groups;
4.2.4.2 encouraging employers to develop internship and work experience opportunities for BUiD students;
4.2.4.3 requesting feedback from employers on graduate performance in order to enhance and align actual and proposed curricula with employer needs;
4.2.4.4 seeking opportunities for sharing expertise through consultancies and collaborative projects with employers.

4.3 In annual appraisals, a rating of 'satisfactory' or 'meets expectations' will be merited when an individual demonstrates participation in at least one committee, one professional organisation, and one outreach function – or a level of activity equivalent to this.

4.4 The University will assess the effectiveness and extent of staff engagement using quantitative and qualitative measures including, but not limited to:

4.4.1 self-evaluation;
4.4.2 opinions of colleagues;
4.4.3 opinions of senior leadership, committee members or chairs;
4.4.4 awards and honours;
4.4.5 letters or certificates of public service;
4.4.6 demonstrable enhancement of sustainability, community engagement and social responsibility.

Document History

Policy Number/Version	Date	Update Information	Approval
(1.20/V01)	Jul. 2023	New policy "Community Engagement"	Council

الجامعة البريطانية في دبي

The British University in Dubai

SECTION 2 | Curriculum Design, Review and Approval

Graduation requirements

Policy number/version		2.2/V01
Section		CURRICULUM DESIGN, APPROVAL AND REVIEW
Type		University-wide policy
Date of creation		September 2017
Date of last revision		June 2022
Date of approval of current version		26 August 2019
Post/section with responsibility for implementation and monitoring		Board of Studies
Approved by		University Council
Policy review	Latest review by	Head of MASS
	Latest review date	August 2025
	Review outcome	No Changes
	Next review date	August 2026
Cross reference/related documents:		3.3 External credit transfer 5.2.1 Assessment regulations doctoral degrees 5.2.1.1 Doctoral assessment criteria 5.2.1.2 Doctoral grading descriptors 5.2.3 Adjunct co- supervisor appointment policy 5.4 Undergraduate Assessment Regulations

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University wishes to standardise the graduation requirements for all its programmes.

2.0 Scope

2.1 Applies to all programmes offered by the University with respect to the level of award described.

3.0 Policy

Graduation requirements

3.1 Professional Graduate Diploma:

3.1.1 Students must earn 120 credits at professional level.
3.1.2 A minimum of 50% of the credits will be awarded for taught elements.
3.1.3 All components of the degree must be passed in order to graduate.

3.2 Postgraduate Diploma:

3.2.1 Students must earn 120 credits at Master's level.
3.2.2 A minimum of 50% of the credits will be awarded for taught elements.
3.2.3 All components of the degree must be passed in order to graduate.
3.2.4 A minimum GPA of 3.0 on a 4.0 scale (equivalent to 50% on the University's grading scheme) must be attained.
3.2.5 Up to 50% of the credits may be earned via Accreditation of Prior Learning.

3.3 Postgraduate Diploma with Merit:

3.3.1 Achieve a weighted mean mark of between 60-69% in all taught modules. No module mark may be less than 50%.
3.3.2 Not have more than 40 credits transferred from another institution for a programme comprising 120 credits. This rule will be adopted on pro rata basis for programmes not having 120 credits in total.

3.4 Postgraduate Diploma with Distinction:

3.4.1 Achieve a weighted mean mark of at least 70% in all taught modules. If a weighted mean of 70% is not achieved in more than two modules, a recommendation for Merit must be approved by the Board of Examiners. No module mark may be less than 50%.
3.4.2 Not have more than 40 credits transferred from another institution for a programme comprising 120 credits. This rule will be adopted on pro rata basis for programmes not having 120 credits in total.

3.5 Undergraduate:

3.5.1 Students must earn 480 credits at the Undergraduate level
3.5.2 All modules of the degree must be passed in order to graduate
3.5.3 A minimum overall CGPA of 2.0 on a 4.0 point scale (equivalent on the BUiD marking scheme to a 40% pass overall) must be attained
3.5.4 The majority of final year credits must be earned via study at BUiD.
3.5.5 No more than 50% of the credits may be earned through credit transfer.

3.6 Undergraduate with Merit:

3.6.1 Students must satisfy the conditions of undergraduate graduation requirements and in addition:

3.6.1.1 Have obtained a CGPA between 3.30 and 3.69.

3.7 Undergraduate with Distinction:

3.7.1 Students must satisfy the conditions of undergraduate graduation requirements and in addition:

3.7.1.1 Have obtained a CGPA between 3.69 and 4.00.

3.8 Master's:

3.8.1 Students must earn 180 credits at Master's level.
3.8.2 A minimum of 50% of the credits will be awarded for taught elements.
3.8.3 All components of the degree must be passed in order to graduate.
3.8.4 A minimum CGPA of 3.0 on a 4.0 scale (equivalent to 50% on the University's grading scheme) must be attained.
3.8.5 The majority of credits must be earned via study at the University.
3.8.6 Up to 50% of the credits available for taught elements may be earned via Accreditation of Prior Learning.

3.9 Master's with Merit (dissertation with Merit; project with Merit):

3.9.1 Students must satisfy the conditions of Master's graduation requirements and in addition:

3.9.1.1 Have passed all elements at first attempt.
3.9.1.2 Achieve a weighted mean mark of between 60-69% in all taught modules. No module mark may be less than 50%.
3.9.1.3 Achieve a weighted mean mark of at least 70% in the dissertation or project component.
3.9.1.4 Have completed at least 140 of the credits at the University. This rule will be adopted on pro rata basis for programmes not having 180 credits in total.

3.10 Master's with Distinction (dissertation with Distinction; project with Distinction):

3.10.1 Students must satisfy the conditions Master's graduation requirements and in addition:

3.10.1.1 Have passed all elements at first attempt.
3.10.1.2 Achieve a weighted mean mark of at least 70% in all taught modules.
3.10.1.3 Achieve a weighted mean mark of at least 70% in the dissertation or project component.
3.10.1.4 Have completed at least 140 of the credits at the University. This rule will be adopted on pro rata basis for programmes not having 180 credits in total.

3.11 Doctorate:

3.11.1 Students must earn 540 credits at doctoral level.
3.11.2 The majority of the credits must be attained through independent research leading to a thesis.
3.11.3 The programme must include at least one year of taught course work.
3.11.4 A minimum overall CGPA of 3.0 on a 4.0 point scale (equivalent on the BUiD marking scheme to a 50% pass overall) will be required in order for a student to successfully

complete the taught part of the programme, and pass the final viva for the thesis as per the policy on doctoral assessment regulations.

3.11.5 Up to 100 of the credits available for taught elements may be earned via Accreditation of Prior Learning.

Duration of study

3.12 General:

3.12.1 All postgraduate programmes – professional graduate diplomas, postgraduate diplomas, masters', and doctorates – shall be available on either a full-time or a part-time study mode. Undergraduate programmes shall only be available on a full-time study mode.

3.12.2 'Duration of Study' is calculated from the date of the first registration in the programme and includes periods of suspended study.

3.12.3 A new Duration of Study period commences when a student either:

3.12.3.1 Starts a new programme as the result of an official transfer from one programme to another;

3.12.3.2 Is re-admitted to a new programme in the University;

3.12.3.3 Is re-admitted to the same programme.

3.12.4 Duration of Study is reduced pro rata to the proportion of credits that have been transferred through Accreditation of Prior Learning.

3.13 Professional Graduate Diploma:

3.13.1 The minimum study period of a full-time programme will be nine months.

3.13.2 For all students there will be a period of twelve months from the end of programme to re-take and pass any element of the programme for which they have not been successful.

3.14 Postgraduate Diploma:

3.14.1 The Duration of Study for full-time students is a minimum of two terms and a maximum of six terms.

3.14.2 The Duration of Study for part time students is a minimum of six terms and a maximum of nine terms.

3.15 Undergraduate:

3.15.1 The Duration of Study for a full-time student is a minimum of four academic years and a maximum of seven academic years.

3.16 Master's:

3.16.1 The Duration of Study for full-time students is a minimum of three terms and a maximum of nine terms.

3.16.2 The Duration of Study for part time students is a minimum of twenty months and a maximum of five academic years.

3.17 Doctorate:

3.17.1 The Duration of Study for full-time students is a minimum of three years and a maximum of five academic years.

3.17.2 The Duration of Study for part time students is a minimum of four years and a maximum of seven academic years.

Document History

Policy Number/Version	Date	Update Information	Approval
(2.2/V01)	Feb. 2023	Professional graduate diploma removed Doctorate programmes no longer have CGPA for taught modules only 'pass' or 'fail'	Minor Change
(2.2/V01)	Jun. 2022	Merged with policy 4.8 'Undergraduate Programme Completion Requirement' Added Postgraduate Diploma with Merit and with Distinction"	Minor Change
(2.2/V01)	Sep. 2018	Change of number (3.2/V04), Restructuring, Rewording	Council

Allocation of module codes

Policy number/version		2.3/V01
Section		CURRICULUM DESIGN, APPROVAL AND REVIEW
Type		Academic policy
Date of creation		September 2017
Date of last revision		February 2018
Date of approval of current version		26 August 2019
Post/section with responsibility for implementation and monitoring		Board of Studies
Approved by		University Council
Policy review	Latest review by	Head of Institutional Effectiveness
	Latest review date	August 2025
	Review outcome	No changes
	Next review date	August 2026
Cross reference/related documents:		1.0 Policies and procedures manual All module descriptors

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University will have a standard and transparent format for the labelling codes assigned to modules

2.0 Scope

2.1 Applies to all modules in all programmes offered by the University

3.0 Definitions

3.1 A module is a credit-bearing unit of study comprising part of a degree programme.

3.2 A code is a pre-fix used to reference the module.

3.3 Codes reference the discipline and level (Masters, Doctoral).

3.4 Codes are discreet to a module.

4.0 Policy

4.1 Codes may be no longer than 8 characters/numbers in total.

4.2 The first alphabetical component generally indicates the discipline, as outlined below; however, exceptions may apply where appropriate.:

4.2.1 MGT Management
4.2.2 FIN Finance
4.2.3 ACT Accounting

4.2.4	EDU	Education
4.2.5	INF	Informatics
4.2.6	ENGG	Engineering
4.2.7	ENV	Built Environment
4.2.8	LAW	Law
4.2.9	RES	Research
4.2.10	GEN	General
4.2.11	ENG	English
4.2.12	MATH	Mathematics
4.2.13	ICT	Information and Communications Technology
4.2.14	IT	Information Technology
4.2.15	SYS	Systems Engineering
4.2.16	IBD	Intelligent Building Design

4.3 Dissertation modules are designated RES.

4.4 The first digit of the subsequent, numerical component will be interpreted as follows:

4.4.1 Initial digit indicates the level of the module whereby:

4.4.1.1	0	Non credit-bearing
4.4.1.2	5	Masters level, or Level 7 on the Qualifications Framework Emirates
4.4.1.3	6	Doctoral level, or Level 8 on the Qualifications Framework Emirates

4.5 The last two-digit component of the code is a unique reference to the module. Numbers are assigned to modules ascending in order of their creation, starting at 01.

4.6 Modules common to more than one programme will use the same code unless the credit assigned to this module varies across programmes. If the credit varies the module will have a different set of digits.

4.7 A new two-digit component will be assigned to a module in cases of change in the credit weigh of a module.

5.0 Responsibilities

5.1 Codes are assigned to new modules by The Office of Institutional Effectiveness.

Document History

Policy Number/Version	Date	Update Information	Approval
(2.3/V01)	Feb. 2018	Change of number (3.12/V01), Restructuring, Rewording	Council

Change to a module descriptor

Policy number/version		2.3.1/V01
Section		CURRICULUM DESIGN, APPROVAL AND REVIEW
Type		Academic policy
Date of creation		September 2017
Date of last revision		January 2018
Date of approval of current version		26 August 2019
Post/section with responsibility for implementation and monitoring		Board of Studies
Approved by		University Council
Policy review	Latest review by	Head of Institutional Effectiveness
	Latest review date	August 2025
	Review outcome	No changes
	Next review date	August 2026
Cross reference/related documents:		2.7 Evaluation of learning and teaching

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University wishes to respond with flexibility and agility to the needs of industry, the views of External Examiners, and feedback from students.

1.2 The University delegates to Faculties authority to approve limited change to modules in order that modules may be aligned in the stakeholders' best interests.

2.0 Scope

2.1 This policy governs minor and major changes to modules, so long as neither affect the aims, outcomes, or structure of the programme.

3.0 Definitions

3.1 Minor change to modules does not affect the syllabus and learning outcomes of the module.

3.2 Major change to modules affect the learning outcomes of the module.

4.0 Policy

4.1 The module coordinator is granted authority to make the following minor changes to module descriptors:
- 4.1.1 Teaching material
- 4.1.2 Sequence of the syllabus

4.1.3 Recommended texts
4.1.4 Assessment deadlines

4.2 The module coordinator is granted authority to make the following minor changes to module descriptors subject to agreement of the Head of Programme and approval of the Dean of Faculty:

4.2.1 Change in the syllabus content that does not affect the learning outcomes of the module
4.2.2 Change in the number of assessments, provided that two assessment components each contribute 30% of the final grade[3]
4.2.3 Change in the weighting of assessment components
4.2.4 Change in the type of assessment, provided two different types continue to be used[3]
4.2.5 Change to the Core Text

4.3 Changes to the module descriptor that affect learning outcomes for a module are considered major and must be approved by the Board of Studies.

4.4 Changes to a module descriptor that affect the learning outcomes for a programme fall under the jurisdiction of the Policy on Curriculum Approval and are not permitted in the course of a module offering.

5.0 Procedures

5.1 Minor changes required the next time a module is taught and that do not require approval may be detailed using the End of Term Module Review.

5.2 Major changes to the module descriptor must be completed using the End of Term Module Review form, and submitted to the Board of Studies.

5.3 The Dean of Faculty will forward a revised module descriptor to the Office of Institutional Effectiveness, whether the change is minor or major.

5.4 Minor changes might be required during the course of a module and may be approved prior to the assessment period by the Head of Programme and Dean of Faculty in writing or by email. The Dean of Faculty will forward the revised module descriptor to the Office of Institutional Effectiveness prior to the commencement of the assessment period for the module.

5.5 Major changes might be required during the course of a module and may be approved prior to the assessment period following extraordinary meeting of the Board of Studies. The extraordinary meeting may be conducted by email. The Dean of Faculty will forward the revised module descriptor to the Office of Institutional Effectiveness prior to the commencement of the assessment period for the module.

[3] The Board of Studies may authorize a reduced number if justified by any special nature of the module

Document History

Policy Number/Version	Date	Update Information	Approval
(2.3.1/V01)	Feb. 2018	Change of numbering, Change of structure, Rewording.	Council

Reading lists

Policy number/version		2.3.2/V01
Section		CURRICULUM DESIGN, APPROVAL AND REVIEW
Type		Academic policy
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Post/section with responsibility for implementation and monitoring		Board of Studies
Approved by		University Council
Policy review	Latest review by	Head of Library Services & Learning Resources
	Latest review date	August 2025
	Review outcome	Minor rewording
	Next review date	August 2026
Cross reference/related documents:		1.0 Policies and procedures manual 2.3.1 Change to a module descriptor 7.2 Library collection

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University wishes to guide students in their understanding of the reading required for a module.

1.2 The University wishes that students read a wide range of original texts, and are advised on texts that are essential to the core learning outcomes of a module, and those that are useful to their specific interests.

1.3 The University will ensure that students have available to them the readings listed in a module descriptor.

1.4 The University encourages the use of digital resources already available within the library's collection and Open Educational Resources (OER) where feasible, to enhance accessibility and affordability for students.

2.0 Scope

2.1 Applies to the design, review, and delivery of all modules of all programmes offered by the University.

3.0 Definitions

3.1 Module Core Texts: Normally up to three core texts are prescribed as mandatory reading. It is not expected that core texts will change over a two-year period.

3.2 Indicative Key Readings: An average of six texts (books, articles) are listed as useful extensions to the core texts, covering discreet issues in more depth.

3.3 Recommended Readings: Supplementary texts on a variety of topics related to the module. Students will select from the list according to their own interests.

3.4 Digital Resources: eBooks, journal articles, databases, or other materials accessible electronically via the library or online.

3.5 Open Educational Resources (OER): Freely accessible and openly licensed learning materials, including digital textbooks, multimedia content, and scholarly articles.

4.0 Policy

4.1 Copies of core texts are held in the library reserve for reference only. Students are required to purchase their own copies of core texts.

4.2 When selecting core texts, faculty should consider availability within the library's existing collection and prioritise electronic formats in line with the library's e-first approach. Where an eBook is not available or affordable, a print copy will be held in the library for reference use.

4.3 The library holds sufficient copies of indicative key readings for the typical number of students enrolled in a module. Students are encouraged to secure their own access to these texts.

4.4 The library will maintain a single copy of a recommended book in the general collection and maintain electronic access to recommended articles where possible.

4.5 The authoritative record of a reading list is the module descriptor held by the Office of Institutional Effectiveness in a module file. The Library and Student Administration will refer to this record for their purposes.

4.6 Reading lists should maximise the number of readings that can be accessed electronically.

5.0 Procedures

5.1 By 1st June, the Student Administration will remind Heads of Programme to confirm reading lists for the modules due to be taught in the subsequent academic year.

5.2 Module Coordinators are required to notify the Dean of Faculty of changes to the reading list via the Module Review form.

5.3 All changes to the reading lists must be approved within the module descriptor by 15th June.

5.4 The library will refer to the curriculum offerings and timetable held by Student Administration to determine acquisitions.

5.5 Changes to module offerings for Terms 2 and 3 must be confirmed to the library by 15th October to allow sufficient time to facilitate access to core and required texts.

5.6 The Library will:

- Review confirmed reading lists by 1st July
- Inform faculty of any issues with availability or access by 15th July
- Work with faculty to suggest alternative or digital resources when access issues arise

Document History

Policy Number/Version	Date	Update Information	Approval
(2.3.2/V01)	Mar. 2019	Change of numbering (6.2.3/V01), Change of structure, Rewarding.	Council

Programme level study hour allocation

Policy number/version		2.4/V02
Section		CURRICULUM DESIGN, APPROVAL AND REVIEW
Type		Academic policy
Date of creation		September 2017
Date of last revision		February 2021
Date of approval of current version		November 2022
Post/section with responsibility for implementation and monitoring		Board of Studies
Approved by		University Council
Policy review	Latest review by	Head of Institutional Effectiveness
	Latest review date	August 2025
	Review outcome	Minor rewording and amendments regarding shifting from credits to credit hours system.
	Next review date	September 2026
Cross reference/related documents:		1.0 Policies and procedures manual

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University wishes to ensure that study hours required to complete a module are in proportion to the credit awarded and sufficient for the learning outcomes intended.

1.2 The University wishes to ensure parity of approach across modules.

2.0 Scope

2.1 This policy applies to all programmes offered at the bachelor, Master, and doctorate levels.

3.0 Definitions

3.1 Lectures are timetabled sessions of face-to-face contact in which the syllabus is delivered. Lectures may include a variety of different delivery methods, including presentations, guest lectures, class discussion, formative assessment sessions, feedback on assignments, and case studies.

3.2 One Laboratory hour or tutorial hour is calculated as 50% of lecture hour; i.e. 2 hours of laboratory or tutorial is equal to one lecture hour.

3.3 Preparation for assignments or examinations assumes independent study that is not considered as contact hours but should be proportionate to the weight of the assessment in the overall assessment framework.

3.4 Preparation for lecture sessions is assumed as independent study that is not considered as contact hours but should be proportionate to the contact hours with which it is associated.

4.0 Policy

4.1 The University offers its programmes in sessions referred to as terms.

4.2 There are three terms per year.

4.3 A term is normally composed of a 10-week teaching period, a 3-week assessment preparation period (tutorials, revision classes and student presentations), and examination period.

4.4 One credit at bachelor, Master, and doctorate levels will normally be equivalent to 10 nominal effort hours by the students, which include lecture, class hours and follow up hours (one nominal hour is equivalent to 50 minutes).

4.5 The total contact hours are normally delivered equally over 10 weeks.

Document History

Policy Number/Version	Date	Update Information	Approval
(2.4/V02)	AY 2024-2025	Minor amendments regarding shifting from credits to credit hours system.	
(2.4/V02)	AY 2022-2023	The policy name changed from 'Masters level study hour allocation' to 'Programmes levels study hour allocations'. Credits transformed to credit hours.	Minor Changes
(2.4/V01)	AY 2020-2021	Added the clarification 'usually' to the 13 weeks definition of a term. Removed 'face-to-face' in order to accommodate alternative digital arrangements"	Minor Changes
(2.4/V01)	Apr. 2018	Change of numbering (3.1.1/V01), Change of structure, Rewording.	Council

Class size

Policy number/version		2.5/V02
Section		CURRICULUM DESIGN, APPROVAL AND REVIEW
Type		Academic policy
Date of creation		September 2017
Date of last revision		26 August 2020
Date of approval of current version		October 2020
Post/section with responsibility for implementation and monitoring		Board of Studies
Approved by		University Council
Policy review	Latest review by	Head of Institutional Effectiveness
	Latest review date	August 2025
	Review outcome	No Changes
	Next review date	August 2026
Cross reference/related documents:		4.0 Policies and procedures manual 4.0 Staff handbook 5.0 Student handbook

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University will ensure that degree programmes are delivered in a timely and sequential manner.

1.2 The University wishes to enable students to complete their degree requirements as quickly as is effective to their learning.

1.3 The University wishes to use its resources in an efficient manner

2.0 Scope

2.1 This policy applies to all modules offered by the University

3.0 Definitions

Relevance of class size (extracted from Oxford Brookes Centre for Learning and Teaching)

3.1 Two opposite tendencies exist with regard to the number of people in a group. The larger the group, the greater is the pool of talent and experience available for solving problems or sharing the effort. On the other hand, as the size increases, fewer members have the chance to participate, and indeed the differences in relative participation increase to the point where one

or two members begin to dominate. It thus becomes more likely that reticent members will fail to contribute, though they may well enjoy the relative anonymity a large group affords them.

3.2 The smaller the group, the greater is the likelihood of close relationships, full participation, and consonance of aims. Larger groups are an advantage when it requires the combining of individual efforts as in brainstorming. They are of less value when everyone must accomplish the task, which is the general situation in most discussion groups. If the group is small (i.e., two or three in number), the tutor is likely to be dominant from the start. With a large group (eight or more) the divergence of aims and the need for role differentiation may push the tutor into a dominant position.

3.3 Questions to ask about larger group sizes:

3.3.1 What size of group is appropriate to the aims?
3.3.2 How many people can be fitted into the room and still have good eye contact?
3.3.3 Will the tutor take a leadership role or will students take responsibility for the process?
3.3.4 Does the tutor intend to split the group into subgroups?
3.3.5 Is the group large enough to avoid total dominance by the tutor?
3.3.6 Will the group still be large enough if one or two members are absent?"

4.0 Policy

Minimum class size

4.1 Minimum class sizes are established to ensure that use of staff time and other resources is cost effective, and/or that student learning is optimized.

4.2 The following minimums have been established for each of the following categories:

4.2.1 Bachelor's degree modules:8
4.2.2 Master's degree modules: 4
4.2.3 There is no restriction in place for Doctoral degree modules

4.3 If the number of students falls below the minimum, the module will be cancelled. Cancellation will normally rely on registration figures prior to the start of term.

4.4 The Dean will receive petitions that a module should be continued, and may approve the module to be taught if:

4.4.1 The module is required for graduation
4.4.2 The module is a pre-requisite for other compulsory/core modules
4.4.3 Cancellation would impede a student's normal progress towards graduation.
4.4.4 The module is required to meet the teach-out plan.

Maximum class size

4.5 Classes may be taught under the maximum size.

4.6 Maximum size refers to a number beyond which a high level of student learning is less likely.

4.7 Maximum class size will relate to:

4.7.1 The level of the module
4.7.2 The module learning outcomes,
4.7.3 The extent to which out-of-class support is required
4.7.4 Instructional method used.

4.8 The following maximums have been established for each of the following categories:

4.8.1 Maximum class size for Bachelor's degree module: 60
4.8.2 Maximum class size for Master's degree module: 40
4.8.3 Maximum class size for Doctoral degree modules: 40

4.9 The maximum class size for design studios is capped at 20. The maximum class size for individual programmes may be reduced based on pedagogical requirements

5.0 Responsibilities

5.1 The module coordinator is responsibility for managing registrations on modules such that minimum and maximum size limits are observed.

5.2 The Learning, Teaching and Blended Learning Committee
5.3 reports to the Academic Board on compliance with, and recommended changes to this policy.

Document History

Policy Number/Version	Date	Update Information	Approval
(2.5/V02)	Aug. 2020	Change of version Addition of maximum class size for Design studio	Council

Group work

Policy number/version		2.6/V01
Section		CURRICULUM DESIGN, APPROVAL AND REVIEW
Type		Academic policy
Date of creation		September 2017
Date of last revision		March 2018
Date of approval of current version		March 2018
Post/section with responsibility for implementation and monitoring		Board of Studies
Approved by		University Council
Policy review	Latest review by	Head of Institutional Effectiveness
	Latest review date	August 2025
	Review outcome	No changes
	Next review date	August 2026
Cross reference/related documents:		1.0 Policies and procedures manual 5.0 Student handbook 21.0 Programme handbooks

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University believes that group work will be beneficial to student learning, and a useful teaching strategy for staff to deploy.

1.2 The University wishes to define its expectations for student behavior, participation, and contribution to assessed elements, when undertaking work in groups with other students.

2.0 Scope

2.1 This policy applies to all taught modules which include group work tasks, and to students enrolled in them.

3.0 Definitions

3.1 Group work is a form of cooperative learning in which students work collaboratively on tasks, in or out of the classroom and/or to fulfill requirements of assessment.

3.2 The pedagogical focus of group work is process and product:

3.2.1 Process refers to individual and collective behaviour with qualities referred to below.
3.2.2 Marks for process may be awarded per individual, per group, or in part for both.

3.2.3 Product refers to the outcome of the process, and this may be verbal, illustrative, or written.
3.2.4 Marks for product may be awarded per individual, per group, or in part for both.

4.0 Policy

4.1 Group work tasks will be designed with care in order to ensure the activity facilitates achievement of the intended learning outcome.

4.2 Group work may be incorporated into classroom activities or tasks to be completed outside contact hours in class.

4.3 In a module where there is an element of group work, there will be a balance between tasks to be completed in groups, and tasks to be completed individually.

4.4 Group work processes are appropriate when one or more of the following criteria are met:

4.4.1 The learning goals are best achieved by students working in groups
4.4.2 The task requires more than one person to complete
4.4.3 The activity/process requires a group
4.4.4 Students need to work together owing to resource limitations.

4.5 The process of group work develops specific capabilities which will form criteria of assessment:

4.5.1 Collaboration: fair participation, cooperation, relationship management, communication, negotiation, conflict management.
4.5.2 Methodological / process thinking: designing an approach suited to the context and character of the task, the resources available for the task, and outcomes of the task.
4.5.3 Leadership: organizing, exercising, and responding to leadership.
4.5.4 Organisation: planning structure, goals and objectives; allocating resources; dividing responsibilities.
4.5.5 Time management: punctuality, reliability, meeting deadlines, accounting for and reporting on actions
4.5.6 Reflection: evaluation of self, task, and others; ability to give feedback, ability to use feedback effectively to enhance outcomes.

4.6 Effective group work can be obstructed when:

4.6.1 Individuals fail to carry out assigned tasks
4.6.2 Individuals fail to communicate with their group (in meetings, by email, by other agreed means)
4.6.3 Roles are unevenly or unfairly distributed
4.6.4 Work is unevenly or unfairly completed
4.6.5 There is a failure to address and resolve conflict
4.6.6 There is a lack of commitment to the group process and/or to the group task.

4.7 Module tutors or examiners may reach a judgement that students have obstructed group work by exhibiting the above behaviours either deliberately or through neglect. In these cases, and subject to the agreement of the Board of Examiners, module tutors or examiners may apply these penalties to individuals, to some members of a group, or to the group as a whole:

4.7.1 Reduction in or non-award of marks normally allocated to one or more of criteria associated with process and/or product.

4.7.2 Non-award of marks for the whole module.

Document History

Policy Number/Version	Date	Update Information	Approval
(2.6/V01)	Mar. 2018	Renumbering (5.16/V01), Restructuring, Reworking	Council

Evaluation of learning and teaching

Policy number/version		2.7/V01
Section		CURRICULUM DESIGN, APPROVAL AND REVIEW
Type		Academic policy
Date of creation		September 2017
Date of last revision		July 2022
Date of approval of current version		26 August 2019
Post/section with responsibility for implementation and monitoring		Board of Studies
Approved by		University Council
Policy review	Latest review by	Head of Institutional Effectiveness
	Latest review date	August 2025
	Review outcome	No Changes
	Next review date	August 2026
Cross reference/related documents:		1.0 Policies and procedures manual 2.0 Institutional effectiveness manual 2.7.1 Programme review

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University operates a framework of evaluative and consultative activities referred to as Institutional Research.

1.2 The evaluation of learning and teaching forms part of this framework. The primary purposes of evaluation are to attest standards of student achievement and/or evidence change required in programmes and instructional methods in order to improve student achievements.

1.3 Learning and teaching are multi-faceted, complex, and unpredictable processes. The evaluation of learning and teaching requires a variety of assessment tools, a variety of informants/perspectives, and the generation of qualitative and quantitative data.

2.0 Scope

2.1 This policy is applicable to all staff involved in the delivery of academic programmes.

3.0 Policy

3.1 The University will evaluate the effectiveness of learning, teaching, and curricula using structures and tools including but not limited to the following:

3.1.1 feedback questionnaires;
3.1.2 student representation on University committees;
3.1.3 Staff-Student Liaison Committee;
3.1.4 Board of Studies;
3.1.5 module reviews;
3.1.6 staff surveys;
3.1.7 programme review;
3.1.8 external examiners;
3.1.9 evaluations led by the Dean of Faculty;
3.1.10 evaluations by UK University Alliance partners;
3.1.11 staff appraisals.

3.2 Except where detailed under separate policies, this policy sets out the procedures to be followed the evaluation of teaching, learning and curricula using these tools and structures.

4.0 Procedures

Feedback questionnaires

4.1 Student module feedback:

4.1.1 Student module feedback questionnaires are administered by the Office of Quality and Institutional Effectiveness (OQIE);
4.1.2 The focus is the effectiveness of module content and delivery;
4.1.3 Analysis of data informs:

4.1.3.1 module reviews;
4.1.3.2 Boards of Studies;
4.1.3.3 annual reviews.

4.2 Graduate exit questionnaires:

4.2.1 Graduate exit questionnaires are administered by the OQIE;
4.2.2 The focus is the effectiveness of the programme as a whole;
4.2.3 Analysis of data is provided to the Head of Programme and the Dean of Faculty.

4.3 Alumni questionnaires:

4.3.1 Alumni questionnaires are administered by the Marketing, Admissions, and Student Services department;
4.3.2 The focus is the value of the programme to graduates' continuing professional careers;
4.3.3 Analysis of data is provided to the Head of Programme and the Dean of Faculty.

4.4 Employer/sponsor questionnaires:

4.4.1 Employer/sponsor questionnaires are administered by the Marketing, Admissions, and Student Services department;
4.4.2 The focus is employer/sponsor satisfaction with graduates, and the effectiveness/relevance of the programme in meeting the needs of the workplace;
4.4.3 Analysis of data is provided to the Head of Programme and the Office of Quality and Institutional Effectiveness.

Student representation on University committees

4.5 Staff-Student Liaison Committees:

4.5.1 Refer to relevant university policy on Statutory Bodies

4.6 Boards of Studies:

4.6.1 Refer to relevant university policy on Statutory Bodies

Module reviews

4.7 Module reviews are generated by Module Coordinators.

4.8 They are generated by completion of the Module Review form at Appendix A of this policy.

4.9 They report on appropriateness of:

4.9.1 curriculum and learning outcomes;
4.9.2 teaching methods;
4.9.3 learning resources;
4.9.4 assessment methods.

4.10 Reports are received by the Dean of Faculty and the Boards of Studies.

4.11 The Dean of Faculty has authority to approve minor changes proposed in the report.

Staff questionnaire

4.12 The staff questionnaire is administered by the OQIE.

4.13 Its focus is on the effectiveness of the administration, University resources, and working environment.

4.14 Analysis reports are provided on areas of effective practice and areas of concern.

4.15 It is conducted at the beginning of the academic year.

4.16 The report is circulated to all heads of administrative departments for dialogue in their teams and within the Senior Management Group.

Programme Review

4.17 Refer to relevant University policy on programme review.

Evaluative exercises led by the Dean of Faculty

4.18 The Dean of Faculty is responsible for the implementation of the following functions:

4.18.1 *Informal peer-review of teaching*: A colleague agrees to observe a colleague's teaching, and to discuss what has taken place in the interests of gaining insight into practice, and stimulating reflection on practice. The outcome should be enhanced student learning. The discussion is confidential, and the process is informal, simply being encouraged by the Dean;

4.18.2 *Professional advisory groups:* Advisory groups are established by the Faculty from volunteers in the professional community in the UAE. Discussion of programme curricula and student learning outcomes is focused on the extent to which the programme meets contemporary requirements of the profession in context. Groups meet at least once a year. Issues raised are fed into reports received by the Boards of Studies.

Evaluation by UK University Alliance partner representatives:

4.19 UK University Alliance partners are given access to all University and programme documentation. Partner representatives are expected to visit at least once per year to discuss programmes with students, and academic and administrative staff. The objective is to share effective practice, discuss developments in the programme field internationally, and to establish understanding of UK and international standards and norms. In cases where there is no UK University Alliance partner associated with a programme, the Vice Chancellor may appoint an external consultant to serve in a similar capacity to that of the UK University Alliance partner representative(s).

4.20 Both UK University Alliance partners and external consultants are encouraged to provide the Vice Chancellor and Dean of Faculty with written reports on their observations.

4.21 Individual staff appraisal: Refer to relevant University policy on staff appraisal.

APPENDIX A:

END OF TERM MODULE REVIEW FORM

Academic Year: 2021-2022	Term: XX
Parent Programme:	Module Code:
Module Title:	Module Coordinator/ Module Tutor: *(module tutor can be same as module coordinator)*
Module shared with any other Programme: Y /N If yes, name of the other programme:	

1.0 ASSESSMENT OF LEARNING OUTCOMES

Module Learning Outcomes	**Aligned to PLO #**	**How were these assessed (please list specific assignment or portions of assignments)**	**Achievement of MLO** To be reported as % of student Scoring >= 50% (Achievement criteria for MLO is 70% of the students achieve a grade of 50% in the respective MLO)

2.0 QUANTITATIVE ANALYSIS OF STUDENT PERFORMANCE

Grade Distribution

No. enrolled on module:			**% Pass Rate (first attempt):**				
	A	**B**	**C**	**D**	**E**	**F**	**Withdrawal**
No. Students:							
Percentage (%)							
Maximum							
Minimum							
Average							

Please add a copy of the mark sheet below

3.0 PLEASE COMMENT ON THE FOLLOWING:

Appropriateness of the module learning outcomes	
Extent to which the syllabus was covered and justification for any material that was not covered	
Extent to which learning outcomes were met (with evidence);	
Appropriateness of textbooks and other learning resources	
Specify any difference between assessment as specified in the module descriptor and as carried out during module delivery	
Appropriateness of assessment instruments in relation to learning outcomes. Report any inaccuracies in the mapping between assessment instruments and MLOs.	
Identify the MLOs that were not assessed (fully or partially) and the reason behind that	
Appropriateness of the balance of assessment	
Appropriateness of prerequisites (if any)	

4.0 MODULE EVALUATION

(Student Feedback/ General comments on any problems encountered with the module)

5.0 PLANNING FOR IMPROVEMENT

Corrective actions for unachieved MLOs that were recommended for previous offering of the course.	Were these actions implemented this term/year (Yes/No)? If not, why?
Module improvement actions that were recommended for previous offering of the course	Were these actions implemented this term/year(Yes/No)? If not, why?
Recommended corrective actions for unachieved MLOs in the current offering of the module (Skip if all MLOs were achieved):	List corrective actions for unachieved MLOs
Module improvement actions for next term/year	List action proposed to improve the module for the next term/year noting for each action the planned completion date and the person responsible.
Based on comments above please attach the updated module descriptor	

Module Coordinator/

Module Tutor Signature _____ Date: _____

Head of Programme Signature _____ Date: _____

Dean of the Faculty Signature _____ Date: _____

(This form is to be submitted to the next Programme Board of Studies for consideration and record)

Document History

Policy Number/Version	Date	Update Information	Approval
(2.7/V01)	AY 2021-2022	End of Term Review Form attached in appendix A amended	Minor Changes
(2.7/V01)	AY 2020-2021	Alumni questionnaire administration changed from OQIE to CMER Employer questionnaire administration changed from OQIE to CMER	Minor Changes
(2.7/V01)	Mar. 2018	Renumbering, Restructuring, Reworking	Council

Programme review

Policy number/version		2.7.1/V01
Section		CURRICULUM DESIGN, APPROVAL AND REVIEW
Type		Academic policy
Date of creation		September 2017
Date of last revision		July 2022
Date of approval of current version		26 August 2019
Post/section with responsibility for implementation and monitoring		Board of Studies
Approved by		University Council
Policy review	Latest review by	Head of Institutional Effectiveness
	Latest review date	August 2025
	Review outcome	The forms of Programme Quality Review Report and annual Programme self-study report have been updated
	Next review date	September 2026
Cross reference/related documents:		1.0 Policies and procedures manual 2.0 Institutional effectiveness manual 2.7 Evaluation of learning and teaching

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University operates a framework of evaluative and consultative activities referred to as 'Institutional Research'.

1.2 The evaluation of learning and teaching forms part of this framework. The primary purposes of evaluation are to attest standards of student achievement and/or evidence change required in programmes and instructional methods in order to improve student achievements.

1.3 Learning and teaching are multi-faceted, complex, and unpredictable processes. The evaluation of learning and teaching requires a variety of assessment tools, a variety of informants/perspectives, and the generation of qualitative and quantitative data.

1.4 Programme review is one assessment tool; it also draws on other assessment tools.

2.0 Scope

2.1 This policy is applicable to all Faculties and all programmes operated by the University.

3.0 Definitions

3.1 Programme Review is a formative evaluation intended to generate critical reflective analysis of:

3.1.1 the administration, goals, structure, content, teaching, and assessment of programmes;
3.1.2 student achievements relative to intended learning outcomes.

3.2 Programme Review is intended to generate change oriented to preserving the currency of intended learning outcomes, improving alignment of programmes to their purpose, and improved student achievements relative to outcomes and purposes.

4.0 Policy

4.1 Established programmes are reviewed every other year, at the conclusion of the relevant academic year.

4.2 New programmes and programmes that have recently been revised substantially will be reviewed annually for three consecutive years, after which they are deemed 'established'.

4.3 Programmes that are considered 'at risk' under 4.1 or 4.2 are reviewed annually.

4.4 The Chair of the Academic Board will appoint a review panel for each programme under review.

4.5 The Programme Review Panel will produce a critical analytical report for the Academic Board.

5.0 Responsibilities

5.1 Programme Reviews are produced by Faculties supported by the Office of Institutional Effectiveness.

5.2 Academic Board is accountable for implementation of this policy.

6.0 Structures

6.1 The Programme Review Panel will consist of two members of academic staff, one of which will have experience of programme review and serve as lead.

7.0 Procedures

7.1 The Head of Programme prepares annual self-studies using the University template included at Appendix A herein.

7.2 Programme Review Panels receive the following from the Office of Institutional Effectiveness:

7.2.1 annual programme self-study reports;
7.2.2 analysis of questionnaires relevant to the programme;
7.2.3 the programme handbook;
7.2.4 module reviews;
7.2.5 external Examiner reports relevant to the programme;

7.2.6 a copy of the previous review and a report on actions taken on the recommendations contained therein;
7.2.7 minutes of the Board of Studies, the Professional Advisory Group, and Staff-Student Liaison Committee.

7.3 The Programme Review Panel will meet, in the following order, with:

7.3.1 student Representatives or if unavailable, other students on the programme;
7.3.2 the Head of Programme and Programme Coordinators (as appropriate);
7.3.3 members of academic staff contributing to the programme (simultaneously with the Head of Programme, at the discretion of the lead of the Programme Review Panel);
7.3.4 the Dean of Faculty.

7.4 The Programme Review Panel prepares a report using the University template included herein at Appendix B. The report is signed off by the academic lead who submits it to the Office of Institutional Effectiveness.

7.5 The Office of Quality and Institutional Effectiveness ensures that Programme Review Panel reports are included on the agenda of the next meeting of the Academic Board.

APPENDIX A

ANNUAL PROGRAMME SELF-STUDY REPORT

Introductory Note

It is intended that the annual self-study should be undertaken by the Head of Programme/Programme Coordinator primarily for discussion with the Dean of Faculty. Copies of this should be retained in the Faculty for analysis. One copy should be submitted to OQIE for central record keeping.

The form should constitute an identifiable trace of action taken to deal with any problem identified in the self-study and the last Programme Quality review.

Year of Review:	
Programme Title:	
Head of Programme/Programme Coordinator:	

1. Status of corrective\improvement action plans As Please comment on any Corrective Action Plans as identified in the last Self-Study Report		
corrective\improvement action plans (add or remove lines as needed)	**Completed (Yes/No)**	**• If completed, summary of the benefits and results. • If not completed, description of progress so far, including new timelines and barriers.**
NA	**NA**	**NA**

2. Status of Action Item from the previous Programme Quality Review (if applicable) (Attach a separate sheet if necessary)	
Action item	**Status**

3. Programme Learning Outcomes
3.a What are the intended programme learning outcomes for a programme?

3.b Are the PLOs effectively aligned with the programme's aim/goals?
3.c Do the PLOs require any changes or revisions? (If yes, please specify the changes needed and provide a rationale.)

4. Faculty Workload and analysis
4.a Names of academic staff directly responsible for the degree programme
4.b Faculty Workload (for the year under review. Please collect data from HR)
4.c Faculty Summary Analysis Discuss how workload, distribution, or other considerations impact the ability of the programme to deliver excellent teaching to students. What changes, if any, should be implemented to ensure faculty effectiveness? Identify any needs related to faculty that impact delivery of a high-quality programme)

5. Annual Programme Learning Outcome Assessment Report

PLO No.	PLO	Module code	Previous action if any	Assessment / Data Source	Evidence	Result/Interpretation	Action/Recommendation
1				☐ Written Exam ☐ Assignment ☐ Presentation ☐ Others (please specify)			
2				☐ Written Exam ☐ Assignment ☐ Presentation ☐ Others (please specify)			
3				☐ Written Exam ☐ Assignment ☐ Presentation ☐ Others (please specify)			
4				☐ Written Exam ☐ Assignment ☐ Presentation ☐ Others (please specify)			
Comments on the Program Learning Outcome Assessment results.							

6. Recruitment and Enrolment data						
AY	Application	Offers	Registration	Rate of Conversion of Complete Applications to Offers %	Rate of Conversion of Offers to Registrations %	Rate of Conversion of Complete Applications to Registrations %
2022-2023						
2021-2022						
2020-2021						
Using the evidence provided, discuss the programme's enrolment trends over the past three years. What, if any, changes to recruitment strategies would benefit the programme so that it attracts a sufficient number of students?						

7. Graduate data	
AY	No of graduates
Graduate Success Indicators: The table below includes findings from your programmes graduate exit survey.	

8. Cohort Analysis

Comments on the results:

9. Student Feedback Summarize the important recommendations or comments received by the students and alumni through various meetings and questionnaire conducted through the year and what are the actions taken to address these.

10. Describe the degree to which library and IT resources are adequate and available for students and faculty members.

11. Please briefly summarise the External Examiner's report below. Identify where action is required. If the External Examiner did not submit a written report on the programme indicate why not.

12. Advisory groups feedback

13. Has any UK University Representatives commented on the programme during the last academic year. If yes, please briefly summarise report and identify where action is required

14. Set corrective\improvement action plans

Areas for improvement	Individual(s) responsible and resources	Expected resolution (outcome measures)

Signed	HoP/Programme Coordinator:		
	Dean of Faculty:		

	Date:		
Please submit to the Office of Quality and Institutional Effectiveness and retain a copy.			

APPENDIX B

Programme Quality Review Report

Programme under review	
Review Period	Period of time 12 months / 24 months Academic years:
Date of review:	
Review Panel members:	
Academic staff who met the Panel (names):	
Number of Students who met the Panel:	

1. Did the Review Panel consider the following? Please signal Yes/No; If no, please explain:	
Analysis of questionnaires relevant to the programme	
The programme handbook	
Module reviews	
External Examiner reports relevant to the programme	
A copy of the previous review and a report on actions taken on the recommendations contained therein	
Minutes of the Board of Studies	
Minutes of the Professional and/or other Advisory Group, and	
Minutes of the Staff-Student Liaison Committee	

2. Identified Good Practices Please highlight any notable examples of good practice observed during the review.

3. Areas for Improvement or Concern List any specific areas requiring attention, improvement, or immediate action.

4. Recommendations for Action Provide clear, actionable recommendations based on the review findings.

Signed:
Date:

Please submit to the Office of Institutional Effectiveness

Document History

Policy Number/Version	Date	Update Information	Approval
(2.7.1/V01)	August 2025	Programme Quality Review Report and ANNUAL PROGRAMME SELF-STUDY REPORT have been updated	Council
(2.7.1/V01)	AY 2021-2022	Amended membership of the Programme Review Panel	Council
(2.7.1/V01)	Feb. 2018	Renumbering, Restructuring, Reworking	Council

Peer review procedure

Policy Number/Version		2.7.2/V01
Section		CURRICULUM DESIGN, REVIEW AND APPROVAL
Type		Academic policy
Date of creation		November 2018
Date of last revision		November 2019
Date of approval of current version		November 2019
Post/Section with responsibility for implementation and monitoring		Board of Studies
Approved by		University Council
Policy Review	Latest review by	Head of Human Resources
	Latest review date	August 2025
	Review outcome	No changes
	Next review date	September 2026
Cross Reference/Related Documents:		5.0 Policies and procedures manual 6.0 Institutional effectiveness manual 4.0 Staff handbook 2.7 Evaluation of learning and teaching

1.0 Rationale and principles which this procedure seeks to uphold

1.1 This procedure outlines how Faculty members conduct peer review of teaching and how the individuals who will be involved in reviews will be identified.

1.2 This procedure aims to:

1.2.1 promote reflection on learning and teaching by the observer and the peer observed;
1.2.2 encourage engagement in constructive and analytical discussion with a peer;
1.2.3 allow ongoing professional development;
1.2.4 enhance the teaching practice of new members of staff; and
1.2.5 act as a tool for academic development review.

2.0 Scope

2.1 Applies to all members of teaching staff of the University.

3.0 Definitions

3.1 Observer: the selected peer from the same or different Faculty who observes and conducts the review.

3.2 Observed Peer: the peer who is being reviewed.

4.0 Policy

Peer review process

4.1 All members of teaching staff should benefit from formal peer review at least once each academic year.

4.2 It is strongly recommended that Faculties select peers from different Faculties. It is also recommended that peers are selected in consultation with respective Deans. Observers for the peer review will be formally noted at the Faculty Council meeting.

4.3 Respective programmes can decide if the peer review process is reciprocal (A observes B and B observes A), triangular (A observes B, B observes C, C observes A), or some other variant.

4.4 Instead of seeking to review all aspects, it is recommended that the observer focuses on one facet of teaching which should have been decided by both parties prior to observation. This will allow the Observer to concentrate on that aspect instead of trying to comment on the totality of learning and teaching.

4.5 Three options are suggested:

4.5.1 Option 1: Peer Review Collaborative Notes (Appendix B)
4.5.2 Option 2: Self Developmental Peer Observation (SDPO) (Appendix D)
4.5.3 Option 3: Critical Incidents (Appendix E)

4.6 Peers may choose one of these options, a combination of two, or use all options.

4.7 Observation should be between 60-90 minutes for a 3-4-hour class.

Peer review process for probationary staff

4.8 For probationary staff it is suggested that a review should take place as early as practicable after a staff member commences teaching. A second review should also take place towards the end of the academic year in order that progression can be noted.

4.9 It is strongly recommended that the first observation is done by a member of the same Faculty and the second observation is done by a member from a different Faculty.

4.10 It is highly recommended that option 1 above is used for probationary staff.

After the peer review

4.11 Before the session the Observer and the Observed Peer should meet to discuss the session as soon as possible and complete the required form for the chosen option.

4.12 After the session the Observer and the Observed Peer should reflect on the review comments and together identify areas of good practice and specific actions that should be taken to address areas of improvement highlighted by the Observer. Where a review form cannot be agreed by both parties, separate review forms should be completed and submitted.

4.13 Peer Review Collaborative Forms are to be completed as follows:

Option 1

4.13.1 Section A should be completed by the Observer.
4.13.2 Section B(1) should also be completed by the Observer.
4.13.3 Section B(2) should be completed by the Observed Peer.
4.13.4 The Observer and the Observed Peer should discuss and list TWO steps/measures to address identified issues/concerns. These measures should be agreed by both parties. Measures should be simple, practical and may include:

4.13.4.1 trying out suggested ideas/techniques and learning from them;
4.13.4.2 further reading on relevant issues;
4.13.4.3 follow-up observations by the same peer, another peer or member of another Faculty;
4.13.4.4 seeking support from the Head of Programme/Dean;
4.13.4.5 attending professional development workshops.

4.13.5 A sample of a completed peer review form for Option 1 is attached as Appendix C.

Option 2

4.13.6 Sections A & B should be completed by the Observer.

Option 3

4.13.7 Section A should be completed by the Observer.
4.13.8 Section B should be completed by the Observed Peer.

4.14 After an agreed short timeframe between both parties, a follow-up discussion should be held to revisit measures taken, make further developmental plans and future collaborations. The date of the further meeting should be noted on the form together with any agreed update.

4.15 Copies of only Section A to be submitted to the Dean via the Head of Programme.

4.16 Section B for all options can remain confidential between the parties. Both parties should retain a copy of the Peer Review Collaborative Form and evidence of follow-up measures for audit. Academic staff will need to refer to these sections when the Learning and Teaching Advisor conducts a confidential mid-year and end of year survey to identify common themes/concerns. They may also refer to the form as they wish in appraisal and monitoring meetings with the Head of Programme and/or Dean.

4.17 Individual Faculty members may also wish to cross-reference their strengths/concerns raised during peer review with respective student module evaluations for further self-evaluation.

Appendix A

Practical tips for peer review

1. The attached peer review forms are recommended as a standard method of maintaining records.

2. It is recommended that you DO NOT make copious notes during observation. For Option 1, please use a 'sandwich approach' whereby one focus or issue is highlighted with two strengths. This is to ensure that 'learning from best practice' rather than evaluation takes place.

3. After the observation, it is highly recommended that you have your discussion/feedback as soon as possible. Delayed feedback can have negative repercussions on the collaborative process. If the class is finishing very late, then please arrange to meet first thing the next day.

4. A completed sample of the Option 1 form is attached to guide you. This is merely a guideline. You may complete the form in a way that suits you both.

5. If you need more help in setting up collaborations or sustaining them, limited support is available from the Learning and Teaching Advisor.

6. Please keep your completed forms and evidence of follow-up measures in a separate file. This will prove useful during visits from External Review Teams, the Ministry of Education, the Commission for Academic Accreditation, or any other relevant authority.

Appendix B

Peer review: Collaborative Notes Form

Section A:

Observer:	
Programme:	**Module:**
Observed Peer:	**Visit number:**
Date:	**Time:**
Venue:	**Number of students:**
Focus aspect:	

Section B (1):

STRENGTHS (maximum 2)	AREAS TO CONSIDER (maximum 1)
-	-

Section B (2) Measures:

1. _____

2. _____

Signed by:

_____ _____

Observer **Date**

_____ _____

Observed Peer **Date**

Appendix C

Sample peer review: Collaborative Notes Form

Section A:

Observer: Jeremy Parrott	
Programme: B.Ed	**Module: BED003**
Observed Peer: Sarah North	**Visit number: 1**
Date: 6 May 2010	**Time: 7.00 – 8.00 p.m.**
Venue: Classroom 4	**Number of students: 22**
Focus aspect: Student participation	

Section B (1):

STRENGTHS (maximum 2)	AREAS TO CONSIDER (maximum 1)
- Variety of activities & resources – nice materials; students had the opportunity to do pair, group and individual work. - Effective group work – clear instructions, division of groups done well, sufficient time allocated, good support given to each group.	- Engaging quiet/shy students

Section B (2) Measures:

1. Encouraging participation by posing questions to particularly quiet individuals and giving praise.
2. Follow-up peer observation in 3 months.

Signed by:

_____ _____

Observer **Date**

_____ _____

Observed Peer **Date**

Appendix D

Option 2: BUiD self-developmental peer observation (SDPO)

Rationale

Where peer evaluation is an organisational requirement, there are several options available. SDPO is one of these, and the key reasons for its use are as follows:

1. A key tenet of peer observation is that teachers are not observed by people they interact with regularly on either a professional or social basis (Peterson, 2000), as prior knowledge of the individual and/or context could affect any judgements that are made.
2. Secondly, teachers tend to gain more from observing than being observed (Hammersley-Fletcher and Orsmond, 2004), therefore it is important that they are able to develop themselves professionally by observing others.
3. The teacher should be placed at the centre of the evaluation activity (Peterson, 2000:5) and 'responsible for data assembly, adequacy of judgements, and the use of evaluation results'.

SDPO fulfils all the above criteria, as well as giving the teacher concerned the opportunity to view teaching in another environment, thus enabling them to reflect on their own practice in a positive learning environment.

Observation focus

The SDPO can have a range of purposes (to be agreed with the observed teacher) and some suggested areas of interest are identified below:

- To observe teacher interaction with individual students
- To examine how the environment affects teaching
- To observe grouping patterns
- To review types of teacher questions
- To analyse students' talk in a lesson
- To investigate teaching style
- To investigate learning styles
- To look at the type of interactive activities incorporated in the lesson
- To observe the effectiveness of task-based activities

A wide range of possible observation focuses are available, preferably related to the ways in which the observer is interested in developing her/his own teaching.

Method

1. Identify a teacher and/or learning environment which you believe might provide you with the opportunity to reflect on your own practice; preferably not one with which you are not particularly familiar. Gain permission to attend a lesson, or part of a lesson, for peer observation purposes, bearing in mind that your presence in the classroom will have an effect on the events that take place there (Labov, 1972).
2. Before attending the lesson have a brief meeting with the teacher concerned in order to obtain background relating to the class and the work which they will be doing. Agree with the teacher where you will sit, and the aspects of the lesson that you will be focusing on.
3. Attend the lesson according to the agreed format, using the observation schedule format attached as your guide. Remember that your focus is not critical – you should be looking at

aspects of the lesson and the teacher's interaction with the students that you believe would be beneficial to your own practice in the future.

4. If agreed with the teacher observed, arrange a post-observation conference to discuss your reflections. Again, this conference does not have a critical function, but does provide an opportunity for the observer and the observed to discuss areas of particular interest, and understand what was occurring at any particular point in the lesson.
5. Reflection on the observed lesson should provide the observer with a basis for reflection and consideration of their own classroom practice, and the observation schedule has been organised to reflect this.

References

Hammersly-Fletcher, L. and Orsmond, P. (2004) *Evaluating our peers: is peer observation a meaningful process?* In Studies in Higher Education, 29/4: 489-503

Labov, W. (1972) *Sociolinguistic Patterning*. Pennsylvania: University of Pennsylvania Press

Peterson, K.D. (2000) *Teacher Evaluation: A Comprehensive Guide to New Directions and Practices* (2nd edn) Thousand Oaks, California: Corwin Press Inc

Reed, A.J.S. and Bergemann, V.E. (2005) *A Guide to Observation, Participation and Reflection in the Classroom (5th edn).*

OBSERVATION SCHEDULE: Self-developmental Peer Observation

Section A:

Observer:	
Programme:	**Module:**
Observed Peer:	**Visit number:**
Date:	**Time:**
Venue:	**Number of students:**
Focus aspect:	

Section B:

Observation notes:

Reflection:

Signed by:

_____ _____

Observer **Date**

_____ _____

Observed Peer **Date**

Appendix E

Option 3: critical incidents and magic moments

What is a critical incident or a magic moment?
Gaining access to teachers' beliefs, values and assumptions can be difficult, but 'critical incidents' provide a way forward in this respect. But what precisely is a 'critical incident'?

It may be defined as follows:

> The term critical incident comes from history where it refers to some events or situation which marked a significant turning-point or change in the life of a person or institution…The vast majority of critical incidents, however, are not all dramatic or obvious: they are mostly straightforward accounts of very commonplace events that occur in routine professional practice which are critical in the rather different sense that they are indicative of underlying trends , motives and structures. These incidents appear to be 'typical' rather than 'critical' at first sight, but are rendered critical through analysis. (Tripp 1993 in James 2001, p. 52.)

How precisely might critical incidents be used in teacher education and development? Critical incident techniques can be used to elicit teachers' contextualised knowledge. When asked to comment on such material, experienced teachers generally reveal a rich, episodic, knowledge resource which is readily related to classroom situations (Calderhead 1990).

The starting point for creating a critical incident is a commonplace event, an observation or comment that teachers make about their everyday practice. Tripp (1993) gives examples, such as a teacher who says: "John didn't finish his work today, must see that he learns to finish it." Tripp suggests that, through systematic questioning about events, teachers are challenged on the premises of their comments, bringing to light their underlying beliefs and modifying them in the light of their professional learning in general. The questions employed are diagnostic, reflective, critical and practical in nature.

It is the move away from the immediately practical questions of how to do something towards why teachers do it that is the strength of using critical incidents. The fact that the incidents start with things that teachers themselves have noticed ensures that the analysis is meaningful to them. The involvement of another person (a teacher or trainer) means that assumptions that an individual may be unaware of can be explored, and that the teacher can be brought to relate their incident to aspects of 'public' (as opposed to their personal) theory. The systematic nature of the questioning ensures that analysis of an event does not remain superficial, or insignificant, taking the teacher through a cycle of description of the event, explanation of it in its immediate context, and interpretation of it in a wider context.

From:
James, P. (2001). *Teachers in action: Tasks for in-service language teacher education and development.* Cambridge:CUP, p. 52.

Other references:
Calderhead, J. (1990). Conceptualising and Evaluating Teachers' Professional Learning. *European Journal of Teacher Education*. Vol. 13 (3), pp. 153-160.
Tripp, D. (1993). *Critical Incidents in Teaching. Developing Professional Judgement*. London: Routledge.

Critical incidents

Section A:

Observer:	**Faculty Name (observer):**
Programme: **Module:**	**Programme:** **Module:**
Observed Peer: **Visit number:**	**Peer (observed):** **Visit No:**
Date: **Time:**	**Date:** **Time:**
Venue: **Number of students:**	**Venue: Classroom** **No. of students**
Focus aspect:	**Focus aspect:**

Section B:

Consider the given definition of critical incidents and think of a 'critical incident' from one of your lectures.
Analyse your incident by answering the questions below. If you cannot answer all of the questions, don't worry, leave them unanswered.
Make notes and be ready to exchange information about your incident with your peer.

QUESTIONS	NOTES
1. What happened?	
2. Who was involved?	
3. What/who made it happen?	
4. What did it feel like? For whom?	
5. What does it mean? To whom?	
6. Why did it happen?	
7. Did I like it?	
8. Was it a good thing?	
9. Why?	
10. What is it an example of?	
11. What do I do as a result/should I do as a result?	
12. How?	
13. When?	
14. Where?	

As a result of reflecting on discussing critical incidents, have you learned/become aware of anything about your own work? What?

Signed by:

_____	_____
Observer	**Date**
_____	_____
Observed Peer	**Date**

Document History

Policy Number/Version	Date	Update Information	Approval
(2.7.2/V01)	AY 2020-2021	Removed 'Learning and Teaching Advisor' role.	Minor Changes
(2.7.2/V01)	Nov. 2019	Renumbering (1.4.2/V01), Restructuring, Reworking	Council

Programme specification

Policy number/version		2.8/V01
Section		CURRICULUM DESIGN, REVIEW AND APPROVAL
Type		Academic policy
Date of creation		January 2021
Date of last revision		July 2022
Date of approval of current version		October 2021
Post/section with responsibility for implementation and monitoring		Board of Studies
Approved by		Senate
Policy review	Latest review by	Head of Institutional Effectiveness
	Latest review date	August 2025
	Review outcome	No Changes
	Next review date	August 2026
Cross reference/related documents:		2.1 Curricula approval and revision

1.0 Rationale and principles which this policy seeks to uphold

1.1 A programme specification is the definitive record of the programme including the learning outcomes of the programme, details of how these outcomes can be achieved, admission requirements, approaches to teaching and learning, assessment and quality assurance. It is intended as a reference point for prospective and current students, academic staff involved in delivering the programme, and for assessment by internal and external examiners.

2.0 Scope

2.1 Applies to all programmes offered at the University.

2.2 Each specification is developed and owned by the Head of Programme/Programme Coordinator who oversees its development and modification.

2.3 Specifications, or subsets of information from them, are included in programme handbooks to provide information about the programme and modules to students.

3.0 Policy

3.1 A programme specification is required for all programmes. It must include learning outcomes for any embedded awards, in addition to the final award.

3.2 Each programme specification should include:

3.2.1 programme title and programme code/number;
3.2.2 authoring team;
3.2.3 date when the document was prepared;
3.2.4 dates of initial accreditation of the programme and, where appropriate, subsequent renewal of accreditation of the programme;
3.2.5 dates of international accreditation and subsequent renewal of accreditation, if applicable;
3.2.6 Faculty delivering the programme;
3.2.7 in cases of interdisciplinary or jointly offered programmes, the Faculty primarily responsible for the programme;
3.2.8 delivery support partner (as applicable);
3.2.9 delivery mode(s);
3.2.10 educational aims of the programme;
3.2.11 programme learning outcomes;
3.2.12 completion requirements;
3.2.13 opportunities for students on successful completion of the programme;
3.2.14 programme structure;
3.2.15 support for students and their learning;
3.2.16 criteria for admission;
3.2.17 facilities, including laboratories, studios or other specialist resources supporting the programme;
3.2.18 methods for evaluating and improving the quality and standards of teaching and learning;
3.2.19 assessment plan for programme learning outcomes;
3.2.20 indicators of quality and standards;
3.2.21 programme matrices or schematic showing:

3.2.21.1 the schedule of delivery;
3.2.21.2 programme learning outcomes mapped to course learning outcomes;
3.2.21.3 programme learning outcomes mapped to descriptors of the QFEmirates for the appropriate programme level;
3.2.21.4 teaching and learning methods;
3.2.21.5 assessment methods.

3.3 The University will use a common specification template (Appendix A) for all programmes, insofar as that is possible.

Approval of programme specifications

3.4 Programme specifications are drafted as new programmes are developed and are approved when the programme is accredited by the UAE Ministry of Higher Education and Scientific Research.

Making changes

3.5 Changes can be made to programmes and modules, and therefore to their specifications, via the relevant curricula approval and revision University policy.

APPENDIX A

PROGRAMME SPECIFICATION

Programme title/award

Programme code

Authoring team

Date document prepared

Exit Awards

Award credits

Delivery Mode

Delivery Support Partner (if applicable)

QFEmirates

Date of initial accreditation

Date of renewal of accreditation

Due Date of Next Reaccreditation

Professional / international accreditation

Faculty

Head of Programme/Programme Coordinator

Programme description/ overview

Programme admission requirement

Programme Goals and Learning Outcomes

Programme Structure and Degree Completion requirements

Study Plan

Adherence of the Programme to the UAEQF

UAE QF Level XX Outcomes	Programme Learning Outcomes						
	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7

Mapping of Programme Learning Outcomes and Core Modules

(insert module codes and module titles and mark in each box where a learning outcome referenced in the programme specification may be demonstrated by successful completion of that module)

		Progamme learning outcomes						
Module code	**Module title**	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7
XXXX	**XXXX**	•	•					
XXXX	**XXXX**				•			

Programme learning outcome mapped to module learning outcomes

		Programme learning Outcomes						
Code	Title	**PLO1**	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7
XXXXXX	XXX	MLO 1			MLO 2			MLO 3 MLO 4
XXXXXX	XXX	MLO 1		MLO 2 MLO 3 MLO 4				
XXXX			MLO 1			MLO 2	MLO 3 MLO 4	

Assessment plan

PLO No.	PLO	Module code	Previous action if any	Assessment	Evidence	Result/Interpretation	Action/Recommendation
1				☐ Assignment ☐ Presentation ☐ Others (please specify)			
2				☐ Assignment ☐ Presentation ☐ Others (please specify)			
3				☐ Assignment ☐ Presentation ☐ Others (please specify)			
4				☐ Assignment ☐ Presentation ☐ Others (please specify)			
5				☐ Assignment ☐ Presentation ☐ Others (please specify)			

Teaching and learning methods

Assessment methods

Support for Student Learning

Student Feedback

Quality and Enhancement Mechanisms

Indicators of Standards and Quality

Opportunities for students on successful completion of the programme

SECTION-SPECIFIC ADVICE AS PER TEMPLATE

Programme title/award	This is the full name of the degree award and it is what will appear on the transcript/graduation certificate. In the case of Masters programmes where lesser qualifications can be awarded, this should be indicated in the programme title ie Master of XX/Postgraduate Diploma in X.
Programme code	Write the programme code as advised by OQIE
Authoring team	Team writing the programme specification
Date document prepared	dd.mm.yyyy
Exit awards	If the programme is designed so that a student can complete an award part way through a longer programme and then continue in the longer programme, write the title and number of required credit hours for any such award.
Award credits	Write the number of credit hours required to complete the programme.
Delivery mode	Indicate whether the programme can be studied in full-time and/or part-time mode or distance education.
Delivery Support Partner (if applicable)	Name of the delivery partner or write NA
QFEmirates	The level of the award under QFEmirates.
Date of initial accreditation	The date the programme was first approved. For new programmes this will be added following approval.
Date of renewal of accreditation	If new programme programmes this will be added following approval.
Due Date of Next Reaccreditation	If new programme programmes this will be added following approval.
Professional / international accreditation	Details of accreditation by a professional body should be included where appropriate.
Faculty	This is the Faculty 'owning' the programme.

Head of Programme	Write the name of the faculty member responsible for coordinating the programme and the position held by that person. This may be the head of department or another person given that responsibility.
Programme description/overview	A brief summary paragraph providing a general programme overview.
Programme admission requirement	Set out the programme's expectations of applicants in terms of prior qualifications and/or experience and English language qualifications (eg IELTS level).
Programme goals	A comprehensive summary of the overarching goals of the programme.
Programme learning outcomes	List the programme's intended learning outcomes.
Programme structure and degree completion requirements	The structure and content of the programme should be given, with a clear indication of which modules are compulsory and which are optional. List all requirements that must be completed in order for students to receive a degree certificate. Also include the maximum and minimum period of registration.
Mapping of Progamme Learning Outcomes (PLO) to QF level	Mapping of learning outcomes of the programme and how they are aligned to the appropriate QFEmirates level.
Mapping of programme learning outcomes and modules	Curriculum mapping showing the learning outcomes of the programme and the modules in which they are assessed.
Programme learning outcome mapped to module learning outcomes	Module learning outcomes must map to PLOs to demonstrate that attainment of MLOs leads to achievement of PLOs
Study Plan	summary of the modules that will be offered each term per academic year for full time and part time students
Teaching and learning methods	Outline the teaching methods and approach to be used on the programme. Any special features of the module (fieldwork, placements, etc.) should be described, together with an indication of whether or not they form a compulsory element of the module. These

	statements must match with the listing provided in the programme specification.
Assessment methods	Detail the methods by which students will be assessed. It is an opportunity for you to describe the approach to assessment within the programme, and draw attention to any particular types or methods of assessment that you will use.
Assessment plan	Faculty staff must identify measures to assess each of the programme learning outcomes. A single measure may be used to measure more than one learning outcome and multiple measures may be used for a single learning outcome, if appropriate.
Support for student learning	This information consists of: • induction programmes for new, and where appropriate, returning students; • study skills support; • academic support, eg opportunities to discuss progress, option choices with academic staff; • pastoral support, ie the personal tutor system; • learning resources, ie a summary of the resources available to students.
Student feedback	Mechanisms for review and evaluation of teaching, learning, assessment, the curriculum, and outcome standards, including key committees; also, mechanisms for gaining student feedback on the quality of the teaching and their learning experience.

Quality and enhancement mechanisms	The quality of students' experience and the standards of the awards approved by BUiD are managed and their quality assured through the University's existing regulations and procedures. Student achievement and progression are managed through the exam boards. University quality assurance and enhancement procedures include: • Academic Staff-Student Liaison Committee meetings; • student evaluation and feedback at the end of every module; • annual programme review; • External Examiner reports.
Indicators of standards and quality	Periodic programme review reports. Positive evaluations by external examiners.
12. Opportunities for students on successful completion of the programme	What career avenues does this qualification open up to students?

Document History

Policy Number/Version	Date	Update Information	Approval
(2.8/V01)	AY 2021-2022	Amended Programme Specification form in appendix A	Minor Change
(2.8/V01)	Jul. 2022	New Policy	Senate

Module file

Policy number/version		2.10/V01
Section		CURRICULUM DESIGN, REVIEW AND APPROVAL
Type		Academic policy
Date of creation		February 2021
Date of last revision		May 2022
Date of approval of current version		October 2021
Post/section with responsibility for implementation and monitoring		Office of Quality and Institutional Effectiveness
Approved by		Senate
Policy review	Latest review by	Head of Institutional Effectiveness
	Latest review date	August 2025
	Review outcome	No Changes
	Next review date	September 2026
Cross-reference/related documents		2.9 Module descriptor

1.0 Rationale and principles which this policy seeks to uphold

1.1. To describe the process of managing, assessing, and reviewing module files.

2.0 Scope

2.1. Applies to all those teaching modules at the University.

3.0 Policy

3.1. The module file contains comprehensive information about the module delivered by the instructor. The module file must contain sufficient information on each module so that the faculty member or other persons who assess programme effectiveness can determine whether the module is meeting its learning outcomes, and whether changes to the module are appropriate.

3.2. The module file must include the following information, which should be stored electronically:

3.2.1. module descriptor for the current and most recent previous offerings of the module, including any summer session offerings;
3.2.2. copies of all instructor teaching materials;
3.2.3. copies of all assessment instruments;
3.2.4. instructor worked answers and marking schemes for all assessment instruments;
3.2.5. examples from across the range of student performance of graded responses to all assessment instruments, including sample Turnitin reports for assignments (these must include student samples from each grade category (A, B, C and fail));
3.2.6. student attendance data;
3.2.7. a comprehensive instructor review of the presentation of the module, covering:

3.2.7.1. appropriateness of the module learning outcomes;
3.2.7.2. extent to which the syllabus was covered;

3.2.7.3. extent to which learning outcomes were met (with evidence);
3.2.7.4. appropriateness of textbooks and other learning resources;
3.2.7.5. appropriateness of assessment instruments in relation to learning outcomes;
3.2.7.6. appropriateness of the balance of assessment;
3.2.7.7. appropriateness of prerequisites;
3.2.7.8. general comments on any problems encountered with the course;
3.2.7.9. quantitative analysis of student performance including individual student grades (student grades distribution);
3.2.7.10. summary of student feedback evaluating the module;
3.2.7.11. instructor's proposals for any module improvements;
3.2.7.12. summary of actions taken to improve the module.

Medium of submission

3.3. Module files are maintained electronically and follow appropriate folder convention as shown below. Folders that are not applicable for any particular module should be deleted without renumbering the folders:

3.3.1. Module Descriptor and assignment brief;
3.3.2. Teaching Materials;
3.3.3. Assignments, Examinations with the marking scheme and model answers;
3.3.4. Examples from across the range of student performance;
3.3.5. Module feedback questionnaire & End of Term Module Review Form;
3.3.6. Turnitin reports;
3.3.7. Module mark sheet and Attendance record.

Related forms

3.4. Module file checklist (Appendix A)

Implementation

3.5. Heads of Programmes/Programme Coordinators and Deans are responsible for ensuring that the requirements of this policy are communicated effectively and are supported by appropriate administrative arrangements and documentation.
3.6. It is the responsibility of module tutors/coordinators to maintain and update their module files.

Appendix A

Module file checklist

Module name: _____ **Module code: _____**

Items:	✓
Module descriptor A copy of the module descriptor with all the required information as outlined in the Module descriptor policy. These must include: • module title and code • credit hours/credits • pre-requisites (if any) and co-requisites (if any) • module description • teaching and learning methodologies, including any use of online instruction • scheduling of laboratory and other non-lecture sessions, including online sessions, as appropriate • methods and dates of examinations and other student assessments, including the relative weight of various assessment elements in determining the module grade; instructor information: instructor's name, office hours, telephone number, email address, and methods of communicating with students outside of the classroom • module learning outcomes with mapping to Programme Learning Outcomes (PLO) and how these are assessed • weekly study plan • module texts and recommended reading listed in standard bibliographic detail, and any other learning resources	
Assignment brief with rubric	
Teaching materials for the topics in the module descriptors	
Copies of all assignments with the marking scheme and model answers	
[4]Copies of all examinations with the marking scheme and model answers	
Examples from across the range of student performance of graded responses to all assessment instruments (a distinction, a pass and a fail)	
Turnitin reports	
Student attendance data	
Copies of module mark sheets	
End of module feedback questionnaire reports	
Completed End of Term Module Review forms	
Module Coordinators may also record any other supporting material if used and not listed above	

[4]If model answers are not available due to the nature of the assignment, then the tutor should include a justification in the module descriptor section

Document History

Policy Number/Version	Date	Update Information	Approval
(2.10/V01)	AY 2021-2022	Minor amendment to module file contents	Minor Changes
(2.10/V01)	Oct. 2021	New Policy	Senate

Degree audit

Policy number/version		2.11/V01
Section		CURRICULUM DESIGN, REVIEW AND APPROVAL
Date of creation		March 2022
Date of last revision		13 April 2023
Date of approval of current version		13 April 2023
Post/Section with responsibility for implementation and monitoring		Head of Marketing, Admissions, and Student Services
Approved by		Senate
Policy review	Latest review by	Head of Marketing, Admissions, and Student Services
	Latest review date	August 2025
	Review outcome	No Changes
	Next review date	September 2026
Cross-reference/related documents		

1.0 Rationale and principles which this policy seeks to uphold

1.1 The purpose of the policy is to regulate the process of degree audit.

2.0 Scope

2.1 The policy clarifies the steps for auditing students' degrees upon graduation.

3.0 Definitions

3.1 Expected to graduate: a student whose project, dissertation, or thesis results are being reviewed by the Board of Examiners.

3.2 RDC: Research Degree Committee.

3.3 BoE: Board of Examiners.

3.4 HoMASS: Head of Marketing, Admissions, and Student Services.

4.0 Policy

4.1 The policy defines the role of Student Services in printing and filing graduates' certificates.

4.2 The process takes place three times per academic year, after each term ends. It starts two weeks after the completion of the last BoE of the said term and takes up to one month to complete.

4.3 The BoEs are scheduled before the start of the academic year; certificates for students who are graduating outside of these set dates will be processed in the next cycle.

5.0 Responsibilities

5.1 Faculty members are responsible for reporting the list of students expected to graduate to Student Services.

5.2 Student Services is responsible for reporting the list of students expected to graduate to the BoE.

5.3 HoMASS is responsible for the accuracy of the information printed on the degrees.

6.0 Procedures

6.1 Auditing Bachelors' and Masters' degrees:

5.9.1. Faculty members to send a list of students expected to graduate to Student Services.
5.9.2. Student Services to review the list of students expected to graduate and confirm their eligibility to graduate.
5.9.3. Student Services to present the list of students expected to graduate to the BoE and confirm their awarded degrees and honours if applicable.
5.9.4. Student Services to send the list of confirmed graduates to HoMASS.
5.9.5. Distinction and Merit awards to be confirmed by programme coordinators during their respective BoE.

6.2 Auditing doctoral degrees:

5.9.6. Research Programme Officers to receive confirmation from the Internal and External Examiners and pass to the Chair of RDC.
5.9.7. Chair of RDC to present the Examiners' feedback at RDC meetings and obtain approval from RDC members.
5.9.8. Research Programme Officers to share the confirmed graduates with HoMASS.

6.3 Issuing and printing degrees:

5.9.9. HoMASS obtains the approval of Senate.
5.9.10. After obtaining the approval of Senate, HoMASS forwards the list of confirmed graduates to a senior student administrator.
5.9.11. Student Services to confirm the students' legal names as per their valid national ID or passport.
5.9.12. Student Services to print students' certificates and obtain the Chancellor's and Vice Chancellor's signatures.
5.9.13. All degrees to be scanned and filed once all signatures are received.

Document History

Policy Number/Version	Date	Update Information	Approval
(2.11/V01)	Apr. 2023	New Policy	Senate

Intensive mode and block mode delivery

Policy number/version		2.12/V01
Section		CURRICULUM DESIGN, REVIEW AND APPROVAL
Type		Academic policy
Date of creation		August 2021
Date of last revision		October 2021
Date of approval of current version		October 2021
Post/Section with responsibility for implementation and monitoring		Board of Studies
Approved by		Senate
Policy review	Latest review by	Head of Institutional Effectiveness
	Latest review date	August 2025
	Review outcome	Minor rewording
	Next review date	September 2026
Cross-reference/related documents		

1.0 Rationale and principles which this policy seeks to uphold

1.1 The purpose of this policy is to provide guidance regarding modules offered through intensive mode and/or block delivery.

2.0 Scope

2.1 This policy applies to modules that are offered over a shorter duration than the standard term of 10 weeks at the University.

3.0 Policy

3.1 The University will seek approval of the UAE Ministry of Education Commission for Academic Accreditation prior to the start of the modules or programmes proposed for delivery through the intensive mode and/or block delivery.

3.2 Faculties must ensure that:

3.2.1 students are fully informed of any modifications to module/programme delivery that may have been made;

3.2.2 modules offered through intensive mode and/or block delivery have comparable duration of class contact time and independent learning hours as in the same module offered during a regular term;

3.2.3 complete content of the approved syllabi is taught during the intensive mode and/or block delivery;

3.2.4 student-related services such as library access and support, computer laboratories and IT support will be available during the shortened term.

3.3 Given the considerations listed above, some modules may not be suitable for an intensive mode and/or block delivery.

3.4 Weekend delivery:

3.4.1 weekend classes may or may not involve the shortening of the term, and therefore, do not necessarily qualify as intensive mode. Nevertheless, Faculties must comply with conditions listed in 3.2 above;

3.4.2 the following contact hour limitations are imposed on block delivery:

3.4.2.1 a two-day block or weekend delivery period cannot exceed 9 class contact hours or equivalent for undergraduate programmes;

3.4.2.2 a two-day block or weekend delivery period cannot exceed 6 class contact hours or equivalent for graduate programmes.

3.4.3 there must be a reasonable limitation on the number of modules that a student is permitted to take during a weekend programme;

3.4.4 weekend delivery of modules is included in the calculation of faculty workload.

3.5 Summer delivery:

3.5.1 summer teaching sessions will be a minimum of 6 weeks in duration;

3.5.2 number of modules that a student can take during a summer session of 6 weeks is limited to 6 credits hours or equivalent.

Document History

Policy Number/Version	Date	Update Information	Approval
(2.12/V01)	Oct. 2021	New Policy	Senate

University qualification framework

Policy number/version		2.13/V01
Section		CURRICULUM DESIGN, REVIEW AND APPROVAL
Type		University-wide policy
Date of creation		January 2022
Date of last revision		New policy
Date of approval of current version		October 2022
Post/section with responsibility for implementation and monitoring		Senate
Approved by		University Council
Policy review	Latest review by	Head of Institutional Effectiveness
	Latest review date	August 2025
	Review outcome	Changes to the QF level
	Next review date	September 2026
Cross-reference/related documents		2.8 Programme specification

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University wishes to clarify the classification of active students in terms of their qualification level.

1.2 The University wishes to align the quality of its qualifications with UK standards to maintain and strengthen its British curriculum and British system of education while conforming to UAE standards of qualification.

2.0 Scope

2.1 The policy applies to all current active students at the University.

3.0 Definitions

3.1 Qualification Framework: qualification frameworks are structured descriptors of qualification levels of accredited academic or professional degrees. These are established at the regional, national, or international level and are primarily used to map learning outcomes from one system of education to another and to maintain quality assurance and control of the education system.

3.2 Emirates Qualification Framework (QFEmirates): the official national qualification framework of the United Arab Emirates established by the National Qualifications Authority of the Ministry of Education.

3.3 The Framework for Higher Education Qualifications of Degree-Awarding Bodies in England, Wales and Northern Ireland (FHEQ): published by the Quality Assurance Agency for Higher Education (QAA), the FHEQ is a widely used qualification framework for aligning education systems into UK standards.

3.4 The European Qualifications Framework (EQF): a transnational qualification framework developed by the member states of the European Union as a translation tool between the various national qualifications frameworks of EU countries.

3.5 Qualification Levels: a sequential series of developmental stages of academic or professional knowledge and skills. Each stage is demarcated as a qualification level defined in terms of the learning outcomes. The University has 4 qualification levels: doctorate; Master's; postgraduate diploma; and Bachelor's.

3.6 Student Class Levels: each of the qualification levels offered at the University has its own sub-stages. These sub-stages are sequential in their development. Every qualification level has different class levels that defines it.

3.7 Qualification Types: qualification types are the different kind of qualifications that every qualification level has. A Master's qualification for example could be a 'Master in', an 'MSc' or an 'MPhil'.

4.0 Policy

4.1 The University shall clearly define the qualification level and qualification type of each of its programmes.

4.2 The University maps its qualification levels and the qualification types of each of its programmes into QFEmirates, FHEQ, and EQF to maintain Emirati, British, and European quality standards of education and education management. This mapping is called the University Qualification Framework.

4.3 The Senate will be responsible for ensuring that all programmes offered by the University meet the standards outlined in the University Qualification Framework.

4.4 The University Qualification Framework should be publicised in relevant institutional publications such as programme catalogues and the student handbook.

4.5 The University maintains a table which defines the student class levels at every qualification level.

4.6 The University Qualification Framework maps programmes as per the following table:

Academic qualification awarded by the University	Qualification types	QFEmirates levels	FHEQ levels	EQF levels
Doctoral degrees	Doctorate, PhD, and Professional Doctorate	8	8	8
Master's degrees	Master of and MSc	7	7	7
Postgraduate Diplomas	PgDip	7	7	6
Bachelor's degrees	Bachelor of and BSc	6	6	6

4.7 The classification of student class levels is defined by the following table:

Qualification	Student Class Level	Definition
Doctoral degrees	Doctorate 2	Candidate has advanced to thesis stage
	Doctorate 1	Candidate has not advanced to thesis stage yet
Master's degrees	Masters 3	Candidate has advanced to dissertation or project stage
	Masters 2	Candidate has completed 50% or more of required credits but has not advanced to dissertation or project stage yet
	Masters 1	Candidate has completed less than 50% of required credits
Postgraduate Diplomas	PG Diploma 2	Candidate has completed 50% or more of required credits of modules in a Master's programme
	PG Diploma 1	Candidate has completed less than 50% of required credits of modules in a Master's programme
Bachelor's degrees	Fourth year	Student has completed more than 360 credits
	Third year	Student has completed more than 240 credits but fewer than 360 credits
	Second year	Student has completed more than 120 credits but fewer than 240 credits
	First year	Student has completed fewer than 120 credits

Document History

Policy Number/Version	Date	Update Information	Approval
(2.13/V01)	Oct. 2022	New Policy	Senate

Modes of Study

Policy number/version		2.14/V01
Section		CURRICULUM DESIGN, REVIEW, AND APPROVAL
Type		Academic policy
Date of creation		May 2023
Date of last revision		July 2023
Date of approval of current version		July 2023
Post/Section with responsibility for implementation and monitoring		Head of Marketing, Admissions, and Student Services
Approved by		Senate
Policy review	Latest review by	Head of Marketing, Admissions, and Student Services
	Latest review date	August 2025
	Review outcome	No Changes
	Next review date	August 2026
Cross-reference/related documents		2.2 Graduation requirements 4.1 Progression requirements

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University aims to create a standard definition for part-time and full-time modes of study to be used to describe the enrolment status of students.

1.2 The University aims to characterise full-time and part-time students so that their duration of study and state of progression can be determined and tracked.

1.3 The University aims to offer flexibility to students so that they may choose how to complete their degrees at a pace that balances their academic responsibilities with their personal and professional ones.

2.0 Scope

2.1 The policy applies to all students enrolled in undergraduate, postgraduate diploma, Master's, and doctorate programmes at the University.

3.0 Policy

3.1 Postgraduate students (postgraduate diploma, Master's, and doctorate students) can be enrolled in the part-time study mode or the full-time study mode.

3.2 A status of full-time study mode for Master's students on taught modules stage allows them to enrol in up to 9 credit hours per academic term. A status of part-time study mode for Master's students on taught modules stage allows them to enrol in up to 6 credit hours per academic term.

3.3 A status of full-time study mode for doctoral students on taught modules stage allows them to enrol in up to 9 credit hours per academic term. A status of part-time study mode for doctoral students on taught modules stage allows them to enrol in up to 6 credit hours per academic term.

3.4 When registering for a new programme at the University, postgraduate students will be automatically enrolled as part-time students. Should students wish to enrol in a full-time mode of study, they need to obtain the approval of their Programme Coordinator and their Dean of Faculty. Postgraduate students who wish to enrol in a full-time mode of study and who are employees in public or private organisations will also require permission from their employer granting them sufficient leave hours for study/attendance on campus during working hours.

3.5 Undergraduate students can only be enrolled as full-time students except for extraordinary cases (such as students of determination). The nature and characterisation of their mode of study in such cases will be defined by the Programme Coordinator and the Dean of Faculty. The maximum credit hour load that full-time undergraduate students can take in an academic term is 12 credit hours.

3.6 Exceptions to the limits listed above can only be made for a maximum of an additional 3 credits for students in their final graduation term.

3.7 Students who wish to change their mode of study need to obtain the approval of their Programme Coordinator and their Dean of Faculty for this change to be executed.

3.8 The Programme Coordinator and the Dean of Faculty are responsible for counselling the student on what mode of study is best for them should the student seek such counsel.

Document History

Policy Number/Version	Date	Update Information	Approval
(2.14/V01)	Jul. 2023	New Policy	Senate

Assessing Programme Educational Objectives

Policy number/version		2.15/V01
Section		Curriculum Design, Review and Approval
Type		Academic Policy
Date of last revision		New policy
Date of approval of current version		October 2025
Post/section with responsibility for implementation and monitoring		Office of Quality and Institutional Effectiveness
Approved by		Council
Policy review	Latest review by	Senate
	Latest review date	July 2025
	Review outcome	New Policy
	Next review date	August 2026
Cross-reference/related documents		2.1 Curricula approval and revision 2.7.1 Programme review

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University has established this policy to ensure that academic programmes with Programme Educational Objectives (PEOs) assess and achieve these objectives effectively. This process aligns with the University's mission to promote academic excellence, encourage lifelong learning, and meet the evolving needs of both the workforce and society. For programmes with PEOs, this assessment process will support continuous improvement in programme quality and relevance, ensuring that graduates are equipped with the knowledge and skills required for success in their careers.

2.0 Scope

2.1 This policy applies to all existing academic programmes with defined Programme Educational Objectives (PEOs), as well as newly established programmes once they have defined their PEOs.

2.2 It is relevant to faculty, programme coordinators, the Quality Assurance department, graduates, employers, and advisory boards involved in the assessment of PEOs. Programmes that do not have PEOs will not be subject to this specific assessment process, but other relevant methods for quality assurance will apply.

3.0 Definitions

3.1 Programme Educational Objectives (PEOs): Broad statements that describe the expected accomplishments of graduates within a few years after graduation for programmes with defined PEOs.

3.2 Stakeholders: Individuals or groups involved in the assessment of PEOs, including graduates, employers, faculty, and advisory board members.

3.3 Key Performance Indicators (KPIs): Specific metrics used to evaluate how well the PEOs are being achieved.

4.0 Policy

4.1 The University will conduct an assessment of PEOs for programmes that have them, ensuring alignment with industry standards, graduate success, and societal impact.

4.1.1 Assessment Frequency: The full assessment of PEOs will be conducted every 5 years for programmes that have them.

4.1.2 Stakeholders Involved: Graduates, employers, faculty members, and the programme's advisory board.

4.1.3 Assessment Methods: Data will be collected via alumni surveys, employer surveys, advisory board feedback, analysis of alumni achievements, focus groups/interviews, and graduate employment data.

4.1.4 Evaluation Criteria: Key Performance Indicators (KPIs) derived from each PEO will be used to evaluate the programme's effectiveness in achieving its objectives.

4.1.5 Continuous Improvement: Based on the assessment, action plans will be developed to address any gaps identified in the achievement of the PEOs. Curriculum changes, co-curricular activities, and teaching methods will be revised as necessary.

5.0 Responsibilities

5.1 Quality Assurance Department: Monitors the policy's implementation, ensures compliance

5.2 Programme Team/Faculty: Reviews and acts on the assessment findings, implementing changes to improve the programme's alignment with PEOs based on the data collected and analysed.

5.3 Advisory Board: Provides feedback and recommendations on how to better align programme objectives with industry needs and societal expectations.

6.0 Procedures

6.1 Data Collection:

6.1.1 Surveys will be distributed to graduates 3-5 years after graduation for programmes with PEOs.

6.1.2 Employer surveys will be conducted annually for relevant programmes to gather feedback on graduate performance.

6.1.3 Advisory board feedback will be solicited during annual meetings.

6.1.4 Focus groups or interviews will be held with graduates and employers for qualitative insights where applicable.

6.2 Data Analysis:

6.2.1 The programme team will evaluate the data against established KPIs for each PEO.

6.2.2 Analysis of graduate achievements and employment data will be conducted annually for applicable programmes.

6.3 Action Plan Development:

6.3.1 Findings from the assessment will be presented in programme board of studies meetings.

6.3.2 Action plans will be developed to address any gaps in the achievement of the PEOs.

6.3.3 Curriculum adjustments, co-curricular programme revisions, and teaching method improvements will be implemented where necessary.

6.4 Reporting and Documentation:

6.4.1 The results of the assessment and the resulting action plans will be documented and maintained for accreditation and review purposes.

6.4.2 Regular updates will be provided to the Advisory Board and other relevant stakeholders.

Document History

Policy Number/Version	Date	Update Information	Approval
(2.15/V01)	August 2025	New Policy	Council

الجامعة البريطانية في دبي

The British University in Dubai

SECTION 3 | ADMISSIONS

Student records

Policy number/version		3.1/V01
Section		ADMISSIONS
Type		Academic policy
Date of creation		September 2017
Date of last revision		October 2018
Date of approval of current version		26 August 2019
Post/section with responsibility for implementation and monitoring		Head of Marketing, Admissions, and Student Services
Approved by		Senate
Policy review	Latest review by	Head of Marketing, Admissions, and Student Services
	Latest review date	August 2025
	Review outcome	Minor rewording Maintaining a hard copy of the applicants and students' records has been eliminated
	Next review date	August 2026
Cross reference/related documents:		5.0 Student handbook 1.0 Policies and procedures manual 5.1.3 Assessment (Master's)

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University will archive the personal and academic records of a student in a manner that facilitates historical verification and periodic audit, confirms to norms of data security, and safeguards the right to privacy of the individual.

2.0 Scope

2.1 This policy applies to University students and to Student Services.

3.0 Policy

Data security and maintenance

3.1 The University will record datasets and maintain current/historical archives relating to:

3.1.1 applications to the University;
3.1.2 current students;
3.1.3 graduates.

3.2 The University will observe UAE legislation relating to information security, data protection and the rights to privacy of the individual.

3.3 The University will meet the information requirements set out in the standards of the MoHESR's Commission for Academic Accreditation.

3.4 A student has the right to:

3.4.1 inspect, review and receive copies of his/her academic record;
3.4.2 seek rectification of personal and academic information that the student perceives to be inaccurate or lacking.

3.5 Students have the responsibility to meet reasonable requests from the University for personal information, and to facilitate the updating and maintenance of their records.

Release of information

3.6 The academic records of students are maintained for internal use and are not made public or available to the public.

3.7 Student records may be provided to scholarship providers, if this forms part of the terms and conditions of the written scholarship agreement or if students authorise release of this information by Student Services.

3.8 Assessment results are communicated in private to individual students. If a student wishes to have their results released to anyone else, then they need to file a written consent.

3.9 Personal information will not be given out to any third party unless this is a statutory requirement.

3.10 The University shall meet all reasonable requests for the release of information to government bodies, and officially appointed or endorsed agencies, subject to the reasonable and legal protection of private and personal information as appropriate.

3.11 No official transcript will be issued unless requested by the student or by another individual with the written approval of the student.

3.12 Students may request a transcript be sent to their home address by written request.

3.13 Students may request an unofficial transcript or record of grades at any time.

Record management

3.14 Records of applicants, records of current students, and records of graduates are held in soft copy.

3.15 Records are comprehensive as per the requirements of the Ministry of Higher Education and Scientific Research.

3.16 The University regards soft copy academic records as the primary reference.

3.17 Soft copy files are held within an information management system.

3.18 Students have digital access to their own records.

3.19 Access rights by others are managed by the Chief Administrative Officer, defined in Student Services protocol, and managed by the Head of Marketing, Admissions, and Student Services within the information management system.

3.20 Rights to add, change, or delete part or all or records are managed by the Chief Administrative Officer, defined in Student Services protocol, and managed by the Head of Marketing, Admissions, and Student Services within the information management system.

Record archives

3.21 Applications:

Application status	**Archiving procedure**
Student applies, is accepted and joins the University.	Maintain the electronic copy onsite at the University after the date of graduation. Electronic copy of the physical student file to be held in information management system.
Student applies, is accepted and then withdraws without graduating.	Electronic copy of the physical student file to be held in information management system.
Student applies, is accepted but does not join.	Maintain the complete electronic copy onsite at the University after offer is sent. Electronic copy of the physical student file to be held in information management system. Electronic copy of the deferred physical student file to be held in the information management system.
Student applies and is rejected.	Electronic copy of the physical student file to be held in information management system.

3.22 Assessments:

Assessment	**Archiving procedure**
Examination scripts	For physical examination scripts: Physical examination scripts of every individual student will be maintained. They will then be destroyed after the following Exam Board or 4 months after the original Exam Board (if the following Exam Board takes place less than 4 months after the original Board). Samples to be kept for module files. The Dean of Faculty has the right to approve retaining any exam script if there is a need for retention e.g. appeals cases, exceptional academic work etc. For electronic examination scripts: Electronic examination scripts of every individual student will be maintained in the information management system.
Module assignments	Maintain an electronic and physical copy of the marks of individual module assignments. Physical copy of assignments to be destroyed after the following Exam Board or 4 months after the original Exam Board (if the following Exam Board takes place less than 4 months after the original Board). Samples of the physical copy of

	assignment to be kept with feedback forms for module files. The Dean of Faculty has the right to approve retaining any physical script if there is a need for retention e.g. appeals cases, exceptional academic work etc. It is a University practice to keep the physical copy of some model assignments in the Library for the reference of future students. Consent will be sought from the students whose work is selected for retention in the Library for this purpose after being appropriately anonymised.
Archiving of Dissertations/Theses	1 physical copy to be kept in the Library in perpetuity. Examiners remarks are to be kept for 12 months after the last Board of Exams meeting. The electronic copy of the dissertations/thesis will lie in the public domain. If elements of these need to be held as a confidential basis, dissertation/thesis supervisors will ensure students' awareness and appropriate consents.

Other records

3.23 Other student information will be used for quality assurance purposes only. The data is presented only in aggregate or in other anonymised form. No student will be identifiable in such form.

Document History

Policy Number/Version	Date	Update Information	Approval
(3.1 /V01)	August 2025	Maintaining a hard copy of the applicants and students' records has been eliminated	Council
(3.1 /V01)	Jul. 2023	New Policy	Senate
(3.1 /V01)	Oct. 2018	Renumbering (5.11/V02), Restructuring, Rewording Reference to 'Quercus' and edit out of AIMS"	Senate

Graduate Admissions

Policy number/version		3.2/V01
Section		ADMISSIONS
Type		Academic policy
Date of creation		September 2017
Date of last revision		May 2019
Date of approval of current version		26 August 2019
Post/section with responsibility for implementation and monitoring		Head of MASS
Approved by		University Council
Policy review	Latest review by	Head of MASS
	Latest review date	August 2025
	Review outcome	The Conditional Admittance for, Postgraduate Diploma and master's Programmes has been amended Remedial preparation for conditional admittance has been eliminated
	Next review date	August 2026
Cross reference/related documents:		4.7 Readmission

1.0 Rationale and Principles which this Policy Seeks to Uphold

1.1 The University will meet the requirements pertaining to admissions set by the MoHESR's Commission for Academic Accreditation.

1.2 The University will ensure that admissions are dealt with under due process in a timely manner.

1.3 The University will ensure that the admission process is equivalent to the norms and standards of UK University partners.

2.0 Scope

2.1 Applies to all applications and admissions to the University.

2.2 Variations by programme may raise, but not lower admissions standards/criteria set out in this policy.

3.0 Policy

General Requirements

3.1 The admission of an individual applicant is at the discretion of the University. In exercising this discretion, the University shall be guided by the following considerations:

3.1.1 The University will operate an admissions system which complies with standards set by the Commission for Academic Accreditation, and which fulfils any specific requirements that might have arisen through individual programme accreditation.

3.1.2 There shall be a reasonable expectation that anyone admitted to a programme of study is able to fulfil the learning objectives of the programme and to achieve the standard required for the award.

3.1.3 In considering each individual applicant for admission to a programme of study, evidence should be sought of personal, professional and educational experience that provide indications of ability to meet the demands of the programme.

3.1.4 There shall be no discrimination against any applicant in relation to age, colour, creed, disability, ethnic origin, gender, marital status, nationality, race, sexual orientation or social class. The procedures should ensure equality of opportunity for all applicants, not only in the interest of social justice but to harness the development of the scarce supply of talent.

3.1.5 The University must satisfy itself that the applicant has sufficient command of the English language to complete satisfactorily the programme of study.

3.2 Applicants may not be admitted or enrolled in more than one programme concurrently.

3.3 Enrolled graduate students who wish to change their programme must meet the admission requirements of the new programme.

3.4 Each applicant has to submit an official transcript of any degrees earned and of any other credit earned from a higher education institution.

3.5 Individual programmes may raise the minimum requirements stated in this policy for various levels, or they may request additional requirements such as work experience, specific skills, written essay and/or an interview, among other things depending on the nature of the programme.

Professional Diploma Requirements

3.6 A Bachelor's degree in a related subject with a cumulative GPA of 2.0 on a 4.0 scale or the equivalent from an accredited university.

3.7 English language proficiency equivalent to EMSAT Achieve English 1250, IELTS 5.5 (TOEFL 530, 197 CBT, 71 iBT), or its equivalent in a standardized English language test approved by the MoHESR.

3.8 Applicants can be exempted from English Language if they had achieved the required score as part of their bachelor admission requirements.

Requirements for Admission to , Diploma, and Masters Programmes

3.9 General Requirements

3.9.1 A Bachelor's degree equivalent to a British Upper Second-Class Honours degree or with a good GPA (3.0 on 4.0 scale or above) or its established equivalent. The degree should be in a related subject from an accredited university.

3.9.2 English language proficiency equivalent to (IELTS 6.0, TOEFL 550, 213 CBT, 79 iBT) or its equivalent in a standardized English language test approved by the MoHESR.

The list of English Language tests currently approved by the MOHESR are as follows:

- City and Guilds IESOL test of English Language (B1/B2 Borderline is equivalent to IELTS score of 5.5; B2 is equivalent to IELTS 6.0)
- The Cambridge Test of Advanced English (score of 52 is equivalent to IELTS score of 6.0)
- The Pearson Test of English Academic (score of 50-57 is equivalent to IELTS score of 6.0)

- Applicants can be exempted from English Language if they had achieved the required score as part of their bachelor admission requirements.

3.10 An applicant with a GPA of 2.5 to 2.99 will be conditionally admitted upon the programme tutor approval and an EmSat English Score of 1250, IELTS score of 5.5 (TOEFL 530, 71 iBT), or its equivalent in a standardised English language test approved by the MoHESR – Higher Education Affairs is required.

3.11 An applicant with a GPA of 2.0 to 2.49 may be required to have a relevant work experience after graduation. An IELTS score of 5.5 (TOEFL 530, 71 iBT), or its equivalent in a standardised English language test approved by the MoHESR – Higher Education Affairs may be provisionally admitted to the programme.

3.12 An applicant with an IELTS score of 5.5 (TOEFL 530, 197 CBT, 71 iBT, 162 Cambridge, B1-B2 IESOL), or its equivalent in a standardized English language test approved by the Ministry of Higher Education and Scientific Research.

3.13 Students who are granted admittance in the above cases are required to meet the conditions stated below:

3.13.1 The students can take a maximum of two modules in the first term.

3.13.2 The students must achieve an overall grade of C according to BUiD's grading structure (3.0 on a 4.0 scale according to the grading structures that prevail within the UAE and the Gulf region), in the first three modules studied for the programme or be subject to dismissal.

3.14 For students who are granted admittance conditional to meeting English Language requirements, the following additional requirements are to be met.

3.15 Students receive intensive English support during the first term

3.16 The students must achieve an IELTS score of 6.0 (TOEFL 550, 213 CBT, 95 iBT, 169 Cambridge, B1-B2 IESOL) or its equivalent in a standardized English language test approved by the MoHESR MoHESR by the end of the first term, or be subject to suspension. Suspended students will automatically be admitted to the programme upon achievement of the required English score.

3.17 Dismissed students may be considered for re-admission to the programme in accordance with the University readmission policy.

3.18 Applications of graduates with a GPA less than 2.0, including applications of Graduates from universities such as UAEU of old batches when minimum GPA for graduation was 1.75, may be considered on a case-to-case basis.

Requirements for Admission to Doctoral Programmes

3.19 A Master's degree with a GPA of 3.0 on 4.0 scale or above or its established equivalent. The degree should be in a related subject from an accredited university.

3.20 Where the Master's degree is by research only, candidates will be required to demonstrate that they have a level of research competency that is deemed suitable by the faculty members of the PhD programme the candidate is applying for. The candidate will be required to give a presentation about their Masters dissertation after which they will be cross-examined by a jury from the faculty. If the faculty determines that the candidate has sufficient research competency skills, they will be accepted into the PhD programme provided the candidate satisfies all other entry requirements as well

3.21 Minimum English language proficiency equivalent to an (IELTS 6.0 TOEFL 550, 213 CBT, 79 iBT) or its equivalent in a standardized English language test approved by the MoHESR. The University may raise this requirement for specific programmes.

3.22 Conditional admission is not granted to doctoral-level applicants

3.23 Exceptions to the proof of English proficiency requirement (doctoral programmes)

3.23.1 Doctoral applicants who studied in an English medium Master's programme which required an EMSAT English admission score of 1250 or its standardized equivalent as approved by the MoHESR are exempt.

3.23.2 This will mean that they may be exempted based on the institution and programme they studied as deemed appropriate by the University and in accordance with the list provided by the Commission of recognised and accredited universities. The University reserves the right to further ascertain the candidate's proficiency in English Language through an interview or any other assessment as decided by the University.

4.0 Procedures

4.1 Initial Application

4.1.1 Applicants to complete online application for admission

4.1.2 Applicants to send relevant documents including

4.1.2.1 Attested Bachelor and Master's degree certificate and transcript

4.1.2.2 Certificate of Equivalence (if applicable)

4.1.2.3 IELTS/TOEFL/Cambridge English: Advanced Test of English score

4.1.2.4 Work experience letter for Master of Education and Doctor of Education programme and for applications under Conditional Admittance category

4.1.2.5 500-word statement of educational philosophy or why the applicant wishes to study for the doctorate. (in case of admission application for doctoral programmes only)

4.1.2.6 Proposal for research for PhD applicants

4.2 Application processing

4.2.1 Verification of the Bachelors/ Masters degree against records by MoHESR.

4.2.2 Application with relevant documents is sent to Admissions Tutor of the respective programme who considers the application against the admission requirements of the programme.

4.2.3 Short-listed applicants may be invited for an interview

4.2.4 Successful candidates are given an offer of a place to study on the programme

4.2.5 Unsuccessful candidates are issued 'regret letters'

4.2.6 Accepted candidates are required to confirm their acceptance of the offer of admission by the set deadline to reserve their seats. Failure to do so may result in forfeiture of a place in the programme.

4.2.7 Accepted candidates may defer their admission for up to one year. If they do not enrol within a year of their acceptance, they must re-apply for the programme.

4.3 Provisional Offer

4.3.1 The provisional offer from the University will state that the applicant has been offered a place on a programme SUBJECT to meeting a list of requirements detailed in the letter. This may include provision of authorised documents, including attested copy of degree certificate and, for non-UAE degree, a letter of equivalency from the MoHESR, further details, reference letters etc.

4.3.2 The provisional offer is intended to help overseas applicants commence the process of obtaining their Dubai International Academic City Residence Visa.

4.3.3 When all the requirements listed in the Provisional Offer have been satisfied, the University will issue a confirmed offer.

4.4 Confirmed Offer

4.4.1 The Confirmed Offer letter will state that the student has met the admissions requirements and provided appropriate evidence to support their application.

4.5 Pre-registration

4.5.1 The Student Administration will ensure that the applicant is kept informed of any issues which require attention and of planned key dates and deadlines. This includes

4.5.1.1 Registration dates

4.5.1.2 Student Induction Programme date

4.5.1.3 Placement test dates if required

4.5.1.4 Fee Requirements

4.5.1.5 Conditional Admission requirements

4.6 Final Admission

4.6.1 The applicant pays the initial fee and advises the accounts department of their selected fee payment option.

4.6.2 The applicant submits all required documents including original degree certificates, transcript, IELTS/TOEFL certificate, Certificate of Equivalence (if applicable) two passport size photographs and reference letters. The original certificates, transcripts, Certificate of Equivalence and IELTS/TOEFL certificates are returned to the student and a copy of the same is retained by the University.

4.6.3 The applicant is registered as a student within the SIS

4.6.4 The applicant is provided with an identity card and provided access to Blackboard and other relevant online resources.

4.6.5 The applicant is invited to participate in the general and programme induction

4.6.6 The applicant is required to commit to completion of all probationary requirements within the stipulated time period, acknowledging that failure will require exclusion.

5.0 Appendixes: Case Study Examples for Admission

Case Scenario	Conditions applicable to the student	Implications
Student meets GPA (3.0 on 4.0 scale or above) and English Language requirement for the programme	Normal Entry	None
Student meets GPA requirement (3.0 on 4.0 scale or above) but has a TOEFL score between 530 and 550 or its equivalent in a standardized English language test approved by the MOHESR	Student should take intensive English course during the first term The student can take a maximum of two modules in the first term. The student must achieve a TOEFL score of 550 or its equivalent in a standardized English language test approved by the MOHESR by the end of the first term. The student must achieve an overall grade of C according to BUiD's grading structure in the first three modules studied for the programme	If the student does not achieve the required grade in the first three modules studied for the programme and/or does not achieve the required English Language score by the end of first term, he/she will be dismissed from the programme
Student with GPA between 2.5 to 2.99 but meets the English Language requirement of (TOEFL 550) or its equivalent in a standardized English language test approved by the MOHESR	The student can take a maximum of two modules in the first term. The student must achieve an overall grade of C according to BUiD's grading structure in the first three modules studied for the programme.	If the student does not achieve the required grade in the first three modules studied for the programme, he/she will be dismissed from the programme

Case Scenario	Conditions applicable to the student	Implications
Student with GPA between 2.5 to 2.99 and EMSAT Achieve English Score of 1250 (TOEFL score between 530 and 550)or its equivalent in a standardized English language test approved by the MOHESR)	Student should take intensive English course during the first term The student can take a maximum of two modules in the first term. The student must achieve an overall grade of C according to BUiD's grading structure in the first three modules studied for the programme. The student must achieve a TOEFL score of 550 or its equivalent in a standardized English language test approved by the MOHESR by the end of the first term.	If the student does not achieve the required grade in the first three modules studied for the programme and/or does not achieve the required English Language score by the end of first term, he/she will be dismissed from the programme
Student with GPA of 2.0 to 2.5 but meets the English Language Requirement of TOEFL 550 or its equivalent in a standardized English language test approved by the MOHESR	The student must have relevant work experience of, minimum, one year. Such student is required to complete and pass a remedial preparation, in which the student must take a maximum of nine graduate-level credit hours as remedial preparation for the Postgraduate Diploma or master's Programmes during the period of conditional admission and must achieve a minimum CGPA of 3.0 on a 4.0 scale or its established equivalent, in these nine credits of remedial courses. The student can take a maximum of two modules in the first term. The student must achieve an overall grade of C according to BUiD's grading structure in the first three modules studied for the programme.	The student will not be considered for admission if he/she does not meet the work experience requirement. In case a remedial preparation is specified as an admission condition, the students will only be able to register for the programme level modules when they successfully completed the nine graduate-level credit hours as remedial preparation. In case the student did not achieve a minimum CGPA of 3.0 on a 4.0 scale or its established equivalent, in these nine credits of remedial courses, he/she will be subject to dismissal.

Case Scenario	Conditions applicable to the student	Implications
Student with GPA between 2.0 to 2.49 and English Score such as TOEFL score between 530 and 550 or its equivalent in a standardized English language test approved by the MOHESR	Students with a GPA of 2.0 to 2.49 may be required to have a relevant work experience after graduation and may be required to take graduate-level modules as remedial preparation for the Postgraduate Diploma or Masters Programmes during the period of conditional admission. Student should take intensive English course during the first term. The student can take a maximum of two modules in the first term. The student must achieve an overall grade of C according to BUiD's grading structure in the first three modules studied for the programme. The student must achieve a TOEFL score of 550 or its equivalent in a standardized English language test approved by the MOHESR by the end of the first term.	The student will not be considered for admission if he/she does not meet the work experience requirement. In case a remedial preparation is specified as an admission condition, the students will only be able to register for the programme level modules when they successfully completed the graduate-level modules as remedial preparation. In case the student did not achieve a minimum CGPA of 3.0 on a 4.0 scale or its established equivalent, in these nine credits of remedial courses, he/she will be subject to dismissal. If the student does not achieve the required grade in the first three modules studied for the programme and/or does not achieve the required English Language score by the end of first term, he/she will be dismissed from the programme.

Document History

Policy Number/Version	Date	Update Information	Approval
(3.2/V01)	August 2025	The Conditional Admittance for, Postgraduate Diploma and master's Programmes has been amended remedial preparation for conditional admittance has been eliminated	Council
(3.2/V01)	AY 2023-2024	Nine graduate-level credit hours remedial preparation for the Master's programme have been added as a conditional admission criterion for applicants with 2.0-2.5 on a 4.0 scale or equivalent.	Council
(3.2/V01)	AY 2022-2023	Policy renamed from 'Graduate admissions' to 'Postgraduate admissions' Removed professional diploma requirements Minor changes to admission requirements	Minor Changes
(3.2/V01)	May. 2019	Change of number (5.1/V08), Restructuring, Rewording Update 'Ministry of Education'	Council

Postgraduate admission requirements

Policy number/version		3.2.1/V02
Section		ADMISSIONS
Type		Academic policy
Date of creation		September 2017
Date of last revision		November 2023
Date of approval of current version		October 2020
Post/section with responsibility for implementation and monitoring		Head of Marketing, Admissions, and Student Services
Approved by		University Council
Policy review	Latest review by	Head of Marketing, Admissions, and Student Services
	Latest review date	August 2025
	Review outcome	- EmSAT English Score requirement has been eliminated
	Next review date	September 2026
Cross reference/related documents:		1.0 Policies and procedures 3.2 Graduate admissions manual 5.0 Student handbook 11.3 Finance

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University sets general standards for admission.

1.2 Individual programmes may raise the University's general standards for admission but not lower them.

2.0 Scope

2.1 Applies to the programmes listed herein.

3.0 Policy

Programme	GPA	English language competency	Relevant degree	Required prior knowledge	Required prior experience
Master of Education/Postgraduate Diploma in Education	Minimum 3.0	ACADEMIC IELTS 6.0, TOEFL iBT 79-80 Or equivalent	-	-	Minimum of one year's teaching experience
MSc/Postgraduate Diploma in Informatics	Minimum 3.0	ACADEMIC IELTS 6.0 TOEFL iBT 79-80	Computer Science, Artificial Intelligence, Cognitive Science, Engineering, Physics or Mathematics (with a programming background)	Maths to the level required of a Science degree. Programming experience beyond introductory level, preferably in Java or similar	-
MSc/Postgraduate Diploma in Project Management	Minimum 3.0 The applicants are normally expected to hold a university degree in management, information technology, computer science, engineering, science, business or related disciplines	ACADEMIC IELTS IELTS 6.0 TOEFL iBT 79-80	-	Applicants without a background in project management will be required to complete a PMP course from a recognised institute	

Programme	GPA	English language competency	Relevant degree	Required prior knowledge	Required prior experience
MSc in Cybersecurity	Minimum 3.0	ACADEMIC IELTS 6.0, TOEFL iBT 79-80	Relevant Bachelor's degree in Computer Science (or a closely-related field)		
Master of Business Administration (MBA)	Minimum 3.0	ACADEMIC IELTS 6.0 TOEFL iBT 79-80	A first degree in a business-related subject Students that have a Bachelor's degree that is not business-related will be required to complete the MBA Foundation programme.		3 months or more work experience (including internships and part-time employment)
MSc/Postgraduate Diploma in Sustainable Design of the Built Environment	Minimum 3.0	ACADEMIC IELTS 6.0 TOEFL iBT 79-80	A relevant first degree		
MSc/Postgraduate Diploma in Engineering Management	Minimum 3.0	ACADEMIC IELTS 6.0 TOEFL iBT 79-80	Industrial Engineering, Electrical Engineering, Mechanical Engineering, or any other relevant discipline		
MSc in Construction Law and Dispute Resolution (CLDR)	Minimum 3.0	ACADEMIC IELTS 6.0 TOEFL iBT 79-80	First degree relating to buildings, construction and/or law		Applicants who have a good degree in a discipline which is not related to buildings,

Programme	GPA	English language competency	Relevant degree	Required prior knowledge	Required prior experience
					construction and/or law may be admitted if they can demonstrate at least two years' relevant work experience and/or professional development
Doctorate in Education (EdD and PhD)	Minimum 3.0 or equivalent	TOEFL iBT 92 (Minimum 6.5 or 20 on writing band)	Education, Educational Management, Social Policy, Sociology, Social Work, TESOL, Linguistics, Psychology, Language Studies, Policy Studies, Management (including MBA, MPA), Mathematics (or another numerate discipline)	Satisfactory admissions interview by a panel of at least two academic staff members will be mandatory. Evidence of training in research and research work will be considered.	Considerable experience (a minimum of 3 years) in education
Doctor of Philosophy (PhD) in Project Management	Minimum 3.0 or equivalent	ACADEMIC IELTS 6.0 TOEFL 550 TOEFL iBT 79-80	A recognised Master's degree (or equivalent or higher qualification) in a project management or related subject Examples of relevant subject areas are: Business, Finance,	Satisfactory admissions interview by a panel of at least two academic staff members will be mandatory. Evidence of training in research and research work will be considered.	Relevant work experience will be considered. Considerable experience (3 years or more) in a project management or

Programme	GPA	English language competency	Relevant degree	Required prior knowledge	Required prior experience
			Economics, Engineering, IT, Mathematics, Applied Science and Technology, Medical Science Applicants with other backgrounds may also be considered on a case-by-case basis	An initial proposal for research, including motivation to study for a PhD, will be considered. Supporting references will be required.	related environment is desirable
Doctor of Philosophy (PhD) in Sustainable Built Environments (SBE)	Minimum 3.0 or equivalent	ACADEMIC IELTS 6.0 TOEFL 550 TOEFL iBT 79-80	A recognised Master's degree (or equivalent or higher qualification) in SDBE or SDBE related subject Examples of relevant subject areas: Architecture, Architectural Engineering, Interior Design, Building, Building Science, Building Services Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering Applicants with other backgrounds may also be considered on a case-by-case basis	Satisfactory admissions interview by a panel of at least two academic staff members will be mandatory. Evidence of training in research and research work will be considered. An initial proposal for research, including motivation to study for a PhD, will be considered. Supporting references will be required	Relevant work experience will be considered. Considerable experience (3 years or more) in an SBE or related environment is desirable

Programme	GPA	English language competency	Relevant degree	Required prior knowledge	Required prior experience
MSc/Postgraduate Diploma in Structural Engineering	Minimum 3.0	ACADEMIC IELTS 6.0 or TOEFL 213 / 550	Civil Engineering, Mechanical Engineering or any other relevant discipline Bachelor degree		
Doctor of Philosophy (PhD) in Computer Science	Minimum 3.0 or equivalent	ACADEMIC IELTS 6.0, TOEFL 550 TOEFL iBT 79-80	A recognised Master degree (or equivalent or higher qualification) in CS or CS related subject Examples of relevant subject areas: Bioinformatics, Natural Language Processing, Machine Learning, Distributed Systems, AI, Networks, Software Engineering, Information Systems, IT Applicants with other backgrounds may also be considered on a case-by-case basis. The selection of a research subject by a student will take into account the student's background and previous academic area of study	Satisfactory admissions interview by a panel of at least two academic staff members will be mandatory. Evidence of training in research and research work will be considered. An initial proposal for research, including motivation to study for a PhD, will be considered. Supporting references will be required	Relevant work experience will be considered.

Programme	GPA	English language competency	Relevant degree	Required prior knowledge	Required prior experience
Doctor of Philosophy (PhD) in Business Management	Minimum 3.0 or equivalent	ACADEMIC IELTS 6.5 TOEFL iBT 92	A recognised master's degree in business management or business management related subject with a cumulative grade point average of greater than 3.0 on a 4.0 point scale or its equivalent Examples of relevant subject areas: Strategic management, Corporate governance, Ethics, Sustainability, Corporate Social Responsibility, Finance, Accounting, Operations, Purchasing, Supply Chain Management, Sales, Marketing, Public Relations, Human Resource Management, Health and Safety, Environmental Studies, Information systems, IT Applicants with other backgrounds may also be considered on a case-by-case basis.	Satisfactory admissions interview by a panel of at least two academics will be mandatory. Evidence of training in research and research work will be considered. An initial proposal for research, including motivation to study for a PhD will be considered. Supporting references will be required.	Relevant work experience will be considered. Considerable experience (3 years or more) in a Management/Business or related environment is desirable

Programme	GPA	English language competency	Relevant degree	Required prior knowledge	Required prior experience
			The selection of a research subject by a student will take into account the student's background and previous academic area of study		
Professional Doctorate in Business Administration	Minimum 3.0 or equivalent	TOEFL score of 550 (213 CBT, 79 iBT), 6.0 ACADEMIC IELTS, or their equivalent on another standardised nationally or internationally, recognised test that is approved by the UAE MoHESR	A recognised master's degree in business management or business management related subject with a cumulative grade point average of greater than 3.0 on a 4.0 point scale or its equivalent Examples of relevant subject areas: Strategic management, corporate governance, Ethics, Sustainability, Corporate Social Responsibility, Finance, Accounting, Operations, Purchasing, Supply Chain Management, Sales, Marketing, Public Relations, Human Relations, Human Resource Management, Health and Safety,	Satisfactory admissions interview by a panel of at least two academic staff members will be mandatory. Evidence of training in research and research work will be considered. A document of one page (500 words max) describing the applicant's practical research interest	Relevant work experience will be considered. Considerable experience (3 years or more) in a Management/Business or related environment is desirable

Programme	GPA	English language competency	Relevant degree	Required prior knowledge	Required prior experience
			Environmental Studies, Information systems, IT Applicants with other backgrounds may also be considered on a case-by-case basis. The selection of a research subject by a student will take into account the student's background and previous academic area of study		

Document History

Policy Number/Version	Date	Update Information	Approval
(3.2.1/V02)	August 2025	EmSAT English Score requirement has been eliminated	Minor Change
(3.2.1/V02)	AY 2023-2024	Policy name has been changed from “Programme” to “Postgraduate” admission requirements.	Minor Change
(3.2.1/V02)	AY 2022-2023	MSc in Finance programme was removed Added Professional Doctorate in Business Administration programme Replaced IELTS with IELTS Academic	Minor Changes
(3.2.1/V02)	Aug. 2019	Version Upgrade V02 Addition of M.Arch programme requirement	Council

External credit transfer for postgraduate programmes

Policy number/version		3.3/V02
Section		ADMISSIONS
Type		Academic policy
Date of creation		September 2017
Date of last revision		October 2023
Date of approval of current version		October 2023
Post/section with responsibility for implementation and monitoring		Head of Marketing, Admissions, and Student Services (MASS)
Approved by		Senate
Policy review	Latest review by	Head of Marketing, Admissions, and Student Services (MASS)
	Latest review date	August 2025
	Review outcome	- Minor Rewording
	Next review date	September 2026
Cross reference/related documents:		7.0 Policies and procedures manual 5.0 Student handbook 3.2 Graduate admissions 4.7 Readmission

1.0 Rationale and principles which this policy seeks to uphold

1.1. The policy sets out the guidelines for students from accredited higher education institutions (HEIs) wishing to transfer their admission to one of the University's postgraduate degree programmes and to seek to transfer credit modules completed against the requirement of one of the accredited postgraduate degree programmes at those HEIs.

1.2. The University wishes to enable students to fulfil the requirements for graduating from its degree programmes by transferring credit that has been earned towards the requirements of an accredited degree offered by another accredited university.

1.3. The University will recognise credit earned on programmes of equivalent standard and level.

2.0 Scope

2.1. Applies to the Diploma and to the taught component of Master's and doctoral degree programmes.

3.0 Definition

3.1. Credit Transfer: credit transfer means that students who wish to complete their education in one of BUiD's offered programmes receive appropriate transfer for their prior academic credit achievements from an accredited academic programme which they haven't completed at another HEI.

3.2. Recognition of Prior Learning (RPL): according to the UAE National Qualification Authority (NQA), Recognition of Prior Learning involves the assessment of previously unrecognised skills, knowledge, attitudes, and competencies required for a programme or qualification at all levels of the Qualification Framework for the UAE (QFEmirates) and achieved outside of formal education to allow students to claim credit(s).

4.0 Policy

4.1. RPL is covered under a different policy.

4.2. The University undertakes credit transfer when the previous programme is recognised by the UAE MoHESR via accreditation or equivalency processes.

4.3. The University will consider credit transfer when students meet all of the admission requirements of the programme in which they apply to enrol.

4.4. The University does not allow transferring students to be admitted under the provisions for conditional admission under any circumstances.

4.5. The University undertakes credit transfer when the previous credit has contributed to fulfil the requirements of an accredited degree programme. An applicant should not use a single credit towards the award of more than one degree programme.

4.6. Students will gain advanced standing in a University degree programme through the transfer of module/s and award of equivalent credit, under final jurisdiction and authority of the Board of Examiners on the recommendation of the Dean of Faculty.

4.7. Credit transferred is verified by mapping learning outcomes of prior completed modules to those of modules or programmes offered by the University, and measuring standards achieved by the applicant/student.

4.8. Students applying to Masters' programmes may transfer credit up to 25% of the total credit points or equivalent of the degree programme. No transferred credit points can be used in lieu of graduation projects and theses.

4.9. Students applying to doctoral programmes may transfer credit up to 25% of the credit points or equivalent of the taught component of a University programme. No transferred credit points can be used in lieu of the final Research Methods module (that concludes the research proposal and has 40 credits) and the doctoral thesis.

4.10. To consider transferring from other HEIs into one of the University's postgraduate programmes in the same field of study, students must demonstrate good academic standing, a cumulative grade point average (CGPA) of at least 3.0 on a scale of 4.0 or equivalent, and that they have not been subjected to disciplinary dismissal.

4.11. The obtained grade of the completed module subject to credit transfer must be at least of B grade, (3.0 on a 4.0 scale) or equivalent.

4.12. Students will have credit recorded on their transcripts, graded as a normal pass. Modules that have been transferred and graded as a normal pass will nevertheless not contribute to calculations of GPA.

4.13. Students need to meet the English language proficiency requirements of the programme before enrolling and transferring credits.

4.14. Only students transferring from UAE institutions recorded in the National Register of Licensed HEIs, or other organisations in the UAE approved by the UAE MoHESR, or HEIs located outside the UAE which are recognised by the UAE MoHESR, are eligible for transfer admission.

4.15. Students need to present valid certifications approved by the UAE MoHESR demonstrating the competency scores required by the programme for full admission.

4.16. Programme fees and minimum/maximum periods of study will be cut pro-rata according to the credit transferred, or at the discretion of the Vice Chancellor.

5.0 Procedure

5.1. Applications for credit transfer must be made at the time of application for admission to a programme. Credit transfer cannot be applied for after registration has been completed.

5.2. Applications are submitted to MASS. Applications must contain:

5.2.1. a transcript verifying a CGPA of at least 3.0 on a scale of 4.0 or equivalent and pass grade of at least B grade, or equivalent for the module/s;
5.2.2. formal documentation of the learning outcomes of the module/s.

5.3. Applications will be verified by the Admissions Tutor for the programme and passed to the Dean for recommendation to the Board of Examiners.

5.4. The decision of the Board of Examiners will be communicated in writing to the applicant via MASS.

5.5. The credit transferred will be counted towards the fulfilment of the programme requirements.

5.6. No grades may be assigned for credit transferred modules, nor can transferred credits be used in the calculation of cumulative grade point average (CGPA).

5.7. The transcript will indicate the transferred module(s) as a credit transfer using the acronym CT.

5.8. Fees apply to credit transfer applications and must be paid in advance of registration.

Document History

Policy Number/Version	Date	Update Information	Approval
(3.3/V02)	AY 2023-2024	Updates on the maximum credits can be transferred	Minor Change
(3.3/V02)	AY 2022-2023	Added clause on the condition of valid certifications for the eligibility of credit transfer Policy renamed from 'External credit transfer' to External credit transfer for postgraduate programmes	Minor Changes
(3.3/V02)	Aug. 2020	Version Upgrade V02 Revising the maximum credit transfer for Master's degree Addition of Portfolio for Applicants applying for transfer to Master of Architecture programme	Senate

Transfer out of concentration or programme

Policy number/version		3.4/V01
Section		ADMISSIONS
Type		Academic policy
Date of creation		September 2017
Date of last revision		July 2023
Date of approval of current version		2 September 2019
Post/section with responsibility for implementation and monitoring		Head of Marketing, Admissions, and Student Services (MASS)
Approved by		Senate
Policy review	Latest review by	Mira Hamzeh
	Latest review date	August 2025
	Review outcome	- No changes
	Next review date	September 2026
Cross reference/related documents:		1.0 Policies and procedures manual 5.0 Student handbook 11.3 Finance

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University wishes to accommodate changes in students' study interests.

1.2 The University wishes to be flexible to accommodate students' needs.

1.3 The University will adopt processes that ensure a student is eligible for admission to, and most likely able to meet the requirements of, a degree programme.

2.0 Scope

2.1 Applies to all programmes offered by the University.

3.0 Policy

Change of concentration

3.1 Students may change their concentration subject to the consent of the Head of Programme.

Change of programme

3.2 Students may change their concentration subject to the consent of the Heads of Programme for old and new programmes, and:

3.2.1 the evidence that they meet the admission requirements for the new programme;
3.2.2 the student's agreement to the loss of credit previously awarded because modules taken are not recognized in the new programme, and their agreement to undertake all the graduation requirements for the new programme;
3.2.3 the student's agreement to the financial implications of the transfer (i.e. higher overall fees and/or requirements to take modules in addition to the number that would have been studied had the student entered the new programme at the start or earlier point.

4.0 Responsibilities

4.1 The student is responsible for initiating the change request, and for seeking the advice of appropriate academic staff, including Heads of Programme for old and new programmes, and any personal tutor.

5.0 Procedures

5.1 Students will consult with the Head of the current programme.

5.2 The Head/Coordinator of the current programme will recommend the change in writing:

5.2.1 for changes of concentration, the confirmation will be reported to the Head of MASS;

5.2.2 for changes of programme, the recommendation will be sent to the Admissions tutor for the new programme. The Admissions Tutor will make a decision whether to recommend the change to the Head of Programme. The confirmation of the request outcome will be reported to the Head of MASS.

5.3 The fee for a transfer is 1,000 dirhams + VAT which students must pay at the time of application. The fee will be automatically charged to the student account, and students will receive an invoice from the Finance department. The transfer fee is non-refundable.

5.4 Written confirmation of agreed change will be notified to the student in writing by the MASS.

Document History

Policy Number/Version	Date	Update Information	Approval
(3.4/V01)	AY 2022-2023	Removed responsibilities of Programme Coordinator	Minor Changes
(3.4/V01)	May. 2018	Renumbering (5.1.2/V02), Restructuring, Rewording	Senate

Change of mode of study

Policy number/version		3.5/V01
Section		ADMISSIONS
Type		Academic policy
Date of creation		September 2017
Date of last revision		September 2019
Date of approval of current version		2 September 2019
Post/section with responsibility for implementation and monitoring		Head of Student Administration
Approved by		University Council
Policy review	Latest review by	Head of Student Administration
	Latest review date	August 2025
	Review outcome	No changes
	Next review date	September 2026
Cross reference/related documents:		1.0 Policies and procedures manual 5.0 Student handbook 2.2 Graduation requirements 11.3 Finance

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University will recognise that events in students' lives may require them to study at a changed pace, full or part time.

2.0 Scope

2.1 Applies to all students who do not have a UAE Student Residence Visa

3.0 Policy

3.1 A student with a UAE Student Residence Visa is not entitled to study part-time.

3.2 Students may apply for a change in mode of study with the agreement of the Personal Tutor or the Student Academic Tutor, and the approval of the Head of Programme/Programme Coordinator and Dean of Faculty.

4.0 Procedures

4.1 Students will organise an interview with their Personal Tutor to discuss the implications of a changed mode of study.

4.2 The student will submit an application to change the mode of study via the form held by the Student Administration.

4.3 The Student Administration will submit the form to the Head of Programme/Programme Coordinator to elicit consent to the application.

4.4 The Student Administration will communicate the decision to the student by email.

Document History

Policy Number/Version	Date	Update Information	Approval
(3.5/V01)	May. 2018	Renumbering (3.2.1/V01), Restructuring, Rewording	Senate

Undergraduate admissions

Policy number/version		3.6/V02
Section		ADMISSIONS
Type		Academic policy
Date of creation		October 2017
Date of last revision		May 2023
Date of approval of current version		May 2023
Post/section with responsibility for implementation and monitoring		Head of Marketing, Admissions, and Student Services
Approved by		Senate
Policy review	Latest review by	Head of Marketing, Admissions, and Student Services
	Latest review date	August 2025
	Review outcome	Updated admission criteria for undergraduate programmes have been added in Appendix (A)
	Next review date	September 2026
Cross reference/related documents:		2.0 Policies and procedures manual All module descriptors

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University's undergraduate admission policy is designed to:

1.1.1 ensure that applications for undergraduate programmes are processed in a timely manner;

1.1.2 ensure that UAE MoHESR guidelines are followed in processing applications and admitting students for undergraduate programmes.

2.0 Scope

2.1 This policy is applicable to undergraduate admissions to the University.

3.0 Policy

General requirements

3.1 The admission of an individual applicant is at the discretion of the University. In exercising this discretion, the University will be guided by the following considerations:

3.1.1 the University will operate an undergraduate admissions system which complies with the UAE MoHESR Standards and which fulfils any specific requirements which might arise through individual programme accreditation;
3.1.2 there will be no discrimination against any applicant in relation to age, creed, disability, ethnic origin, gender, marital status, nationality, race, or social class. The procedures should ensure equality of opportunity for all applicants;
3.1.3 the University must satisfy itself that the applicant has sufficient command of the English language to complete satisfactorily the programme of study;
3.1.4 applicants may not be admitted or enrolled in more than one programme concurrently;
3.1.5 enrolled students who wish to change their programme must meet the admission requirements of the new programme;
3.1.6 individual programmes may raise the minimum requirements stated in this policy for various levels, or they may request additional requirements such as written essay and/or an interview, depending on the nature of the programme.

Undergraduate programme general requirements

3.2 The admissions requirements for undergraduate programmes are as follows:

3.2.1 all applicants must have completed Maths as part of their secondary education.
3.2.2 3.2.3 British national curriculum: at least seven (7) subjects at GCSE, AS level or A level or any combination of these. The seven (7) subjects must cover Maths in addition to any four (4) areas out of Languages, Sciences, Humanities, Social Sciences, and Art & Design. In all cases the grade must not be less than D in GCSE subjects, not less than D in A-level subjects;
3.2.3 International Baccalaureate (IB) Diploma: must complete any six subjects, with at least three at the higher level (HL);
3.2.4 Grade of 80% for English language in high school or Academic IELTS with an overall score of 5.0 Or one of the standardized English language test that is internationally recognised test that is approved by the Ministry of Education in the UAE.
3.2.5 Curricula taught in English are exempted from English Language requirement.

Undergraduate programmes specific requirements

Refer to appendix 1.

Undergraduate programmes advanced standing requirements

3.3 The University does not normally award credit for experiential learning.

3.4 The University does consider advanced standing arrangements towards its undergraduate programmes from other education institutions subject to the following conditions:

3.4.1 the applicant meets the University's formal entry requirements;

3.4.2 the relevant Faculty is able to determine that the coursework is equivalent to the credit rating available for one module of the programme for which the credit transfer is being considered;

3.4.3 the transcript grade of the module being claimed shows a minimum GPA of 2.0 on a 4.0 scale or equivalent or a successful pass in the relevant study system;

3.4.4 the Faculty only allows exemptions from modules with content equivalent to that qualification providing the transferable credit;

3.4.5 credit points can only be transferred where the work done for the previous qualification would allow the student to perform successfully the assessment exercise for the exempted module;

3.4.6 the decision as to whether a previously taken qualification or credit accumulation serves to exempt a student from a current module rests with the Board of Examiners on the recommendation of the Dean of the Faculty.

3.5 Transferred credit for advanced standing can provide no more than 50% of the credits for the taught component of the programme at the University.

Appendix A: Admission criteria for undergraduate programmes

1. BSc Business Management

Entry requirements

a. English Proficiency Requirement: Grade of 80% for English language in high school or Academic IELTS with an overall score of 5.0 Or one of the standardized English language test that is internationally recognised test that is approved by the Ministry of Education in the UAE Curricula taught in English are exempted from English Language requirement

b. Mathematics Requirement:

- Ministry Curriculum: grade of 70%
- American Curriculum: grade of 70%
- IB- Minimum 3 in HL or SL Mathematics
- AS/A Level Minimum C in Maths
- Indian and Pakistani Boards 12th Standard: grade of 65%

c. Students must have a grade of 70% in any other two subjects (excluding Arabic, English and Islamic Studies).

d. For non-ministry Curricula, students will still need to submit the certificate of equivalency.

2. BSc Computer Science

Entry requirements

a. English Proficiency Requirement: Grade of 80% for English language in high school or Academic IELTS with an overall score of 5.0 Or one of the standardized English language test that is internationally recognised test that is approved by the Ministry of Education in the UAE Curricula taught in English are exempted from English Language requirement.

b. Mathematics Requirement:

- Ministry Curriculum: grade of 80%
- American Curriculum: grade of 80%
- IB- Minimum 3 in HL or SL Mathematics
- AS/A Level Minimum C in Maths
- Indian and Pakistani Boards 12th Standard: grade of 65%

c. Physics Requirement

- Ministry Curriculum: grade of 70%
- American Curriculum: grade of 70%
- AS/A Level Minimum C/Pass
- IB – Minimum 3 in HL Physics
- Indian and Pakistani Boards 12th Standard: grade of 65%

d. Students must have a grade of 70% in any other one subjects (excluding Arabic, English and Islamic Studies).

e. For non-ministry Curricula, students will still need to submit the certificate of equivalency.

3. Engineering BSc Programmes

Entry requirements

a. English Proficiency Requirement: Grade of 80% for English language in high school or Academic IELTS with an overall score of 5.0 Or one of the standardized English language test that is internationally recognised test that is approved by the Ministry of Education in the UAE Curricula taught in English are exempted from English Language requirement.

b. Mathematics Requirement:

- Ministry Curriculum: (Advanced or Elite Curriculum): grade of 80%
- American Curriculum: grade of 80%
- IB- Minimum 3 in HL or SL Mathematics
- AS/A Level Minimum C in Maths
- Indian and Pakistani Boards 12th Standard: grade of 65%

c. Physics Requirement

- Ministry Curriculum: (Advanced or Elite Curriculum): grade of 80%
- American Curriculum: grade of 80%
- AS/A Level Minimum C/Pass
- IB – Minimum 3 in HL Physics
- Indian and Pakistani Boards 12th Standard: grade of 65%

d. Chemistry or Biology Requirement

- Ministry Curriculum: (Advanced or Elite Curriculum) a grade of 80% Chemistry or Biology.
- American Curriculum: grade of 80%
- O/AS/A Level Minimum C/Pass

- IB – Minimum 3 in HL Chemistry or Biology
- Indian and Pakistani Boards 12th Standard: grade of 65%

e. For non-ministry Curricula, students will still need to submit the certificate of equivalency.

4. Bachelor of Law

Entry requirements

a. English Proficiency Requirement: Grade of 80% for English language in high school or Academic IELTS with an overall score of 5.0 Or one of the standardized English language test that is internationally recognised test that is approved by the Ministry of Education in the UAE Curricula taught in English are exempted from English Language requirement.

b. Mathematics Requirement:

- Ministry Curriculum: Grade of 70%
- American Curriculum: grade of 70%
- IB- Minimum 3 in HL or SL Mathematics
- AS/A Level Minimum C in Maths.
- Indian and Pakistani Boards 12th Standard: grade of 65%

c. Students must have a grade of 70% in any other two subject (excluding Arabic, English and Islamic Studies).

d. For non-ministry Curricula, students will still need to submit the certificate of equivalency.

Document History

Policy Number/Version	Date	Update Information	Approval
(3.6/V02)	August 2025	Updated admission criteria for undergraduate programmes have been added in Appendix (A)	Minor Changes
(3.6/V02)	AY 2022-2023	Updated admission criteria for undergraduate programmes have been added in Appendix (A)	Minor Changes
(3.6/V02)	Feb. 2018	Renumbering (5.12/V02), Restructuring, Rewording	Senate

Procedure for undergraduate admissions

Policy number/version		3.6.1/V01
Section		ADMISSIONS
Type		Academic policy
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Date of last revision		March 2018
Date of approval of current version		4 September 2019
Post/section with responsibility for implementation and monitoring		Head of Marketing, Admissions, and Student Services (MASS)
Approved by		Senate
Policy review	Latest review by	Head of Marketing, Admissions, and Student Services (MASS)
	Latest review date	August 2025
	Review outcome	Minor rewording A Certificate of good conduct has been added to the required application documents Short-listed applicants' interviews have been eliminated.
	Next review date	August 2026
Cross reference/related documents:		5.0 Student handbook 11.3 Finance

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University's undergraduate admission policy is designed to:

1.1.1 ensure that applications for programmes are processed in a timely manner;
1.1.2 ensure that UAE MoHESR guidelines are followed in processing applications and admitting students for programmes;
1.1.3 ensure that University policies and procedures are applied in processing applications and admitting students.

2.0 Scope

This policy is applicable to all undergraduate applicants to the University.

3.0 Policy

Initial application

3.1 Applicants to complete application for admission.

3.2 Applicants to send relevant documents including:

3.2.1 attested secondary school certificate/diploma and transcript;
3.2.2 IELTS/TOEFL certificate;
3.2.3 Certificate of Equivalency (if applicable).

Application processing

3.3 Equivalence/recognition of the secondary school certificate/diploma is checked on the MoHESR website by MASS.

3.4 Application with relevant documents is processed by MASS which considers the application in light of the approved admission requirements of each programme.

3.5 Accepted candidates are sent offer letters.

3.6 Rejected candidates are notified.

3.7 Accepted candidates are required to confirm their acceptance of the offer of admission by the deadline set to reserve their seats. Failure to do so may result in forfeiture of a place on the programme.

3.8 Accepted candidates may defer their admission for up to two years. If they do not enrol within two years of their acceptance, they must re-apply for the programme.

Provisional offer

3.9 The provisional offer from the University will state that the applicant has been offered a place on a programme subject to meeting a list of requirements detailed in the offer. This may include provision of authorised documents, including attested copy of final secondary school certificate/diploma, reference letters, and any further details required.

3.10 When all the requirements listed in the provisional offer have been satisfied, the University will issue a confirmed offer.

Confirmed offer

3.11 The confirmed offer letter will state that the student has met the admissions requirements and provided appropriate evidence to support their application.

Pre-registration

3.12 MASS will ensure that the applicant is kept informed of any issues which require attention and of planned key dates and deadlines. These include:

3.12.1 registration dates;
3.12.2 student induction date;
3.12.3 placement test dates;
3.12.4 fee requirements;
3.12.5 probationary requirements.

Final admission

3.13 The applicant will pay the registration fee and inform the Finance department of their selected fee payment option as detailed in the relevant University policy.

3.14 The applicant will submit all required documents including original degree certificates, transcript, IELTS/TOEFL certificate, Certificate of Equivalence (if applicable) two passport size photographs, Emirates ID and Family Book (if applicable) and Certificate of good conduct issued by the relevant UAE Authority. The original certificates, transcripts, Certificate of Equivalence and IELTS/TOEFL certificates will be returned to the student and copies will be retained by the University.

3.15 The applicant will be registered on the University's student information system .

3.16 The applicant will be provided with a student ID number and access to relevant online resources.

3.17 The applicant will be invited to participate in the general and programme induction.

3.18 The applicant will be required to commit to completion of all probationary requirements within the specified time period, acknowledging that failure will result in dismissal.

Document History

Policy Number/Version	Date	Update Information	Approval
(3.6.1/V01)	August 2025	A Certificate of good conduct has been added to the required application documents. Short-listed applicants' interviews have been eliminated	Council
(3.6.1/V01)	Feb. 2018	Renumbering (5.12.1/V01), Restructuring, Rewording	Senate

Credit transfer policy for undergraduate programmes

Policy number/version		3.7/V01
Section		ADMISSIONS
Type		Academic policy
Date of creation		June 2010
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Date of approval of current version		4 September 2019
Post/section with responsibility for implementation and monitoring		Head of Marketing, Admissions, and Student Services
Approved by		University Council
Policy review	Latest review by	Head of Marketing, Admissions, and Student Services
	Latest review date	August 2025
	Review outcome	No Changes
	Next review date	August 2026
Cross reference/related documents:		8.0 Policies and procedures manual 5.0 Student handbook 3.6 Undergraduate admissions 4.7 Readmission

1.0 Rationale and principles which this policy seeks to uphold

1.1. This policy outlines the principles for awarding credit for prior learning towards the University's qualifications.

2.0 Scope

2.1. Transfer of credits may be considered for bachelor's programmes on the basis of studies successfully completed by applicants at a recognised post-secondary institution, college or university.

3.0 Policy

3.1. Recognised prior learning is assessed on the basis of equivalent learning outcomes. Assessments will be evidence-based and the faculty will determine a variety of methods and instruments to establish equivalence.

3.2. The University does not normally award credit for experiential learning.

3.3. The University does consider credit transfer arrangements towards its undergraduate programmes from other education institutions subject to the following conditions:

3.3.1. the applicant meets the University's normal entry requirements;
3.3.2. the relevant Faculty is able to determine that the coursework was taken at undergraduate level and is at least equivalent to the credit rating available for one module of the programme for which the credit transfer is being considered;
3.3.3. that the student attained a minimum GPA of 2.0 on a 4.0 scale or equivalent;

3.3.4. the institution at which the programme was taken is recognised by the UAE MoHESR or licensed or officially recognised by the Department/MoHESR in the home country (and so, attestable by the UAE MoHESR);
3.3.5. the Faculty only allows exemptions from modules with content equivalent to that qualification providing the transferable points;
3.3.6. credit points can only be transferred where the work done for the previous qualification would allow the student to successfully perform the assessment exercise for the exempted module;
3.3.7. the decision as to whether a previously taken qualification or credit accumulation serves to exempt a student from a current module rests with the Board of Examiners on the recommendation of the Dean of the Faculty;
3.3.8. credits which have already formed part of an award are not acceptable for transfer;
3.3.9. credit transfer will not be awarded for study completed as part of a credit bearing programme of continuing professional development education;

3.4. Transferred credit can provide no more than 50% of the credit points for the taught component of the programme.

3.5. Any student receiving exemption from a module through credit transfer will have their period of study pro-rated at the discretion of the University, which may require specific attendance or study in the area to be credited.

3.6. The modules exempted through credit transfer will be considered as normal pass for the degree completion requirements.

3.7. As the University does not offer a GPA, credit transferred modules will not count towards any record of GPA, and only the final undergraduate award will be given a GPA equivalence.

4.0 Procedure

4.1. Credit transfer must be applied for at the time of application to a programme. A registered student may not apply for credit transfer, unless the potentially transferable credit has not been finalised prior to registration in which case the student must indicate their situation regarding possible credit transfer.

4.2. In order to make a claim for credit transfer, the student should make a request to the Student Administration department presenting the following documentation:

4.2.1. the transcript grade of the module being claimed showing a minimum GPA of 2.0 on a 4.0 scale or equivalent or a successful pass in the relevant study system;
4.2.2. the module outcomes and/or learning goals of the module already completed and claimed as equivalent;
4.2.3. the learning outcomes of the University module against which the exemption request is made; or,
4.2.4. exceptionally a schedule indicating the planned availability of the above.

4.3. There will be an administrative charge for dealing with credit transfer requests.

4.4. If the Admissions Tutor and Dean of the Faculty consider that credit transfer is possible, a recommendation will be presented to the exam board as a decision is in effect being made to award the applicant a pass and progression for particular module(s) in a programme. The Faculty

will review the documents and will notify the student/applicant of the outcome of the credit transfer request. The decision, as to whether a previously taken qualification serves to exempt a student from a current module, rests with the Programme Board of Examiners subject to any further assessment requirements the Board may stipulate.

4.5. The decision of the Board of examiners will be communicated to the student via admissions office.

4.6. Normally a discount will be made from the tuition fees payable in respect of the credit transferred module at the discretion of the Vice-Chancellor.

4.7. The university shall maintain an informal watching brief regarding the development of credit transfer system and processes by the Ministry, British and European bodies and such other international to credit accumulation and transfer system (CATS) as the UAE may encourage or endorse.

Document History

Policy Number/Version	Date	Update Information	Approval
(3.7/V01)	Mar. 2018	Renumbering (5.13/V01), Restructuring, Rewording	Council

Recognition of Prior Learning

Policy number/version		3.8/V01
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Post/Section with responsibility for implementation and monitoring		Head of Marketing, Admissions, and Student Services
Approved by		Senate
Policy review	Latest review by	Head of Marketing, Admissions, and Student Services
	Latest review date	August 2025
	Review outcome	No Changes
	Next review date	August 2026
Cross-reference/related documents		3.2 Graduate admissions 3.3 External credit transfer 3.6 Undergraduate admissions

1.0 Rationale and principles which this policy seeks to uphold

1.1. The British University in Dubai (BUiD) recognises the value and importance of recognising prior learning for students who are seeking admission to its programmes. The University encourages learners who have previous learning experiences, whether through formal or informal means, to apply for Recognition of Prior Learning (RPL). The Recognition of Prior Learning policy sets out the guidelines and procedures that BUiD follows in assessing and granting credit for prior learning.

1.2. The purpose of the policy is to provide an opportunity for newly enrolled students to demonstrate their knowledge, skills, and competencies acquired through prior learning experiences and for the University to determine if they may be granted credit based on that. The policy ensures that the RPL process is transparent, consistent and fair, and that the quality of the University's education is not compromised in any way.

1.3. RPL is not applicable for modules or courses completed to fulfil the requirements of undergraduate and/or postgraduate programmes at an accredited university or higher educational institution. Such cases are covered by policy 3.3 External credit transfer.

2.0 Scope

2.1. The policy applies to all BUiD programmes.

2.2. This policy applies to prospective undergraduate and postgraduate applicants seeking to gain admission or advanced entry to the University on the basis of prior learning.

3.0 Definitions

3.1. Recognition of Prior Learning: according to the UAE National Qualification Authority (NQA), Recognition of Prior Learning involves the assessment of previously unrecognised skills, knowledge, attitudes and competencies required for a programme or qualification at all levels of the Qualification Framework for the UAE (QFEmirates) and achieved outside of formal education to allow students to claim credit(s).

3.2. Challenge exams: examinations or tests that are used by an institution to assess the achievement of external learning outcomes or qualifications mapped to its own programmes, modules, courses, or units.

3.3. Formal learning: learning which takes place through training delivered by education and training providers. It refers to learning which has already attracted formal certification and credit-bearing micro credentials within an education system.

3.4. Informal learning: learning which takes place through life and work experience. It may also be referred to as experiential or other non-classroom-based learning. Often it is learning that is unintentional or unplanned and the learner may not recognise at the time of the experience that it contributed to his or her knowledge, skills and competence. It may be assessed but does not result in formal certification of achieved learning.

3.5. Non-formal learning: learning which is acquired through planned activities (eg a vocational course) but does not result in formal certification of achieved learning.

3.6. Assessor: the module tutor of the module for which a student is seeking RPL.

4.0 Principles

4.1. The University is committed to acknowledge formal, informal and non-formal learning for prospective students seeking admission to undergraduate and postgraduate programmes, provided that they can demonstrate the attainment of the necessary learning outcomes.

4.2. RPL seeks to provide students with the opportunity to demonstrate the achievement of learning whilst ensuring the integrity of the University's awards and academic standards, and consistency with those of QFEmirates.

4.3. The University strives to facilitate learner mobility through RPL to the greatest possible extent. However, it recognises that some of its programmes may not be appropriate for admission via RPL.

4.4. The University's evaluation mechanism and criteria concerning RPL are impartial and appropriate. They correspond to the relevant module and Programme Learning Outcomes.

4.5. The University does not allow duplication of counting credit for different academic awards.

4.6. The University provides concise information to all its stakeholders regarding the opportunities and procedures of RPL.

4.7. The University does not grant a complete academic award solely based on RPL.

5.0 Policy

5.1. RPL may be taken into consideration for both undergraduate and postgraduate programmes.

5.2. The University may consider formal, informal, and non-formal prior learning at undergraduate and postgraduate levels for admission.

5.3. For formal, informal, and non-formal learning, the learning obtained by the candidate will be evaluated against the learning outcomes or performance criteria specified for the corresponding module and will be substantiated by acceptable evidence as required by the University and programme (see 5.10 and 5.12).

5.4. Candidates must demonstrate the fulfilment of the required learning outcomes at the given level.

5.5. In cases where external professional accreditation is essential for certain modules, recognition of prior learning experiences, whether formal, informal, or non-formal, may not be viable or suitable.

5.6. Recommendations for RPL to advanced entry are the responsibility of the relevant academic unit or department. Please refer to Section 6 for details on roles and responsibilities.

5.7. When formal RPL is used to gain admission to a programme with multiple award outcomes, the highest QFEmirates level award earned will normally be used upon graduation.

- **Maximum credit recognised by BUiD for advanced entry**

5.8. The University recognises up to a maximum of 50% of the qualification in respect of undergraduate advanced entry admission to one of its programmes. Successful applicants will then complete at least two full academic years at BUiD in order to be eligible for consideration for an undergraduate degree.

5.9. For a postgraduate programme, the University will recognise prior learning up to a maximum of 25% of the qualification. These credits recognised are not applicable for a dissertation or equivalent in respect of postgraduate advanced entry admission.

- **Assessment principles**

5.10. In assessing evidence of prior formal, informal, and non-formal learning, the following criteria will be taken into consideration:

i. Valid: demonstrates skills, knowledge, attitudes and competencies necessary for a programme or qualification at all levels of QFEmirates.
ii. Reliable: evidence must be issued from a trustworthy source and in a reliable format.
iii. Current: evidence must showcase the candidate's current skills and knowledge and must meet current best practice guidance.

iv. Authentic: evidence should be submitted in its original format, and/or which can be verified as genuine and can be confirmed as the work of the learner. To ensure authenticity, all translated documents must be translated by an authorised translator.

v. Sufficient: the Assessor must see sufficient evidence to cover all aspects of the module(s) or qualification being claimed. The evidence must demonstrate competence over a period of time and that is able to be repeated.

5.11. Decisions concerning RPL will be made on review of the relevant applications and accompanying documentary evidence (as outlined in sections 5.13 and 5.14 below).

5.12. Suitable documentary evidence of RPL includes:

i. Formal learning: transcripts of results, certificates of attendance/completion of courses, syllabi of courses, completed research reports and professional portfolios.

ii. Informal learning: letters of reference/verification, work-based portfolios, plans, designs, and reports.

iii. Non-formal learning: course descriptions and durations with certificates of attendance (a certificate of attendance or participation does not constitute certification of achievement).

5.13. The Assessor may use multiple assessment methods to determine whether the criteria have been met by informal and non-formal learning. Assessment modes must include Challenge Exams which may include the following:

i. examinations or tests that are used by an institution to assess the achievement of learning outcomes or qualifications in its own programmes, modules, courses, or units;

ii. a portfolio of evidence which includes documents such as qualification certificates, official transcripts of previous study, official job descriptions or statements of duties and responsibilities, letters of reference from employers detailing a student's relevant skills and experience, or samples or statements of work performed;

iii. direct observation of demonstrations of the skill or competence;

iv. reflective papers, journal articles or similar documents that relate past learning to the learning or competency outcomes of the course or qualification in which the student is enrolling;

v. reviews of courses/units/modules taken at another provider, to demonstrate achievement of learning outcomes or qualifications of the provider's own programmes, modules, courses, or units;

vi. combinations of any of the above.

- **Quality Assurance**

5.14. The policies and procedures for RPL are embedded within the University's Quality Assurance manual.

6.0 Roles and Responsibilities

- **Applicant**

6.1 The applicant will state the purpose for which RPL is being sought.

6.2 The applicant is responsible for all aspects of the application and must adhere to all the procedures set by the relevant Faculty or programme.

6.3 The applicant is responsible for ensuring that he/she adheres to all published deadlines for submitting the RPL application and supporting documents. The applicant should be aware of the assessment principles before submitting the application.

- **Marketing, Admissions, and Student Services (MASS)**

6.4 Marketing, Admissions, and Student Services (MASS) is responsible for the initial review of the application and determines whether the applicant is eligible to apply for RPL or not.

6.5 If the applicant is eligible, MASS forwards the application to the relevant academic department/Faculty for assessment.

6.6 If any credit is granted, MASS communicates to the applicant and updates the applicant's record accordingly.

- **Deans and academic staff**

6.7 Where the applicant is seeking RPL at the point of entry, the Programme Coordinator will normally conduct the review of the application.

6.8 The initial review of the application will be conducted by the Programme Coordinator or an authorised representative before the Dean considers it.

6.9 The Programme Coordinator will distribute the RPL application to the respective Assessor for assessment.

6.10 In cases where the applicant is seeking RPL at the point of entry, the Programme Coordinator will communicate the recommendation to the Dean or their delegate for consideration and approval. The Dean will communicate the final decision to the Head of MASS.

6.11 Decisions on RPL by the Dean or their delegate are final.

7.0 Procedures

7.1. The applicant submits an RPL application form along with supporting documentation to MASS.

7.2. MASS reviews the application and determines whether the applicant is formally eligible for RPL.

7.3. If the applicant is eligible, MASS forwards the application to the relevant academic department/Faculty for assessment.

7.4. The Programme Coordinator will distribute the RPL application to the respective Assessor for assessment.

7.5. The Assessor will use one or more of the assessment methods to determine whether the criteria have been met by informal and/or non-formal learning.

7.6. The Assessor will submit his/her decision to the Programme Coordinator based on assessment of the evidence provided and the challenge examination result within 14 days.

7.7. The application is considered by the Programme Coordinator or their delegate before being considered by the Dean.

7.8. The Dean submits his/her final decision to the Head of MASS.

7.9. MASS informs the applicant of any credit granted and updates the applicant's record accordingly.

8.0 Transferring the recognised credit:

8.1. The credit obtained via RPL process will be considered as equivalent to the credit earned through regular module work and will be added to the student's record and count towards the fulfilment of the programme requirements.

8.2. No grades may be assigned for RPL credit granted, nor can RPL credit be used in the calculation of cumulative grade point average (CGPA).

8.3. The transcript will indicate the module as a credit recognised from prior learning using the acronym RPL.

9.0 Appeals process:

9.1. If an applicant is not satisfied with the amount of credit, or lack thereof, granted through the RPL process, he/she has the right to appeal to MASS within 30 days of being notified of the decision. The appeal must include supplementary evidence that supports the request for credit.

Document History

Policy Number/Version	Date	Update Information	Approval
(3.8/V01)	Jul. 2023	New policy “Recognition of Prior Learning”	Council

Appendix 1

RPL application form

Recognition of Prior Learning: according to the UAE National Qualification Authority (NQA), Recognition of Prior Learning (RPL) involves the assessment of previously unrecognised skills, knowledge, attitudes and competencies required for a programme or qualification at all levels of the Qualification Framework for the UAE (QFEmirates) and achieved outside the formal education to allow students to claim credit(s).

To comply with this, BUiD offers its students the opportunity to apply for credit transfer for courses/modules earned through formal, informal, or non-formal learnings.

- It is mandatory for students applying for RPL, through informal, or non-formal learning, to take a Challenge Exam to assess their achievement of learning outcomes for each module. No exemptions will be granted.

- To apply for RPL assessment, students must submit:

  a. a completed RPL application form
  b. copies of all prior learning evidence including certificates, qualification specifications, witness statement(s) where applicable. Please note all evidence must be in English.
  c. payment of the RPL assessment fee.

4.1.

- After submitting a completed RPL application form along with prior learning evidence and payment, the University will evaluate the application, undertake the assessment if appropriate, and respond with feedback within 28 days.

Contact details:

Student name:	
Student ID or application number (if applicable):	
Contact number:	

RPL

If you are applying for multiple module(s), please use a separate application for each module.

Name of module seeking RPL for	……	
Qualification name	**Awarding organisation**	**Date of certification**
4.2. Additional evidence (please list other supporting evidence which is being submitted, such as witness statements, unit certificates, qualification specifications)		

4.3. Note: Applications cannot be processed without prior learning evidence including certificates, qualification specifications, and witness statement(s) where applicable. Please note: when applying for RPL using an existing qualification, assessment cannot be undertaken without the existing qualification learning outcomes and assessment criteria.

Photocopies of qualification certificates and results must be translated into English, translations must be certified as a true copy of the originals.

I confirm all the information above is correct, completed to the best of my knowledge and all supporting evidence submitted.	
Student name:	
Student ID or application number (if applicable):	
Signature:	
Date:	

For MASS use only	
Admissions Officer:	
Notes:	
Signature:	
Date:	

For Faculty use only

Assessor:	
Notes:	
Signature:	
Date:	

Endorsed by

Programme Coordinator:

Signature …….. Date: ……

Comments by the Programme Coordinator:

Dean:

Signature …….. Date: ……

Comments by the Dean:

الجامعة البريطانية في دبي

The British University in Dubai

SECTION 4 | ATTENDANCE, COMPLETION, SUSPENSION, WITHDRAWAL

Progression requirements

Policy number/version		4.1/V01
Section		ATTENDANCE, COMPLETION, SUSPENSION, WITHDRAWAL
Type		Academic policy
Date of creation		September 2017
Date of last revision		January 2018
Date of approval of current version		26 August 2019
Post/section with responsibility for implementation and monitoring		Head of Marketing, Admissions, and Students Services
Approved by		University Council
Policy review	Latest review by	Head of Marketing, Admissions, and Students Services
	Latest review date	August 2025
	Review outcome	No changes
	Next review date	August 2026
Cross reference/related documents:		3.2 Graduate admissions 3.2.1 Programme admission requirements 4.7 Readmission 5.1.3 Assessment (Master's)

1.0 Rational and principles which this policy seeks to uphold

1.1 The University offers flexibility to students with respect to their ability to progress to complete the full requirements of a Master's degree programme or to exit at an earlier point with a named award.

1.2 The University ensures students are compliant with procedures for suspension of studies.

1.3 The University upholds its right to dismiss students who remain non-compliant with procedures that govern suspension.

1.4 The University is cognizant that the UAE Ministry of Education's Commission for Academic Accreditation no longer recognises Certificate level awards; reference herein allows the University to have relevant policy whilst phasing out such offerings.

2.0 Scope

2.1 Applies to all Masters level programmes with relevant structure.

3.0 Policy

3.1 Admission:

3.1.1 the admission requirements for a Master's programme are common to all students, whether they intend to exit with the award of Certificate, Diploma, or Masters level;

3.1.2 students must meet the admission requirements set out in relevant University policy for admissions;

3.2 Exit or progression to a higher award:

3.2.1 students who successfully complete the requirements for Postgraduate Certificate may exit the programme with that award, or progress to complete the requirements for a Postgraduate Diploma. They will receive only one award;

3.2.2 students who successfully complete the requirements for a Postgraduate Diploma may exit the programme with that award. Should the student meet the requirements for progression to dissertation, they may then progress to complete the requirements for a Master's Degree. They will receive only one award;

3.2.3 a student who has exited the programme with an award, but wishes at later stage to return to study for the higher-level award must meet the requirements for readmission;

3.2.4 a student who has exited the programme with an award, but wishes at later stage to return to study for the higher-level award must relinquish the previous award. Certificates and transcripts will be returned to the University and marked as 'transferred';

3.2.5 a student who has failed a component of a higher award (e.g. dissertation) may choose to exit the programme with a lower award provided he or she has completed the graduation requirements for that award.

3.3 Failure to meet progression requirements:

3.3.1 The University reserves the right to dismiss a student should the student suspend their studies without authorization and fail to re-register after two consecutive terms, or should the student fail to re-register following a period of approved suspension. The course of action is as follows:

3.3.1.1 the University will write to the student with offer of a lower level award, provided the student has completed all the requirements for that award. The student will have 4 weeks to respond to consent to that award. If the student fails to respond the lower level award will be conferred automatically;

3.3.1.2 the student's transcript will list the full credits completed by the student, whether these meet or exceed those normally required for the lower level award;

3.3.1.3 if a student does not meet the requirements for any lower level award, or if such an award is not available, the student will automatically be deregistered from the programme and the University will issue a certificate of continuing professional development in the subject area.

3.3.2 Students who have exited their programme for reason of failure may reapply to the University at a later date, using the normal admissions process.

Document History

Policy Number/Version	Date	Update Information	Approval
(4.1/V01)	Jan. 2018	Renumbering (5.13/V03), Restructuring, Renumbering Merger of 'Failure to Meet Progression Requirements'	Council

Review of doctoral student progression

Policy number/version		4.1.2/V02
Section		ATTENDANCE, COMPLETION, SUSPENSION, WITHDRAWAL
Type		Academic policy
Date of creation		September 2017
Date of last revision		February 2021
Date of approval of current version		March 2021
Post/section with responsibility for implementation and monitoring		Head of MASS
Approved by		University Council
Policy review	Latest review by	Head of MASS
	Latest review date	August 2025
	Review outcome	No changes
	Next review date	August 2026
Cross reference/related documents		1.0 Policies and procedures manual 5.0 Student handbook 5.2.1.1 Doctoral assessment criteria 13.0 Code of practice: doctoral degrees

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University will ensure students make timely progress towards completion of their research degrees.

1.2 The University will ensure that academic staff responsible for doctoral students have clear guidance on supervision, research training, and the resources that the University deems appropriate.

1.3 The University policy stipulates that doctoral students receive effective feedback on their planned thesis work and work in progress.

2.0 Scope

2.1 Applies to doctoral students, and to academic and administrative staff with responsibilities for doctoral programmes.

3.0 Definitions

3.1 Stages of completion referred to in this document:
- 3.1.1 Taught stage
- 3.1.2 End of taught stage
- 3.1.3 Extended proposal stage

3.1.4 End of external proposal stage
3.1.5 Thesis stage
3.1.6 Completion

4.0 Policy

4.1 All doctoral students will participate in a formal monitoring process to ensure:
4.1.1 the University and the student are both meeting their responsibilities;
4.1.2 the supervisory team and the student are aware of progress in relation to the programme objectives;
4.1.3 obstacles to progress, student needs and experiences, and change in circumstance are identified at the earliest juncture and addressed effectively.

4.2 The monitoring process consists of review meetings of various forms, audience and frequency depending on the stage of study.

4.3 The monitoring process is set out in these procedures.

5.0 Responsibilities

5.1 Student records are held by Student Administration, and will include the reports of all review and planning meetings.

6.0 Procedures

Taught stage

6.1 Initial planning meeting:
6.1.1 Prior to start of programme, HoP meets with student;
6.1.2 Document One: allocation of SAT according to students' likely research interests.

6.2 Meeting to determine study plan:
6.2.1 Registration period: SAT meets with student and discusses the student's Initial Research Interest (Document Two);
6.2.2 Document Three: Study plan as approved by SAT and HoP of core and elective modules.

6.3 Regular termly meetings:
6.3.1 At least once per term, within two weeks following BoE meeting;
6.3.2 Document Four: SAT and student record outcome of progress review.

End of taught stage

6.4 Preparation of research:
6.4.1 On completion of 140 credit taught or equivalent stage;

6.4.2 Document Five: student produces progress report (normally 3000 words) for the comments and approval of SAT and HoP, and the records of BoE. The report will include:

6.4.2.1 transcript of taught stage

6.4.2.2 analysis of progress over taught stage

6.4.2.3 proposal of research interests (research question, overview of relevant literature, scope, initial research design, outcomes and significance, timeline)

6.4.2.4 plan of thesis

6.4.2.5 Document Six: allocation of supervisory team (DoS, SS, UKAA) by the programme team

6.4.2.6 DoS assumes responsibility for the student, taking over from SAT

Extended proposal stage

6.5 Major review: within one month of the allocation of the supervisory team

6.6 Completion of RES606 and confirmation by BoE of progression to thesis stage

6.7 BoE transfers authority to the RDC

6.8 Research Proposal Defence: within six months of successfully passing RES606

6.9 Document Seven (A): Pre-Defence Report

6.10 Document Seven (B): Joint examiners Report Form for Proposal Defence

End of extended proposal stage

6.11 Student, DoS, SS and UKAA meet to review Document Seven (A) and Document Seven (B), respond to the feedback, and produce research plan and timed programme of research.

Thesis stage

6.12 Student registers for thesis

6.13 Document Eight (A): end of term report produced by DoS (held by DoR)

6.14 Document Eight (B): end of year report produced by DoS and signed by student (for approval of RDC); includes notes on 6.13

6.15 If no progress is made by the student by the end of the first term as reported by the supervisory team, a warning will be issued at the discretion of the RDC

6.16 If a second unsatisfactory review of progress stakes place at the end of the second term, a second warning will be issued.

6.17 If the student does not progress satisfactorily after the third term, the student will be deregistered from the programme.

6.18 Document Nine: three months prior to date of submission, student files an Intention to Submit.

6.19 RDC selects External Examiner

6.20 Examination Committee formed

6.21 Document Ten (A): Pre-Viva Report Form

6.22 Viva voce examination takes place

6.23 Document Ten (B): Joint examiners Report Form for Viva

Completion

6.24 RDC approves reports of Internal and External Examiners

6.25 Student responds to outcomes (required actions)

6.26 Student response confirmed (as appropriate to outcome of viva voce)

6.27 RDC confirms final submission of complete thesis

Document History

Policy Number/Version	Date	Update Information	Approval
(4.1.2/V02)	AY 2020-2021	Version upgrade from 4.1.2/V01 to 4.1.2/V02 Removed credits defined against each stage Removed DOR's record keeping responsibility Added warnings and actions to be taken against students not progressing satisfactorily in Thesis stage	Council
(4.1.2/V01)	May. 2019	Renaming (Progression Requirements Doctoral) Renumbering (3.14/V02), Restructuring	Council

Attendance

Policy number/version		4.2/V01
Section		ATTENDANCE, COMPLETION, SUSPENSION, WITHDRAWAL
Type		Academic policy
Date of creation		September 2017
Date of last revision		September 2024
Date of approval of current version		26 August 2019
Post/section with responsibility for implementation and monitoring		Head of MASS
Approved by		University Council
Policy review	Latest review by	Head of MASS
	Latest review date	August 2025
	Review outcome	Amendments as the consequences of failing to meet the attendance requirements.
	Next review date	August 2026
Cross reference/related documents:		9.0 Policies and procedures manual 5.0 Student handbook

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University will offer students a supportive learning environment and a programme of study conducive to student achievement of graduation requirements.

1.2 The University observes its own responsibilities for student progress notwithstanding students' own primary responsibility for participation in the programme of study and engagement with the learning environment.

1.3 The University believes there is a correlation between student retention, progression, and achievement, and their participation and engagement.

2.0 Scope

2.1 Applies to all students enrolled in a programme of study offered by the University.

3.0 Definitions

3.1 Attendance is defined as presence in class meetings within 15 minutes of the published start time.

4.0 Policy

4.1 Students are responsible to ensure that they meet the attendance requirements as set out in this policy. Students are expected to attend all published classes for each module, and attend all classes , tutorials and labs.

4.2 Programme Handbooks will make the attendance requirements clear to students and set out the consequences of student non-compliance.

4.3 Students who faces mitigating circumstances such as, but not limited to, sickness, accidents, being called for UAE national services, untimely death of family members can be allowed absence of up to 30% of classes. This should be supported by necessary attested documents and communicated to the module tutor.

4.4 Students who fail to meet the attendance requirements will be notified by the module tutor that they have failed to meet the requirements. This will result in failing the module. The decision will be reported to the Board of Examiners.

4.5 Students may appeal to the Board of Examiners against the formal warning or failing the module if they provide sufficient evidence, within 10 working days of the notification.

5.0 Responsibilities

5.1 Students are responsible for their own attendance.

5.2 Academic staff are responsible for records of attendance.

5.3 The module tutor will issue warnings in instances of non-compliance of students with the terms of this policy.

5.4 Where the student is called away on an emergency (such as the death of an immediate family member or emergency hospital treatment), the student should make sure that the University is informed as soon as possible. A medical or other official certificate should normally be provided by the student to the module tutor as soon as reasonably practicable.

6.0 Procedures

6.1 The Module tutor will complete attendance records and record that on blackboard

6.2 At the discretion of the module tutor, students may be required to file a written account of their failure to attend a class within 15 minutes of the published start time (late attendance).

6.3 The module tutor will issue a warning to the student. The warning shall state that any further absence will result in exclusion from the final examination and/or other assessment requirements and, hence, failing the module.

6.4 All advisory notes and warnings will be copied to both the Module Tutor and the Student Advisor.

The module tutor shall issue warnings to the student prior to excluding a student from final examination and other assessment requirements and failing the module.

6.5 Students who attend the examination or submit assignments irrespective of a final warning will nevertheless not receive grades or feedback on their performance.

6.6 Decisions regarding student non-compliance with policy and procedures remain the final authority of the Board of Examiners.

Document History

Policy Number/Version	Date	Update Information	Approval
(4.2/V01)	August 2025	Amendments as the consequences of failing to meet the attendance requirements.	Minor Change
(4.2/V01)	Nov. 2024	Rewording in consequences of failing to meet the attendance requirements.	Minor Change
(4.2/V01)	AY 2022-2023	Change in clause on issuance of number of student attendance warnings	Minor Change
(4.2/V01)	May. 2019	Renumbering (3.3/V02), Renaming, Restructuring	Council

Mitigating circumstances

Policy number/version		4.3/V01
Section		ATTENDANCE, COMPLETION, SUSPENSION, WITHDRAWAL
Type		Academic policy
Date of creation		September 2017
Date of last revision		May 2019
Date of approval of current version		3 November 2019
Post/section with responsibility for implementation and monitoring		Head of Marketing, Admissions, and Student Services
Approved by		University Council
Policy review	Latest review by	Head of Marketing, Admissions, and Student Services
	Latest review date	August 2025
	Review outcome	No Changes
	Next review date	August 2026
Cross reference/related documents:		10.0 Policies and procedures manual 5.0 Student handbook

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University will offer students a supportive learning environment and a programme of study conducive to student achievement of graduation requirements.

1.2 The University observes its own responsibilities for student progress notwithstanding students' own primary responsibility for participation in the programme of study and engagement with the learning environment.

1.3 The University believes there is a correlation between student retention, progression, and achievement, and their participation and engagement.

1.4 The University understands that students may experience difficulties in meeting the University requirements for attendance, participation and engagement, and assessment. The University therefore has procedures that coordinate action, allow legitimate circumstances to be taken into account, and ensure parity of treatment across all students.

2.0 Scope

2.1 Applies to all students enrolled in programmes of study offered by the University.

2.2 Applies to requirements for attendance, scheduled examinations, and all other assessment components.

3.0 Definitions

3.1 Circumstances that explain and justify student failure to meet requirements for attendance, scheduled examination, and assessment, and are legitimate under the terms of this policy are:

3.1.1 unexpected illness of the student;
3.1.2 unexpected illness of a member of the student's family that requires the student to give care to that family member for a prolonged period of time;
3.1.3 unforeseen travel commitments;
3.1.4 bereavement in immediate family;
3.1.5 technical issues (e.g. computer failure);
3.1.6 sudden and unexpected adverse circumstances that demand disproportionate time or give rise to unreasonable levels of stress.

3.2 Similar circumstances do not affect two individuals to the same degree, and circumstances are difficult to define to a standard objective degree. It is therefore the role of the Mitigating Circumstances Committee to evaluate and adjudicate the severity of the circumstance, on a case by case basis.

3.3 The term assessment in this policy relates to any form of coursework, examination, presentation, in-class test, lab work, online activity, or other activity resulting in a mark and/or grade.

4.0 Structures

4.1 The Mitigating Circumstances Committee is responsible for the evaluation and adjudication of student applications, and recommendation of decision to the Board of Examiners.

4.2 The Board of Examiners will take decisions regarding grading and progression without prior reference to the recommendation of the Mitigating Circumstances.

5.0 Policy

5.1 Students with long-term/permanent conditions likely to require special arrangements and known at the time of their first registration on the programme must notify the University in writing at the outset of their studies. Notification of such conditions will not impact the admission of a student to a programme, may enable special arrangements such as extra-time in examinations, but must be notified and supported by medical or other relevant evidence. Special arrangements will only be put in place if notice of the condition is notified.

5.2 Students whose long-term/permanent circumstances changes after initial registration, and who wish the University to make special arrangements must notify the University in writing and with supporting evidence at the start of the term subsequent to the circumstance being known to them.

5.3 Students experiencing unexpected, urgent, or emergency circumstances that adversely affect their ability to comply with attendance, examination, and assessment requirements must:

5.3.1 Notify the university within the time limits set out in the procedures.
5.3.2 Make the notification via application to the Mitigating Circumstances Committee.

5.4 Applications must be timely, relevant, comprehensive, and evidenced; requirements for admissible and mandatory evidence will be made known to the student.

5.5 After reference to the recommendation of the Mitigating Circumstances Committee the Board of Examiners may condone a student's poor or failing performance and recommend progression or conferment of an award. However, the original grade will appear on the student's transcript.

5.6 The decisions of a Board of Examiners are normally final. However, applications for mitigating circumstances may require retrospective action and change to the original decision of the Board of Examiners. Such actions and changes must have the approval of the External Examiner.

6.0 Procedures

6.1 The Mitigating Circumstances Committee:

6.1.1 meets on recommendation of the Head of Marketing, Admissions, and Student Services who is responsible for collating and circulating documentation relating to the application from the student;
6.1.2 consults with the Module Tutor and, where relevant, the Personal Tutor and/or Director of Studies;
6.1.3 reaches decisions on majority vote;
6.1.4 may recommend:

6.1.4.1 acceptance based on legitimate grounds;
6.1.4.2 rejection because the application is incomplete or does not fall within the 'mitigating' circumstances defined under this policy.

6.2 Five-day extension to submission deadlines:

6.2.1 if a student's circumstances require extension to submission deadlines of up to five working days, the student must complete a Mitigating Circumstance form as soon as the circumstance is known to them, and within five days following the submission deadline;
6.2.2 the Mitigating Circumstance form will be sent to the Module Tutor, and action approved by the Dean;
6.2.3 the Module Tutor will communicate the Decision of the Dean of Faculty to the student;
6.2.4 extensions granted are notified to the Board of Examiners.

6.3 Ten-day extension to submission deadlines:

6.3.1 if a student's circumstances require extension to submission deadlines of up to five working days, the student must complete a Mitigating Circumstance form as soon as the circumstance is known to them, and within ten days following the submission deadline;

6.3.2 the Mitigating Circumstance form will be sent to the Module Tutor and Head of Programme who will recommend action to the Dean of Faculty for approval;

6.3.3 the Module Tutor will communicate the Decision of the Dean of Faculty to the student;

6.3.4 extensions granted are notified to the Board of Examiners.

6.4 Non-attendance at examination/non-submission of assignment:

6.4.1 if a student's circumstances mean that they have been unable to attend a scheduled examination or submit an assignment by the due date; they must submit a Mitigating Circumstances form within 5 working days of the scheduled date;

6.4.2 the Module Tutor will evaluate the Mitigating Circumstances form when an assessment's weighting is less than 10% and make a decision on a case-by-case basis. These decisions are not notified to the Board of Examiners;

6.4.3 assessments of 20% or less are to be evaluated within the Faculty with consultation with the programme coordinator and department head/Dean.

6.4.4 assessments between 10-20% are to be evaluated within the Faculty with consultation with the programme coordinator and department head/Dean.

6.4.5 applications for all assessments where the weighting is more than 20% will be assessed by the Mitigating Circumstances Committee;

6.4.6 the Mitigating Circumstances Committee will recommend actions for the approval of the Board of Examiners.

6.5 Failure to meet attendance requirements:

6.5.1 if, over the course of a module, a student has failed to meet the 70% attendance requirements, he/she will fail the module.If the student has a valid excuse to be absent more than 30% his grade can be changed from Fail to Withdrawn as recommended by MC Committee

6.6 Retraction by a student of a submission made in error:

6.6.1 the University regards the primary submission by a student of an assignment, whether in person, by post, or electronically, to be the final copy ready for grading;

6.6.2 a student may apply to the Mitigating Circumstances Committee to request retraction of the primary submission;

6.6.3 retraction of the submission and its replacement with a newer version may be agreed if the student can demonstrate reasonable error;

6.6.4 reasonable time-limits will be applied, relative to the date of submission and the submission deadline;

6.6.5 the Mitigating Circumstances committee will reject applications to retract a submission if the case is in the process of being presented to the Unfair Means Committee;

6.7 Withdrawal from a module after 30% of the classes, with cause:

6.7.1 if a student determines that their circumstances require withdrawal from a module, and more than 30% of the class meeting times have passed, the student must complete a Mitigating Circumstance form;

6.7.2 the Mitigating Circumstances Committee will consider the merits of the application. If found merited, the Committee may recommend note of WMC on the transcript and entitlement of the student to attend without additional fees any outstanding classes, to carry forward results of assessments taken up to the point of their withdrawal from the module, and thereafter to take any outstanding assessment requirements treated as a first attempt.

6.8 Circumstances that affect student performance in examination:

6.8.1 students whose circumstances adversely affect their performance in an examination may submit a Mitigating Circumstances form within five working days of the date of the assessment;

6.8.2 the application will be considered by the Mitigating Circumstances Committee who will recommend action to be taken by the Board of Examiners.

6.9 Failure to make application, or consequence of unsuccessful application:

6.9.1 a student who fails to attend a required examination without adequate cause or who fails to complete other assessed work by the final deadline without adequate cause shall be classed deemed as having made a valid attempt;

6.9.2 thus the student will be deemed to have failed and shall be awarded a mark of 0% for that examination or assessment;

6.9.3 should there be unexplained absence from all assessments that contribute to the module mark the student will be awarded a mark of 0% for the module and will not achieve credit;

6.9.4 should the unexplained absence relate to an assessment that contributes less than 100% to the module mark the mark of 0% for the assessment will be combined with the marks for the other assessments as for all other students. This may result in the student failing to achieve the passing grade for the module;

6.9.5 should the student's combined grade exceed the passing grade despite their not having completed all components of assessment, the Board of Examiners will be responsible for deciding if all the learning outcomes for the module have been demonstrated.

6.10 Students who have made a successful application may be permitted to retake the module as if at first attempt or be reassessed for the component of assessment as if at first attempt.

6.11 Applications, records, and decisions will be archived, and confidentiality balanced against the operational need for communication.

Document History

Policy Number/Version	Date	Update Information	Approval
(4.3/V01)	May. 2019	Renumbering (3.7.12/V01), Restructuring, Rewording Adding clause on 'late withdrawal' Adding clause on retraction by a student of an assignment submitted in error"	Council

Withdrawal from a module

Policy number/version		4.4/V01
Section		ATTENDANCE, COMPLETION, SUSPENSION, WITHDRAWAL
Type		Academic policy
Date of creation		September 2017
Date of last revision		May 2018
Date of approval of current version		9 September 2019
Post/section with responsibility for implementation and monitoring		Head of Marketing, Admissions, and Student Services
Approved by		University Council
Policy review	Latest review by	Head of Marketing, Admissions, and Student Services
	Latest review date	August 2025
	Review outcome	No Changes
	Next review date	August 2026
Cross reference/related documents:		4.3 Mitigating circumstances

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University will offer students a supportive learning environment and a programme of study conducive to student achievement of graduation requirements.

1.2 The University understands that students may experience difficulties in meeting the University requirements for attendance, participation and engagement, and assessment. The University therefore has procedures that coordinate action, allow legitimate circumstances to be taken into account, and ensure parity of treatment across all students.

1.3 The University wishes to use its resources in an efficient manner.

1.4 This policy ensures the adherence to the University's mandatory requirement of 70% of attendance for a taught module.

2.0 Scope

2.1 Applies to all students enrolled on a programme of study offered by the University.

3.0 Definitions

3.1 Withdrawal from a module occurs when a student notifies the University that they no longer wish to progress towards completion of the full requirements for attendance, scheduled examination, and assessment for a module.

3.2 Withdrawal is notified in advance; it is not applied retrospectively to explain failure to meet requirements, and is not offered in mitigation of a circumstance or to avoid failure.

3.3 The significance and consequence of a request to withdraw differs depending on the point in time that a student seeks to apply.

4.0 Policy

4.1 Withdrawal before 30% of the scheduled class sessions have elapsed:

4.1.1 the student may withdraw on request;
4.1.2 no record of module registration will appear on the transcript;
4.1.3 the student is entitled to a full refund of the module fees, or their being carried forward.

4.2 Withdrawal after 30% of the scheduled class sessions and before 50% of the class sessions have elapsed:

4.2.1 a student must complete a late withdrawal form;
4.2.2 students who request to withdraw without cause will be liable for 50% of the module fees. The late withdrawal will be recorded on the transcript (LW). No assessment grades will be credited or carried forward; the student is required to complete attendance and assessment requirements in full when re-registering for the module;
4.2.3 students who request to withdraw and claim cause will have their case referred to the Mitigating Circumstances committee. The cause must be sufficient that any reasonable person might deem it adequate justification of the request to withdraw:

4.2.3.1 if accepted the late withdrawal will be recorded on the transcript (WMC). The student will be entitled to carry forward fees paid and subject to the decision of the Board of Examiners, all or most of the assessment credited. Attempts at assessment requirements not completed at the point of withdrawal will be treated as a first attempt. Once the attendance, examination, and assessment requirements for the module have been completed successfully the WMC status will be overwritten by the final grade awarded;
4.2.3.2 if not accepted the student will be liable for 50% of the module fees. The late withdrawal will be recorded on the transcript (LW). No assessment grades will be credited or carried forward; the student is required to complete attendance and assessment requirements in full when re-registering for the module.

4.3 Withdrawal after 50% of the scheduled class sessions have elapsed:

4.3.1 a student must complete a late withdrawal form;
4.3.2 the case is subject to the approval of the Mitigating Circumstances committee;
4.3.3 if approved, the student will be liable full module fees and the late withdrawal will be recorded on the transcript (LW). No assessment grades will be credited or carried

forward; the student is required to complete attendance and assessment requirements in full when re-registering for the module, with all attempts treated as first attempts.

4.4 Withdrawal after all of the scheduled class sessions have elapsed:

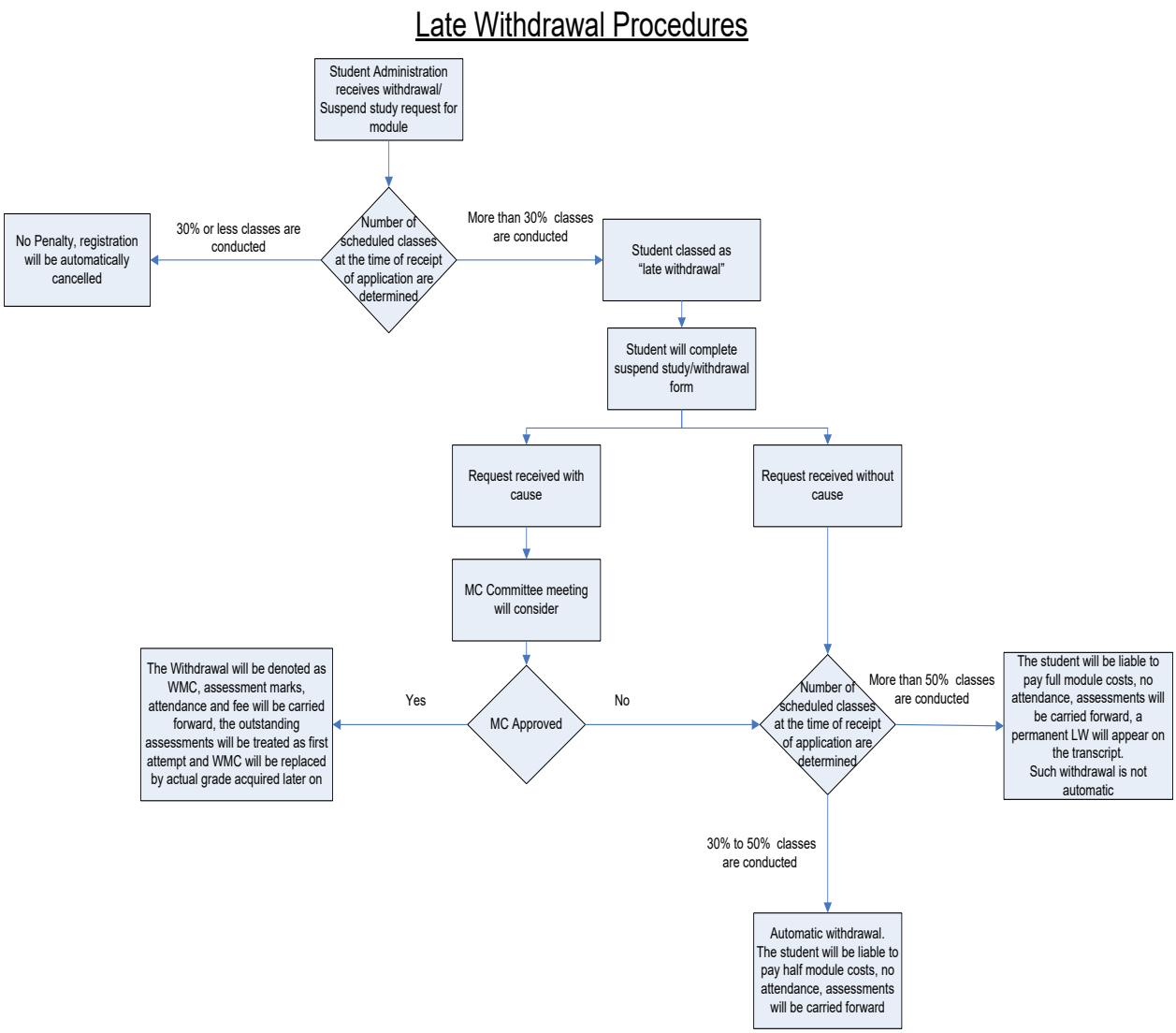
4.4.1 absence from scheduled examinations or failure to submit assignments will not be treated as 'withdrawal';

4.4.2 students may apply for mitigating circumstances as per relevant University mitigating circumstances policy. If the student fails to apply successfully, or if the student fails to apply a grade of 0% will be awarded to that assignment and will be used in final grade calculations;

4.4.3 the Head of Marketing, Admissions, and Students Services will arrange Mitigating Circumstances Committee meetings to consider all cases of Late Withdrawal 'With Cause';

4.4.4 the Board of Examiners is not obliged to accept the recommendations of the Mitigating Circumstances Committee.

Appendix A: Flow of Procedures



Document History

Policy Number/Version	Date	Update Information	Approval
(4.4/V01)	May. 2019	Renumbering (3.5/V2), Restructuring, Rewording	Council

Suspension of study

Policy number/version		4.5/V01
Section		ATTENDANCE, COMPLETION, SUSPENSION, WITHDRAWAL
Type		Academic policy
Date of creation		September 2017
Date of last revision		September 2019
Date of approval of current version		9 September 2019
Post/section with responsibility for implementation and monitoring		Head of Student Administration
Approved by		University Council
Policy review	Latest review by	Head of Institutional Effectiveness
	Latest review date	August 2025
	Review outcome	No changes
	Next review date	August 2026
Cross reference/related documents:		1.0 Policies and procedures manual 5.0 Student handbook 5.1.3 Assessment (masters) 5.1.3.1 Masters assessment criteria and grade descriptors

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University will offer students a supportive learning environment and a programme of study conducive to student achievement of graduation requirements.

1.2 The University understands that students may experience difficulties in meeting the University requirements for attendance, participation and engagement, and assessment. The University therefore has procedures that coordinate action, allow legitimate circumstances to be taken into account, and ensure parity of treatment across all students.

2.0 Scope

2.1 Applies to all students registered for programmes of study offered by the University.

3.0 Definitions

3.1 Suspension is a temporary period of time when a student is not registered for modules and not actively making progress to complete the graduation requirements for a degree programme.

3.2 The period of time is normally significant, but does not alter the total permitted duration of study.

4.0 Policy

4.1 Students may apply to the Dean of Faculty to suspend their studies should they experience circumstances beyond their control and which a reasonable person would judge as impediment to progress. Such circumstances include:

4.1.1 Substantial changes to employment or personal arrangements
4.1.2 Medical and health problems
4.1.3 Family needs

4.1.4 Bereavement in immediate family

4.1.5 Failure of resource on the part of the University (e.g. supervisor, laboratory, equipment)

4.2 Suspensions are normally granted on a term basis.

4.3 Suspensions are not granted for the purposes of explaining lack of progress.

4.4 Suspensions are not granted in circumstances of the student's own choosing (e.g. holiday).

4.5 Suspended students are not entitled to access University resources or to claim student status, must obtain clearance from the Library of loans or fees outstanding, and must return all credentials to the Student Administration.

4.6 Suspended students accept that the same programme may not be available to them on their return to active student status.

4.7 Students must apply to suspend their studies under procedures set out herein.

5.0 Procedures

5.1 Students must submit an application for suspension on the University form together with appropriate evidence of the circumstance.

5.2 Applications will be reviewed by the Personal Tutor and recommended by the Head of Programme/Programme Coordinator to the Dean of Faculty.

5.3 Similar circumstances do not affect two individuals to the same degree, and circumstances are difficult to define to a standard objective degree. The Dean of Faculty has the discretion to evaluate and adjudicate the severity of the circumstance and merits of the request to suspend, on a case by case basis.

5.4 The Dean has the authority to recommend action, which may be to accept or reject the request, and/or to recommend a different course of action (e.g. change of mode of study).

Document History

Policy Number/Version	Date	Update Information	Approval
(4.5/V01)	May. 2018	Renumbering (3.4/V2), Restructuring, Rewording	Council

Withdrawal from a programme

Policy number/version		4.6/V01
Section		ATTENDANCE, COMPLETION, SUSPENSION, WITHDRAWAL
Type		Academic policy
Date of creation		September 2017
Date of last revision		August 2019
Date of approval of current version		26 August 2019
Post/section with responsibility for implementation and monitoring		Head of Student Administration
Approved by		University Council
Policy review	Latest review by	Head of Institutional Effectiveness
	Latest review date	August 2025
	Review outcome	No changes
	Next review date	August 2026
Cross reference/related documents:		5.3.2 Appeals

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University recognizes that students may want or need to exit their programme on a permanent basis prior to having fulfilled the full graduation requirements.

1.2 The University reserves the right to require students to exit their programme before completion of the graduation requirements.

2.0 Scope

2.1 Applies to all students enrolled on a programme offered by the University

3.0 Definitions

3.1 Withdrawal is the cessation of study prior to fulfilment of the requirements for graduation.

3.2 There are three categories of permanent withdrawal:

3.2.1 Mandatory withdrawal: required by the University
3.2.2 Lapse of registration: withdrawal due to expiry of the maximum registration period
3.2.3 Voluntary withdrawal: at the request of the student

4.0 Policy

<u>Mandatory withdrawal</u>

4.1 The University will require a student to withdraw on condition of:

4.1.1 Academic failure
4.1.2 Failure to satisfy the conditions of probationary admission

4.1.3 Infraction of policies governing student discipline and/or academic honesty and integrity.

4.2 The Board of Examiners will decide and communicate its requirement for the student to withdraw from the University.

4.3 The student has the right to appeal the decision of the Board of Examiners, under the terms of the University policy on appeals.

Lapse of registration

4.4 Students at risk of failure to complete the requirements for graduation without exceeding the maximum period of registration will be counselled by the Student Administration in advance of the expiry, to ascertain their intentions.

4.5 Once the maximum period of registration is exceeded, the University will record the status of withdrawal and issue formal confirmation to this effect to the student.

Voluntary withdrawal

4.6 A student may withdraw from a programme at any point.

4.7 The student is expected to consult with their Personal Tutor prior to completing a formal Request to Withdraw.

4.8 The Request to Withdraw will be approved by the Programme Coordinator and the Dean of Faculty.

4.9 The student's liabilities and status with the University will cease on payment of any outstanding fees and fines.

4.10 The University will put in place all reasonable measures to recover outstanding fees and fines.

Document History

Policy Number/Version	Date	Update Information	Approval
(4.6/V01)	May. 2018	Renumbering (3.6/V2), Restructuring, Rewording	Council

Readmission

Policy number/version		4.7/V02
Section		ATTENDANCE, COMPLETION, SUSPENSION, WITHDRAWAL
Date of creation		September 2017
Date of last revision		September 2024
Date of approval of current version		January 2023
Post/section with responsibility for implementation and monitoring		Head of MASS
Approved by		Senate
Policy review	Latest review by	Head of MASS
	Latest review date	August 2025
	Review outcome	No Changes
	Next review date	August 2026
Cross reference/related documents:		1.0 Policies and procedures manual 5.0 Student handbook 3.2 Graduate admissions

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University wishes to enable students to complete a programme of study in which they had enrolled but failed to complete for various reasons.

2.0 Scope

2.1 Applies to all students seeking readmission to a programme offered by the University following their exit from that programme.

2.2 Governs readmission to the original programme of study

3.0 Definitions

3.1 Students entitled to seek readmission to the same programme of study may have previously:

3.1.1 Voluntarily withdrawn from the programme.

3.1.2 Exceeded the maximum period of registration prior to having fulfilled the requirements for graduation.

3.1.3 Failed one module on two occasions.

3.1.4 Failed to meet the probationary admissions requirements.

3.1.5 Wanted to continue the programme at a higher level of award, thereby relinquishing the award previously conferred.

3.1.6 Suspended their study for more than two consecutive terms.

3.1.7 Suspended their study for more than three non-consecutive terms.

4.0 Policy

4.1 A student may be readmitted once to the same programme.

4.2 A minimum of one academic term must have elapsed between exit and readmission (the student may not be admitted in an academic term consecutive to that in which s/he exited the programme.

4.3 A student must submit evidence to justify her/his request to re-enter the programme, detailing why s/he is now better positioned to complete the requirements for graduation of the same award or the award at a higher level.

4.4 The student must meet the current admissions requirements to the programme; these may have changed since the original point of admission to the programme.

4.5 The student will be liable to pay the current fees; these may have changed since the original point of admission to the programme:

- 4.5.1 The student is liable to pay fees for any credit requirements outstanding before readmission;
- 4.5.2 The student is liable to clear any outstanding debt(s) to the University before readmission;
- 4.5.3 The student will be charged readmission fees;
- 4.5.4 Students seeking readmission are not entitled to scholarship support from the University.

4.6 Normally, the student must meet the current requirements for graduation of the programme; these may have changed since the original point of admission to the programme. Exceptions may be granted by the Board of Studies

4.7 The students who have successfully completed their modules may transfer their credits subject to the module(s) being completed within the last five years.

4.8 In cases where credit transfer is requested for a module which was taken more than five years earlier, academic judgment will be exercised after the Board of Studies has evaluated that the module has currency and relevance to the extant programme and the student has been assessed by the relevant module coordinator and the Programme Coordinator. This internal credit transfer decision will be recommended by the Programme Coordinator to the Board of Examiners for approval.

4.9 Students who are seeking readmission to a programme having previously completed the taught requirements prior to thesis/dissertation but whose structure has subsequently been changed may be considered eligible provided that:

- 4.9.1 They have completed the taught component no more than five years previously.
- 4.9.2 They have completed the taught component more than five years previously, but the Programme Coordinator recommends readmission based on an assessment process, including details of the required modules, to the Dean for the approval of the Board of Examiners.

4.10 Doctoral students who have exceeded seven years and are currently on thesis stage may apply for a write-up extension where they need to finalise their thesis. This is subject to the approval of the Chair of Academic Board after consultation with the Director of Study and Programme Coordinator:

4.10.1 The write-up period may not exceed one academic year (three terms);
4.10.2 Students are required to pay supervision fees during the write-up period.

4.11 Doctoral students who have exceeded the maximum study period, seven years, plus the write-up extension without fulfilling all the programme requirements, will be subject to dismissal.

4.12 Dismissed doctoral students who wish to rejoin the Ph.D. Programme may apply for readmission, subject to the following conditions in addition to any other applicable conditions outlined in this policy:

4.12.1 Doctoral students dismissed after completing the taught module stage will be required to have previously completed modules reassessed to determine transferability if these modules were taken over 7 years ago.

4.12.2 Doctoral students dismissed before completing the taught module stage will need to adjust to the current programme structure, which may involve retaking and/or enrolling in additional modules.

4.12.3 The Programme Coordinator, in consultation with the Board of Examiners, will determine the new study period, based on the revised study plan and the assessment process.

4.12.4 Based on the revised study plan, the new study period, during which doctoral student will be subject to the current fee structure, will be determined by Programme Coordinator based on the assessment process and approved by the Board of Examiners.

4.12.5 The readmission is not guaranteed, as it depends on a comprehensive evaluation of the doctoral student new application and academic potential.

5.0 Responsibilities

5.1 Exceptions to the policy are at the discretion of the Chair of the Academic Board.

5.2 Any circumstances not covered by the terms of this policy will be resolved by the Chair of the Academic Board and subsequently be written into the terms of this policy.

Appendix A: Readmission application

Readmission application

PLEASE INDICATE YOUR INITIAL ADMISSION DETAILS:

Student ID number: ……
Student name: ……

Previous period of study :…… to …… (enter term(s))

Total credits earned: ……

Status when study was discontinued:

☐ Taught Stage ☐ Dissertation/ Project (Masters) ☐ Proposal Defence (doctorate) ☐ Thesis (doctorate)

Personal Tutor/Student Academic Tutor: ……

Dissertation Supervisor (Masters only): ……

Director of Studies (doctorate only): ……

PROPOSED PROGRAMME OF STUDY:

Name of the programme**:** ……

Concentration (if any):……

_____

REASON FOR WITHDRAWAL/DISMISSAL:

……
……
……
……
……

_____

EXPECTED ENROLLMENT (CHOOSE TERM OR ACADEMIC YEAR):

September ☐ ☐ January ☐ April

Academic Year ……..

PLEASE INDICATE YOUR READMISSION STATUS:

☐ Shifting to PG Diploma ☐ Completing modules ☐ Completing dissertation

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MODE OF STUDY:

☐ Part-time ☐ Full-time

PLEASE ATTACH THE FOLLOWING DOCUMENTS WITH THE APPLICATION FORM:

1. Evidence detailing why you think you will be able to complete your chosen programme now rather than when you were previously registered at this University
2. Transcripts of previous modules completed
3. Evidence of English language qualification (if not submitted earlier)
4. Proposed study plan

TO BE COMPLETED BY PROGRAMME COORDINATOR

(In case of module taken more than five years earlier, the student needs to be assessed by the Programme Coordinator in consultation with the relevant module coordinator. This internal credit transfer decision will be recommended by the Dean of the relevant Faculty for the approval of the Board of Examiners.)

List of modules taken more than five years earlier	Type of assessment	Comments

FOR OFFICE USE ONLY

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Academic disintegrity/Misconduct:

☐ Yes ☐ No

ENGLISH LANGUAGE QUALIFICATIONS:

English language requirement met: ☐ Yes ☐ No

Programme Coordinator:

Signature:…….

Dean:

Signature:……. ☐ **ADMIT** ☐ **REJECT**

Date:……..

Registrar/VC: ☐ **ADMIT** ☐ **REJECT**

Signature:……. Date:……..

Finance _____ Date _____

Status change on system _____ Date _____

Notified registration team via email _____ Date _____

Policy Number/Version	Date	Update Information	Approval
(4.7/V02)	Nov. 2024	Doctoral students' readmission conditions added	Senate
(4.7/V01)	May 2018	Renumbering (3.6/V02), Restructuring, Rewording	Senate

الجامعة البريطانية في دبي

The British University *in* Dubai

SECTION 5 |ASSESSMENT AND INTEGRITY

Appointment role, and expectations of external examiners

Policy number/version		5.1.1/V01
Section		ASSESSMENT AND INTEGRITY
Type		Academic policy
Date of creation		September 2017
Date of last revision		September 2019
Date of approval of current version		9 September 2019
Post/section with responsibility for implementation and monitoring		Board of Studies
Approved by		University Council
Policy review	Latest review by	Head of Institutional Effectiveness
	Latest review date	August 2025
	Review outcome	An extension of one term of re-appointment of External Examiner beyond a total of five consecutive years has been added.
	Next review date	August 2026
Cross reference/related documents:		1.5 Conflict of interest

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University wishes to ensure that the degrees it awards are comparable to the standards evident in UK University partners.

1.2 The University wishes to ensure equity in the assessment and grading of students.

1.3 The University wishes to make transparent its assessment and grading practices

2.0 Scope

2.1 This policy is applicable to all staff, students, and academic programmes of the University, and External Examiners appointed to serve at the University under the terms of this policy.

2.2 This policy does not concern academics appointed to serve as external examiners in a thesis examination committee.

3.0 Definitions

3.1 The principal role of the external examiner is to ensure that the standard of the award(s) is maintained and that students have been examined under due process and assessed with parity and probity.

3.2 External examiners, as full members of the relevant Board of Examiners, have the right to be present at all examiners' meetings pertaining to the programme they are concerned with, including the agreement of examinations of all kinds.

3.3 'Presence' includes participation via electronic means.

3.4 The views of the external examiner have significant weight in cases of disagreement, dispute, or alleged impropriety.

3.5 External examiners should act impartially as per the policy on conflict of interest.

3.6 External examiners should be in a position to compare the performance of students with that of students enrolled in comparable programmes within the British system.

4.0 Policy

Selection, qualifications, appointment and period of service of programme external examiners

4.1 The appointment of External Examiners is the responsibility of the Senate. Deans of Faculty have responsibility for recommending External Examiners to the Senate for appointment. Scrutiny of External Examiner nominations by the Senate should have regard to the following:

4.1.1 only persons of sufficient standing and experience should be appointed. S/he must be both competent and have the requisite experience to examine the programme at the level at which it is taught. It is particularly important that the External Examiner should have the experience necessary to be able to make authoritative comments on the general quality of the programme in relation to comparable UK programmes. In this regard it is helpful if the proposed External Examiner has experience of acting as External Examiner for the comparable UK Partner programme/s;

4.1.2 no person who has held an appointment on the teaching or research staff of the University, or who has been granted honorary status in the University, is eligible to act as an External Examiner until a period of four years has elapsed since the termination of the appointment or the status;

4.1.3 no External Examiner may hold office for a longer period than five consecutive years. An External Examiner is not eligible for re-appointment beyond a total of five consecutive years. In exceptional circumstances, an extension of one term of re-appointment beyond a total of five consecutive years can be granted under the discretion of the Vice Chancelor.

4.2 Subject to these conditions, External Examiners may be appointed either for a specified period of years or on a year-by-year basis.

4.3 The Head of Institutional Effectiveness dispatches letters appointing the External Examiners. The letters should make reference to the method of calculating the fees, or the precise fee payable, the date when the fees will be paid, and to the fact that receipt of the External Examiner's report is a prerequisite for payment.

4.4 On appointment, the Head of Institutional Effectiveness arranges for the External Examiners to be sent information about payment; a copy of this Code of Practice; and the relevant

Assessment Regulations. The Faculty should arrange to send the objectives of the programme, modules, syllabuses and teaching methods.

4.5 External Examiners from outside the university system, for example, from industry or the professions, may be appropriate in certain circumstances. However, where an External Examiner who is not an academic is appointed for a particular programme, the Senate needs to ensure that a mechanism for assuring academic standards is maintained, for example, by having another External Examiner, who is an academic, on the Board of Examiners.

Procedures associated with the appointment

4.6 If an External Examiner seeks early termination of his/her contract, this must be negotiated with the Dean of Faculty, or his or her nominee. Where possible, a report should be obtained from the External Examiner on the reasons for termination. If, in exceptional circumstances, a Faculty wishes an early termination of an External Examiner's contract, this should be negotiated with the Vice-Chancellor, or his or her nominee. A report on the reasons for termination must be obtained from the Faculty and the External Examiner. Copies of all reports relating to the termination of an External Examiner's contract should be kept on file for a period of not less than 5 years from the date of termination. Such reports may be made available to the University Senate as appropriate.

4.7 If a potential conflict of interest arises because of a change in circumstances, e.g. the External Examiner changes job, the Faculty should seek advice from the Vice-Chancellor and Chief Administrative Officer on how to resolve the matter.

4.8 Deans of Faculty make nominations to Senate after consultation with the staff members teaching on the programme and having ascertained that the External Examiner is willing to accept the appointment.

4.9 Appointments are confirmed in writing by the Vice Chancellor, in the form of a contract.

4.10 The term of office normally commences on the 1st October.

4.11 On appointment, External Examiners are sent a copy of this policy and the relevant policies on student assessment. The Dean of Faculty will ensure that the External Examiner is sent comprehensive details of the programme to which they have been appointed, and other documents on request of the External Examiner.

Participation in assessment procedures

4.12 No University qualification may be awarded without participation in the assessment process by at least one examiner external to this University, who will be a full member of the relevant Board of Examiners.

4.13 Thus, External Examiners should:

4.13.1 be present at meetings that determine final awards, and are required to agree to significant changes to final grades awarded, including changes to grades they themselves may have recommended;

4.13.2 approve the form and content of proposed examination papers, coursework and other assessments that count towards the award, including marking schemes where appropriate;

4.13.3 be consulted about and agree to any proposed changes to the approved assessment regulations which will directly affect students currently on the course;

4.13.4 have access to all assessed work;

4.13.5 see work recommended for the highest available category of the award and for failure, and samples of the work of students proposed for each category of the award;

4.13.6 have the right to moderate the marks awarded by internal examiners;

4.13.7 have the right to conduct a viva voce examination of any candidate;

4.13.8 ensure that the assessments are conducted in accordance with the approved programme regulations;

4.13.9 attend the meetings of the Board of Examiners at which decisions on recommendations for an award, or at which decisions are made on elements of assessment which contribute to an award;

4.13.10 ensure that those recommendations have been reached by means in accordance with the University's requirements and normal practice in British higher education;

4.13.11 participate as required in any reviews of decisions about individual students' awards taken during the examiner's period of office

4.13.12 have their remarks included within the question paper and records of moderation, and reported at the Board of Examiner's meeting.

Procedures associated with assessment

4.14 ***Curriculum***. External Examiners should have made available to them the full details of each module on which the assessments and/or examinations are set.

4.15 ***Examination Papers***. In appropriate cases, External Examiners may be expected to set some questions or complete papers. In some subjects it may be essential for model answers to be prepared and scrutinised. All draft degree examination papers should be seen by the External Examiner(s) for comment.

4.16 ***Examination Scripts***. The guiding principle for any selection of scripts is that External Examiners must have enough evidence to determine that internal marking is of an appropriate standard and is consistent. An External Examiner has the right to see all degree examination scripts and any other coursework including other assignment scripts contributing to the assessment. External Examiners should see samples of scripts from all grade bands. Where it is agreed that an External Examiner will see only a selection of scripts or other written work, the principles governing the selection must be agreed by the Board of Examiners. The External Examiner must consider borderline cases. Borderline cases are those which relate to the decisions of the Board of examiners on pass/fail boundaries, progression, or in the award of a degree.

4.17 ***Assessed Coursework***. An External Examiner has the right to see any work that contributes to the assessment and the degree classification, or the documentation which relates to the

work. Where it is agreed that the External Examiner will see assessed coursework, the principles governing the selection must be agreed on in advance.

4.18 ***Placements***. An External Examiner has the right to observe students on placement, the principles and arrangements for such observation being agreed in advance.

4.19 ***Conflict of Interest***. In cases where he or she may reasonably be regarded as having a strong personal interest because of a current or previous relationship to or friendship with a candidate whom she or he would otherwise be expected to examine, s/he shall decline to act as examiner. If in doubt as to what professional integrity requires, s/he shall consult the Vice-Chancellor and Registrar who may bring the case to the attention of the Senate.

4.20 ***Organisation***. The work of the External Examiner is much helped by efficient and systematic organisation of all of the assessment material, including clear tabulations of the marks as agreed internally, these being the recommendations of the internal markers. A list in rank order, with suggested boundaries between classes, may be a helpful way of presenting the data.

Visits to the University

4.21 It is expected that External Examiners will visit the University up to two times during their period of office.

4.22 Procedures associated with visits:

4.22.1 such visits will normally last between 2 -3 working days;

4.22.2 Faculties must make the best use of External Examiners during these visits. As well as providing an opportunity for External Examiners to meet with staff and students on the programme, Faculties should use the opportunity afforded by the visits of External Examiners to discuss the assessment process and schemes for marking and classification. Faculties may also choose to discuss with External Examiners the structure and content of the programme, the curriculum, reports and feedback related to curriculum review and the quality of the educational provision;

4.22.3 The External Examiner is encouraged to make use of opportunities to communicate with the Faculty informally about the teaching of the modules, assessment issues and the overall performance of the students;

4.22.4 Any comments or suggestions made by the External Examiners should be discussed by the staff of the Faculty and an explicit decision made about whether or not to introduce changes.

Reporting

4.23 External Examiners are required to:

4.23.1 report to the University on the effectiveness of the assessments and any lessons to be drawn from them, using the form provided;

4.23.2 report to the Vice-Chancellor of the University on any matters of serious concern arising from the assessments, or application of policy and procedures, which put at risk the standard of the award.

4.23.3 The Senate has the right to see the original External Examiner reports and any information on actions taken as a result.

4.24 Procedures associated with reporting:

4.24.1 The Dean of Faculty officially requests a signed report from each External Examiner at the end of each academic year, as well as at the end of the Examiner's period of office. Examiners are free to make any comment they wish in their reports, including observations on teaching, programme and module structure and content. External Examiners are invited to comment on the comparability of standards with other UK institutions and the extent to which the degree programmes and modules met their stated aims and objectives. It is appropriate for comments on the report form to be normally at least several hundred words in length. These reports are copied to the Head of Institutional Effectiveness;

4.24.2 Faculties have the responsibility of discussing any specific issues raised and for taking forward any appropriate actions. The Annual Programme Review process has a specific role to play in ensuring that Faculties are taking due account of External Examiner reports;

4.24.3 The External Examiner may make use of an invitation to communicate in confidence to the Vice-Chancellor on sensitive matters requiring confidential consideration. The Vice-Chancellor will decide what action should be taken on such a report. Any reports which the Dean of Faculty judges to be particularly serious or important, or which raise issues of wider significance for the University, are copied directly to the Vice-Chancellor. This is only likely to occur in exceptional cases and such reports will be ones where institutional action is necessary or where serious quality assurance issues, which affect more than one degree programme or Faculty, have been identified.

Expenses and fees

4.25 Arrangements for the payment of External Examiners' expenses and fees are handled centrally. Payment follows receipt of a completed report from the External Examiner.

Document History

Policy Number/Version	Date	Update Information	Approval
(5.1.1/V01)	August 2025	An extension of one term of re-appointment of External Examiner beyond a total of five consecutive years has been added.	Council
(5.1.1/V01)	May. 2018	Change of numbering (3.7.3/V02), Restructuring, Rewording	Council

Assessment (Masters)

Policy number/version		5.1.3/V01
Section		ASSESSMENT AND INTEGRITY
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Cross reference/related documents:		1.5 Conflict of interest 1.8 Statutory Bodies 2.2 Graduation requirements 3.1 Student records 4.3 Mitigating circumstances 5.1.1 Appointment role and expectations of external examiners 5.1.3.1 Masters assessment criteria and grade descriptors 5.1.4 Dissertation framework 5.3.1 Academic honesty and integrity

1.0 Rationale and principles which this policy seeks to uphold

The University will assess the performance of students with probity, according to transparent procedure, against common criteria, and with measures that ensure parity and fairness in actions taken.

1.1 The University will incorporate the norms set out in the UK Quality Assurance Agency's Code of Practice for Assessment and Collaborative Provision.

1.2 The University Senate has final authority in all matters regarding the assessment of student performance.

2.0 Scope

2.1 Applies to all , Postgraduate Diplomas, and Master's programmes.

2.2 Applies to all components of assessment that constitute the requirements for the award of the above degrees.

2.3 Applies to all components of assessment that contribute to the final grade of a module.

3.0 Definitions

3.1 A module is a coherent and identifiable unit of study with defined learning outcomes.

3.2 A programme is a sequence of modules whose learning outcomes are aligned to, and contribute in a cumulative manner to the learning outcomes of a degree.

3.3 'Assessment component' refers to a variety of methods, such as time-limited examinations, open-book examinations, take-home examinations, coursework, laboratory reports, presentations, dissertations, practical and oral.

4.0 Responsibilities

4.1 The Dean of Faculty is responsible for the management of assessment and accountable for compliance with University policy and procedure.

4.2 The Dean of Faculty may delegate responsibility for the operation of assessments to Heads of Programmes.

4.3 The Dean of Faculty is responsible for the management of an External Examiner's contribution to the assessment of students, to enable their compliance with University policy and to ensure processes maximise an External Examiner's effectiveness.

4.4 Assessment in a module will be the overall responsibility of a single member of academic staff who will be accountable to the Dean of Faculty.

4.5 Heads of Programmes/Progarmme Coordinator are responsible for ensuring clear and comprehensive communication to students of all assessment requirements and processes, and providing guidance effective in developing students' knowledge and understanding.

4.6 Students are expected to demonstrate reasonable diligence.

4.7 Students are responsible for developing knowledge and understanding of assessment requirements, processes and their own obligations; students are responsible for seeking guidance when they are not clear about assessment requirements, processes and obligations.

4.8 Students are responsible for reviewing feedback given on performance, and for requesting guidance when they are not clear why grades have been awarded.

4.9 Academic staff and students are responsible for voicing concerns over the design and process of module assessment; standard quality assurance processes will ensure these concerns result in a review of a module and are taken into account in a review.

5.0 Policy

<u>General requirements</u>

5.1 Assessment requirements must cohere with those set out in the application for accreditation/initial accreditation approved by the Commission for Academic Accreditation.

5.2 Students' performance will be judged against the learning outcomes of a programme and the standards of achievement expected for the level of the award.

5.3 The award of a degree is made when a student has demonstrated adequate performance on the component modules of a programme.

5.4 Standards of performance in modules and programmes will be graded on a scale outline in the relevant University policy. The scale refers to:

5.4.1 A range of criteria for assessment appropriate to different formats of assessed work.

5.4.2 Standards of performance for each criterion, defined to explain standards that are below expectations/requirements, standards that meet minimum expectations/requirements, and standards that exceed minimum expectations/requirements.

5.5 Grades awarded for taught modules will be weighted according to the credit value of the module and aggregated, then combined with the grades of research components to form the final grade of the award.

5.6 The contribution of module grades to assessment of the overall award will be made known to students in advance.

5.7 The design of assessments will take into account:

5.7.1 The timing and sequence of assessments.
5.7.2 Provisions for re-assessment.
5.7.3 The opinion of External Examiners.
5.7.4 The extent to which assessments allow students to gain adequate understanding of their own progress.
5.7.5 The requirement to give students feedback on their performance and progress.
5.7.6 Levels of support that will be required by diverse students if they are all to achieve the learning outcomes and demonstrate adequate performance.
5.7.7 The involvement of UK University partners (if applicable).

5.8 Student entitlement to participate in assessment and progress to the award of a degree is subject to their good conduct and due diligence. Failure to observe regulations and norms governing behaviour, and failure to comply with requirements for attendance and assessment may result in a student being debarred from assessment, not being awarded grades or credit, not being able to progress, and/or being withdrawn from a programme.

5.9 The requirements for good conduct relating to academic integrity, punctuality (deadlines), and behaviour in examinations will be made known to students. It will be made known to students what are the consequences of failure to observe these requirements.

5.10 All amendments to published assessment requirements will be made known to students.

5.11 Students have the right to appeal assessment decisions made by the Board of Examiners.

5.12 Students have the right to apply to the Mitigating Circumstances Committee should they experience circumstances that unduly affect their performance in assessments and/or explain failure to comply with requirements for attendance and assessment.

Components of assessment

5.13 Overall assessment on a module will comprise more than a single component.

5.14 The contribution of assessment components to judgements of overall performance on a module will be made known to students. This includes whether a module can be passed based on cumulative or average marks or whether a pass for one or more assessment components is mandatory.

5.15 Judgements of performance in components of assessment will be made against criteria (not norms). The criteria for judgements of performance in an assessment component will be made known to students and examiners.

5.16 All students will take the same assessment components.

5.17 Assessment components shall be appropriate to the programme, its structure, its outcomes, and the level of the award.

5.18 Assessment components shall make demands that make reasonable demands of students and staff.

Examiners

5.19 The University appoints external examiners.

5.20 The appointment of examiners falls under the jurisdiction of the University's policy on conflict of interest.

University policy for the role and appointment of External Examiners is set out in relevant University policy.

Board of Examiners

5.21 The composition and general terms of reference of the Board of Examiners is set out in University policy on Statutory Bodies.

Assessment components

5.22 The weighting of each assessment component and any requirement to pass a single assessment component in a module must be stated in the module descriptor.

Examinations

5.23 University policy on examinations is expressed as procedures at section 6 of this document.

Oral examinations

5.24 Oral examinations are used when the learning outcomes of the module can only be demonstrated through these means, or when the oral examination is an integral sub-component of another assessment component. Occasionally, and subject to the approval of the Board of Examiners, oral examinations may form part of a professional validation process.

5.25 Exceptionally, a student may be asked to undertake an extraordinary oral examination in order to verify their authorship of a second assessment component, so long as this extraordinary oral examination does not interfere with any other investigation of irregularity or mitigation of poor performance.

5.26 Criteria for the grading of performance in planned or extraordinary oral examinations must be made known to the student in advance.

Written assignments: submission

5.27 Submission procedures should be communicated to students in writing at the beginning of each academic year, and again at the start of each module. They should also be made known to the Head of Student Administration.

5.28 Students shall submit their work electronically.. In exceptional circumstances, alternative submission methods—in person or by post—may be permitted.

5.29 Students are responsible for ensuring that submissions made electronically are 'print-ready' at the time of submission.

5.30 Students are required to submit a soft copy of the assignment/project report via Plagiarism Detection Software through Blackboard. The soft copy submission is considered to be the primary method of submission of assignments/project reports, unless specifically requested otherwise by the Module Tutor on the assignment/project brief.

5.31 Primary submissions made physically, electronically, or by post are understood to be the final copy that is ready for grading. Retractions of the primary submission by the student can only be made through application to the Mitigating Circumstances Committee.

5.32 Extensions to submission deadlines made by academics for all students must be notified to the Head of Student Administration.

5.33 Late submissions are graded normally, and then subject to the following:

5.33.1 It no extension has been granted to all students, or if there is no sufficient cause for the late submission, 2% of any pass grade awarded to the assessment component will be deducted for each working day that the assignment was late, until the minimum pass rate (50%) is reached.

5.33.2 If no extension has been granted to all students, or if there is no sufficient cause for the late submission, and the final grade awarded is in the range of 40 – 49%, 2% will be deducted for each working day that the assignment was late, until 40% is reached.

5.33.3 Submissions made later than 5 working days are not acceptable and receive a 0% grade.

5.33.4 The original grade and the penalty applied will be indicated to the Board of Examiners.

5.33.5 The University does not guarantee that late submissions will be considered by the Board of Examiners at the meeting immediately subsequent to the original submission deadline.

Dissertations

5.34 Available in University policy on dissertations.

Grading

5.35 University policy for grading work adopts a system of common criteria and standards.

5.36 All academic staff, adjunct, and visiting staff involved in assessment will receive guidance, training, and professional development in grading policy and practice.

5.37 New staff and new external examiners will assess work in collaboration with an experienced member of the University's academic staff (sometimes referred to as a mentor).

5.38 The grading process will be anonymous throughout first, second, and external examiners, for all types of assessment components excepting those where anonymity is not possible (e.g. practical/practice components, projects, presentations).

5.39 An assessment component may be graded by more than one member of staff; a single member of staff will be responsible for assigning the overall grade. Technical checks should be carried out to avoid errors of calculation.

Moderation

5.40 The grading process will be moderated. Moderation is an independent verification of the grade awarded.

5.41 The extent of moderation will vary according to the nature of the assessment component and its significance to the module and to the programme.

5.42 Moderation may depend on random or purposive sampling. Purposive sampling may involve extreme cases on the grading scale across students, or extreme disparity in the case of individual students.

5.43 The process of moderation has several forms, including re-grading (second marking) and analysis of cohorts (grade distribution).

5.44 In the case of second marking the original grade and comments may be made known to the second examiner (non-blind second marking) or may be withheld (blind second marking).

5.45 The decision to withhold the initial grade and comments will depend on the purpose of the second marking exercise.

5.46 The initial grade and comments must be withheld for the grading of dissertations. The second marker will be assigned by the Dissertation Coordinator for the programme unless the Dissertation Coordinator is also the first examiner in which case the Head of Programme will make the assignment, unless the Head of Programme is also both first examiner and Dissertation Coordinator.

5.47 Second marking is required for the following:

5.47.1 Samples of work initially graded at A, B or C
5.47.2 For major assessment components, all borderline cases (e.g. 59%)
5.47.3 For major assessment components, all cases of failure.

5.48 The second marking process may generate two different grades. A final grade may be negotiated between the two examiners, or generated by averaging. Averages should not be given if there is an extreme difference between the two grades. Disagreements or failure to negotiate will require a third examiner appointed by the Dean or Vice Chancellor.

5.49 The Board of Examiners will receive the first, second and negotiated final grade, and has the authority to agree or vary the negotiated final grade.

Grading records

5.50 Grades for individual assessment components are combined to generate a single whole number percentage grade.

5.51 Prior to meetings of the Board of Examiners grading records are discussed by those who have assigned grades to determine if there is a need to modify borderline cases.

5.52 In the case of repeat module:

5.52.1 both failing grades and passing grades will be recorded on a transcript; or
5.52.2 the higher of any two failing grades will be recorded.

5.53 In the case of repeat module via substitution, the grades for both modules will be recorded on the transcript.

5.54 In the case a student fails to complete requirements for re-examination or reassessment the grade given for the assessment element will be 0%.

Progression

5.55 The Board of Examiners has authority to confirm grades, progression to a subsequent stage of the award, or recommend to University Senate the conferment of an award (including conferment of a sub-award and exit from the higher level programme of study).

5.56 The Mitigating Circumstances Committee recommends to the Board of Examiners whether special consideration should be given to a student, as specified in relevant University policy.

5.57 Students are required to pass modules in the order of progression indicated by pre-requisites (if any).

5.58 Students are required to complete the taught components of a Master's degree satisfactorily before progressing to the dissertation unless:

5.58.1 Proven mitigating circumstances have interfered with progression. In this case the student may complete a dissertation provided they eventually complete the taught components satisfactorily. Failure to complete the taught components will result in the dissertation being set aside.

5.59 No student may progress to the dissertation if they have failed at first attempt three or more modules. In such cases:

5.59.1 if a student has met the requirements of a sub-award they may be granted that award and exit the programme.

5.59.2 A student may opt for an alternative route to graduation at Master's level, via a research-project (where available within the requirements for a given Master's degree).

5.60 The Board of Examiners may condone grades of 40 – 49% for single assessment components if the learning outcomes are demonstrated in other components of assessment, all other assessment components have achieved a grade of 50% or above, and if this action allows the student to pass the modules.

5.61 The Board of Examiners may condone grades below 40%, if:

5.61.1 The student has demonstrated they have met the learning outcomes for the module; or,

5.61.2 There are no developmental or skill acquisition issues which require to be addressed; or,

5.61.3 The work graded at less than 40% is atypical of the student's performance in other parts of the programme.

Otherwise, the Board of Examiners would require the student to repeat the assessment or repeat the module.

5.62 Condonement of grades is not routine and may only take place if it is clear that the student has met the learning outcomes of the module.

5.63 Where a student is prevented by illness or other cause from attending all or part of the final assessments for an award, the Board of Examiners may either:

5.63.1 where sufficient evidence of achievement exists, recommend the award of the degree.
5.63.2 where insufficient evidence of achievement exists, recommend that the student be provided with a further opportunity to complete the requirements for the qualification concerned.
5.63.3 Sufficiency is defined as a requirement to demonstrate that the essential learning outcomes of the programme have been achieved, and reference to the majority of assessed work.

Reassessments

5.64 The Board of Examiners has authority to decide if a student is required or entitled to repeat modules or re-take one or more of their assessment components.

5.65 The Board of Examiners has the authority to require students to complete supplementary assessments in order to demonstrate the learning outcomes.

5.66 Any requirement to retake an assessment will be notified within ten working days of the meeting of the Board of Examiners;

5.66.1 Reassessment via coursework will be completed within the next four weeks.
5.66.2 Reassessment via examination will be completed before the subsequent examination period.

5.67 The following norms apply:

5.67.1 The award of distinction is not allowed if a student repeats a module or re-takes an assessment component.
5.67.2 A module may be attempted twice; failure may be condoned if a student repeats the module and passes the assessment components at a second attempt.
5.67.3 Failure of a module at the first attempt for reason of proven mitigating circumstances will result in the repeat being considered a 'first attempt'.
5.67.4 A student may attempt assessment components twice; failure may be condoned if a student repeats the assessment component and passes at a second attempt. However, the maximum grade following reassessment is 50%. A transcript will be amended to show that the module was passed following reassessment of at least one of the assessment elements.
5.67.5 Failure of an assessment component at the first attempt for reason of proven mitigating circumstances will result in the reassessment being considered a 'first attempt'.
5.67.6 A student may be required to demonstrate the learning outcomes of an assessment component by re-taking it in a changed format and/or supplementary process.
5.67.7 When an assessment component is process based (e.g. laboratory, group work, project) failure may only be retrieved by repeating the whole module.
5.67.8 A student who has failed a module at the early stages of a degree programme will be required to repeat the module rather than any individual assessment. The

rationale is to secure the development of knowledge and skills that are essential to latter stages of the programme.

5.67.9 A student will be required to repeat a module if they fail to meet the requirements of two or more of its assessment components at 50% or above.

5.67.10 Students repeating modules are required to satisfy all attendance and assessment requirements.

5.67.11 If a module is not available within the next academic year, the Board of Examiners may grant opportunity to take a substitute.

5.67.12 Repeated modules incur the regular module fees.

Debarment

5.68 Students will be excluded from assessment components of a module should they not show due diligence. The process will commence prior to the end of the fifth week of a term. The process of debarment is the responsibility of the student's home Faculty, irrespective of the module in question, and follows this sequence:

5.68.1 Interview with the Dean of Faculty.

5.68.2 Written warning sent to the student.

5.68.3 Written notification of recommendation to the Board of Examiners for the student's programme of the debarment of the student from assessment components of a module.

5.68.4 Student right to appeal.

5.68.5 No assessment component will be graded nor script submitted to the Board of Examiners.

5.69 Students debarred from an assessment at first attempt will have 0% recorded on their transcript for the attempt at the module, but are permitted to repeat the module once with the subsequent grade also appearing on their transcript.

5.70 If a Faculty wishes to debar a student from a module when that student is registered on a programme offered by another Faculty, the Faculty offering the module must inform the student's home Faculty immediately concerns with student conduct arise.

Academic failure

5.71 A student whose progress is unsatisfactory will be counselled by the Personal Tutor and the Head of Programme. The student may be allowed to suspend their studies, or to repeat a period of study. Alternatively, they may be advised to withdraw directly.

5.71.1 Students must apply to suspend their studies, and agree the terms for returning to study.

5.71.2 Students may return to a different programme.

5.72 Students will be required to withdraw from a programme should they fail to meet the requirements for progression. The process of withdrawal follows this sequence:

5.72.1 Failing students are interviewed by the Personal Tutor and the Head of Programme.
5.72.2 Written notice is sent to the Board of Examiners.
5.72.3 Approval to withdraw the student.
5.72.4 Written notice sent to the student of the requirement to withdraw and the right to appeal.
5.72.5 Debarment of the student from all further classes and assessment components.

Standardisation of adjustment of grades

5.73 Boards of Examiners may approve adjustment of all grades awarded to an instance of assessment providing:

5.73.1 The rank order of affected students is maintained.
5.73.2 Distribution of grades is preserved.
5.73.3 Grades that accurately reflect the standards of achievement are not changed.
5.73.4 All adjustments are recorded.

Feedback to students and responses from students

5.74 Students should receive feedback and clarifications on all assessed work within fifteen days of the submission date of written assignments.

5.75 Students have five working days after publication of final examination results to request formal discussion of performance in assessments with the relevant academic staff; academic staff then have ten further days to respond to the student.

5.76 An examination script may be shown but not returned to the student.

Release of grades to students

5.77 Grades, progress decisions, and final awards will be released following their confirmation by a Board of Examiners. Any announcement of results prior to this confirmation will be labelled provisional and it will be made clear that these are subject to change.

5.78 Grading records for components of assessment in a module are confidential to the Board of Examiners, and to the student's personal tutor.

5.79 The release to a student of grades awarded for individual components of assessment is at the discretion of a Faculty, and so long as the grades awarded by individual assessors are not made available.

5.80 Grades awarded for a module will be communicated to the individual student concerned.

5.81 Grades form part of the student record.

Awards

5.82 Awards of degrees are recommended to Senate by the Board of Examiners when a student has fulfilled the published requirements for graduation. The generic requirements for graduation are set out in relevant University policy.

5.83 Decisions made by a Board of Examiners, once certified in writing, may only be revoked if:

5.83.1 Information bearing on the decision comes to light at a later stage.
5.83.2 Error with material bearing on the decision or in written certification of that decision is revealed.
5.83.3 The student/graduate is found to have committed acts of academic dishonesty and/or fraud in meeting the requirements of the programme.

5.84 Where an error is discovered in the assessment or marking of any examination or any component of an examination or in the calculation, recording or notification of the result of any examination or any component thereof or in the result of any degree or in any process connected with any of these matters, the University shall forthwith correct that error and amend its records to show the correct result whether or not the result has been published or otherwise notified to the student. The University shall notify the student of the corrected result as soon as practicable and shall also correct any reference or statement which may have been provided by the University whether to the student or to a third party. Having been notified of the corrected result the student shall return to the University any documentation which may have been issued to the student notifying the original result which has been corrected. The student shall have no claim against the University for any loss or damage which may have been incurred by the student as a result of any error which may have been made.

5.85 Students have rights to appeal decisions taken by the Board of Examiners.

Records

5.86 Faculties maintain archives of Board of Examiner meetings to ensure attendance, matters of discussion, and decisions are recorded.

5.87 Records of meetings are used for the purposes of accountability:

5.87.1 To evidence compliance with University policy.
5.87.2 To meet the requirements of academic audit.

5.88 All examination answer books, written assignments, and other scripts submitted for assessment are confidential to the Board of Examiners, except for the dissertation.
5.89 Assessment materials are normally retained for a period of four months following the Board of Examiners meeting at which the grades were approved unless there is reason to prolong this period, such as in cases of appeal, reassessment or accreditation.

6.0 Procedures

Organisation of examinations

6.1 A module is normally examined at the end of the term or terms in which it is taught.

6.2 The Examinations Office is responsible for coordinating the organization of examinations across the University. The Examinations Office will arrange the examination venue and facilities, copy papers, and arrange for invigilation and other practical arrangements.

6.3 Faculties should produce a timetable for the production of examination papers (plus provisions for reassessment) that ensures these have been drafted and approved by the External Examiner before the end of the sixth week of the term.

6.4 Names of students enrolled on a module and individuals taking the examination as a re-sit should be sent to Examination Office at least six weeks before the proposed exam period for preparation of the Examination timetable.

6.5 All students are required to register for the examination.

Preparation of examinations

6.6 Examination questions must be set by appointed examiners, coordinated by the module coordinator. Where a module is taught by a single member of academic staff, a second member of academic staff will be appointed to moderate the examination paper.

6.7 Examination papers are supported by indicative or model answers and grading schemes.

6.8 Examination materials must be kept secure (locked) and not disclosed.

6.9 Sequence:

- 6.9.1 Agreement of a distribution of questions reflecting the syllabus.
- 6.9.2 Allocation of grades to questions and breakdown of how marks will be credited within a question.
- 6.9.3 Preparation of front cover:
  - 6.9.3.1 Date and time.
  - 6.9.3.2 Titles of all programmes for which the paper is an examination.
  - 6.9.3.3 Module name and code.
  - 6.9.3.4 Maximum time duration for completion of the examination.
  - 6.9.3.5 Supplementary data and materials are appended.
  - 6.9.3.6 Specification of materials the candidate may bring into the examination hall and any requirement to use answer books.

Approval of examinations

6.10 Papers should normally be circulated by hand and not post, however papers may be couriered to External Examiners. Email or other electronic transfer may only be used if the transaction link is secured and files made accessibly by password only.

6.11 If papers are lost then new ones must be prepared.

6.12 All examination questions and model/indicative answers and grading schemes must be reviewed by a second examiner. Numerical and problem questions should be checked by a second examiner.

6.13 Finalised questions, grading schemes and model/indicative answers are then scrutinized by the External Examiner.

6.14 Papers sent to the External Examiner must be complete and in type-written form. Comments sent by the External Examiner must be responded to under procedure of the Board of Examiners. Amendments will be verified by the module coordinator.

6.15 The Dean of Faculty approves the examination paper. Further revisions must by checked by the module coordinator prior to submission to the Examinations Office.

6.16 Final copies of question papers must be submitted to the Examinations Office no less than five days prior to the examination. The Examinations Office is then responsible for the secure storage of the examination papers.

Examination timetable

6.17 Timetables for examinations are proposed by the Exams Officer, agreed by academic staff, and published to students by the end of the seventh week of a term. Examinations may be timed outside the normal University hours, and will avoid prayer times.

6.18 In exceptional circumstances, or if there appears to be an unavoidable overlapping of examination times, an individual student's examination schedule may only be varied with the express approval of the relevant Dean of Faculty.

6.19 A student who is permitted such variation of his/her exam timetable may be required at the discretion of their Dean of Faculty (or nominee) to be assessed in a manner or with questions specially prepared for the purpose.

6.20 If required, specific reasonable adjustments will be made to enable disabled students to sit examinations or be assessed. Such students should discuss their requirements and/or difficulties with their Personal Tutor at the earliest opportunity.

6.21 Any decisions relating to the approval of specific adjustments will be made by the relevant Dean of Faculty, in liaison with the Head of Student Administration. Prior to the approval of any adjustments, the Dean of Faculty (or nominee) must see and accept a medical certificate or similar documentation relating to the student.

6.22 More than one examination may be scheduled at the same time in the same Hall.

Examination hall regulations

6.23 Each examination venue has appointed to it one Chief Invigilator.

6.24 Invigilators for all written examinations will be selected a trained staffing pool.

6.25 Examiners (or nominees notified to the Head of Programme) must be available at the University at a location known to the Examinations Office for the first fifteen minutes of the reading time and also when/if the paper is being sat at a time extraordinary to the time and date set.

6.26 Oral and practice-based examinations will be invigilated by members of academic staff.

6.27 No member of staff may be appointed as invigilator for any examination where their relationship with a student provides a possible conflict of interest.

6.28 Students must appear for degree examination at the time and place prescribed, save for exceptional circumstances relating to serious illness, injury or disability, or on substantial religious grounds.

6.29 A record of students in attendance, late arrivals, absences and early departures including any explanations offered, will be made by the Chief Invigilator.

6.30 Examination Hall Protocol is found at Appendix B

Collection of examination papers

6.31 The module coordinator is responsible for collecting the completed examination scripts from the Examinations Office. The Examinations Office will note the numbers of scripts taken, by whom, when returned, and numbers returned.

Grading of examination papers

6.32 Completed scripts should be graded on the University premises. Scripts may only leave the University premises when copied to the External Examiner (the originals are not sent).

6.33 Grades are provided to the Board of Examiners.

APPENDIX A: Guidelines on Reassessment

At its meeting on 20 November 2011, the Academic Board approved the following (revised) guidelines for reassessment.

1	Any major assessment component* under 30% irrespective of total mark	RM
2	If one of the major components is 60% or over and only 1 major component is 30-39**	RA/RE
3	If total grade is 50% or over and only 1 major component is 40-49%	RE/RA /Condone
4	If total grade is 45%-49% ** ***	RM or RA/RE

*A major assessment component is one which contributes 30% or more to the final grade of a Module
** Guideline 2 and 4 will only be applicable if after the successful re-assessment and capping of the re-assessed component, the overall mark of 50 can be achieved.
*** Applies if the student has a reasonable chance of achieving the learning outcomes through reassessment alone and the student's progress across the programme has been satisfactory to date. Such discretion may particularly be deemed appropriate by the BOE for the final two modules of a programme

The nature of the reassessment should demonstrate that all relevant learning outcomes have been met.

For RA and RE subsequent pass results are capped at 50% and the original failing grade is overwritten on the transcript.

APPENDIX B: Examination Hall Protocol

HALL SET UP

Desk: Each candidate should have their own desk of a reasonable standard and size, with a minimum of two feet (70 cm) between the edge of each desk.

Lighting: In all parts of the hall the lighting should be suitable for reading and writing.

Heating and Ventilation: The temperature in the exam hall should be comfortable. Invigilators should be alert to any issues relating to the use of air conditioning (i.e. where this creates draughts for individual students).

Noise: Candidates should not be disturbed by too much noise from inside or outside the building. If an exam is disturbed this must be reported to the Examinations Office. Candidates should be informed of this.

Security: There should be an area in the examination hall for bags, books, notes and all the candidates' personal belongings during the exam. Candidates should not be asked to leave their belongings in any room that the public have access to.

Clock: There should be a clock, showing the correct local time, positioned where all candidates can see it.

First aid equipment: The nearest first aid is kept in the University Office.

Stationery: Spare pens, pencils, rulers and erasers should be available.

White/blackboard: There should be a white/blackboard (or other similar mechanism) which is visibly by all students. This should detail the examinations being held and the times for the examination/s.

BEFORE THE EXAMINATION BEGINS

Invigilators must be present in the examination venue fifteen minutes before the session is due to commence.

The role of invigilators is to assist the Chief Invigilator in the examination paper lay-out and any other preparatory duties. If there are any issues in relation to the Examination Hall these should be reported to the Examinations Office immediately.

A seating plan will have been prepared and provided by the Examinations Office. The seating plan will allocate desks by Student ID Number. The Chief Invigilator should ensure that the numbering of the desks corresponds with the plan. A copy of the plan will have been displayed outside the Examination Hall.

The Examinations Office will ensure that each candidate has the following on their desk, when they sit down:

- one question paper (placed face down on the desk)
- one answer book
- a numbered card with a Student ID Number. (This should match the number shown on the seating plan)
- a blank attendance slip

The Examination Hall should be opened to candidates up to fifteen minutes before the start of each exam.

As candidates enter the room they should be instructed to turn off any mobile phones and to leave all personal belongings in the appropriate part of the Examination Hall. They should also be instructed not to look at the question paper until they are given permission to do so.

No candidate should read the question paper until they are told that they can. However, candidates can fill in the front cover of their answer book as soon as they reach their desk.

The doors to the exam room will close 30 minutes after the start of the exam. You may not enter the exam room after this time unless you have the permission of an Invigilator.

If you arrive after the first 30 minutes of an exam, and are permitted to sit the exam, our Invigilator will report your details to the Examinations Office. This Office will decide whether to accept your answer book.

PERMITTED MATERIALS

Candidates can use electronic calculators if this is allowed for the examination being held. If calculators are allowed then candidates may use the following types of calculator:

- scientific calculators, including those with basic programming functions
- those with standard memory functions and STO (store) keys
- calculators with a formula memory
- solar powered (at their own risk).

The following types of calculator are not allowed:

- those with alpha-numeric keyboards (an alphanumeric display of stored data – including text- equations or alphanumeric formulae)
- business calculators
- those that make a noise
- those that are programmable from other sources by detachable modules, barcodes, tapes or cards.
- those that feature graphical displays (can often be identified by model types that end in the letter ‘G’ and typically have larger screens)
- those that do not have their own internal power supply
- calculator functions on watches or mobile phones
- those with symbolic algebraic capability
- personal organisers or PDAs

Candidates can use slide rules and templates (for example, a protractor).

Candidates may not use dictionaries or notebooks unless it is specified in the examination rubric.

ANNOUNCEMENTS AT THE START OF THE EXAMINATIONS

At the start of the examination the Chief Invigilator should read out the following:

I am now going to make a number of announcements concerning the conduct of the examination session which is about to begin. Please do not commence writing until I instruct you to do so.

The use of mobile phones, smartwatches, electronic watches, earbuds, Bluetooth devices, programmable calculators, tablets, laptops, or any other electrical or electronic devices is strictly prohibited inside the examination hall.

All such items must be switched off and kept in the personal belonging room outside the exam hall before entering the exam hall.

Please check that the number on your desk is the same your Student ID Number and place your BUiD Student ID on your desk.

If you are using a calculator, please show your workings in your answer book.

You cannot use rough paper, so you should cross out any markings in your answer book that you don't want the examiners to mark.

Supplementary books are available but we will only hand these out when you have completed your original answer book.

Please read the instructions on the front cover of your question paper carefully.

You cannot leave the Examination Hall without an invigilator's permission, and no one can leave during the first thirty minutes of the written exam or the last 15 minutes of an exam, and no toilet breaks during the exam.

You must raise your hand to attract our attention during the exam. Please do not stand up at any point until given permission is given to do so.

If the fire alarms sound, please follow the instructions of the invigilators.

During the reading time you may:

- read the question paper
- make notes on or highlight the question paper.

However you may not:

- open the answer book
- starting writing in the answer book
- use a calculator
- add any loose sheets/supplements to your answer book.

The module tutor will answer module specific questions during the reading time. After this period no module specific questions can be answered by invigilators.

The reading time starts now.

Once the Chief Invigilator has completed this announcement the whiteboard/blackboard etc should be annotated to show the start and end times of the reading time and the start and end times of the examination.

Shortly after the start of the examination invigilators must check each exam desk in use to ensure that no unauthorised material has been brought into the examination.

During the reading time candidates may raise queries on the examination paper with the relevant member of academic staff, if present. If the member of academic staff is not present and there are any questions the Chief Invigilator may contact a relevant member of staff for advice. If a candidate has a query after the reading time has elapsed the candidate must be told to make a note on the answer book and work to the paper. Invigilators must not attempt to comment on or interpret any queries on any question.

Once the reading time has elapsed the Chief Invigilator should make the following announcement:-

The reading time has now elapsed and you may now begin the examination. Please remember not to write your answers in pencil. Please also write legibly.

If any candidate attempts to write in pencil then they should be reminded about the rules and told to use a pen. If they persist in using a pencil then the candidate should be told that their examination script might not be marked. No further action should be taken.

DURING THE EXAMINATION

Late Arrivals No candidate should be permitted to enter the examination room after the lapse of half an hour from the commencement of the written examination unless you are satisfied that the lateness of the candidate's arrival was unavoidable. Normally, no additional time will be granted under these circumstances. A candidate should not be permitted to join the examination if one or more other candidates have already left the Examination Hall permanently.

Completing attendance lists The Examination Office will provide an attendance list for each paper of the exams. The Chief Invigilator should mark the attendance list for each paper during each session. The Chief Invigilator should carry out unobtrusive ID checks and collect the attendance slips at the same time.

If there are any problems arising from these checks this should be taken up with the relevant candidate at the end of the exam.

Invigilators will assist the Chief Invigilator in the orderly running of the Session and in particular will:

- ensure through regular patrolling that each examination is being conducted in accordance with the specific rubric governing that paper.
- ensure that no student leaves the examination room during the first half-hour of the written examination, nor during the final fifteen minutes.
- distribute additional answer books as requested. Invigilators should make sure that these candidates have completed their original answer book.
- accompany any student who wishes to use the toilet.
- monitor the use of calculators. In general, these are permissible provided that they are silent and non-programmable. If in doubt please consult a member of staff from the Faculty concerned. Question paper rubrics may also provide guidance.

- collect the script(s) of any candidate who wishes to leave the examination before the advertised finishing time for his/her paper. If there are particular circumstances surrounding the departure of the candidates please detail these on the Invigilator's report. Do not annotate the candidate's answer book.

Invigilators may take reasonable measures to ensure that female students are not using earphones.

Behaviour of invigilators Invigilators must not disturb candidates during the exam by:

- walking about unnecessarily
- talking to each other
- whispering and chatting
- reading newspapers or books
- working on lap-tops
- writing papers
- marking other examinations or assignments
- smoking
- eating or drinking
- wearing hard soled shoes (soft-soled shoes only please)
- having a mobile phone turned on.

Invigilators are expected to follow the highest possible standards of behaviour at all times, and be aware of the needs of all candidates. If there are sufficient invigilators, it is permissible to allow them mid-morning and midafternoon breaks from the Examination Hall.

Announcements during the exam The Chief Invigilator should warn the candidates when they have fifteen minutes left before the end of each exam.

Candidates who want to leave the Examination Hall

Candidates who do not want to return:

- candidates should not be allowed to leave the Examination Hall until thirty minutes after the start of the written exam
- after thirty minutes, any candidate who wants to leave the Examination Hall and not return is not allowed to remove their exam stationery or the exam question paper
- any such candidates must not be allowed back into the Examination Hall
- no candidate can leave the Examination Hall during the last 15 minutes of an exam.

Candidates who want to leave the Examination Hall temporarily:

- a candidate who wants to leave the Examination Hall temporarily must have an invigilator with them
- the invigilator should also check the toilets for any unauthorised material immediately before and after the candidate returns to the Examination Hall.

The Chief Invigilator must make sure that at least one invigilator is present in the exam hall at all times.

Removing a candidate from the Examination Hall If a candidate is causing a disturbance it may be necessary for the Chief Invigilator to tell the candidate that they can no longer continue to take the exam, and ask them to leave the Examination Hall. The Chief Invigilator must then make a report, giving details of the incident, and send it to Examinations Office for consideration.

Mistakes in papers or tables If any candidates believe there is a mistake in a question, table or formulae, the Chief Invigilator should seek urgent advice from the relevant module co-ordinator. If this is not possible the Invigilator should tell the candidates/s to answer the question using the printed information as given. Candidates should show in their answer that they think there is a mistake and that they have answered using the printed information. If an error is confirmed the Chief Invigilator or module co-ordinator will make an appropriate announcement to the candidates. Any such incidents must be reported to the Examinations Office.

Examination Irregularities Any examination irregularity which may occur must be properly reported. It may, for example, involve the discovery of a crib sheet or some other reference material not permitted under the specific rubric governing the paper in question. If an Invigilator considers that an irregularity has taken place they must:

1. Confiscate any material which may constitute evidence of an irregularity. Crib notes must be confiscated immediately
2. Mark the candidate's script at the appropriate point to indicate that an irregularity has been reported and note the time of discovery.
3. Advise the candidate that the alleged irregularity will be reported to the Examinations Office and that the University will write to the candidate as soon as possible regarding his/her situation.
4. Decide whether to allow the student to continue with the examination. Technically invigilators have the right to instruct him/her to withdraw from the examination, but this would be appropriate only in extreme circumstances - for instance, if the student's continuing presence would disrupt the session. The student should therefore normally be permitted to complete the paper.
5. Contact the Examinations Office immediately after the examination to record the irregularity and the name and/or registration number of the student concerned.
6. A full written report must be produced and delivered to the Examinations Office within 24 hours.
7. At the conclusion of the examination, separate the student's scripts from the rest and lodge them, by hand, with the Examinations Office, along with any other evidence.
8. All alleged irregularities, including cases of writing after time, must be reported to the Examinations Office.

Student Illness If a student becomes ill during an examination the Invigilator should ascertain whether the student feels able to continue the examination. A short spell outside the Examination Hall may enable the candidate to re-enter the Hall to complete the examination. If the student does not feel able to continue with the examination the Invigilator should inform the student that a report will be made and that further information will be provided to them. The Invigilator should report the incident in the Invigilator's Report form including the name and Student ID number of the student concerned and the time that the student left the examination. The students examination script should be returned to the Examinations Office at the end of the examination in the normal way.

Fire or Emergency If the fire alarm is activated during the examination the following procedure should be followed:-

1. The Chief Invigilator should stop the examination.
2. Candidates should be instructed to evacuate the room and to congregate at the assembly point. Scripts and other examination materials should be left in the examination venue.
3. The examination should not subsequently be resumed but the scripts should be collected if practicable. No comment should be offered to candidates concerning the status of their uncompleted scripts.

AT THE END OF THE EXAMINATION

At the end of the examination the Chief Invigilator should read out the following:-

The examination time has elapsed. Please stop writing now. Do not leave your desk until we have given you permission to do so.

If you have not written your candidate number on your script please do so now.

If appropriate, make sure that all the question numbers attempted are entered on the front sheet of the answer book.

If you have answered more than the stipulated number of questions indicated in the rubric of the examination paper the extra ones will not be marked. You should, therefore, strike through any which you would prefer not to count, as the examiners will ignore the additional answers coming last in the book.

Please leave your completed answer booklet on the right hand side of the desk, away from any unused stationery. If you use more than one book you must attach the whole script together.

You cannot take any stationery including the question paper from the Examination Hall, whether you used it or not.

You must hand in everything you want to be marked.

If there are any students who attempt to continue to write they should be dealt with immediately.

Following the announcement at the end of the examination the invigilators are responsible for collecting the completed scripts and question papers before students are allowed to leave the Examination Hall. Once all of the scripts and question papers have been collected the Chief Invigilator should announce to the students that they have permission to leave the Examination Hall.

Once the students have left the Examination Hall the Chief Invigilator should make sure that the exam scripts are:

- counted and checked against number of attendees
- checked against the attendance slips
- attached together using rubber bands, with the attendance list on the top.

Once collated the examination materials should be returned to the Examinations Office together with the attendance sheet which should be signed by the Chief Invigilator.

Invigilator's Report The Invigilator's Report should mention any difficulties under which candidates may have taken the exams.

These difficulties could include:

- candidates using unfair methods (for example, cheating)
- late arrivals
- noise issues
- illness during the exams
- anything else of relevance.

Should the report identify any student found to be using unfair methods, then the Invigilators should be aware that their reports may be used in disciplinary proceedings, and that they may be identified.

Spare exam question papers No used or spare question papers should be left in the Examination Hall after the examination.

APPENDIX C: Invigilator Report Form

Date:		From:	To:
Module:			
Exam Venue			
Chief Invigilator			
Invigilator			
Invigilator			
Invigilator			

Any incidents to report:

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Signature:

Document History

Policy Number/Version	Date	Update Information	Approval
(5.1.3/V01)	May. 2018	"Renumbering (3.7/V08), Restructuring, Rewording Delete sections that are repetitions of the contents of other policy documents and inclusion instead of reference to those documents Merger with 'Examinations Code of Practice' Clarification of moderation Use of term assessment component Merger with 'Poor Performance' Remove sections on dissertation to 'dissertation framework'. Remove section on Appeals to new policy"	Council

Masters' assessment criteria and grade descriptors

Policy number/version		5.1.3.1/V01
Section		ASSESSMENT AND INTEGRITY
Type		Academic policy
Date of creation		September 2017
Date of last revision		August 2019
Date of approval of current version		26 August 2019
Post/section with responsibility for implementation and monitoring		Board of Studies
Approved by		University Council
Policy review	Latest review by	Head of Institutional Effectiveness
	Latest review date	August 2025
	Review outcome	No changes
	Next review date	August 2026
Cross reference/related documents:		1.0 Policies and procedures manual 5.1.3 Assessment (Masters)

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University wishes to make transparent the criteria to be applied in different methods of assessment of student performance.

1.2 The University wishes to make transparent the standards of performance indicated by numerical and letter grades.

2.0 Scope

2.1 Applies to methods of assessments used within Master's Degree programmes

3.0 Definitions

3.1 Assessment criteria are elements of performance that will be examined.

3.2 Different methods of assessment will contain different elements of performance.

3.3 Grades equate to relative standards of performance, and these standards can be described.

3.4 Descriptions of standards will relate to the element of performance.

4.0 Policy

4.1 Student performance will be assessed according to criteria.

4.2 Criteria will relate to the method of assessment used.

4.3 Grades will be awarded relative to standards of performance described for each criteria.

4.4 All Masters programmes will refer to the descriptions contained herein.

4.5 Forms of Assessment, Criteria, and Standards

Grade	Assessment Type			
	Written Examination	Practical and Oral Work	Reports and Prose	Research Process
A: 70 – 100%	Able to analyse critically, with arguments soundly based, and fully supported by relevant facts. Able to apply correct methods to problem-solving tasks. Evidence of an original or creative approach. Questions answered accurately and with insight Demonstrates a well-informed knowledge of the topic and a clear mastery of relevant skills. Logical and well-organised flow of content, clearly expressed	Very well prepared Displays a systematic and carefully planned approach Demonstrates a clear understanding of the material and methodology Demonstrates ability to perform as required (independent, active and participative in a group) Excellent presentation Demonstrates accurate and fluent analysis of the topic or problem. Answers questions thoughtfully, accurately, with creativity and originality. Demonstrates ability to reach valid/relevant conclusions Demonstrates ability to define logical extensions of the work	A full systematic and accurate account of the assignment Exceptionally well organised and clearly presented A very clear record of the aims and methods of the work Data manipulation and analysis carried out thoroughly and correctly Critical and/or comparative comments on all observations, with no unexplained observations or unjustified claims and speculations Considerable evidence of extended reading and original or innovative thinking	Evidence is analysed in systematic and principled manner Demonstrates thorough understanding of application of theory to evidence Demonstrates insightful and original views Comprehensive coverage and critical discussion and awareness of significant literature in the chosen area Demonstrates high level of ability to select and use literature to substantiate argument.
B: 60 – 69%	Good attempt at critical analysis Arguments well supported by relevant facts Able to apply correct methods to problem-solving tasks Some evidence of an original or creative approach. Questions answered accurately, Demonstrates a good knowledge of the topic	Well prepared Displays a systematic and well planned approach A good understanding of the material and methodology Able to work appropriately (with independence or useful participation in groups) Good presentation	A mostly systematic and accurate account of the assignment Well organised and clearly presented. A clear record of the aims and methods of the work Data manipulation and analysis carried out with appropriate accuracy	Evidence is analysed in systematic and principled manner Demonstrates good understanding of application of theory to evidence producing some insightful analysis Work shows awareness of and critical discussion of significant literature in the chosen area

	Demonstrates an understanding of relevant skills Logical and well-organised flow of content Well expressed	Demonstrates a reasonably accurate and fluent analysis of the topic or problem Answers reasonably accurate Some evidence of independent ideas. Able to reach valid/relevant conclusions Able to suggest extensions of the work	Critical and/or comparative comments on most observations Few unexplained observations or unjustified claims and speculations Good evidence of extended reading Demonstrates original or innovative thinking	Demonstrates the ability to select and use literature to substantiate argument
C: 50 – 59%	Attempt made at critical analysis Arguments mostly supported by relevant facts Demonstrates familiarity with the correct methods needed for problem-solving tasks Demonstrates some difficulties in the use of methods Some evidence of an original or creative approach. Some incomplete answers Demonstrates some knowledge of the topic Demonstrates some of the relevant skills. Logical flow of content Reasonable clarity of expression	Adequately prepared Displays a reasonably systematic approach Demonstrates some understanding of the material and methodology. Able to work appropriately (independently, or participatively in groups) Adequate presentation Demonstrates some credible analysis of the topic or problem Answers questions with some wider understanding of the key ideas Able to reach valid conclusions Able to suggest extensions of the work	A systematic account of the assignment Reasonable presentation An adequate record of the aims and methods of the work Data manipulation and analysis contains few inaccuracies or omissions Comments on most observations, mainly reasonable Some unexplained or unjustified observations Some evidence of extended reading Some evidence of original or innovative thought	Data collection and analysis is adequate Demonstrates an appropriate degree of commitment Demonstrates the ability to select relevant material to answer the question set The discussion of the data and other material demonstrates a general understanding of the theoretical principles involved and their application to professional practice. At times anecdotal/ descriptive at times Some evidence of the ability to be analytical Demonstrates awareness of some literature in the chosen area, but there may be gaps Use of literature may be descriptive rather than analytical and supportive of argument

D: 40 – 49%	Some ability at critical analysis Arguments not always supported by relevant facts Demonstrates some familiarity with some methods needed for problem-solving tasks Not able to apply methods reliably and consistently Lacks evidence of originality or creativity Questions answered incompletely Demonstrates patchy knowledge of the topic Demonstrates limited capability with the relevant skills Logical flow of content Clarity of expression poor Overall, of sufficient quality to allow re-assessment or compensation	Disorganised Approach unsystematic Understanding of material and methodology partial Has difficulty in working independently, or participates only passively in a group. Inadequate presentation Analysis of the topic or problem confused or inappropriate Answers to questions show limited understanding of the key ideas Able to reach some valid conclusions, but unable to suggest appropriate extensions of the work Overall, of sufficient quality to allow re-assessment or compensation	An unsystematic account of the assignment task An incomplete record of the aims and methods of the work Data manipulation and analysis contains significant inaccuracies or omissions Few comments on the observations Many unexplained or unjustified observations No evidence of extended reading Overall, of sufficient quality to allow re-assessment or compensation	Data collection and analysis is adequate and demonstrates an appropriate degree of commitment Significant deficiencies in one or more of the following areas: • The discussion of the data and other material does not demonstrate a sufficient understanding of the theoretical principles involved and their application to professional practice. • The work may be anecdotal/ descriptive at times, and there is no evidence of the ability to be analytical • Work shows awareness of some literature in the chosen area, but there may be significant gaps Use of literature may be descriptive rather than analytical and supportive of argument Overall, of sufficient quality to allow re-assessment or compensation
E: less than 40%	Lacks critical analysis Arguments not informed or supported by relevant facts Lacks familiarity with most methods needed for problem-solving tasks No ability to apply methods reliably or consistently	Poor preparation with unsystematic approach Very limited understanding of the material and methodology Not able to work appropriately (with independence or participatively in groups)	An unsystematic, incomplete or inaccurate account of the assignment. A sketchy record of the aims and methods of the work	Data collection is inadequate indicating lack of commitment Poor analysis of the data Analysis wholly descriptive and/or inappropriate material selected for analysis

	No evidence of an original or creative approach Answers incomplete Lack of breadth or depth of knowledge Answers often irrelevant Deployment of skills inappropriate or lacking Disorganised flow of content Clarity of expression poor	Poor presentation Confused analysis of the topic or problem No understanding of the key ideas Not able to reach valid conclusions Not able to suggest appropriate extension of the work Not able to answer questions	Data manipulation and analysis contains numerous inaccuracies or omissions Very few comments on the observations Many unexplained or unjustified observations No evidence of further reading	Commentary shows major problems in the ability to understand the theoretical principles involved and their application to professional practice. Little or no reference to significant literature in the area Work is anecdotal rather than analytical

Document History

Policy Number/Version	Date	Update Information	Approval
(5.1.3.1/V01)	Sep. 2018	Change of number (3.7.8/V01), Restructuring Clarification of contents (criteria of assessment and grading standards)	Council

Dissertation framework

Policy number/version		5.1.4/V02
Section		ASSESSMENT AND INTEGRITY
Type		Academic policy
Date of creation		September 2017
Date of last revision		January 2023
Date of approval of current version		January 2023
Post/section with responsibility for implementation and monitoring		Board of Studies
Approved by		Senate
Policy review	Latest review by	Director of Doctoral Training Centre
	Latest review date	August 2025
	Review outcome	Appendix F, The Intent to Submit Dissertation Form has been replaced with FINAL ASSESSMENT SCREENING FORM
	Next review date	August 2026
Cross reference/related documents:		4.1 Progression requirements 4.4 Withdrawal from module 10.3 Ethics in research involving human subjects, personal data, or confidential material 11.3 Finance

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University offers a flexible pathway to completion of a Master's degree.

1.2 Students will be supported in their first choice of pathway; the university reserves the right to minimise the costs of a change in pathway.

1.3 The University offers students a clear framework of guidance and procedure to support completion of the dissertation.

2.0 Scope

2.1 Applies to all Masters that have a dissertation route as option/requirement for graduation.

3.0 Policy

3.1 The Board of Examiners has the right to authorise student progression to dissertation

3.2 Full time students will have to complete the final stage within one term. Part time students will have to complete the final stage within two terms. -

3.3 Students who withdraw from the dissertation route must follow relevant University policy.

3.4 Late withdrawals will be recorded on the transcript and tuition fees for the module will not be refunded.

Registration for dissertation

3.5 A student may register for the dissertation concurrently with the final two taught modules for the degree programme, with the approval of the Board of Examiners.

3.6 Alternatively, a student is entitled to suspend their studies in line with BUiD policies.

3.7 Student Services will initiate the formalities with issue of a notification.

3.8 Students will register for the dissertation according to the academic calendar for registration of modules. Once approved, students may start working on their dissertation within the time period specified in clause 3.2.

3.9 Failure to register will be recognised as an intent to suspend studies; as a consequence, all access to University resources will be suspended until the student re-registers and pays a re-registration fee.

3.10 Registration for the dissertation is not automatic. Students are required to register through the student portal and complete the Dissertation Registration form.

3.11 The Dissertation Coordinator receives the application and allocates the Dissertation Supervisor.

3.12 Within two weeks of successful registration, a student will complete and return a Learning Contract, see 3.16.

The Learning Contract

3.13 The Learning Contract sets out the obligations, responsibilities, expectations, and requirements for the completion of the dissertation. It signals the commitment of the student and the supervisor to the dissertation assessment process. It is formative in nature and practical in effect. It has the University's Dissertation Style Guide attached. It will detail:

3.13.1 The research topic
3.13.2 Supervisor availability and contact details
3.13.3 Anticipated schedule of meetings
3.13.4 Research milestones
3.13.5 Deadlines
3.13.6 Dates progress reviews are due

3.14 The Learning Contract is completed by the student and signed by the Dissertation Supervisor and the Dissertation Coordinator.

Research ethics

3.15 Before conducting the empirical research related to the dissertation, students are required to complete the research ethics form and obtain the necessary approvals outlined in the relevant University policy on research ethics.

Induction workshops

3.16 The Faculty and University will normally hold dissertation workshops and induction sessions to introduce students to the requirements of dissertations, and examples of successful work. Faculties may make sessions mandatory, adding assessable components such as presentations of research progress.

Tracking and notification

3.17 The Dissertation Coordinator for a Faculty will work with Student Services to maintain active records for each student who is active in the dissertation stage. Formal Progress Reports are completed and signed off by the Dissertation Coordinator on a monthly basis for full time students and every two months for part time students.

Feedback on drafts

3.18 Within 15 working days of the submission deadline, the student will receive feedback on the dissertation from the Dissertation Supervisor. The feedback will recommend changes indicating the deadline to be met based on the date of the Board of Examiners. It is not necessary to give the student indication of likely grade.

Intention to submit

3.19 Students must complete a Final Assessment Screening (FAS) Form to the Doctoral Training Centre (DTC) in order to initiate the proofreading process (**Appendix F**). Proofreading and formatting clearance is mandatory for students who registered on or after September 2022. Students should allow three working days for the Doctoral Training Centre screening and five working days for the BUiD-authorized proofreader selected by the student to complete the proofreading.

3.20 This process shall be completed after the marking/Board of Examiners.

Submission

3.21 Students are required to submit a soft copy of the dissertation:

3.21.1 The front page should be labelled 'MARKING COPY' and contain the student ID number. A sample cover-page is included as **Appendix A**.

3.21.2 The submission is made through the University's learning management system, and by email to the Dissertation Coordinator, copying the Dissertation Supervisor.

3.21.3 The emailed submission also includes a declaration of authorship signed by the student. This is available as **Appendix B and Copyright and Information to Users (Appendix C)**. The Dissertation Coordinator will issue a receipt of submission via email to the student.

Viva voce

3.22 After submission, the Dissertation Coordinator assigns the student a first and a second examiner and one chair for a dissertation viva. The assignment of the examiners and the chair is subject to approval by the Head of Programme.

3.23 The first examiner will confirm to the Head of Programme a feedback on plagiarism report.

3.24 The Dissertation Coordinator will then schedule a date and a place for the dissertation viva to take place.

3.25 The examiners will read the dissertation and prepare their questions before the time of the dissertation viva.

3.26 The dissertation viva will not be less than thirty minutes. Attending the dissertation viva are the candidate, the first examiner, the second examiner, and the chair.

3.27 The Dissertation Coordinator will maintain records of the dissertation vivas.

Grading

3.28 The examiners will grade the dissertation by using the Dissertation Joint Examiners' Report attached in **Appendix G**.

Grading outcomes

3.29 ***Pass*****:** Dissertation is accepted with no changes required.

3.30 ***Pass with Minor Changes*****:** small revisions must be made within two weeks of the meeting of the Board of Examiners. These are normally small errors or issues with presentation and not of a substantive nature to impact the mark awarded. Changes are subject to the approval of the first examiner.

3.31 ***Conditional Pass Subject to Major Changes*****:** substantive revisions must be made within four weeks of the meeting of the Board of Examiners. They are of a nature to bring the work to a passing standard. Changes must be approved by both examiners and where appropriate, the External Examiner.

3.32 ***Retake Dissertation*****:** the dissertation is failed and the student given one opportunity to make a new attempt at a dissertation, wherein the second dissertation must be a new project and not based on the previous attempt. Both attempts at the dissertation module will be recorded on the transcript. Students will have the normal period of time (4 or 8 months) to retake the dissertation module. Retake Dissertation involves the taking of a new dissertation viva.

Final submission

3.33 The student will also complete an Embargo Request Form (**Appendix H**).

3.34 The students are required to submit the soft copy of the final version of the dissertation to the University library for printing and binding after the supervisor's approval. The payment for printing the hard copy should be made to the accounts. This copy will be for the library archives. Students may pay for any personal copies if required.

3.35 The soft copy will be archived onto the University repository of dissertations and theses after the final approval from the Supervisor.

3.36 The hard copy must conform to the University Style Guidelines (**Appendix D**) and the standard front page (**Appendix E**).

3.37 The abstract and the dissertation title are required in both English and Arabic and must be approved by the Dissertation Supervisor. If the Dissertation Supervisor cannot read Arabic then he/she will inform the Head of Programme. The Head of Programme will then assign someone from the faculty to review the Arabic abstract and approve it.

Appendix A: Cover Page for the Marking Copy

A Study on Reducing Heat Gains through the use of Bio-Climatic Facades

دراسة حول الحد من زيادة حرارة من خلال استخدام واجهات بيوالمناخية

By

Student Name _____

Student ID number _____

Dissertation submitted in partial fulfilment of the requirements for the degree of MSc Sustainable Design of the Built Environment

Faculty of Engineering & Information Technology

Dissertation Supervisor

Professor Bassam Abu-Hijleh

April-200_

Appendix B: Declaration of authorship

Declaration

I warrant that the content of this research is the direct result of my own work and that any use made in it of published or unpublished copyright material falls within the limits permitted by international copyright conventions.

I understand that a copy of my research will be deposited in the University Library for permanent retention.

I hereby agree that the material mentioned above for which I am author and copyright holder may be copied and distributed by The British University in Dubai for the purposes of research, private study or education and that The British University in Dubai may recover from purchasers the costs incurred in such copying and distribution, where appropriate.

I understand that The British University in Dubai may make a digital copy available in the institutional repository.

I understand that I may apply to the University to retain the right to withhold or to restrict access to my thesis for a period which shall not normally exceed four calendar years from the congregation at which the degree is conferred, the length of the period to be specified in the application, together with the precise reasons for making that application.

_____

Signature of the student

Appendix C: Copyright and Information to Users

Copyright and Information to Users

The author whose copyright is declared on the title page of the work has granted to the British University in Dubai the right to lend his/her research work to users of its library and to make partial or single copies for educational and research use.

The author has also granted permission to the University to keep or make a digital copy for similar use and for the purpose of preservation of the work digitally.

Multiple copying of this work for scholarly purposes may be granted by either the author, the Registrar or the Dean only.

Copying for financial gain shall only be allowed with the author's express permission.

Any use of this work in whole or in part shall respect the moral rights of the author to be acknowledged and to reflect in good faith and without detriment the meaning of the content, and the original authorship.

Appendix D: University Style Guidelines

Initial submission for marking/ final submission

All dissertations/thises/projects/assignments shall be completed using the general requirements of APA7 formatting. The following are specific requirement:

- A4
- The font should be Times New Roman 12.
- The title of the thesis and dissertation should not exceed 15 substantive words.
  - the margin on the binding edge 2.5 cm (left margin), top margin 3 cm and bottom margin 2 cm, and the outer edge (right margin) must be 3 cm.
- The line spacing must be double spacing for the entire document.
- The first line of all the paragraphs should be indented by one-tab space or 0.5 inch from the left margin, except for the abstract.
- single-sided printing
- with pagination
- chapters to start on fresh page
- The names of the tables and figures should be on the top and left aligned. Keep all tables and figures left aligned and within the margins of the page.
-

Suggested Contents

- **Preliminaries**
  - title page
  - declaration Form
  - copyright and information to users
  - abstract (in English and in Arabic)
  - dedication (optional)
  - acknowledgements

- **Contents listings**
  - table of contents
  - list of illustrations
  - list of tables
  - list of definitions and/or abbreviations

- **Text**
- **End Pages**
  - list of references/bibliography
  - appendices

Note: Pages appearing before the Table of Contents do not have a page number and are not listed in the Table of Contents.

Appendix E: Dissertation Front Cover

Title in English:
Subtitle

Title in Arabic:
Subtitle

Times New Roman - 18

by

STUDENT'S FULL NAME

Dissertation submitted in partial fulfilment
of the requirements for the degree of
PROGRAMME NAME

Times New Roman - 16

at

The British University in Dubai

Month Year

Appendix F: FINAL ASSESSMENT SCREENING FORM

FINAL ASSESSMENT SCREENING FORM (BACHELORS/MASTERS/PhD/DBA STUDENTS)

Please submit this form prior to your intended final assessment submission deadline. The form is to be submitted by the candidate to The Doctoral Training Centre. The following timelines for submission of this screening form is recommended for each category of student:

- *Masters – At least 3 weeks before final submission date**
- *PhD/DBA – At least 7 weeks before thesis submission to PhD office for viva*

**For Masters, though it is recommended to complete this process before submission for making but with the supervisor's permission, this process can be completed after to make sure that work submitted to library meets the submission standards of the university*

SECTION 1 – TO BE COMPLETED BY THE STUDENT

Name	ID Number	Mode of Study ☐ Full Time ☐ Part Time
Level of study: ☐ Undergraduate ☐ Masters/MBA ☐ PhD/DBA		
Contact Mobile Number	Name of Supervisor:	
Programme		
Project/Dissertation/Thesis Title: ……		

……..

Intended submission date of final assessment after proofreading process.

Candidates' declaration:

☐ I confirm I have submitted this version of my dissertation/Project/thesis for plagiarism checks (Turnitin) via Blackboard and it is in compliance with the policy guidelines of The British University in Dubai.

☐ I confirm that I have sought the advice of my supervisor in considering the state of readiness of my final submission and I am ready to submit for examination/library after the entire screening and proofreading process.

☐ I confirm that any revisions made to the document after submitting to the Doctoral Training Centre (DTC) will not fall under the purview of screening by the DTC.

☐ I confirm that my work will be screened as stipulated by the 'Proofreading Policy' and I will pay the specified amount of money for this service.

☐ I acknowledge that I am aware that a 3 – 5 working day period is needed for the screening process.

☐ I acknowledge that I am aware that this is submission for screening and not submission for proofreading. Once the screening is successful, I will receive access to authorized proofreaders list.

Signature: …… **Date:** ……

SECTION 2 – FOR COMPLETION BY THE SUPERVISOR

I do ☐ /do not ☐ support the request for dissertation submission for proofreading purpose.

Name: ……

Signature: …… **Date** ……

Appendix G: Joint Dissertation Examiners' Report

JOINT EXAMINERS' DISSERTATION REPORT

Student Name:	
Student ID:	
Programme:	
Faculty:	
Date:	
Title of Dissertation:	
Name of First Examiner:	
Name of Second Examiner:	
Name of Third Examiner*:	
Name of Chair:	

Notes for Examiners

This work represents extended scholarship, often the result of original and in-depth research on a topic. The dissertation should demonstrate, amongst other characteristics, a Masters-level of knowledge and understanding of the field of study, and an ability to undertake independent research. The work must be satisfactory in its presentation and make reference to other sources in an appropriate scholarly manner. Assessment of the scope, depth and breadth of the dissertation should take into account the standard time and resources that are available to Master's students. The assessment of the dissertation should follow the specific marking criteria given in the following pages. At the end, a total *weighted* mark out of 100 should be awarded for the dissertation.

**a third examiner will be requested to mark the dissertation when required*

Category	Criteria	Mark	Weight	Comments
1. Introduction to Problem, Objective	▪ Articulation of research issue/problem ▪ Coherence of the research aim(s) and objectives ▪ Relevance and importance of the research issue			
2. Literature Review	▪ Comprehensive, rigorous and critical review of the literature ▪ Appropriateness of theoretical concepts employed			
3. Research Methodology	▪ Relevant and effective research methodology ▪ Rigour of application of the methods of investigation			
4. Data Analysis, Interpretation and discussion	▪ Quality and depth of research data ▪ Appropriateness of methods of analysis ▪ Rigour of application of the methods of analysis			
5. Conclusion(s), Recommendations, and suggestions for Future Research	▪ Consistency of conclusion(s) without research objectives ▪ Consistency of conclusion(s) with findings and discussion ▪ Comprehensive of the implications of the conclusion(s) ▪ Appropriateness of recommendations on the basis of the conclusion(s) ▪ Value of the research and makes a contribution to knowledge and /or practice			
6. Referencing and Written Style	▪ Organisation and logical sequence of the contents of the dissertation ▪ Comprehensive and correct citation of references and/or bibliography ▪ Appropriate written style and use of language			
7. Oral presentation	▪ Elocution and delivery ▪ Subject knowledge ▪ Accurate repose to questions			
Overall mark, grade and Comments				

A-Excellent (70 or above), B-Good understanding (60-69), C- Generally good (50-59), D- some understanding (40-49), E limited/poor understanding

First Examiner

Total Weighted Mark Awarded:	
Signature:	
Name:	
Date:	

Second Examiner

Total Weighted Mark Awarded:	
Signature:	
Name:	
Date:	

External Examiner

Total Weighted Mark Awarded:	
Signature:	
Name:	
Date:	

AGREED MARK:	
AGREED GRADE:	

Examiners should note that the final/agreed report will be made available to the candidate.

Appendix H: Embargo Request Form

ETD EMBARGO REQUEST FORM

Student Name	
Student ID No.	
Programme	

Please ensure that this form is completed and signed before submitting to the Library.

Choose the embargo period for your research work from the date of receipt by the Library.

☐ 12 months

☐ 24 months (maximum for Dissertations)

☐ 36 months (maximum for Thesis)

Explanation: _____
_____
_____
_____

Declaration: I agree and acknowledge that the hard copy of my research may be consulted for the purpose of private study or research and that the digital copy will be made available via the Institutional Repository once the embargo period has expired.

Student Signature: Date:

Supervisor Signature: Date:
(support for embargo)

The final copy of the graduate work has passed examination and is approved by the supervisor for deposit in the Library.

Head of Library: Date:

Document History

Policy Number/Version	Date	Update Information	Approval
(5.1.4 /V02)	AY 2024-2025	Appendix F, The Intent to Submit Dissertation Form has been replaced with FINAL ASSESSMENT SCREENING FORM	Council
(5.1.4 /V02)	AY 2022-2023	Added intent to submit dissertation requirement Amended registration for dissertation process Added clause on research ethics Added dissertation viva to the dissertation assessment process, Policy version upgrade from 5.1.4/V01 to 5.1.4/V02	Council
(5.1.4 /V01)	May. 2018	Renumbering (3.10/V01), Restructuring, Rewording Merger of Choice of Dissertation or Project Route Merger of Dissertation Submission Guidelines for Students Merger of Procedure for Dissertation Submission	Council

Assessment regulations of doctoral degrees

Policy number/version		5.2.1/V02
Section		ASSESSMENT AND INTEGRITY
Type		Academic policy
Date of creation		September 2017
Date of last revision		January 2023
Date of approval of current version		April 2023
Post/Section with responsibility for implementation and monitoring		Board of Studies
Approved by		Academic Board
Policy Review	Latest review by	Research Degrees Committee
	Latest review date	August 2025
	Review outcome	- BUiD doctoral programmes stages have been amended. - Rewording
	Next review date	August 2026
Cross reference/related documents:		1.8 Statutory Bodies 4.1.2 Review of doctoral student progression 5.1.3 Assessment masters 5.2.1.1 Doctoral assessment criteria 5.2.1.2 Doctoral grading descriptors 5.3.2 Academic appeals

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University will assess the performance of students with probity, according to transparent procedure, against common criteria, and with measures that ensure parity and fairness in actions taken.

1.2 The University will uphold the requirements of the UAE Ministry of Education's Commission for Academic Accreditation.

1.3 The University will incorporate the norms set out in the UK Quality Assurance Agency's Code of Practice for Assessment and Collaborative Provision.

1.4 The University Senate has final authority in all matters regarding the assessment of student performance.

1.5 The University Senate delegates operational responsibility to the Boards of Examiners for taught elements of the degree and to the Research Degree Committee for the thesis element.

2.0 Scope

2.1 Applies to all doctoral programmes.

2.2 Applies to all components of assessment that constitute the requirements for the award of a degree at doctoral level.

2.3 To be read in conjunction with the policy on Assessment – Master's Degrees, where relevant information are not included in this document.

3.0 Definitions

3.1 Research Degree Committee (RDC)

3.2 Board of Examiners (BoE)

3.3 Director of Studies (DoS)

3.4 Second Supervisor (SS)

3.5 Programme Coordinator (PC)

3.6 The doctoral programme at BUiD normally comprises of different stages. Please refere to the specific programme requirements:

4.0 Policy

EXAMINATION PANEL

4.1 The examining panel members at each stage are as follows:

4.8.1 Examining panel members of taught stage: the BoE will make all assessment decisions. An external examiner will be a member of the BoE.

4.8.2 Examining panel members of proposal defence: the examining panel must include an impartial chair and two University examiners including the potential DoS.

4.8.3 Examining panel members of final thesis and viva assessments: the examining panel must comprise an impartial chair, an internal examiner (who has not been involved with the student's research work), and an external examiner who is external to both the University and the University's academic partners.

4.2 All examiners the proposal defence and thesis viva shall be nominated by the Dean in consultation with the PC and will be ratified by the RDC based on the nomination criteria.

<u>Role of the internal examiner</u>

4.3 The internal examiner plays two important roles: one, recommending examination outcomes; and two, approving and confirming in writing to the RDC whether required corrections have been made or not.

<u>Role of the external examiner</u>

4.4 For doctoral programmes, there will be an academic external examiner of the taught part of the programme (stage 1).

4.5 There will be a specific research external examiner (who is different from the academic external examiner in stage 1) for each doctoral thesis viva who is an expert in the subject area

and who has experience of examining doctoral level work. This external examiner will ensure that the doctoral thesis meets the standards in the assessment criteria. This external examiner must be external to the University and the University's academic partners (stage 4).

Role of the examining panel chair

4.6 The chair appointed by the RDC has the following roles and responsibilities during the proposal defence and final viva:

4.8.4 to introduce the examiners and student;
4.8.5 to outline the procedure for the examination and its key purposes;
4.8.6 to ensure that the student is given the opportunity to respond to all relevant questions asked by examiners;
4.8.7 to ensure that the examination is conducted fairly and in accordance with University regulations and policy;
4.8.8 to ensure that parties other than the student and examiners, if any, only act as observers during the formal phase of the proceedings with a prior approval of RDC;
4.8.9 at the end of the proposal defence/thesis viva, to ensure that actions required of the student and the examiners are clear and understood by all parties;
4.8.10 to advise examiners, the student and other parties involved in the examination on University policy and regulations;
4.8.11 the chair is not required to have specialist knowledge relevant to the thesis or the discipline area;
4.8.12 the chair may request a copy of the thesis or research proposal for information purposes only. He/she is not expected to read the thesis or thesis proposal in detail;
4.8.13 the chair is present to ensure the quality of examination procedures rather than be involved in or contribute to the assessment of the thesis or thesis proposal.

Selection of examiners and the chair

4.7 The chair and the examiners for a proposal defence and thesis viva will be appointed by the RDC.

4.8 There may be occasions when the proposed thesis external examiner does not meet all criteria outlined; for example, in a specialist subject area where there is only a small pool of experts. In such exceptional cases, the RDC has the authority to waive some of the conditions as it deems appropriate.

4.9 The appointment of external examiners will be made official in written communications from the Vice Chancellor. The communication will include a letter of appointment; the thesis abstract, the University policy on the assessment of doctoral degrees, and expenses claim form.

4.10 External examination fees are specified in the letter of appointment, and are reviewed by the University on an annual basis. Reasonable expenses are also paid to external examiners, according to University policy.

Criteria for choosing the thesis external examiner

4.11 The external examiner is normally required to:

4.8.14 have expertise in the area of the work to be examined;
4.8.15 be experienced in research and have a strong track record in publication in refereed academic journals, or have equivalent professional experience;
4.8.16 have experience of the doctoral degree examination process and normally have been an examiner previously for a doctoral degree;
4.8.17 hold a research degree at the level he/she is examining;
4.8.18 hold/have held an appointment within the higher education system, although it is permissible to appoint an appropriate person from outside the university sector who has expert academic knowledge of the field, e.g. a senior industrial scientist, a senior government official, or a professional practitioner.

4.12 The external examiner should not:

4.8.19 have had any collaboration with the student or have given any substantive advice to the student on his/her research (except in the case of a resubmitted thesis);
4.8.20 be either a current or former member of staff of the University or the specific UK university associated with the programme (if applicable) unless at least four years have elapsed since he/she relinquished the post.

4.13 The external examiner can examine at most two students a year as long as the internal examiner and chair are different.

4.14 The external examiner should declare any significant personal, financial or professional relationship with the student.

4.15 The nomination for external examiner will include the student's consent and confirmation to ensure that no relationship or reasonable objection exists for any particular individual included in the list of external examiners approved by the RDC. This consent will be acquired before approaching the final selected external examiner.

4.16 Regular pairings of internal and external examiners should be minimised.

4.17 Retired members of relevant academic staff may be selected as long as they are still actively engaged in research in their field.

Criteria for the selection of the internal examiner

4.18 The internal examiner should:

4.8.21 have expertise in the area of the work to be examined;
4.8.22 be experienced in research, and have published in refereed academic publications or have equivalent professional experience;
4.8.23 hold a doctorate degree;
4.8.24 be a full-time member of the academic staff of the University. .

4.19 In the case of thesis viva, the internal examiner must not be the student's DoS or SS.

Criteria for choosing the chair

4.20 The chair must normally:

4.8.25 be an experienced academic member of staff appointed by the RDC who is familiar with the RDC'S operations;
4.8.26 be familiar with University policies and procedures and specifically have knowledge of University regulations for the degree under examination;
4.8.27 have experience of the doctoral degree examination process;
4.8.28 have experience of chairing meetings.

4.21 The chair must not be a member of the student's supervisory team or have played a significant part in the research or the assessment of the student.

BOARD OF EXAMINERS

4.22 The BoE will be responsible for all progression decisions relating to students in the taught module stage of doctoral programmes. Membership and general terms of reference are set out in the relevant University policy.

4.23 The BoE will recommend to the RDC the passing of a student from the taught stage to the proposal defence stage.

4.24 The BoE will in addition review student progress through the receipt of progress review reports during the taught stage.

RESEARCH DEGREES COMMITTEE

4.25 The RDC assumes authority from the BoE once the student has completed all the taught components of the degree and has progressed to the Proposal defence stage. The membership, role, and responsibilities of the RDC is set out in the relevant University policy.

APPEALS

4.26 Students have the right to appeal, if they have a demonstrable and justifiable reason, against the appointment of a specific individual as their thesis examiner.

4.27 Appeals against a decision of the RDC may be made only on specific grounds as detailed in the University's policy on appeals.

4.28 Should a student submit a thesis without the consent of their Director of Studies, the student will only be allowed to appeal the decision of the RDC on procedural grounds.

ASSESSMENT CRITERIA AND GRADING DESCRIPTORS

4.29 Assessment Criteria are set out in the relevant doctoral assessment policy.

4.30 Grading Descriptors are set out in the relevant doctoral assessment policy.

GRADING STANDARDS AND PASSING GRADES

4.31 Each module is assessed separately and in relation to the learning outcomes stated in the module descriptor.

4.32 Grades are awarded on the following scale, with 50%/C/Good representing the passing grade.

Score %	Grade	Interpretation
90 – 100	A	Excellent – satisfactory for a distinction
80 – 89		
70 – 79		
60 – 69	B	Very good
50 – 59	C	Good
40 – 49	D	Marginal fail
30 – 39	E	Clear fail
20 – 29	F	
10 – 19		
0 – 10		

PROGRESSION AND ASSESSMENT

4.33 During the taught stage of programmes, all the individual modules are assessed. The BoE approves the final results of the modules. The next section of this document (Taught Stage) deals with the assessment regulations for this stage.

4.34 Students who successfully complete all taught modules and proposal defence but not progressing to the next stage can be considered for a Master of Research (MRes) at the discretion of the University in accordance with a CAA approved award completion requirements.

4.35 Students who successfully complete all taught modules and who are proceeding to the next stage must appear first for the proposal defence. Students' progress to the next stage after passing the proposal defence stage. The section titled Proposal Defence deals with the assessment regulations for this stage.

4.36 Students who are not able to demonstrate satisfactory progress within Stage 4 will not be permitted to register for the subsequent year of the doctoral degree. They may, at the discretion of the RDC, be offered the opportunity to exit the programme with an MRes award.

4.37 Completion of the final stage of the programme is assessed through a thesis and a viva. The RDC approves the outcome of the final Stage assessments. The Thesis and Viva section deals with the relevant assessment regulations.

TAUGHT STAGE

<u>Progression through Taught Stage</u>

4.38 Policy and procedures are set out in the relevant Master's assessment policy.

4.39 Progression is assessed by the BoE through the relevant processes supported by policies of attendance, completion, suspension, and withdrawals.

4.40 Students are required to submit a soft copy of the assignment/project report via Plagiarism Detection Software. The soft copy submission is considered to be the primary method of submission of assignments/project reports, unless specifically requested otherwise by the Module Tutor on the assignment/project brief.

PROPOSAL DEFENCE

General

4.41 All doctoral students must present and defend a proposal for their research with success.

4.42 The proposal defence will establish whether the student:

4.8.29 has a good understanding of the subject area and is ready for supervised research at the doctoral level;
4.8.30 has a critical understanding of the research topic proposed with a viable research plan and timescale;
4.8.31 has a thorough understanding of research methods required for the research topic proposed.

The examination process

4.43 Students must submit a detailed research proposal as prescribed in the guidelines in the Research Methodology 3 Module, before appearing for the defence.

4.44 Once the proposal defence session date and time are set, the student will have to abide by them. If the student fails to attend their proposal defence session without a satisfactory and reasonable excuse, they will need to pay fees for rescheduling their proposal defence.

4.45 Proposal defence sessions can only be rescheduled two times. If the student fails to attend their proposal defence in the second reschedule, the examiners will recognise this as a fail and provide the recommendation of Rejected.

4.46 Proposal defence is chaired by an independent academic nominated by the RDC and two internal examiners: one from the internal supervisory team (normally the DoS), and another qualified member of academic staff from the University who is not a member of the supervisory team.

4.47 The proposal defence will be attended by the student, the chair, and the two examiners.

4.48 The proposal defence session will be recorded and archived for a minimum of ten years.

4.49 A doctoral proposal defence is open to members of University staff, and other postgraduate research students of the University. The student, however, has the right to request exclusion of particular individuals if he/she feels their presence will be detrimental to his/her performance in the proposal defence. The examiners have the right to request exclusion of anyone they believe may jeopardise the smooth running or integrity of the proposal defence. The chair is the final authority regarding attendance.

4.50 The examiners may consider any feedback on the student provided by a subject expert or an Academic Advisor

4.51 The examiners, at their discretion, will make one of the following recommendations to the RDC:

4.8.32 Pass: that the student be allowed to proceed to Thesis.
4.8.33 Conditional Pass: that the student be allowed to proceed subject to minor changes to the proposal within four weeks and to be approved by the second examiner.
4.8.34 Refer: that the student be invited to revise, resubmit and repeat the proposal defence within a specified time not exceeding four months. A student will be permitted to repeat on only one occasion. A fresh defence, normally conducted by the original examiners, is required.
4.8.35 Reject: that the student is not allowed to progress to thesis and may be recommended to the RDC for the award of the degree of MRes.

4.52 The RDC will have the final authority of decision making on the recommendations of the examiners.

The Research Proposal Defence: pre-defence report form

4.53 A Research Proposal Defence: Pre-Defence Report Form (attached as Appendix A) will be completed by each examiner after reading the proposal and before the pre-defence meeting.

4.54 The Research Proposal Defence: Pre-Defence Report Form allows examiners to:

4.8.36 discuss their preliminary judgement on the proposal for discussion with the co-examiner at the pre-defence meeting;
4.8.37 identify priorities and points for discussion at the proposal defence;
4.8.38 identify corrections required, thereby saving time after the proposal defence (even if corrections change as a result of the student's performance or the views of the other examiner);
4.8.39 identify issues (in particular plagiarism and/or irresponsible use of AI) that may need to be reported to the RDC.

4.55 Examiners should not normally take longer than ten working days to read and assess the proposal and write their pre-defence reports.

4.56 The examiners must exchange copies of their Research Proposal Defence: Pre-Defence Report Form either shortly prior to or at the pre-defence meeting.

4.57 The completed Research Proposal Defence: Pre-Defence Report Form must be returned to the chair of the examining panel with the Joint Examiners' Report Form for Proposal Defence after the proposal defence.

The pre-defence meeting for the proposal examination

4.58 Prior to the proposal defence, the examiners will arrange to confer with one another, either in person or virtually, in order to:

4.8.40 exchange views on any corrections or procedural issues that need to be addressed;
4.8.41 identify issues to be raised in the proposal defence;
4.8.42 agree on broad strategy for the proposal defence.

The Joint Examiners' Report Form for Proposal Defence

4.59 After the proposal defence, the examiners should agree upon a final joint report to be written on the Joint Examiners' Report Form for Proposal Defence giving their recommendation on the outcome of the proposal defence and their comments on the proposal and the student's performance at the defence (form attached as Appendix C).

4.60 The report is to be completed and signed by all examiners before the chair of the examining panel returns the reports to MASS with the examiners' copies of the proposals. This report will be confidential to the RDC at this time.

4.61 In exceptional circumstances, the examiners may submit dissenting reports with the permission of the chair of the examining panel, which will not be unreasonably withheld.

4.62 The completed Joint Examiners' Report Form(s) for Proposal Defence must be submitted to MASS within three working days of the proposal defence, regardless of which recommendation the examiners have made. If examiners require more than three working days to complete the form, they must inform MASS within three working days after the proposal defence.

Student access to examiner report forms

4.63 Students will see the Joint Examiners' Report Form for Proposal Defence once the recommendation has been approved by the RDC.

Examiner disagreement over a recommendation

4.64 If, after their deliberations, the examiners remain unable to reach an agreement on a recommendation following the proposal defence, the procedure detailed below must be followed:

4.8.43 Each dissenting examiner must complete a separate report on the Joint Examiners' Report Form for Proposal Defence giving justification for his/her recommendation. The forms should be submitted to MASS within three working days of the proposal defence.

4.8.44 The chair of the proposal defence and the examiners may be invited to the RDC to discuss the reports and to see if a recommendation can be agreed.

4.8.45 If agreement is not reached, (after the chair of the panel has attempted to mediate), the RDC may, at its discretion, appoint one or more new examiners or may determine other action where appropriate to enable the RDC to reach an objective and independent recommendation.

THESIS AND VIVA

General

4.65 All students for the award of a doctoral degree must have produced, presented, and defended a piece of original research. The work will take the form of a thesis or other appropriate form of submitted material that embodies their research for examination at the end of the degree. In what follows in this document, the term 'thesis' includes other forms of submitted material except where stated.

4.66 The examination of a doctoral thesis normally involves two parts:

4.8.46 First, the submission and preliminary assessment of the thesis, normally by one internal and one external examiner;
4.8.47 Second, the defence of the thesis by the student at a viva with the same examiners.

Student thesis examination form before viva

4.67 A Student Thesis Examination Form Before Viva (Appendix H) will be completed by all doctoral students at the time of submitting their final draft before it is sent to the external examiner. The form will be submitted to MASS.

4.68 Thesis Examination Form Before Viva allows the Programme Coordinator to confirm:

4.8.48 changes recommended by the DoS have been made;
4.8.49 formatting adheres to University standards and is endorsed by the DoS;
4.8.50 proofreading has been carried out and the certificate of proof reading is attached;
4.8.51 plagiarism and irresponsible use of AI Turnitin report is attached.

The examination

4.69 Students must submit a thesis, in the format prescribed in theGuide to Presenting Final Research Work", along with the completed Thesis Examination Form Before Viva (Appendix H), not less than forty working days before appearing for the viva.

4.70 The viva is mandatory for doctoral students presenting for the first time, even when the examiners have either identified serious flaws in the thesis or are entirely satisfied with the thesis content and its quality. In cases where examiners have identified serious flaws in the thesis, the student must be offered an opportunity to defend his/her work at the viva.

4.71 In addition to a viva, students may be required by the examiners to sit a written or other examination which may be necessary to test or examine specific competences within the subject. The student may only be examined on material that is formally required for the degree for which he/she is being examined. Examiners may not take into account anything that is not a formal requirement of the degree.

4.72 The viva is conducted normally by an impartial chair nominated by the RDC and two examiners, one internal and one external. The internal examiner should be from the University or from the University's academic partners whereas the external examiner has to be external to the University and its academic partners. The internal examiner must not have been involved with the supervision of the student.

4.73 The viva will be attended by the student, the appointed chair and the examiners either in person or virtually at the discretion of the RDC.

4.74 The student is given a minimum of ten working days' notice of the time, date, and location of the viva. Students must be available to attend the viva on the agreed date. Students may delay their viva only in very exceptional circumstances, and only after written permission of the RDC.

4.75 The viva cannot proceed without all the appointed examiners being present. In the event of an examiner's or the student's unexpected illness or other unforeseen event, the examination must be postponed to another date.

4.76 The RDC may appoint an alternative chair if the original nominee is suddenly unable to attend.

4.77 Subject to the agreement of the student and the RDC:

4.8.52 the DoS may attend the viva but cannot participate in the discussion;
4.8.53 with the consent of the student, some members of University staff and other postgraduate research students of the University may be allowed to attend the viva, virtually, for specific purposes such as professional development of staff.

4.78 After examining the thesis presented by a student and considering the results of the viva and any written examination which they have conducted, the examiners will arrive at a recommendation for the RDC.

4.79 In the case of a resubmitted thesis, examiners may waive the requirement to hold a viva if the recommendation is to award the degree and all examiners are in agreement.

4.80 Examiners are not permitted to reject or refer a thesis on grounds that are not related to the thesis or raised with the student in the viva.

4.81 The purposes of the viva are:

4.8.54 To enable the examiners to assure themselves that the thesis and the research it reports are the student's own work.
4.8.55 To give the student an opportunity to defend the thesis, clarify any obscurities that the examiners have identified and discuss the subject of the thesis in its disciplinary and/or interdisciplinary context.
4.8.56 The examiners are expected to explore all parts of the thesis.
4.8.57 To enable the student to demonstrate a firm understanding of the field of research and thus give the examiners an opportunity to assess the student's related knowledge of the field or discipline within which the thesis falls.

Thesis submission and assessment procedures

4.82 A student may choose to consult with the DoS to agree on the submission date of the thesis. However, a student can submit without obtaining the approval of the DoS.

4.83 The DoS may supply a written record of their advice that the thesis is not yet ready to submit; should the student proceed to submit against advice given this written record will be supplied in the documentation for the viva. In addition, if the student submits against advice, any appeal against the decision of the RDC may be made on procedural grounds only.

4.84 Students must complete a formal Intent to Submit Thesis form (Appendix E). The form must allow at least 60 working days' notice period before a student can submit their actual thesis document.

4.85 The Intent to Submit Thesis form must be accompanied by the abstract of the thesis written in English.

4.86 Students must inform the University if there are any particular arrangements or adjustments that need to be made in case of any specific disability or extenuating circumstances to enable their full participation in the viva.

4.87 On receipt of the Intent to Submit, the DoS will consult with the Programme Coordinator to recommend an internal and five external examiners to the Dean. If approved, these are then recommended by the Dean to the RDC for approval.

4.88 The viva will normally take place within 40 working days of the student formally submitting their thesis using the Final Submission of Doctoral Thesis form (Appendix F).

4.89 Students must submit a thesis to MASS, along with the completed Thesis Examination Form Before Viva, appendix (H), in the format prescribed in University Guidelines on Presenting Doctoral Thesis, before appearing for the viva. The thesis submission will be a softcopy. Hard copies will be submitted only as required. Once submitted, the submission cannot be withdrawn.

4.90 The thesis will be sent to all examiners for assessment as soon as the thesis is received from the student, along with the following documents:

- 4.90.1 Pre-Viva Report Form;
- 4.90.2 Joint Examiners' Report Form;
- 4.90.3 Thesis Submission Guidelines;
- 4.90.4 Assessment Regulations; Doctoral Degrees;
- 4.90.5 Final Thesis and Viva Examination Procedures;
- 4.90.6 Expenses Claim form (external examiners only).

The pre-viva report form

4.91 A Pre-Viva Report Form (Appendix B) will be completed by each examiner after reading the thesis and will be forwarded to MASS at the University before discussing them with each other.

4.92 The Pre-Viva Report Form allows examiners to:

- 4.92.1 discuss their preliminary judgement on the thesis for discussion with the co-examiner at the pre-viva meeting;
- 4.92.2 identify priorities and points for discussion at the viva;
- 4.92.3 identify corrections required, thereby saving time after the viva (even if corrections change as a result of the student's performance or the views of the other examiner);
- 4.92.4 identify issues that may need to be reported to the RDC.

4.93 Examiners should not normally take longer than forty working days to read and assess the thesis and complete their Pre-Viva Reports Forms.

4.94 The completed Pre-Viva Report Form must be forwarded to the chair of the RDC with the Joint Examiners' Report Form for Viva after the viva.

The pre-viva meeting

4.95 Prior to the viva, the examiners must arrange to confer with one another in person or virtually, in order to:

4.95.1 identify issues to be raised in the viva;
4.95.2 agree on the broad strategy for the viva;
4.95.3 confer with the supervisor, if required.

The viva

4.96 The viva must take place in a quiet, suitable environment and without interruption.

4.97 The viva session will be recorded and archived for a minimum of ten years.

4.98 Students will take a copy of their thesis into the viva and may refer to it. The student may also take a reasonable number of supplementary materials into the viva.

4.99 The chair is responsible for the conduct of the examination. It is their responsibility to see that the viva is fairly and properly conducted.

4.100 On first meeting and during commencement of the viva, the student should be encouraged to feel at ease.

4.101 The chair will explain the format of the examination to the student.

4.102 No member of the examination panel should indicate to the student any predicted outcome of the examination. The examiners and the chair must ensure that any conflict of opinion that may arise during the examination does not lead to any indication of the likely outcome of the examination.

4.103 The examiners will each contribute to the examination process but the external examiner normally takes the lead.

4.104 Questions and discussions may be intense; however, they should not be intimidating.

4.105 Appropriate allowances will be made for students with disabilities (known in the UAE as students of determination) or other extenuating circumstances.

4.106 The examiners may discuss ways of developing the student's research and writing beyond the requirements of a doctoral degree, but the student will be advised that these discussions are not part of the assessment.

4.107 The viva should reasonably run as long as necessary for it to serve its purpose. The chair must give an opportunity for a break if the viva is anticipated to last more than two hours, provided that this does not disadvantage the student.

4.108 If the DoS or other University staff/students are attending the viva, they may be asked by the chair to withdraw at any time during the examination if requested by the student or any member of the examining panel.

4.109 The student, and the DoS if present, will be asked to withdraw before the examining panel members begin their final deliberations.

4.110 The examiners may request to see further evidence during the viva or withen a specified time frame after the viva.

Joint Examiners' Report Form for Viva

4.111 After the viva, the examiners should agree upon a final joint report to be written on the Joint Examiners' Report Form for Viva giving their recommendation on the outcome of the viva and their comments on the thesis and the student's performance at the viva (form attached as Appendix D).

4.112 The report is to be completed and signed by all examiners and the chair before it is returned to MASS.

4.113 When the examiners do not agree on the outcome of the viva, they will submit dissenting reports to the chair of the examining panel.

4.114 The completed Joint Examiners' Report Form for Viva reports must be submitted to MASS immediately. In exceptional circumstances, examiners will be required to submit it within three working days.

4.115 The completed Joint Examiners' Report Form for Viva report should consist of specific, detailed, and actionable amendments.

4.116 Where a viva is not required (i.e. in the case of a resubmitted thesis), the report must be submitted to MASS within 20 working days from the date the resubmitted thesis was sent to the examiners.

Student access to examiner report forms

4.117 The student is entitled to see the Joint Examiners' Report Form for Viva once the recommendation has been approved by the RDC.

Examiner disagreement over a recommendation

4.118 If, after their deliberations, the examiners remain unable to reach an agreement on a recommendation following the viva, the procedure detailed below must be followed:

- 4.118.1 Each dissenting examiner must complete a separate report on Joint Examiners' Report Form for Viva giving justification for his/her recommendation. The forms should be submitted to MASS within three working days of the viva;
- 4.118.2 The chair of the examining panel and the examiners will be invited to the RDC to discuss the reports and to see if a recommendation can be agreed;
- 4.118.3 If agreement is not reached (after the chair of the panel has attempted to mediate), the RDC may, at its discretion, appoint one or more new examiners or may determine other action where appropriate to reach a decision.

RECOMMENDATIONS FOR DOCTORAL DEGREES

4.119 There are five categories of recommendations for doctoral degrees: A (award with no corrections), B (referral for minor corrections), C (referral for major corrections), D (referral for substantial revisions), and E (fail).

4.120 Category (A) : Recommendation A - award with no corrections:

4.120.1 The examiners should select recommendation A if the thesis is satisfactory in every way and there are no corrections to be made.

4.120.2 The examiners may recommend this award if they are satisfied that:

4.120.2.1 the student possesses appropriate knowledge of the particular field of learning within which the subject of the thesis falls;

4.120.2.2 the research reported in the thesis contributes a substantial addition to existing knowledge;

4.120.2.3 the results of the research show evidence of originality and independent critical judgement;

4.120.2.4 the thesis is presented in a lucid and scholarly manner;

4.120.2.5 the thesis has been submitted in the format prescribed by University regulations and policy;

4.120.2.6 no part of the thesis has previously been submitted for the award of a degree at this or any other university;

4.120.2.7 the thesis and the work reported in it are the student's own.

4.121 Category B - Recommendation B – award subject to minor corrections:

4.121.1 The examiners should select recommendation B if the thesis meets the criteria for the degree but some minor corrections are necessary. The corrections, in the view of the examiners, and taking into account the guidance given below, should not be sufficiently serious to merit a recommendation for resubmission and re-examination.

4.121.2 Examples of minor corrections permissible under category B include:

4.121.2.1 typographical errors; however, if the errors, although trivial individually, are so numerous as to suggest carelessness on the part of the student or so intrusive as to distract the reader's attention from the argument of the thesis, the examiners would be fully justified in making a recommendation under category C;

4.121.2.2 minor alterations and/or replacement of, or additions to, the text or to references or diagrams;

4.121.2.3 other more extensive corrections may be made as long as they do not require significant (as defined by the examiners) re-working or re-interpretation of the substantive content of the thesis.

4.121.3 If more substantial corrections are required, the examiners should opt for a recommendation under category C(i) or C(ii).

4.121.4 An indication of required corrections must be provided by examiners on the Joint Examiners' Report Form for Viva for the benefit of the student. Once carried out by the student, corrections will be recommended by the DoS and endorsed normally by the internal examiner with the consent of the external examiner who, however, may exceptionally require his/her detailed scrutiny and endorsement.

Corrections must be approved by the original examiners to avert the need for a further viva.

4.121.5 The time permitted for minor corrections to be completed by the student and approved by the internal examiner is no more than three months from the date the student receives the list of corrections from MASS. The RDC must receive written notification that the minor corrections have been approved by the examiner(s) within this timeframe.

4.121.6 The examiners' decision to recommend category B should be made on the grounds that the thesis will NOT require a further viva. The decision whether to recommend category B as opposed to category C(i) should not be determined by the student's personal circumstances nor the student's ability to correct the thesis within the required timeframe.

4.121.7 The student is expected to be available in the period required after the viva to complete minor corrections as part of their responsibilities in the examination of their degree. In very exceptional circumstances, the student may apply to the chair of the RDC for permission to submit the corrected thesis later than the required three months' time frame. Such students may be subject to a late submission fee by the University. Students who fail to submit their corrected thesis within the prescribed time frame will be referred under category C(ii) for Oral Re-examination and may incur financial consequences.

4.122 Category C – Recommendation C(i) and C(ii) - award subject to major corrections:

4.122.1 Referral under category C may require the student either only to resubmit the thesis or also to undergo an oral re-examination. A student will be recommended to category C on only one occasion.

4.122.2 Examiners are required to make one of the following recommendations under category C:

4.122.2.1 that the thesis is satisfactory in substance, but defective in presentation or detail and does not require a further viva;

4.122.2.2 that the thesis is satisfactory in substance, but defective in presentation or detail and requires a further viva.

4.122.3 For category C(i), the student is required to revise and resubmit the thesis for the doctoral degree within six months of receiving the examiners' report on required corrections.

4.122.4 For category C(ii), the student is required to revise and resubmit the thesis for the doctoral degree within six months of receiving the examiners' report on required corrections. The student is also required to sit for an oral re-examination.

4.122.5 Where examiners reach a decision to give any of the category C recommendations, examiners must in addition to the Joint Examiners' Report Form for Viva submit a report on required corrections, accompanied by a marked-up copy of the thesis. Examiners should give sufficient indication of the defects of the original submission and recommend ways in which the thesis should be corrected in order to make a satisfactory revision of the thesis. It need not specify every correction to spelling, grammar, etc, where these are numerous, and can state requirements in general terms, where appropriate. The report will be given to the student and form the basis of the subsequent re-examination.

4.122.6 The report must be separate from the Examiners Report and be in a form suitable for communication to the student.

4.123 Category D – Recommendation D - award subject to substantial revisions:

4.123.1 Referral under category D requires the student to resubmit the thesis and undergo an oral re-examination. A student will be recommended to category D on only one occasion.

4.123.2 Examiners are required to recommend category D if the thesis is unsatisfactory in substance, defective in presentation or detail and requires further research and a further viva.

4.123.3 For category D, the student is required to make substantial revisions to the thesis and to resubmit it for the doctoral degree within twelve months of receiving the examiners' report on required corrections. The student is also required to sit for an oral Re-examination.

4.123.4 Where examiners reach a decision to give the category D recommendation, examiners must in addition to the Examiners' Report Form submit a report on required corrections, accompanied by a marked-up copy of the thesis. Examiners should give sufficient indication of the defects of the original submission and recommend ways in which the thesis should be corrected in order to make a satisfactory revision of the thesis. It need not specify every correction to spelling, grammar, etc, where these are numerous, and can state requirements in general terms, where appropriate. The report will be given to the student and form the basis of the subsequent re-examination.

4.124 Category E - fail:

4.124.1 Where examiners are not satisfied that the thesis and viva have met the standards required and have not found evidence that the thesis could be corrected under categories A, B, C, or D, they may recommend category E, fail. The RDC will then decide on any appropriate further decision.

Approval of recommendations

4.125 The result recommended by the examiners is provisional until approved by the RDC.

4.126 If a recommendation is straightforward (i.e. categories A, B, or C(i)) and there are no issues of concern, it will normally be approved the RDC.

4.127 The recommendations of categories C(ii), D, or E will normally prompt a meeting of the RDC (normally within ten working days of the examination) to discuss individual cases and review examiners' reports. The internal examiner will normally be invited to attend this meeting and in some cases the DoS may be required to attend. It may also be appropriate to seek further comments for clarity from the external examiner. Whenever possible the external examiner should be present for category C(ii) or D recommendations. In case of any disagreement between the examiners on the overall outcome of the thesis, the matter will be referred to the RDC.

AWARD

4.128 A student will be eligible to be awarded the degree when:

4.128.1 the student satisfies all the requirements of the doctoral examination after the ratification of the RDC;
4.128.2 the student has submitted an electronic copy AND a hard-bound copy of the final text to the Library;
4.128.3 the student has made a public* presentation of his/her final thesis.
4.128.4 Clearing all the outstanding fees and other graduation requirements

*the public presentation, which may take place in person or online, is open to all staff and students of the University and any external guests who wish to attend

4.129 Any delay in the submission of the electronic copy and/or the hard-bound copies of the final thesis will delay formal publication of the result, which will in turn delay the release of the degree certificate and graduation.

APPENDICES

APPENDIX A: Pre-Defence Report Form

Proposal Pre-Defence Report Form

Student ID no.	
Student name	
Faculty	
Programme	
Title of the research proposal	
Name of examiner	

A. Specific comments relating to assessment criteria

Are you satisfied that the candidate has demonstrated the following?

Assessment criteria	Yes	Partially	No
1. Purpose and objectives of the study The purpose, objectives, research questions, research aims, research gap, and research scope are clearly identified and discussed. The purpose, objectives, and research questions are aligned and related.			
2. Theoretical and conceptual framework There is clear identification and discussion of the theories, models or other conceptual frameworks used in the study, along with identification of the main underlying theories and/or theoretical discussion in the field promoting or recommending this type of research. Proper rationale and reasoning is provided for the theories, models or other conceptual frameworks used.			
3. Situating the study within the wider research field The study is situated in a particular gap among an identifiable field of research interest. Other studies related to the research topic are identified, discussed and critiqued or credited. The significance of the			

Assessment criteria	Yes	Partially	No
study and its uniqueness among its field is identified and discussed. Contribution to knowledge is identified and discussed.			
4. Research approach and methodology Justification and rationale for empirical research provided is convincing and credible. The methodology is clearly and fully identified and discussed. This includes a discussion of the site and participant selection, the methods used for data collection or information collection (with a discussion of the design of the instruments and inclusion in the appendices), ethical consideration, limitations, validity, reliability, and any other significant research conduct issues.			
5. Anticipated results Initial ideas on anticipated results based on the theoretical or conceptual framework are identified and discussed. The importance of the anticipated results is discussed in terms of their contribution to the field.			

B. Priorities and points for discussion at the proposal defence

C. Any corrections required (these may change after the defence)

D. Plagiarism check (Similarity Index proof to be attached)

1	Percentage of similarity	**%**

2	irresponsible use of AI based on the recommendation of the DoS.	**%**
3	Comments	

E. Any issues required to be reported to Faculty

F. General comments and preliminary recommendation

Signature: …… Date: ……

Cc: Chair of the Examining Panel

APPENDIX B: Pre-Viva Report Form

Pre-Viva Report Form

Student ID no.	
Student name	
Faculty	
Programme	
Title of the research proposal	
Name of examiner	

A. Specific comments relating to assessment criteria

Are you satisfied that the candidate has demonstrated the following?

Assessment criteria	Yes	Partially	No
1. Identification of key issues and recognition of leading edge ideas Wide range of background reading including classic and contemporary sources; explicit identification of theoretical formulation of argument; explicit identification of significant themes that recur and of areas of dissonance between studies/authors/domains within the overall field.			
2. Awareness of a variety of standpoints Attention drawn to the level of consistency evident within the accounts of leading authors/researchers/commentators; attention drawn to the chronology of ideas and practices; challenges to prevailing views highlighted.			
3. Extension and application of theoretical knowledge to generate new understandings Integration and synthesis of accounts of published authors; extrapolation from theory to generate further hypotheses; attention to the ways in which theoretical arguments and/or research findings have been or could be used to inform practice and make an original contribution to knowledge.			

Assessment criteria	Yes	Partially	No
4. Critical analysis of the sources or evidence bases Depth of background reading with attention to genre and epistemological assumptions; independent critical evaluation of the reliability of evidence; independent critical evaluation of the validity of claims made; quality of evidence to support claims; attention to features of research and design methodology.			
5. Suitability and/or potential for dissemination/publication Purpose, audience, message, quality of presentation and communication; overall coherence and attention to detail.			

B. Priorities and points for discussion at the viva voce

C. Any corrections required (these may change after the viva)

D. Any issues required to be reported to Faculty (e.g. plagiarism and/or irresponsible use of AI**)**

E. General comments and preliminary recommendation

Signature: …… Date: ……

Cc: Chair of the Examining Panel

APPENDIX C: Joint Examiner's Report for Proposal Defence

Joint Examiners' Report Form for Proposal Defence

Student ID no.	
Student name	
Faculty	
Programme	
Title of the research proposal	
Date of proposal defence	
Name of examiner(s)	
Director of Studies	**Present:** ☐ Yes ☐ No **Name:**
Secondary Supervisor	**Present:** ☐ Yes ☐ No **Name:**

This joint report form should be completed following the Proposal Defence and should record the agreed views of both examiners.

*NB: if the answer to any section is **PARTIALLY**, the extent to which the criteria are not met should be discussed further in the report, with reference to remedial actions and required amendments.*

A. Specific comments relating to assessment criteria

Are you satisfied that the candidate has demonstrated the following?

Assessment criteria	Yes	Partially	No
1. Purpose and objectives of the study The purpose, objectives, research questions, research aims, research gap, and research scope are clearly identified and discussed. The purpose, objectives, and research questions are aligned and related.			
2. Theoretical and conceptual framework There is clear identification and discussion of the theories, models or other conceptual frameworks used in the study, along with identification of the main underlying theories and/or theoretical discussion in the field promoting or recommending this type of research. Proper rationale and reasoning is provided for the theories, models or other conceptual frameworks used.			
3. Situating the study within the wider research field The study is situated in a particular gap among an identifiable field of research interest. Other studies related to the research topic are identified, discussed and critiqued or credited. The significance of the study and its uniqueness among its field is identified and discussed. Contribution to knowledge is identified and discussed.			
4. Research approach and methodology Justification and rationale for empirical research designed provided is convincing and credible. The methodology is clearly and fully identified and discussed. This includes a discussion of the site and participant selection, the methods used for data collection or information collection (with a discussion of the design of the instruments and inclusion in the appendices), ethical consideration, limitations, validity, reliability, and any other significant research conduct issues.			
5. Anticipated results Initial ideas on anticipated results based on the theoretical or conceptual framework are identified and discussed. The importance of the anticipated results is discussed in terms of their contribution to the field.			

B. **Examiners' Joint Report** (*Please insert additional pages if required)*

C. Examiners' joint Recommendation:

i. ☐ **Pass:** the student be allowed to proceed to Thesis stage.

ii. ☐ **Conditional Pass:** the student be allowed to proceed subject to minor changes to the proposal within a clearly specified (short) timescale.

Timescale ……

To the satisfaction of Second Examiner as per the policy

Final recommendation to be presented to chair of the RDC by ……

iii. ☐ **Refer:** the student be invited to revise, resubmit and repeat the proposal defence within a specified time not exceeding four months. A student will be permitted to repeat on only one occasion. A fresh defence, normally by the original examiners, is required.

Examiner 1:

Name ……..

Signature: ……..Date: ……..

Examiner 2:

Name ……..

Signature: ……..Date: ……..

Chair of the Examining Panel:

Name ……..

Comments

Signature: ……..Date: ……..

Decision by the RDC:

Decision:

To be implemented by: DoS/both Examiners/Other

Chair of the RDC:

Name ……..

Signature: ……..Date: ……..

Release of Joint Examiner Report:

Release of Joint Examiner Report: ☐ Yes ☐ No

Further comments (if any):

APPENDIX D: Joint Examiner's Report for Viva

Joint Examiners' Report Form for Final Viva

Student ID no.	
Student name	
Faculty	
Programme	
Title of the thesis	
Date of viva voce	
Name of examiner(s)	
Director of Studies	**Present:** ☐ Yes ☐ No **Name:**
Secondary Supervisor	**Present:** ☐ Yes ☐ No **Name:**

This joint report form should be completed following the viva and should record the agreed views of both examiners.

*NB: if the answer to any section is **PARTIALLY**, the extent to which the criteria are not met should be discussed further in the report, with reference to remedial actions and required amendments.*

A. Specific comments relating to assessment criteria

Are you satisfied that the candidate has demonstrated the following?

Assessment criteria	Yes	Partially	No
1. Identification of key issues and recognition of leading edge ideas Wide range of background reading including classic and contemporary sources; explicit identification of theoretical formulation of argument; explicit identification of significant themes that recur and of areas of dissonance between studies/authors/domains within the overall field.			
2. Awareness of a variety of standpoints Attention drawn to the level of consistency evident within the accounts of leading authors/researchers/commentators; attention drawn to the chronology of ideas and practices; challenges to prevailing views highlighted.			
3. Extension and application of theoretical knowledge to generate new understandings Integration and synthesis of accounts of published authors; extrapolation from theory to generate further hypotheses; attention to the ways in which theoretical arguments and/or research findings have been or could be used to inform practice and make an original contribution to knowledge.			
4. Critical analysis of the sources or evidence bases Depth of background reading with attention to genre and epistemological assumptions; independent critical evaluation of the reliability of evidence; independent critical evaluation of the validity of claims made; quality of evidence to support claims; attention to features of research and design methodology.			
5. Suitability and/or potential for dissemination/publication Purpose, audience, message, quality of presentation and communication; overall coherence and attention to detail.			

B. **Examiners' Joint Report (***Please insert additional pages if required)*

C. Examiners' joint recommendation:

Category A: Award

☐ **Recommendation A** Award with no corrections

Category B: Referral for minor corrections

☐ **Recommendation B** Award subject to minor corrections – 3 months' period
The thesis meets the criteria for the degree but some minor corrections are necessary. Minor corrections examples include (a) typographical errors, (b) minor alterations and/or replacement of, or additions to, the text or to references or diagrams, and (c) other more extensive corrections may be made as long as they do not require significant (as defined by the examiners) re-working or re-interpretation of the substantive content of the thesis.

Category C: Referral for major corrections

☐ **Recommendation C(i)** Award subject to major corrections – 6 months' period
The thesis is satisfactory in substance, but defective in presentation or detail and does not require a further viva.

☐ **Recommendation C(ii)** Award subject to major corrections and oral re-examination – 6 months' period
The thesis is satisfactory in substance, but defective in presentation or detail and requires a further viva.

Category D: Referral for substantial revisions

☐ **Recommendation D** Award subject to substantial revisions and oral re-examination – 12 months' period.
The thesis is unsatisfactory in substance, defective in presentation or detail and requires further research and a further viva.

Category E: Fail

☐ **Recommendation E** Fail
The thesis and viva have not met the standards required, and the examiners have not found evidence that the thesis could be corrected under categories A, B, C, or D.

The revised thesis will be approved by:

☐ External Examiner ☐ Internal Examiner ☐ Both

External Examiner:

Name ……..

Signature: ……...Date: ……..

Internal Examiner:

Name ……

Signature: ……...Date: ……..

Chair of the Examining Panel:

Name ……

Signature: ……...Date: ……..

Comments:

Decision by the RDC:

To be implemented by: DoS/both Examiners/Other

Chair of the RDC:

Name ……..

Signature: ……...Date: ……..

Release of Joint Examiner Report:

Release of Joint Examiner Report: ☐ Yes ☐ No

Further comments (if any):

D. Standards of award and student performance:

To be completed by the external examiner
Please indicate in the relevant boxes below whether you agree with the statements about the standards of BUiD's awards and the standards of student performance.

Standards set	Yes	No
In my view, the academic standards set for the awards are appropriate.		
If your answer is 'no', please provide a brief statement of the respect(s) in which they fall short.		

Thesis	Yes	No
In my view, the standards of thesis level at BUiD are of comparable levels in other higher institutions with which I am familiar.		
If your answer is 'no', please provide a brief statement of the respect(s) in which they fall short.		

External examiner:

Name ……

Signature: ……..Date: ……

APPENDIX E: Notice of Intent to Submit Thesis

NOTICE OF INTENT TO SUBMIT THESIS

Please submit this form at least three months prior to your intended thesis submission date. The form is to be submitted by the candidate to MASS.

SECTION 1 – TO BE COMPLETED BY THE STUDENT

Name	ID number	Mode of study ☐ Full time ☐ Part time
Mobile number	Director of Studies (DoS):	
Faculty		
Programme		
Title of thesis		

Intended date thesis is to be submitted: ……

If there are any particular arrangements or adjustments that need to be made in case of any specific disability or extenuating circumstances that you have to enable your full participation in the viva examination, please mention them here:

……

……

Candidate's declaration:

I confirm that I have read and understood the University policy and regulations on writing and presenting theses.

I confirm that I have sought advice from my DoS in considering the state of readiness of my thesis for submission and deciding to give this notice of intent.

The abstract of my thesis is attached in English.

I confirm that my work will be proofread as stipulated by the Proofreading Policy and I will pay the specified amount of money for this service.

I acknowledge that I am aware that a one-month period will be needed for the proofreading process before the marking of the work can be started.

Signature: ……. Date: …….

***SECTION 2* – FOR COMPLETION BY THE DIRECTOR OF STUDIES**

☐☐☐☐ I note the proposed date for submission of the thesis on the date given above and I
do / do not support the request for thesis submission.

Signature …….. **Date** ……

SECTION 3 **– FOR COMPLETION BY MASS**

Date of receipt: DD/MM/YYY Y Copies sent to DoS, DTC, HoP and Chair of the RDC ☐☐

Original form filed in student file Signature ……

APPENDIX F: Final Submission of Doctoral Thesis Form

FINAL SUBMISSION of DOCTORAL THESIS FORM

Please submit this form along with the thesis. The form is to be submitted by the candidate to MASS.

SECTION 1 – TO BE COMPLETED BY THE STUDENT

Name	ID number	Programme
Mobile number	Director of Studies (DoS):	

Title of thesis

……

……

……

……

Candidate's declaration:
I confirm that I have sought advice of my DoS in considering the state of readiness of my thesis for submission and deciding to give this notice of submission. I understand that agreement of the DoS to the submission of a thesis does not guarantee the award of the degree. I am also aware that I can opt to submit without the DoS's consent. However, in such a case, I will not be allowed to appeal the decision of the Research Degree Committee except on grounds of procedural irregularities.

The thesis is attached in English.

Signature …….. Date: ……

***SECTION 2* – FOR COMPLETION BY THE DIRECTOR OF STUDIES**

☐☐☐☐ I note the proposed date for submission of the thesis on the date given above and I
do / do not support the request for thesis submission.

Signature …….. **Date** ……

SECTION 3 **– FOR COMPLETION BY MASS**

Date of receipt: DD/MM/YYYY Copies sent to DoS, HoP and Chair of the RDC ☐☐

Original form filed in student file Signature……

SECTION 4- TURNITIN REPORT:

Similarity Index: ……%…..
AI Text Detection:……%…..
Comments by the DoS:

Endorsed by:

Head of The Department:

Signature …….. Date: ……

Dean:

Signature …….. Date: ……

Comments by the Dean:

APPENDIX G: Joint Examiners Report Form for Comprehensive Exam

Joint Examiners Report Form for Comprehensive Exam

Student ID no.	
Student name	
Faculty	
Programme	
Topic of Comprehensive Exam	
Date of Comprehensive Exam	
Name of examiners	
Name of chair	

This report form should be completed following the Comprehensive Exam and should record the views of the examiner.

*NB: if the answer to any section is **PARTIALLY**, the extent to which the criteria are not met should be elaborated further in the report, with reference to remedial actions and required amendments.*

A. Specific comments relating to assessment criteria

Are you satisfied that the candidate has demonstrated the following?

Assessment criteria	Yes	Partially	No
1. Selection of the literature			
2. Grounding in theory pertinent to the area of research			
3. Critical review of pertinent research including methodology, analysis, comparison, and, synthesis, leading to identifying gaps and limitations			
4. Linking the reviewed research to a general research problem to the broader structure of the field			
5. Effectiveness of oral communication			
6. Ability to address questions and concerns, referring to pertinent literature			

B. Examiners Report *(Please insert additional pages if required)*

C. Examiners' Recommendation:

☐ **Pass** can proceed to proposal defence stage

☐ **Fail** cannot proceed to proposal defence stage

Examiner 1:

Name ……..

Signature: ……..Date: ……..

Examiner 2:

Name ……..

Signature: ……..Date: ……..

Examiner 3:

Name ……..

Signature: ……..Date: ……..

Examiner 4:

Name ……..

Signature: ……..Date: ……..

Examiner 5:

Name ……..

Signature: ……..Date: ……..

Chair:

Name ……..

Signature: ……..Date: ……..

Comments:

D. Decision by the RDC:

Chair of the RDC:

Name ……..

Signature: ……..Date: ……..

Release of Examiners Report:

Release of Examiners Report: ☐ Yes ☐ No

Further comments (if any):

APPENDIX H: Student Thesis Examination Form Before Viva

Student Thesis Examination Form Before Viva

Please submit this form along with the thesis, proofreading certificate, and plagiarism Turnitin report to phd@buid.ac.ae at least three months before the intended viva voce exam date.

SECTION 1 – TO BE COMPLETED BY THE STUDENT

Student ID no.	
Student name	
Faculty	
Programme	
Title of the thesis	
Date of the viva	
Director of Studies (DoS)	

Declaration

I confirm that I have read and understood the University Policy on Academic Honesty and that the work contained in the attached thesis is my own work. Any assistance, of any type, has been accurately cited in my bibliography/references, and acknowledged appropriately.

I confirm the below mentioned requirements has been fulfilled:

1.	Changes recommended by the DoS have been made	☐Yes	☐No
2.	Formatting is done as per University standards and endorsed by the DoS	☐Yes	☐No
3.	Proofreading certificate attached	☐Yes	☐No
4.	Plagiarism Turnitin report is attached with DoS comments	☐Yes	☐No

Signature of the student: …… **Date:** ……..

SECTION 2 – Verification by the Director of Studies (DoS)

1.	I confirm that I have read the final version of the thesis, and it is suitable[5] for submission	☐Yes	☐No
2.	I confirm that the student has made all the recommended corrections required	☐Yes	☐No
3.	I confirm that the thesis has been checked with Turnitin software, and the similarity is within the approved/acceptable limit. DoS comments are attached.	☐Yes	☐No
4.	I confirm that the thesis has been proofread and is qualified for the examination	☐Yes	☐No
5.	The word count is within the approved limits (excluding preliminary pages, references and appendices).	☐Yes	☐No
6.	I confirm that the student was trained on a mock Viva.	☐Yes	☐No

If you have any comments about the thesis being submitted, please give details below:

Name of the Director of Studies (DoS): …….

Signature of the DoS: ……. **Date:** ……

[5] suitable for submission means that the work has been reviewed in detail and, in the opinion of the supervisor(s) and the committee, has reached the stage at which it is appropriate to be put forward for external examination.

SECTION 3 – For office use only (Library Services)

Please tick the box provided:

Formatting is as per the following BUiD guidelines:

☐ Title Page
☐ Preliminary Pages
☐ TOCs
☐ Word count
☐ Line spacing and page margins
☐ Font size (text, headings)
☐ Page numbering
☐ Tables, graphs, and Figures headings
☐ Tables and Figures format
☐ References
☐ Headings and subheadings are appropriately numbered.

Name of the officer: …….

Signature: …… **Date**: ……

Document History

Policy Number/Version	Date	Update Information	Approval
(5.2.1 /V02)	August 2025	BUiD doctoral programmes stages have been amended	Minor Changes
(5.2.1 /V02)	AY 2023-2024	Additional appendix has been added in appendix H: Student thesis examination form for viva.	Minor Changes
(5.2.1 /V02)	AY 2022-2023	New conditions on rescheduling proposal defense New 'Comprehensive Examination' stage added Version upgrade from 5.2.1/V01 to 5.2.1/V02 A section for a plagiarism check has been added to the proposal pre-defence form (Appendix A) A section for Turnitin report has been added to the submission form for doctoral theses (Appendix F)"	Council
(5.2.1 /V01)	Jun. 2020	Change number (3.13/V03) Change name (Assessment Regulations: Doctoral Degrees) Reformat to fit new policy template (no re-wording) Merged with Thesis and Viva Procedures Changes in recommendations for doctoral degrees Changes in doctoral degree forms	Council

Doctoral assessment criteria

Policy number/version		5.2.1.1/V02
Section		ASSESSMENT AND INTEGRITY
Type		Academic policy
Date of creation		September 2017
Date of last revision		February 2021
Date of approval of current version		March 2021
Post/section with responsibility for implementation and monitoring		Board of Studies
Approved by		University Council
Policy review	Latest review by	Head of Institutional Effectiveness
	Latest review date	August 2025
	Review outcome	No changes
	Next review date	August 2026
Cross reference/related documents		1.0 Policies and Procedures Manual 5.1.3 Assessment (Masters) 5.2.1 Assessment regulations of doctoral degrees

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University wishes to make transparent the criteria to be applied in different methods of assessment of student performance.

1.2 The University wishes to make transparent the standards of performance indicated by numerical and letter grades.

2.0 Scope

2.1 Applies to methods of assessments used within all doctoral degree programmes for modules and theses.

2.2 Applies to methods of assessments used within all doctoral degree programmes for proposal defence.

2.3 Applies in conjunction with the University policy for assessment of postgraduate work.

3.0 Definitions

3.1 Assessment criteria are elements of performance that will be examined.

3.2 Different methods of assessment will contain different elements of performance.

3.3 Percentage grades equate to relative standards of performance, and these standards can be described.

3.4 Descriptions of standards will relate to the element of performance.

4.0 Policy

4.1 Students' performance will be assessed according to specific criteria.

4.2 The Criteria will relate to the method of assessment used.

4.3 A percentage grade will be awarded relative to standards of performance described for each criteria.

4.4 Modules will be graded as Distinction, Pass, or Fail. A Distinction is awarded for an overall percentage grade of 70 or above. A Pass is awarded for an overall percentage grade of 50 to 69. A Fail is awarded for an overall percentage grade below 50.

4.5 All elements of doctoral degree programmes will refer to the descriptions contained herein.

4.6 Assessment results will be derived and communicated using the descriptions contained in the Assessment Grading Template below.

4.7 Assessment Grading Template:

Assessment criteria and grading (standards) description for modules and theses		% mark	Weighted mark
KNOWLEDGE AND UNDERSTANDING			
1	**Identification of key issues and recognition of leading edge ideas** Wide range of background reading including contemporary sources; explicit identification of theoretical formulation of argument; explicit identification of significant themes that recur and of areas of dissonance between studies/authors/domains within the overall field.		
2	**Awareness of a variety of standpoints** Attention drawn to the level of consistency evident within the accounts of leading authors/researchers/commentators; attention drawn to the chronology of ideas and practices; challenges to prevailing views highlighted.		
APPLICATION, ARGUMENT and ANALYSIS			
3	**Extension and application of theoretical knowledge to generate new understandings** Integration and synthesis of accounts of published authors; extrapolation from theory to generate further hypotheses; attention to the ways in which theoretical arguments and/or research findings have been or could be used to inform practice and make an original contribution to knowledge.		
4	**Critical analysis of the sources or evidence bases** Depth of background reading with attention to genre and epistemological assumptions; independent critical evaluation of the reliability of evidence; independent critical evaluation of the validity of claims made; quality of evidence to support claims; attention to features of research design such as sampling, methods of data collection and analysis; evidence of active endeavours to control for confirmatory bias.		
COMMUNICATION and PRESENTATION			
5	**Suitability and/or potential for dissemination/publication** Purpose, audience, message, quality of presentation and communication; overall coherence and attention to detail.		
Overall mark and grade		Overall mark	Overall grade
Comments			

Assessment criteria and grading (standards) description for proposal defence			
Assessment criteria	**Yes**	**Partially**	**No**
6. Purpose and objectives of the study The purpose, objectives, research questions, research aims, research gap, and research scope are clearly identified and discussed. The purpose, objectives, and research questions are aligned and related.			
7. Theoretical and conceptual framework There is clear identification and discussion of the theories, models or other conceptual frameworks used in the study, along with identification of the main underlying theorist and/or theoretical discussion in the field promoting or recommending this type of research. Proper rationale and reasoning is provided for the theories, models or other conceptual frameworks used.			
8. Situating the study within the wider research field The study is situated in a particular gap among an identifiable field of research interest. Other studies related to the research topic are identified, discussed and critiqued or credited. The significance of the study and its uniqueness among its field is identified and discussed. Contribution to knowledge is identified and discussed.			
9. Research approach and methodology Justification and rationale for empirical research designed provided is convincing and credible. The methodology is clearly and fully identified and discussed. This includes a discussion of the site and participant selection, the methods used for data collection or information collection (with a discussion of the design of the instruments and inclusion in the appendices), ethical consideration, limitations, validity, reliability, and any other significant research conduct issues.			
10. Anticipated results Initial ideas on anticipated results based on the theoretical or conceptual framework are identified and discussed. The importance of the anticipated results is discussed in terms of their contribution to the field.			

Document History

Policy Number/Version	Date	Update Information	Approval
(5.2.1.1 /V02)	AY 2020-2021	Version upgrade from 5.2.1.1/V01 to 5.2.1.1/V02 Clarified assessment criteria for module/thesis and for proposal defence. Amended to include all doctoral programmes instead of just doctoral programmes in education. Added table of assessment criteria for pre defence.	Council
(5.2.1.1 /V01)	Feb. 2019	Change of numbering (3.7.10/v02), Restructuring, Renaming"	Council

Doctoral grading descriptors

Policy number/version		5.2.1.2/V01
Section		ASSESSMENT AND INTEGRITY
Type		Academic policy
Date of creation		February 2019
Date of last revision		August 2019
Date of approval of current version		26 August 2019
Post/section with responsibility for implementation and monitoring		Board of Studies
Approved by		University Council
Policy review	Latest review by	Head of Institutional Effectiveness
	Latest review date	August 2025
	Review outcome	No changes
	Next review date	August 2026
Cross reference/related documents:		1.0 Policies and procedures manual 5.1.3 Assessment (Masters) 5.2.1 Assessment regulations of doctoral degrees

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University wishes to make transparent the criteria to be applied in different methods of assessment of student performance.

1.2 The University wishes to make transparent the standards of performance indicated by numerical and letter grades.

2.0 Scope

2.1 Applies to all taught elements of Doctoral degree programmes

3.0 Definitions

3.1 Assessment criteria are elements of performance that will be examined.

3.2 Different methods of assessment will contain different elements of performance.

3.3 Percentage grades equate to relative standards of performance, and these standards can be described.

3.4 Descriptions of standards will relate to the element of performance.

4.0 Policy

Doctoral Grade Descriptors

This matrix is fixed and should not be altered. Achievement descriptors are indicative. Course teams should interpret them as appropriate with reference to the mode of assessment and subject.

Criteria	Doctoral Grade Descriptor Indicators					
	Clear Fail		Marginal Fail	Good	Very Good	Excellent
	F 0-29%	**E** 30-39%	**D** 40-49%	**C** 50-59%	**B** 60-69%	**A** 70-100%
1. Knowledge and understanding: **Identification of key issues and recognition of leading edge and new ideas**	Little or no evidence of relevant background reading; unfocused; little or no attempt to relate to relevant areas; generally descriptive.	Unfocused background reading, with some reference to a relevant area; little or no identification of significant themes within the field, tends to be descriptive.	Evidence of some background reading in a relevant area; identification of some significant themes within the field.	Evidence of substantial background reading in some relevant areas; basic attempt at identification of theoretical formulation of argument; identification of some significant themes within the field.	Wide background reading including contemporary sources; explicit identification of theoretical formulation of argument; explicit identification and some linking of significant themes and some evidence of recognition of areas of dissonance between studies/ authors/domains within the field.	Extensive background reading including contemporary sources; explicit identification of theoretical formulation of argument; explicit identification and linking of significant and/or new themes and of areas of dissonance between studies/ authors/domains within the overall field.

This matrix is fixed and should not be altered. Achievement descriptors are indicative. Course teams should interpret them as appropriate with reference to the mode of assessment and subject.

Criteria	Doctoral Grade Descriptor Indicators					
	Clear Fail		Marginal Fail	Good	Very Good	Excellent
	F 0-29%	E 30-39%	D 40-49%	C 50-59%	B 60-69%	A 70-100%
2. Knowledge and understanding: **Awareness of a variety of standpoints**	No level of awareness demonstrated between different authors.	Poor level of awareness; some attention drawn to the chronology of ideas and practices.	Basic level of awareness with little or no attempt to show the level of consistency evident within the accounts of authors / researchers / commentators; some attention drawn to the chronology of ideas and practices.	General level of awareness with limited attempt to show the level of consistency evident within the accounts of leading authors / researchers / commentators; some attention drawn to the chronology of ideas and practices; limited challenges to the main prevailing view(s).	High level of awareness with some attempt to show the level of consistency evident within the accounts of leading authors / researchers / commentators; attention drawn to the chronology of ideas and practices; challenges to the main prevailing view(s).	Extremely high level of awareness with attention drawn to the level of consistency evident within the accounts of leading authors / researchers / commentators; attention drawn to the chronology of ideas and practices; challenges to prevailing views highlighted, new standpoints proposed and argued.

This matrix is fixed and should not be altered. Achievement descriptors are indicative. Course teams should interpret them as appropriate with reference to the mode of assessment and subject.

Criteria	Doctoral Grade Descriptor Indicators					
	Clear Fail		Marginal Fail	Good	Very Good	Excellent
	F 0-29%	E 30-39%	D 40-49%	C 50-59%	B 60-69%	A 70-100%
3. Application, argument and analysis: **Extension and application of theoretical knowledge to generate new understandings**	No evidence of argument or analysis applied to theoretical knowledge.	Generally descriptive accounts from poor quality sources with poor integration; little if any attention to the ways in which theoretical arguments and / or research findings have been used to inform practice.	Generally descriptive accounts of published authors with little or no integration; some attention to the ways in which theoretical arguments and / or research findings have been used to inform practice.	Limited integration and synthesis of accounts of published authors; attention to the ways in which theoretical arguments and / or research findings have been or could be used to inform practice.	Significant integration and synthesis of accounts of published authors; attention to the ways in which theoretical arguments and / or research findings have been or could be used to inform practice and make an original contribution to knowledge.	Extensive and consistent integration and synthesis of accounts of published authors; extrapolation from theory to generate further hypotheses; attention to the ways in which theoretical arguments and / or research findings have been or could be used to inform practice and make an original contribution to knowledge.

This matrix is fixed and should not be altered. Achievement descriptors are indicative. Course teams should interpret them as appropriate with reference to the mode of assessment and subject.

Criteria	Doctoral Grade Descriptor Indicators					
	Clear Fail		Marginal Fail	Good	Very Good	Excellent
	F 0-29%	**E** 30-39%	**D** 40-49%	**C** 50-59%	**B** 60-69%	**A** 70-100%
4. Application, argument and analysis: **Critical analysis of the sources or evidence bases**	Poor evidence of background reading; no evidence of independent critical evaluation of the reliability of 'evidence'.	Evidence of some background reading though generally superficial and not focused; poor evidence of independent critical evaluation of the reliability of 'evidence'.	Evidence of relevant, though not in-depth, background reading; little evidence of independent critical evaluation of the reliability of 'evidence'.	Some evidence of in-depth background reading; some evidence of independent critical evaluation of the reliability of 'evidence'; generally little or no attention to features of research design such as sampling, methods of data collection and analysis.	Evidence of in-depth background reading with attention to genre and epistemological assumptions; independent critical evaluation of the reliability of 'evidence'; quality of evidence to support claims; attention to features of research design such as sampling, methods of data collection and analysis.	Evidence of extensive and in-depth background reading with attention to genre and epistemological assumptions; independent critical evaluation of the reliability of 'evidence'; independent critical evaluation of the validity of claims made; quality of evidence to support claims; attention to features of research design methodology

This matrix is fixed and should not be altered. Achievement descriptors are indicative. Course teams should interpret them as appropriate with reference to the mode of assessment and subject.

Criteria	Doctoral Grade Descriptor Indicators					
	Clear Fail		Marginal Fail	Good	Very Good	Excellent
	F 0-29%	E 30-39%	D 40-49%	C 50-59%	B 60-69%	A 70-100%
5. Communication & presentation: **Suitability and /or potential for dissemination / publication including citation and referencing**	Generally, unintelligible; no articulation of purpose, poor quality of presentation; poor coherence and disjointed flow.	Generally intelligible but articulation of purpose unclear, poor quality of presentation; poor coherence and flow rather disjointed.	Articulation of purpose on topic but lacking in clarity, adequate quality of presentation; poor coherence and flow sometimes disjointed.	Clearly articulated purpose, adequate quality of presentation; overall coherence and flow reasonable.	Communication almost at the standard of published academic work; clearly articulated purpose, good cognizance of the audience, high quality of presentation; overall coherence, flow, linkage and attention to detail.	Communication at the standard of published academic work and/or critical dialogue and review with peers and experts in other specialisms; clearly articulated purpose, high cognizance of the audience, high quality of presentation; overall coherence, flow, linkage and attention to detail.

Document History

Policy Number/Version	Date	Update Information	Approval
(5.2.1.2 /V01)	Feb. 2019	Extracted from doctoral assessment policy and placed in sequence after assessment criteria policy	Council

Academic honesty and integrity

Policy number/version		5.3.1/V01
Section		ASSESSMENT AND INTEGRITY
Type		University-wide policy
Date of creation		September 2017
Date of last revision		May 2025
Date of approval of current version		26 August 2019
Post/section with responsibility for implementation and monitoring		Board of Studies
Approved by		University Council
Policy review	Latest review by	Head of Marketing, Admissions, and Student Services
	Latest review date	August 2025
	Review outcome	Members appointed to the Committee on Academic Honesty have been amended.
	Next review date	August 2026
Cross reference/related documents:		11.0 Policies and procedures manual 5.0 Student handbook 5.1.1 Appointment role and expectations of external examiners 5.1.3 Assessment (Masters) 5.2.1 Assessment regulations of doctoral degrees 5.4 Undergraduate assessment regulations

1.0 Rationale and principles which this policy seeks to uphold

1.1 Academic honesty and integrity is an ethic fundamental to the British University in Dubai. The University is committed to inculcate a culture of respect, understanding, and observance of this ethic, and thereby to demonstrate:

1.1.1 the credibility and value of its intellectual work;
1.1.2 the trustworthiness of the credentials it awards;
1.1.3 the reliability of the research conducted in its name.

1.2 Therefore, the university regards as a serious offence any actions taken by student that are dishonest and lack integrity. It considers such actions bring the name of the University into disrepute and contravene its disciplinary policy. Such actions may occur in fulfilment of the requirements of the academic programme or in pursuit of academic activities related to the student's enrolment such as conference presentations or publications.

1.3 The University assumes and relies on the responsibility of students to inform themselves about the principles of academic honesty and integrity and understand the actions

commensurate with them. The University is not tolerant of a student's ignorance of these principles or actions, or lack of respect for the ethic they uphold.

2.0 Scope

2.1 This policy is applicable to all students currently enrolled on programmes of the University.

2.2 Given due cause the University may also take proceedings to deal with graduates of an academic programme.

3.0 Definitions

3.1 Academic dishonesty means obtaining or seeking to obtain academic advantage by actions that include or are of equivalent nature to:

3.1.1 manipulation: submitting work in a format intended to mislead or bypass;
3.1.2 technology or procedures used by the university to detect academic dishonesty;
3.1.3 fabrication of data;
3.1.4 submitting work that was completed in part or whole by someone who is not the student with ID enrolled on the programme (e.g. other student; work colleague or employee, any individual or entity contracted by a personal or commercial relation);
3.1.5 contravention of examination procedures: e.g. communicating with a third party during the exam whether in person, telephonically, or electronically; bringing and/or using material not explicitly allowed in the exam; referring to and/or copying the work of others also taking the exam; falsifying identity in the exam).

3.2 Plagiarism is a dishonest academic act that means:

3.2.1 presentation of the intellectual work of another person as if it were the presenter's own original work. This occurs when phrases, clauses, sentences, paragraphs or longer extracts are presented without acknowledgement of the source (original author);
3.2.2 presentation of work as if it were original work when in fact it is substantially the same or the same as work previously submitted for assessment and/or credit and/or publication (self-plagiarism; recycling) ;
3.2.3 presentation of another person's work or the student's own previously submitted work without the deliberate intent to claim it as own and original work, but failing to acknowledge the original source owing to carelessness, recklessness, or ignorance (negligent plagiarism).

3.3 Collusion: is unauthorised and/or unacknowledged collaboration with another person or persons in the production of intellectual work that is to be submitted by the individual student. This includes contracting with individuals or entities on a commercial basis and

supply in part or whole of work completed by one student for submission by another student as their own. The colluder (the other party) is considered perpetrator of the dishonest act alongside the student.

4.0 Policy

4.1 The University will observe its responsibilities stated herein.

4.2 Students will observe their responsibilities stated herein.

4.3 Students will act in a manner that upholds the principles of academic honesty and integrity in all matters carried out in the name of the University, both those directly related to the requirements of their programme of study and those associated with them, e.g. conferences and publications.

4.4 The University reserves the right, and is motivated, to uphold principles and practices that secure the credibility and value of its academic programmes

4.5 The University wishes to ensure fairness in the award of academic credit to students, whereby students who have legitimate claim to the award are credited and lauded, and students who seek unfair means to obtain credit, are not awarded credit and are sanctioned for the unethical intent.

4.6 Thus, the University has the right to take all reasonable measures and sanctions in cases where, beyond reasonable doubt and after due process, instances of lack of academic honesty and integrity are found proven.

4.7 The University will act with consistency, parity, and transparency in the application of this policy and its attendant procedures.

5.0 Responsibilities

5.1 The responsibilities of the University are to:

5.1.1 ensure dissemination of this policy to all staff and students;
5.1.2 take all reasonable measures to ensure full understanding by students and academic staff of the principles of academic honesty and integrity and the actions which uphold or contravene these;
5.1.3 ensure full and consistent implementation of this policy;
5.1.4 promote effective practice in identification of instances of academic dishonesty and lack of integrity;
5.1.5 ensure that procedures for dealing with allegations of, and proven instances of, academic dishonesty and integrity are fair, are well publicised, and applied consistently and transparently;

5.1.6 ensure that academic staff know of this policy and understand University's definitions of academic honesty and integrity;

5.1.7 ensure that programme and module content inculcates in students understanding and respect for the ethic and principles of academic honesty and integrity;

5.1.8 ensure that programme and module content inculcates in students an ability to act in accordance with the ethic and principles of academic honesty and integrity;

5.1.9 ensure that procedures and technologies applied in the assessment of academic work are effective in minimizing and identifying incidence of academic dishonesty and lack of integrity. however such technologies and procedures are not understood to govern proof of incidence (i.e. their findings or failure to find incidence may be overruled);

5.1.10 maintain effective procedures for handling allegations of infractions of this policy, including:

5.1.10.1 making named ex-officio appointments to officiate in the Marketing, Admissions, and Student Services department, Faculty, and Executive levels;

5.1.10.2 forming and deploying a committee responsible for academic honesty and academic integrity matters, empowered to investigate, conclude and apply sanction as appropriate to the findings;

5.1.10.3 allowing mechanisms of appeal to the Vice Chancellor by students and academic staff to decisions reached by the Committee, subject to fulfilment of conditions set out in the procedures;

5.1.10.4 Notifying the Board of Examiners for the programme of study of final decisions following actions of the Committee and any appeal.

5.2 The responsibilities of the student are to:

5.2.1 familiarise themselves with University policy and procedure on academic honesty and integrity;

5.2.2 develop understanding of how to apply principles of academic honesty and integrity in their intellectual work, and demonstrate ability to comply with University policy in the academic work they complete for and associated with their programme of study;

5.2.3 accept that lack of knowledge or understanding of the principles, definitions and requirements of this policy does not constitute a legitimate defence;

5.2.4 acknowledge that the University has the right to take all reasonable measures and sanctions in cases where, beyond reasonable doubt and after due process, instances of lack of academic honesty and integrity are found.

6.0 Structures

6.1 Annually, each Faculty Dean will nominate either him/herself or a member of the academic staff of the Faculty to be responsible for implementation of procedures governing allegations of an offence against the policy of academic honesty and integrity.

6.2 Annually, the University will appoint to a Committee on Academic Honesty and Integrity the following members:

6.2.1 Registrar (Chair);
6.2.2 Head of Marketing, Admissions, and Student Services or his/her delegate (Secretary)
6.2.3 one member of academic staff of each Faculty; the academic staff member representing the Faculty in which is registered the student against whom a case is being brought will step down from the Committee for the term of the case in question;
6.2.4 by invitation of the Chair, any member of University academic staff with expertise relevant to any special circumstances of the case.

7.0 Procedures

7.1 Any member of the University community may bring to the attention of the nominated member of academic staff their knowledge or suspicion of an infraction against the policy of academic honesty and integrity. A record of the allegation must be made, with as full documentation and logistical detail as possible.

7.2 The nominated academic will consult with the member of academic staff responsible for the unit of academic work e.g. Module Coordinator, Director of Studies. They will establish a full case, including:

7.2.1 all relevant documented evidence that is pertinent to the case;
7.2.2 nature of the offence according to the definitions given in the policy on academic honesty and integrity;
7.2.3 assessment of the gravity of the offence;
7.2.4 student records;
7.2.5 mitigating circumstances;
7.2.6 involvement of other parties, both internal and external and as witnesses or collaborators.

7.3 The nominated member of the Faculty's academic staff will:

7.3.1 interview the student; the interview will be minuted by a member of academic staff;
7.3.2 make written report of findings, initial judgement on culpability, and recommendations for action;
7.3.3 actions within the authority of the Faculty include:

7.3.3.1 no action;
7.3.3.2 in cases of first offences of negligent plagiarism, instruction to the student on academic honesty and integrity, with grade/credit awarded normally. The incident will be recorded on the student's file;
7.3.3.3 penalties at sub-module level, e.g.

7.3.3.3.1 failure of assessed work amounting to less than 100% of the total for the module;
7.3.3.3.2 resubmission of assessed work amounting to less than 100% of the total for the module, with grade capped at 50%;
7.3.3.3.3 completion of an alternative piece of assessed work in place of the original assignment/exam, with grade capped at 50%.

7.3.3.4 application of penalties that fall outside the authority of the Faculty, and thus requires referral of the case to the University's Unfair Means Committee.

7.4 The full written report will be forwarded to the Dean of Faculty for approval.

7.5 The Dean of Faculty will communicate the conclusions and actions to the student.

7.6 The student will have two working days to respond to the Dean in writing. The student has two options:

7.6.1 accept the conclusions and actions;
7.6.2 signal their wish to appeal to the University's Unfair Means Committee.

7.7 Should the Faculty level report recommend referral to the University's Unfair Means Committee, or should the student wish to appeal the Faculty level conclusions and actions, the Dean will recommend the case and pass on the report to the secretary of the committee.

7.8 The Secretary of the committee will prepare a case based on the Faculty report and Dean recommendation to present to the Chair of the Committee.

7.9 The Chair of the Committee may:

7.9.1 determine the case as presented is deficient in evidence or lacks due cause to be dealt with at University level;
7.9.2 Refer the case for investigation by the University's Unfair Means Committee.

7.10 The Chair will convene a meeting of the Committee allowing sufficient time for members to have reviewed the full case presented to the Dean of the Faculty.

7.11 The Chair may call the student for interview in person (or electronically) by the Committee to understand the student's perspective of the cause, motivation, and sequence of actions under allegation, their reasoning and understanding of its gravity and implications. The Committee may also agree to obtain such information from the student in writing.

7.12 The Committee may resolve that:

7.12.1 there is no case to answer;
7.12.2 there is insufficient evidence in support of a case (student notified in writing);
7.12.3 an offence is found with measures of remediation referred to the Faculty Dean or their designate (not the faculty member nominated to originally investigate the case), without right of appeal by the student;
7.12.4 an offence is found that merits retraction of grades and credit for the module concerned, with the implication that the student must re-take the module or an equivalent;
7.12.5 an offence is found that merits retraction of grades and credit for all assessed work for the particular term of study, with the implication that the student must recommence all modules in a subsequent term;
7.12.6 an offence is found that merits suspension from the academic programme for a stated period;
7.12.7 an offence is found that merits permanent expulsion from the programme;
7.12.8 an offence is found that merits permanent expulsion from the University in perpetuity;
7.12.9 an offence is found in matters associated with the programme (e.g. conference presentation, publication) that merits penalty of withdrawal of privileges, suspension, or expulsion.

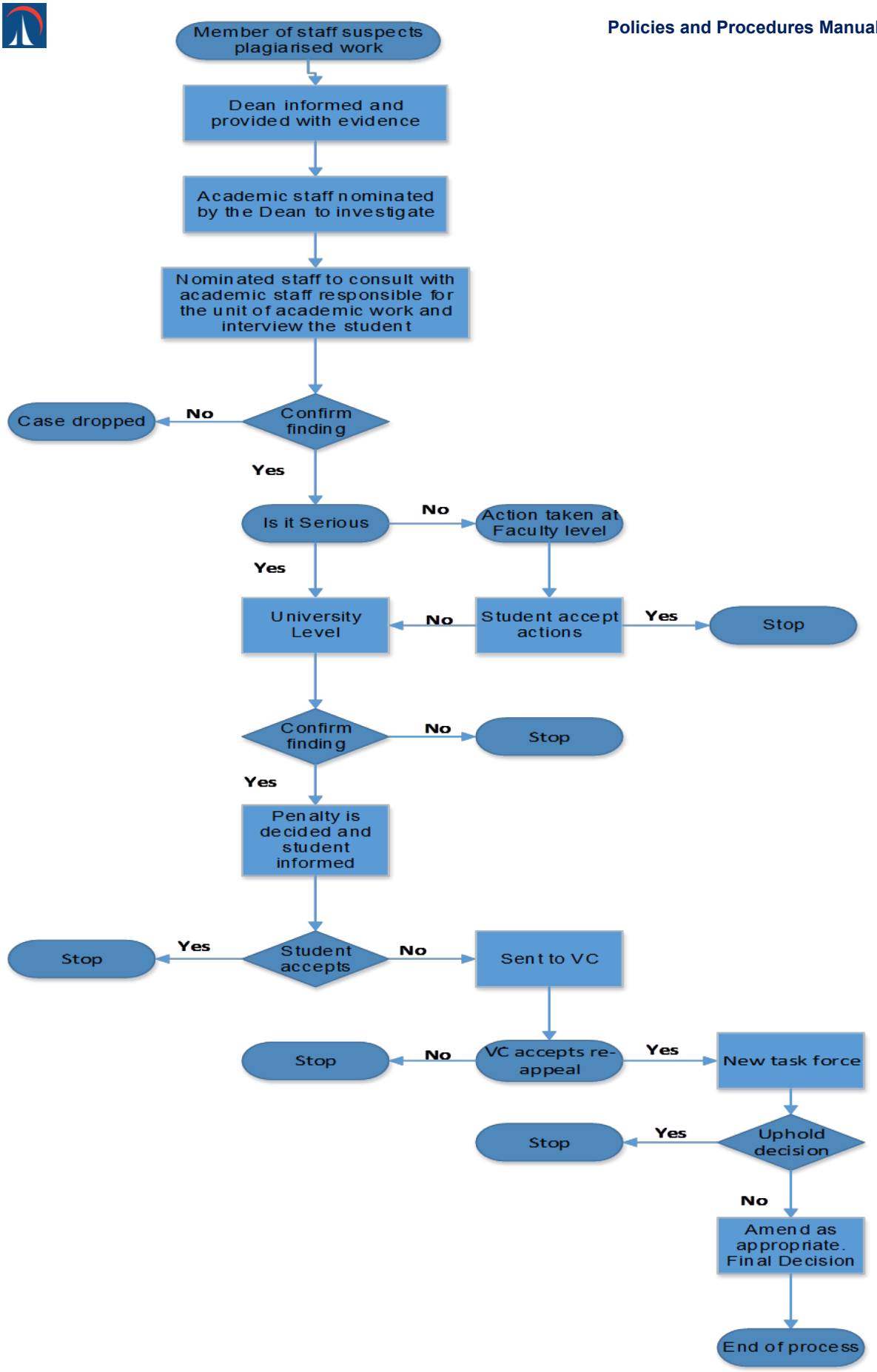
7.13 The student will be informed of the findings, judgement of culpability, and sanctions decided by the Committee within two days of the meeting of the Committee. The student has the right to appeal the decision to the Vice Chancellor on the basis of new evidence not previously provided to the Committee or not set out in the report received by the student. The student must make the appeal by the close of the fifth working day following receipt of the outcomes of the Committee.

7.14 On the basis of the student's submission, the Vice Chancellor has the right to:

7.14.1 re-open the enquiry by the Committee if new evidence warrants re-examination;
7.14.2 establish a special task-force composed of two or more faculty members not involved in the original procedures of the Faculty or Committee, and may or may not include the Committee Chair. The task-force will produce a report that will be considered by the Vice Chancellor in association with the original report of the Committee and will uphold or amend the findings, judgements and/or sanctions decided by the original Committee;

7.14.3 uphold the findings, judgements, and sanction decided by the Committee;
7.14.4 amend the sanction decided by the Committee.

7.15 The decisions of the Committee or outcomes of the Appeal, if undertaken, will be final and reported in writing to the Board of Examiners for their information.


Member of staff suspects plagiarised work
Dean informed and provided with evidence
Academic staff nominated by the Dean to investigate
Nominated staff to consult with academic staff responsible for the unit of academic work and interview the student
Confirm finding
No
Case dropped
Yes
Is it Serious
No
Action taken at Faculty level
Yes
University Level
No
Student accept actions
Yes
Stop
Confirm finding
No
Stop
Yes
Penalty is decided and student informed
Student accepts
Yes
Stop
No
Sent to VC
VC accepts re-appeal
No
Stop
Yes
New task force
Uphold decision
Yes
Stop
No
Amend as appropriate. Final Decision
End of process

Document History

Policy Number/Version	Date	Update Information	Approval
(5.3.1 /V01)	May. 2018	Renumbering (5.7/V04) Previously Approved (May 2017): Incorporates, revises, and annuls 5.7.1 Procedures for Dealing with Suspected Plagiarism, in accordance with decision of the Academic Board May 2017.	Council

Academic appeals

Policy number/version		5.3.2/V03
Section		ASSESSMENT AND INTEGRITY
Type		University-wide policy
Date of creation		June 2018
Date of last revision		September 2022
Date of approval of current version		October 2022
Post/section with responsibility for implementation and monitoring		Head of Institutional Effectiveness
Approved by		University Council
Policy review	Latest review by	Head of Institutional Effectiveness
	Latest review date	August 2025
	Review outcome	A timeline to submit an appeal has been added
	Next review date	August 2026
Cross reference/related documents:		1.8 Statutory Bodies 1.8.1 Minutes

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University will assess the performance of students with probity, according to transparent procedures, against common criteria, and with measures that ensure parity and fairness in actions taken.

1.2 The University observes the right of a student to make a formal appeal against actions taken in academic matters that affect their academic status or progression on programmes.

1.3 The University wishes to circumscribe the grounds and processes of appeal, in order that it retains due authority and jurisdiction over academic matters.

2.0 Scope

2.1 Applies to all students registered in programmes offered by the University.

3.0 Definitions

3.1 Assessment is understood to include any written, practical or oral assessment, continually assessed coursework, thesis or dissertation, or examination which counts towards the final module or award grade.

4.0 Policy

4.1 A student has the right to lodge an appeal against the results of an assessment.

4.2 The formal grounds under which an appeal may be considered are:

4.2.1 substantial information directly relevant to the quality of a performance in the assessment which was not available to the Examiners when their decision was taken;

4.2.2 alleged improper conduct of the assessment.

4.3 Appeals against academic judgement are not permitted. If appellants have issues with regard to a mark awarded, they must demonstrate that the process by which the mark was approved was flawed.

4.4 Factors which may adversely affect a student's performance in an assessment must be drawn to the attention of the Examiners in writing by the student no later than 10 working days after the marks are officially published.

4.5 Ignorance of the requirement to report factors which may have adversely affected a student's performance, or failure to report such factors on the basis that the student did not anticipate an unsatisfactory result in the assessment, will not by themselves constitute good reason for not informing the Examiners before their decision was taken.

5.0 Structures

5.1 The Appeals Committee is a statutory body of the University.

5.2 The membership, role and reporting lines of the Committee are set out in the relevant University policy.

6.0 Procedures

6.1 Any appeal must be submitted in writing to the Head of Institutional Effectiveness using the relevant form within 10 working days of the notification of the BoE decision.

6.2 Appellants must specify the formal ground or grounds under which they believe their appeal should be considered. They must also specify the basis on which the formal ground(s) is/are invoked.

6.3 The written presentation of the case should contain all the relevant arguments on the basis of which the appeal is being made. Other than in exceptional circumstances (e.g. where new information comes to light which was not available at the time of the original appeal) the appellant will not at any point thereafter be permitted to introduce new circumstances into the appeal.

6.4 In cases where the appeal is submitted on grounds related to mental health crisis, the student will have to provide:

6.4.1 written documentation to support the mental health appeal from their doctor and/or licensed mental health provider/BUiD Personal Counsellor. The written documentation should bear an official stamp and should state the following:

6.4.1.1 time period during which the student was treated;
6.4.1.2 frequency of treatment;
6.4.1.3 diagnosis or presenting problem;

6.4.1.4 historical record of the student's mental illness condition;

6.4.1.5 explanation as to how the diagnosis/presenting problem impacted the student's ability to attend class or successfully complete module(s) for the term(s) appealed (if the student is appealing only some modules within the same semester, the written documentation should explain how/why their mental health condition impacted their performance in some modules and not others).

6.4.2 a copy of the hospital record showing dates of admission if the student was admitted to a hospital to be treated.

6.5 On receipt of an appeal form, the Head of Institutional Effectiveness will:

6.5.1 review the completeness of the application;
6.5.2 review the legitimacy of the application;
6.5.3 determine whether or not there are grounds for the appeal to proceed;
6.5.4 notify the Chief Administrative Officer for review and approval to proceed or rejection of the appeal based on the evidence provided by the student.

6.6 If the appeal is found to have grounds to proceed, the Head of Institutional Effectiveness will pass the appeal to the appropriate Dean.

6.7 The Dean will respond to the application in writing, and if necessary the Head of Institutional Effectiveness will call a meeting of the Appeals Committee.

6.8 The appellant and a representative of the Board of Examiners will be invited to attend part of the meeting to supply information relevant to the Committee's questions.

6.9 On hearing the appeal, the Committee has the power either to vary the original decision of the Board of Examiners or to confirm it.

6.10 The timeframe of the steps of the appeals process will be as follows:

	Process	Timeframe
6.10.1	Student sends the complete appeal request to the Head of Institutional Effectiveness	-
6.10.2	The Head of Institutional Effectiveness reviews the form and makes sure it is complete and legitimate	5 working days
6.10.3	If required, the Head of Institutional Effectiveness will contact the student for more information, clarification, or evidence	as long as necessary for the Head of Institutional Effectiveness to gain the clarification(s) sought
6.10.4	The Head of Institutional Effectiveness will determine whether or not there are grounds for the appeal to proceed	2 working days

	Process	Timeframe
6.10.5	The Chief Administrative Officer will review the application and the decision made by the Head of Institutional Effectiveness and will either approve it or reject it based solely on whether or not the grounds for appeal have been met according to the University's policy. The Chief Administrative Officer will then inform the Head of Institutional Effectiveness of the recommendation	5 working days
6.10.6	The Head of Institutional Effectiveness will take action based on the recommendation made by the Chief Administrative Officer. If it is advised that the appeal be rejected, then the process ends here and the Head of Institutional Effectiveness will inform the appellant. If it is advised that the appeal be accepted, then the Head of Institutional Effectiveness will pass the process to the relevant Dean	2 working days
6.10.7	The relevant Dean will review the appeal and respond to the Head of Institutional Effectiveness in writing	5 working days
6.10.8	The Head of Institutional Effectiveness will call a meeting of the Appeals Committee. Based on the nature of the appeal, the appellant may be invited to attend the meeting	10 working days
6.10.9	The Appeals Committee will deliberate after the meeting and pass its verdict	2 working days
6.10.10	The Head of Institutional Effectiveness will inform the appellant of the verdict	2 working days

6.11 The decision of the Appeals Committee is final and may not be the subject of further appeal unless it can be evidenced that:

6.11.1 the basis of any further appeal is new information that was not available at the time of the earlier appeal;

6.11.2 the new appeal arises from circumstances which are solely a consequence of the earlier appeal;

6.11.3 the appeal relates to the implementation of the earlier appeal outcome;

6.11.4 there was improper conduct of the Appeals Committee.

6.12 If a student wishes to appeal against the decisions ruled by the Appeals Committee, a special committee is formed which represents and has the delegated authority of the Academic Board.

6.13 The membership of this special committee is as follows:

6.13.1 Vice Chancellor (Chair);
6.13.2 Chief Administrative Officer;
6.13.3 Dean of Faculty (not involved in the original appeal);
6.13.4 Head of Department (not involved in the original appeal);
6.13.5 Head of Institutional Planning and Strategy (secretary).

6.14 Any member of this special committee who was involved in the previous decision made by the Appeals Committee in a capacity of more than just assessing whether there are legitimate grounds for appeal will recuse themselves. In such cases, the Chair will decide who will replace them.

6.15 The timeframe of the steps of appealing a decision made by the Appeals Committee will be as follows:

	Process	Timeframe
6.15.1	The revised appeal should be submitted to the Head of Institutional Planning and Strategy. The student must provide compelling evidence as to why he/she is appealing against the Appeals Committee.	within 10 working days of the student's notification of the outcome of the decision of the Appeals Committee
6.15.2	The Head of Institutional Planning and Strategy reviews the form and makes sure it is complete and legitimate.	5 working days
6.15.3	If required, the Head of Institutional Planning and Strategy will contact the student for more information, clarification, or evidence.	as long as necessary for the Head of Institutional Planning and Strategy to gain the clarification(s) sought
6.15.4	The Head of Institutional Planning and Strategy will determine whether or not there are grounds for the appeal to proceed.	2 working days
6.15.5	The Chief Administrative Officer will review the application and the decision made by the Head of Institutional Planning and Strategy and will either approve it or reject it based solely on whether or not the grounds for appeal have been met according to the University's policy. The Chief Administrative Officer will then inform the Head of Institutional Planning and Strategy of the recommendation.	5 working days
6.15.6	The Head of Institutional Planning and Strategy will take action based on the recommendation made by the Administrative Officer. If it is advised that the	5 working days

	Process	Timeframe
	appeal be rejected, then the process ends here, and the Head of Institutional Planning and Strategy will inform the appellant. If it is advised that the appeal be accepted, then the Head of Institutional Planning and Strategy will call a meeting of the special committee. Based on the nature of the appeal, the appellant may be invited to attend the meeting.	
6.15.9	The special committee will deliberate after the meeting and pass its verdict.	2 working days
6.15.10	The Head of Institutional Planning and Strategy will inform the appellant and the Academic Board of the verdict.	2 working days

6.16 The decision of the special committee is final, and no further appeal is possible against it.

6.17 Appeals Committee decisions will be reported to the External Examiner(s) at the next meeting of the relevant Board of Examiners.

Document History

Policy Number/Version	Date	Update Information	Approval
(5.3.2/V03)	August 2025	A timeline to submit an appeal has been added	Council
(5.3.2/V03)	AY 2022-2023	Version upgrade from 5.3.2/V02 to 5.3.2/V03 Added conditions for appealing for mental health related matters Revised the process for appeals against the decisions made by the Appeals Committee	Council
(5.3.2/V02)	AY 2020-2021	Version upgrade from 5.3.2/V01 to 5.3.2/V02 Minor changes to appeal process Added appeal process timeframe table Policy name change to “academic appeals”	Council
(5.3.2/V01)	May. 2018	New Policy (extracted from Assessment – Masters) Re-formatted template	Council

Undergraduate assessment regulations

Policy number/version		5.4/V02
Section		ASSESSMENT AND INTEGRITY
Type		University-wide policy
Date of creation		September 2017
Date of last revision		October 2020
Date of approval of current version		October 2020
Post/section with responsibility for implementation and monitoring		Board of Studies
Approved by		University Council
Policy review	Latest review by	Head of Institutional Effectiveness
	Latest review date	August 2025
	Review outcome	Submitting work in person or post has been omitted. Only electronical submissions are accepted.
	Next review date	August 2026
Cross reference/related documents:		1.0 Policies and procedures manual 5.0 Student handbook 4.2 Attendance 5.1.3 Assessment masters 5.2.1.1 Doctoral assessment criteria 5.3.2 Appeals Programme handbooks Module descriptors

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University wishes to make transparent the criteria to be applied in different methods of assessment of student performance

1.2 The University wishes to make transparent the standards of performance indicated by numerical and letter grades.

2.0 Scope

2.1 These Regulations apply to all undergraduate programmes including collaborative provision and continuing professional development. The Regulations take into account the Sections of the QAA Code of Practice regarding Assessment and Collaborative Provision.

2.2 These Regulations apply to all assessments at undergraduate level (i.e. those contributing to the module mark) including written examinations, coursework, projects, worksheets, oral presentations or any other form of assessment. Other regulations also apply to

assessment including regulations relating to examinations and regulations relating to plagiarism.

2.3 All academic decisions are formally the responsibility of the University Senate. In practice the majority of decisions are taken by Boards of Examiners, acting under delegated authority from Senate.

3.0 Definitions

3.1 Assessment criteria are elements of performance that will be examined

3.2 Different methods of assessment will contain different elements of performance.

3.3 Grades equate to relative standards of performance, and these standards can be described.

3.4 Descriptions of standards will relate to the element of performance.

4.0 Policy

Responsibility for assessment

4.1 The Dean of Faculty shall have overall responsibility for the management of all assessment in accordance with appropriate regulations and codes of practice.

4.2 The Dean of Faculty may choose to delegate this responsibility to the programme coordinator/Head of Programme or a nominee as appropriate.

4.3 Faculties must ensure that any assessment is:

- 4.3.1 appropriate to the programme and course objectives,
- 4.3.2 appropriate to the programme and course content structure
- 4.3.3 appropriate to the level of the award
- 4.3.4 appropriate to the students taking the programme and courses
- 4.3.5 appropriate to the staffing arrangements (including marking).

4.4 In addition, Faculties should:

- 4.4.1 Consider how coursework and examinations (including class exams) and any other assessed work should be timetabled
- 4.4.2 Consider what provision should be made, where appropriate, for the re-assessment of examinations or taught modules.
- 4.4.3 Develop appropriate relationships with the external examiners.
- 4.4.4 Ensure that students are kept regularly informed on their progress
- 4.4.5 Ensure that there are procedures in place in order to provide students with appropriate and timely feedback on their work
- 4.4.6 Identify the help students with difficulties will be given
- 4.4.7 Consider how students will interact with, and gain feedback from, lecturers in associated universities (if appropriate)

4.4.8 For each module, a single member of staff shall have overall responsibility to the Dean of Faculty or his/her nominee for all of the assessments within the module. It shall be the responsibility of the Dean of Faculty concerned or his/her nominee to ensure that examination question papers and other forms of assessment as appropriate are submitted to the relevant external examiner for his/her approval, and to the University Office according to the agreed schedule.

Assessment information

4.5 Decisions on the achievement of an award are based on credit accumulation and aggregation of individual module marks. All assessment is related to the learning outcomes of a specific module. Consequently, all assessment that may affect the award qualification must be related to a specific module and the mark included in the module mark.

4.6 The contribution of all assessments to the determination of the final award should be notified in writing or via email (or other agreed mechanism) to students in advance of the assessment.

4.7 To ensure consistency and transparency, Faculties should publish assessment criteria appropriate to the module being assessed and the method of assessment and should make this information available to internal and external examiners and students. For some subject disciplines this may include the provision of model answers to internal and external examiners. Criterion (not norm) referencing should be used for all assessments.

4.8 Faculties should publish University guidelines on the conduct of assessment (for example on plagiarism or late submission of work) for modules and should make this information available to internal and external examiners and students. Any amendments to programme and module assessments should also be made available to all internal and external examiners and students. Where students are required to pass specific assessments within a module, module descriptions should specify whether the assessment has to be passed to achieve overall modular credit.

Oral examinations

4.9 Oral examinations are permitted as one of a range of assessment methods available within modules. Where such oral examinations are used, they should be used where the competencies/achievements of the stated learning outcomes for the module may only be demonstrated through these means, or where the oral examination is an integral part of the assessment of a module (e.g. in relation to the project, or language skills). All students taking a module should be subject to the same form of assessment.

4.10 Exceptionally, an additional oral examination may be used to check the authorship of assessed work in case of doubt, provided that this does not conflict with any formal investigation of examination irregularity or alleged plagiarism, or where there are mitigating circumstances for poor performance.

4.11 Exceptionally, where there are professional validation reasons, other forms of oral examination may be permitted subject to the approval of the Board of Examiners. The criteria against which the students' performance at the oral examination will be judged should be made available to the students and examiners in advance of the oral examination. Students should also be provided with written information and guidance in advance.

Submission of work

4.12 The following are standard University procedures that should normally be used for the submission of assessed work that will count towards a final programme mark:

4.12.1 Students should be made aware, in writing, at the beginning of a module, what the assessments for the module are, the deadlines, where and to whom assignments should be submitted, and the penalties for late submission (see below). Deadlines should be set taking into account, where possible, revision and examination periods and student workload.

4.12.2 The Faculty should have clear submission procedures for assignments that form part of the assessment for a module. These procedures should be made clear to students, in writing, at the beginning of the academic year and again at the beginning of each module. These procedures, and any subsequent changes or alterations, should also be provided to the Head of Student Administration.

4.12.3 Students are required to submit a soft copy of the assignment/project report via Plagiarism Detection Software through Blackboard. The soft copy submission is considered to be the primary method of submission of assignments/project reports, unless specifically requested otherwise by the Module Tutor on the assignment/project brief.

Extensions

4.13 Extensions to submission deadlines made by academics for all students must be notified to the Head of Student Administration.

4.14 The University should have a clear procedure for granting extensions including guidance on circumstances that will and will not be considered acceptable. Each case should be considered on its merits by the relevant Faculty. Below are examples of acceptable/unacceptable circumstances:

Acceptable	Unacceptable
Major computer problems (e.g. failure of university IT systems, such as network or server failure)	Minor Computer problems (e.g. lost or damaged disks, printer breakdown)
Significant medical problems	Lost assignments
Compassionate (for example, family bereavement)	Desired books not in library
	Unverifiable travel difficulties
	Not realising deadline imminent

4.15 Students should apply in writing for an extension on the standard form explaining the reasons why they require an extension. Appropriate evidence should be attached.

4.16 To ensure equity of treatment for all students, only one person should grant extensions. This would normally be the Dean of Faculty, or authorised nominee.

4.17 The Dean of Faculty (or nominee) should be responsible for ensuring that appropriate staff are informed of extensions that have been granted.

Late submission

4.18 Where students are required to submit coursework (e.g. essays, practical reports, projects, problem sheets) that contributes to the module mark Faculties should comply with published arrangements for penalties for the late submission of such work. Coursework, which is not submitted by the initial deadline given, shall be subject to a penalty applied to the mark achieved for that piece of work.

4.19 Penalties for late submission:

4.19.1 If no extension has been granted, or there is not sufficiently good cause for work being submitted late, then a penalty of 2% of the mark actually achieved for each working day the assignment is late will be applied until 40% is reached. For assignments which have been given a mark in the range 35 – 39% marks should be deducted at the same rate until 35% is reached. After the lapse of 5 working days submissions will not be accepted and the work will receive a mark of 0%. Penalties should not include weekends (normally Friday – Saturday), public holidays and other University closed days. When setting deadlines weekends and closed days should be borne in mind to minimise student manipulation of penalties. Assignments should be marked in the normal way and penalties applied afterwards.

4.19.2 The original grade and the penalty applied will be indicated to the Board of Examiners.

4.19.3 The University does not guarantee that late submissions will be considered by the Board of Examiners at the meeting immediately subsequent to the original submission deadline.

Grading

4.20 University module marking scheme:

Module Grade	Module mark	GPA	
A	70-100	4.00	Pass
A-	67-69	3.70	Pass
B+	64-66	3.30	Pass
B	60-63	3.00	Pass
B-	57-59	2.70	Pass
C+	54-56	2.30	Pass
C	50-53	2.00	Pass
C-	47-49	1.70	Pass
D+	44-46	1.30	Pass
D	40-43	1.00	Pass
F	0-39	0	Fail

4.21 The marking scheme must be used in conjunction with the approved University Grade Descriptors for undergraduates.

Graduation

4.22 University graduation scheme:

CGPA	Degree Classification	British Equivalent
3.70-4.00	Distinction	First
3.30-3.69	Merit	Upper Second
2.00-3.29	Pass	Lower Second

Preparation for marking

4.23 It is recommended that Faculties have in place staff development and guidance procedures for all marking processes in use within the Faculty. All staff involved in marking should be required to familiarise themselves with relevant material and practices and attend formal or informal briefing sessions.

4.24 Visiting lecturers involved in assessment should normally undergo a period of training, as appropriate to the duties they are required to perform. This may include formal training provided or training provided within Faculties.

4.25 Where inexperienced internal examiners undertake marking of work, which contributes towards the module mark, this should be under the guidance of an experienced internal examiner. In addition, each new/ inexperienced staff involved in teaching should have a 'mentor', an experienced member of staff who can provide advice and support as necessary.

4.26 On appointment external examiners should be provided with a schedule outlining all relevant information relating to marking of assessments, (including information given to students).

4.27 The Dean of Faculty (or nominee) shall establish a formal timetable to ensure that external examiners have scripts in their possession sufficiently in advance of examiners' meetings to enable the external examiner to express an informed opinion on them and shall make this timetable known to all examiners, internal and external normally at the start of the session.

Marking practices

4.28 Faculties are required to adopt anonymous marking for all written examinations that contribute to the final award. Anonymity should be extended at least to the second marker stage. It should be recognised good practice that scripts remain anonymous even at the stage at which they are considered by the external examiner.

4.29 Anonymous marking of assessed work should be undertaken for course work, with the exception of practical assessments and projects and in instances where anonymous marking is not possible due to particular circumstances.

4.30 Where individual questions in an assessment are marked by different examiners, a single examiner shall be responsible for the overall mark for the paper returned to the Board of Examiners. All marks/grades to be recorded in ink, not pencil.

4.31 Faculties should ensure that a technical check of assessment marks is carried out (i.e., to ensure that simple arithmetic errors or omissions have not been made).

4.32 All assessment that contributes to a module mark must be moderated in some way, where moderation is defined as some form of independent academic checking in addition to the technical check of marks. Moderation may involve looking at pieces of assessed work (e.g. second marking), or it may involve the analysis of marks for the cohort for the assessment. The amount of moderation may vary dependent upon the nature of the assessment, the contribution made to the module mark and the overall contribution of the assessment to the award qualification or to the achievement of the award.

Moderation

4.33 The grading process will be moderated. Moderation is an independent verification of the grade awarded.

4.34 The extent of moderation will vary according to the nature of the assessment component and its significance to the module and to the programme.

4.35 Moderation may depend on random or purposive sampling. Purposive sampling may involve extreme cases on the grading scale across students, or extreme disparity in the case of individual students.

4.36 The process of moderation has several forms, including re-grading (second marking) and analysis of cohorts (grade distribution).

4.37 Second marking is the term used where student work is assessed by more than one marker.

4.38 Second marking may be undertaken 'blind' or 'non-blind'. In blind second marking, the marks and comments of the first marker are not available to the second marker.

4.39 A final mark is either agreed by the two markers in collaboration with the module coordinator or the equivalent, or produced by simple averaging of the two marks. An averaging of the two marks should not be used in cases where there is a significant variation between marks or where marks fall across a borderline.

4.40 In non-blind second marking the marks and annotations of the first marker are available to the second marker. This latter method is usually used where the role of the second marker is seen as more of checking the marks given by the first marker, such as where first markers are less experienced, or where there are several first markers and consistency may be an issue.

4.41 Second marking is required for the following:

4.41.1 Samples of work initially graded at A, B or C
4.41.2 For all failures.

4.42 Faculties should ensure that the methods that are used are agreed within the Faculty and that clear procedures are in place for moderation and the resolution of discrepancies or disagreements between markers.

4.43 For the purposes of allocating a single mark Faculties may choose to use either a simple averaging of the two marks or they may choose to put in place procedures whereby the examiners will meet to agree a single mark, following the allocation of individual marks. An averaging of the two marks should not be used in cases where there is a significant variation between marks or where marks fall across a borderline.

4.44 In the event that the examiners are unable to agree a joint mark this will be reported to the Board of Examiners which will then be responsible for agreeing the mark, possibly following the appointment of a third marker or following consideration of comments from the external examiner. A case may also be referred for discussion to the Board of Examiners in the event of any other relevant issues.

4.45 The University convention on rounding of numeric marks for all awards is as follows:

4.45.1 Marks should be rounded at two stages only:
4.45.1.1 when two or more unit marks are computed (using a weighting formula), the result should be rounded into a single integer module mark;
4.45.1.2 when the overall weighted average mark has been computed, it should be rounded into a single overall integer mark, before a classification is assigned.

4.45.2 Rounding means that any mark of x.5 and decimal fractions above, becomes the next highest integer e.g. 69.5 is rounded to 70, 59.5 to 60, and so on. Decimal fractions below x.5 are rounded to the next lowest integer e.g. 69.4 is rounded to 69. For the purposes of rounding, only the first decimal place is used.

4.45.3 Following the rounding convention set out above, overall marks of 39.5, 49.5, 59.5, and 69.5 will be rounded to 40, 50, 60 & 70 respectively.

4.45.4 For the purposes of progression, overall average marks will be rounded to the nearest integer so that marks of 29.5, 39.5 and 49.5 will be rounded to 30, 40 and 50 respectively. Decimal fractions below x.5 are rounded to the next lowest integer e.g. 69.4 is rounded to 69. For the purposes of rounding, only the first decimal place is used.

4.45.5 For all programmes, the relevant markers should meet prior to Exam Boards to discuss the borderline module marks with a view to considering whether marks should be modified so that they are more clearly on one side of a specific borderline.

4.46 Provision of Feedback to Students Staff should ensure that assignments are marked and feedback given to students no more than 15 working days following the submission date and taking into account that students find feedback helpful for examination revision.

4.47 Staff should also provide information and feedback which enables students to prepare for examinations and assessments in a more general sense.

4.48 Feedback must be provided in a timely manner that helps students understand (i) the marks or grades they have received for the work submitted, and (ii) how their performance might be improved in future

Examinations

4.49 Appointment of Internal Examiners:

4.49.1 No member of the academic staff, external examiner, or marker shall be involved in the conduct of any form of assessment, or of any examination where their relationship with a student provides a possible conflict of interest.

4.49.2 The Dean of Faculty will appoint internal examiners annually. Internal examiners are responsible for the assessment of the performance of students and are automatically members of the Board of Examiners that makes recommendations on progression and decisions on module marks and final awards. Actual membership of the Board may vary according to the size of the provision and the cases being considered. All academic staff of a Faculty, including adjunct staff, are eligible to serve as internal examiners for programmes of study and modules, which are the responsibility of that Faculty.

4.50 Appointment of External Examiners:

4.50.1 External examiners will be appointed in accordance with the procedures outlined in the University Code of Practice for External Examiners.

4.50.2 External examiners should have experience of externally examining the comparable programme at the associated institution.

4.51 Role of External Examiner:

4.51.1 No University qualification may be awarded without participation in the assessment process by at least one examiner external to this University, who will be a full member of the relevant Board of Examiners.

4.51.2 The principal role of the external examiner is to ensure that the standard of the award(s) is maintained and that justice is done to the individual student.

4.51.3 External examiners, as full members of the relevant Board of Examiners, have the right to be present at all examiners' meetings at which significant decisions are to be taken in regard to the programme with which they have been concerned, including the setting of written examination papers and projects. They are normally required to be present at any meeting where final awards are determined for the programme(s) in which they have been involved. In all cases, their approval must be obtained for any significant change to a result, which they have previously agreed. For the purposes of these regulations participation may be done via videoconference.

4.51.4 The views of the external examiner must be particularly influential where there is disagreement on the mark to be awarded for a particular module. The views of the external examiner must also be particularly influential in considering instances of apparent examination irregularities such as plagiarism and in considering mitigation.

4.51.5 Procedure and documentation must be in place for incorporating external examiner's remarks on the question paper and the response of Internal Examiners during moderation stage. This must be recorded and reported at the Board of Examiner's meeting.

4.52 To enable them to carry out their responsibilities, external examiners should:

4.52.1 be able to judge each student impartially on the basis of the work submitted for assessment, without being influenced by previous association with the course, the staff, or any of the students;

4.52.2 be able to compare the performance of students with that of their peers on comparable courses of higher education elsewhere within the British system;

4.52.3 approve the form and content of proposed examination papers, coursework and other assessments that count towards the award, including marking schemes where appropriate, in order to ensure that all students will be assessed fairly in relation to the module syllabus and programme regulations and in such a way that external examiner(s) will be able to judge whether they have fulfilled the objectives of the programme and reached the required standard;

4.52.4 be consulted about and agree to any proposed changes to the approved assessment regulations which will directly affect students currently on the course;

4.52.5 have access to all assessed work;

4.52.6 see the work of all students proposed for the highest available category of the award and for failure, and samples of the work of students proposed for each

category of the award, in order to ensure that each student is fairly placed in relation to the rest of the cohort;

4.52.7 have the right to moderate the marks awarded by internal examiners[6];

4.52.8 have the right to conduct a viva voce examination of any candidate;

4.52.9 ensure that the assessments are conducted in accordance with the approved programme regulations;

4.52.10 attend the meetings of the Board of Examiners at which decisions on recommendations for an award, or at which decisions are made on elements of assessment which contribute to an award;

4.52.11 ensure that those recommendations have been reached by means in accordance with the University's requirements and normal practice in British higher education;

4.52.12 participate as required in any reviews of decisions about individual students' awards taken during the examiner's period of office

4.53 External examiners are required to:

4.53.1 report to the University on the effectiveness of the assessments and any lessons to be drawn from them, using the form provided;

4.53.2 report to the Vice-Chancellor of the University on any matters of serious concern arising from the assessments, or application of policy and procedures, which put at risk the standard of the award.

4.54 In fulfilling these duties external examiners may be asked to comment on the suitability of assessment strategies in supporting the aims of the programme and measuring their attainment, having due regard to the University's autonomy as an awarding body and its right to formulate institutional policy, and recognizing that different strategies may be equally valid.

Examination timetable

4.55 It is the student's responsibility to ascertain his/her assessment deadlines, including examination times and locations.

4.56 Examinations may be scheduled outside normal University teaching hours.

4.57 Students may not appear for degree examination at times other than those prescribed, or at a place other than the designated one, except in cases of serious illness, injury or disability, or on grounds of religious scruples or unavoidable overlapping of examination hours, or in other exceptional circumstances, and in each case only with the express approval of the relevant Dean of Faculty. A student who is permitted to appear for examination at a time other than that prescribed may be required at the discretion of

[6] ***Disagreements between external examiners***
Where an external examiner disagrees with other external examiners, and will not agree a recommendation, it is for the Board of Examiners to ensure that the matter is resolved. If the disagreement concerns only one or more individual students, the recommendations for all other students should be signed.

the Dean of Faculty (or nominee) concerned to answer a set of questions specially prepared for the purpose.

4.58 If required, specific reasonable adjustments will be made to enable disabled students to sit examinations, including any written, practice or oral examination, continuously assessed coursework which counts towards the final assessment. Any decisions relating to the approval of specific adjustments will be made by the relevant Dean of Faculty, in liaison with the Head of Student Administration and the Examination Officer. Prior to the approval of specific reasonable adjustments the Dean of Faculty (or nominee) must see and accept a medical certificate or similar documentation relating to the student. Such students should discuss their requirements with their Personal Tutor at the earliest opportunity.

Conduct of examinations

4.59 Invigilation of degree examinations is undertaken by authorised staff, as appointed by the Registrar and in accordance with the university policies.

4.60 It is a student's responsibility to ensure that his or her submitted assessed work is legible. If markers consider work to be illegible they must consult the Convener of the Board of Examiners. Where there are no issues of disability, the Convenor should ensure that the work is marked normally so far as is possible. If the work remains completely illegible, a zero will be awarded.

Board of examiners

4.61 The composition and general terms of reference of the Board of Examiners is set out in University policy on Statuary Bodies.

Progression

4.62 The Board of Examiners has the responsibility to decide which students can progress Or, in the case of other award, exit either directly or following satisfaction of any outstanding requirement. In so far as the MOE Standards for Licensure and Accreditation permit, a student who has completed a prescribed minimum of earned and requisite credits, may be considered for the award of a Diploma or Associate Degree. Any such award shall be on the recommendation of the Board of Examiners and must be in accordance with University and MOE requirements, acknowledging the specific circumstances pertaining.

4.63 A module is a coherent and identifiable unit of learning and teaching with defined learning outcomes. A module is passed if its specified learning outcomes have been achieved. The assessment of each module shall be designed so as to assess the achievement of the learning outcomes of the module.

4.64 The minimum passing mark for all undergraduate modules is 40.

4.65 For a student who has met the learning outcomes for the module and whose overall mark for the module is between 35-39 the Board of Examiners may adjust the mark to 40% in order to allow the student to pass the module.

4.66 If the module's overall mark is less than 35% then the student must retake the module.

4.67 All retake assessments are capped at 40% unless there are approved mitigating circumstances. The module's overall mark is not capped and is calculated based on the marks of all assessments carried forward plus the mark of the retake assessment.

4.68 The mark of a retaken module is not capped.

Opportunities for re-assessments

4.69 The Board of Examiners has authority to decide if a student is required or entitled to repeat modules or re-take one or more of their assessment components.

4.70 The Board of Examiners has the authority to require students to complete supplementary assessments in order to demonstrate the learning outcomes.

4.71 A student who fails a module can retrieve the failure, either by reassessment or by repeating the module. The decision on whether the student should be allowed to be reassessed or repeat should be made by the relevant Board of Examiners.

4.72 In deciding whether a student should be reassessed or required to repeat the module the Board of Examiners will need to consider a number of factors including:

4.72.1 The learning outcomes which the student needs to demonstrate and how these might most easily be demonstrated

4.72.2 The student's performance in other modules or in other assessments for the same module

4.72.3 If the student is in the early stages of their programme consideration should be given to requiring a repeat instead of reassessment in order to support the educational development of the student in terms of the acquisition of appropriate skills and techniques

4.73 A student may attempt assessment components twice; failure may be condoned if a student repeats the assessment component and passes at a second attempt. However, the maximum grade following reassessment is 40%. transcript will be amended to show that the module was passed following reassessment of at least one of the assessment elements.

4.74 Failure of an assessment component at the first attempt for reason of proven mitigating circumstances will result in the reassessment being considered a 'first attempt'.

4.75 For re-assessment a student is required to complete such further assessments as specified by the recommendation of the Board of Examiners as being necessary to

demonstrate achievement of the stated learning outcomes. This re-assessment may take the form of additional or re-submitted coursework or an examination.

4.76 Students should be notified of their performance in the taught component of the programme and whether they are required to be re-assessed within 10 working days of the date of the Board of Examiners meeting. The recommendation relating to re-assessment can normally only be made once all the assessments for the module in question have been completed. Where it is known that the module needs to be reassessed, reassessment should take place at the first opportunity. Coursework which requires to be reassessed should be submitted no more than four weeks following communication of the relevant Board of Examiners decision to the student. Any resit examinations should be undertaken as soon as possible following the Board of Examiners meeting and no later than the next date of University examinations (irrespective of whether there is a scheduled examination for the module in question). Boards of Examiners should inform Student Administration which modules it has decided are to be re-assessed.

4.77 There is no limit on the number of Retake module a student can undertake to the retrieve the failure. The grade from the second attempt onwards will be recorded on the transcripts and also counted in the GPA calculation

4.78 A student who is required to repeat a module is required to attend teaching sessions as specified by the Faculty and to complete all the assessment requirements associated with the module in order to achieve the stated learning outcomes. Repeat students should normally complete the repeat of the module within one calendar year of the initial failure. If a student does not attend teaching sessions as specified by the Faculty they may be debarred from the assessment of the module. Students may repeat some or all modules as determined by the Board of Examiners.

4.79 In some modules the nature of the module will be such that retrieval of failure can only be by means of repeat (e.g. laboratory-based modules). Such modules should be designated as repeat only in module descriptions.

4.80 If the University is unable to provide a module for the purposes of a repeat, approval may be given for the student to take a substitute module, if this is possible within the curriculum of the relevant programme.

4.81 Students who are given the opportunity to repeat or substitute a module will have to pay the appropriate fee.

4.82 Where a student is prevented by illness or other cause from attending all or part of the final assessments for an award, the Board of Examiners may either:

4.82.1 where sufficient evidence of achievement exists, recommend the award of the degree.

4.82.2 where insufficient evidence of achievement exists, recommend that the student be provided with a further opportunity to complete the requirements for the qualification concerned.

Sufficient evidence of achievement would normally consist of the majority of assessed work, and evidence that the main learning outcomes of the programme have been achieved.

4.83 Students who are ill for a significant period during the academic session (i.e. have missed key elements of their learning experience) or are otherwise prevented from following their programme of study may apply for leave of absence, returning to study once circumstances allow. Applications to the University would normally be for only one academic session at a time and must be endorsed by the Faculty and transmitted to the Head of Student Administration. The period of leave of absence is not included in the time limits for the programme but students should be made aware that, when they return to study, the Faculty might not be able to guarantee exactly the same programme of study.

Awards

4.84 In order to be eligible for the award of Bachelor's Degree, students are required to:

4.84.1 achieve the minimum number of 480 credits as specified in University Regulations.
4.84.2 have a CGPA of 2.00 in all modules.
4.84.3 have fulfilled any additional requirements as detailed in specific programme regulations/handbooks

4.85 To pass with Distinction student must:

4.85.1 Pass all modules (minimum 480 credits) taken as part of the programme
4.85.2 have a CGPA of 3.70 in all modules.

Reconsideration/review of decisions

4.86 Decisions made by a Board of Examiners, once certified in writing, are final except where:

4.86.1 A Board of Examiners may review a decision if information relevant to that decision, but unavailable at the time the decision was made, comes to light or if any error having a material bearing on that decision or an error in the written certification of that decision has been made.
4.86.2 Where an error is discovered in the assessment or marking of any examination or any component of an examination or in the calculation, recording or notification of the result of any examination or any component thereof or in the result of any degree or in any process connected with any of these matters, the University shall forthwith correct that error and amend its records to show the correct result and that whether or not the result has been published or otherwise notified to the student. The University shall notify the student of the corrected result as soon as practicable and shall also correct any reference or statement which may have been provided by the University whether to the student or to a third party. Having

been notified of the corrected result the student shall return to the University any documentation which may have been issued to the student notifying the original result which has been corrected. The student shall have no claim against the University for any loss or damage which may have been incurred by the student as a result of any error which may have been made.

4.86.3 a student has the right of appeal provided by regulation.

4.86.4 in proven cases of substantial and significant copying, plagiarism or other fraud, the Senate has the power to revoke, any degree it has already awarded, and to require the degree, diploma or certificate scroll to be returned.

Recording of decisions made and discussions held

4.87 All Faculties will keep a formal record of the attendance at, discussions held and decisions made at the meeting of the Board of Examiners. Deans of Faculties should ensure that adequate systems are in place in order that they are able to satisfy themselves that appropriate regulations and procedures have been adhered to in reaching any such decisions. Such systems are subject to review during Academic Audit and Deans of Faculties will be asked to confirm that the appropriate regulations and procedures have been adhered to when submitting module marks and recommendations.

4.88 As a minimum, all evidence like exam scripts etc on which a decision was based should be retained for four months after the original Board of Examiners meeting unless there is a specific reason for a longer period of retention as decided by the Faculty e.g. Appeals cases, re-assessment cases, records for course files etc. till the decision of re-assessment has been finalised etc. The minutes of meeting will be retained by the OQIE for at least two years after the Board of Examiners meeting.

Recording of marks

4.89 The assessment of each module shall generate a single mark between 0% and 100% expressing the extent to which the learning outcomes have been achieved. A number of different assessments may be combined within a module to generate the single mark. This information should be provided to Boards of Examiners on the standard University form by the Examinations Officer.

4.90 Any marks should be expressed as a percentage and as a whole number in accordance with the University Marking Scheme.

4.91 Where a student has failed to attend an examination or has not submitted a piece of assessed work, without adequate cause, the mark recorded for the specific assessment element will be 0%.

Recording of marks following re-assessment or repeat

4.92 Following a successful repeat of a failed module the mark the grades from the second attempt onwards will be recorded on the transcripts and also counted in the GPA calculation.

4.93 Following successful re-assessment the maximum mark which may be awarded for the re-assessed elements will be 40%. The student's transcript will be amended to show that the module was passed following re-assessment of at least one of the assessment elements.

4.94 Following unsuccessful re-assessment or repeat the higher of the two fail marks should be used for the purpose of arriving at any specific decisions.

4.95 Where a student has failed to attend a re-examination or not submitted re-assessed work, without adequate cause, the mark recorded for the specific assessment element will be 0%.

4.96 Following unsuccessful re-assessment or repeat of a failed module, the mark used for arriving at decisions on progress or the final award shall be the higher of the two fail marks achieved, at initial assessment and at re-assessment.

4.97 Where the student has been permitted to substitute a module the mark achieved will be recorded and used on the transcript.

Standardisation or adjustment of marks

4.98 Where marks are adjusted, the rank order of affected students for the assessment must be maintained and the mark distributions should normally be preserved. The normal method of mark adjustment might be a simple addition or subtraction of an agreed percentage; however, Faculties may use more sophisticated methods within the above constraints.

4.99 There should be no adjustment to marks if they accurately reflect the achievement or otherwise of the learning outcomes and have not resulted from an error in the assessment process or some other factor which would have affected students.

4.100 All adjustments to marks must be recorded in the minutes of the Board of Examiners.

4.101 Faculty quality assurance mechanisms should ensure that any concerns identified in the assessment process or other aspects of the module result in a review of that module.

Provision of information to students

4.102 Mark sheets shall be treated as strictly confidential but the marks awarded to an individual candidate may be disclosed to the candidate in a way which protects the confidential nature of the marks of other candidates. Attention is drawn to the University Policy and the implications for storage of student information and provision of information.

4.103 Results, provisional results, progress decisions and final awards will be published by the University as soon as possible after the meeting of the Board of Examiners at which they are determined. In the case of provisional results students should be informed of the status of the marks released and be reminded that the Board of Examiners, in

determining the final award, may exercise discretion by taking into account additional relevant information.

4.104 Following determination of marks for the taught elements of a programme by the Board of Examiners, where students are continuing, the University will inform individual students of their module marks. Where there are any issues in relation to progress this should ideally take place through a progress review meeting between the student and their personal tutor.

4.105 It will be at the discretion of the Faculty as to whether or not they will release to students the marks that they obtain in each assessment (where available) of a module, although Faculties should ensure that students are not given access to information on the provisional marks or grades which are allocated by individual markers. However, students should be given feedback on assessments, particularly those undertaken during a module and used to inform the student's learning (e.g. coursework). Such feedback should be provided within 15 working days of the submission date. Faculties may wish to provide this feedback in ways other than by provision of actual marks. Where marks are provided in advance of confirmation by the Board of Examiners, it should be emphasised that these marks remain provisional.

Retention of scripts

4.106 The University shall ensure that all written examination answer books and other papers shall remain confidential to the examiners and shall be retained until four months after the original Board of Examiners meeting unless there is a specific reason for a longer period of retention.

Unsatisfactory progress

4.107 General Guidelines for Unsatisfactory Progress in Programmes:

4.107.1 Students who score a CGPA of less than 2.0 in a semester will receive a written warning notice.
4.107.2 Students who score a CGPA of less than 2.0 in two consecutive semesters will receive a second written warning notice and will not be allowed to register for more than three modules in the following semester.
4.107.3 Students who score a CGPA of less than 2.0 in three consecutive semesters will be dismissed from the University.

4.108 The following sets out the meanings of terms as they are used in the Regulations and Assessment Regulations concerning debarring and due diligence:

4.108.1 'Withdrawal' is related to programmes of study
4.108.2 'Debarring' relates to assessment in a module
4.108.3 'Reasonable Diligence' is understood as being demonstrated by:
4.108.3.1 Completion of all required coursework; and, where relevant,
4.108.3.2 Submission of examination material in the prescribed manner.

4.109 Debarring and Reasonable Diligence: Students who do not observe reasonable diligence may be debarred from assessment in a module or be asked to withdraw from their programme of study.

4.110 Attendance at an examination hall and submission of a blank or otherwise inappropriate script does not constitute reasonable diligence. The Board of Examiners may use its discretion in deciding on other similar cases.

4.111 In addition to the above, students are also required to attend 70% of specific classes in modules. Faculties may also wish to require specified levels of attendance in specific modules if, for example, group assessments are included and the behaviour of students could prejudice the performance of others; where health and safety is an issue; or where core knowledge is essential for later study. In these cases, it must be made clear in the module description that attendance at particular classes or at a certain level will be required (unless there are good reasons for non-attendance). Faculties must also be vigilant in monitoring attendance to ensure that all students fulfil their responsibilities.

4.112 All students must be informed by Faculties in writing of above definitions and the procedures they can expect to be enacted if they fail to observe due diligence.

4.113 For any student threatened with being debarred from assessment in a module, or a requirement to withdraw from a programme of study, the procedures for enacting the regulations on debarring and withdrawal should include the following:

4.113.1 An interview with the Dean of Faculty/ (or nominee); followed by,
4.113.2 A written warning explaining what the student should do if s/he is to avoid further action being taken.

4.114 If the above measures fail and action to debar from assessment or to require a student to withdraw from a programme of study is to be taken, the following must be observed:

4.114.1 A second (and final) letter should be sent to the student making it clear that it has been recommended to the Board of Examiners that the student should be debarred from assessment in a particular module(s) or be required to withdraw from a programme of study. To enable the University Office to set in motion the appropriate action and notify the student of his/her right of appeal, Faculties who wish to enact the regulations must formally inform Student Administration before the end of the 5th week of the semester. This deadline is intended to give sufficient time for the completion of the appeals process before the end of the semester.

4.115 Students who have been debarred from the first opportunity of assessment are permitted one opportunity to repeat the module. If the relevant module is not available a student may be given permission to substitute it for another module, if this is possible within the curriculum. After this student are not permitted further resits.

On the transcript 0% is recorded for the first attempt and the actual mark recorded for the second attempt. A student substituting a module is only permitted one attempt at assessments in the substitute module. On the transcript, a mark of 0% is recorded for the first module and the actual mark for the substitute module.

4.116 If students are debarred from assessment but nevertheless turn up and complete examination papers, the marks for these papers should not be submitted to Boards of Examiners for confirmation.

4.117 Where a student is registered on a module delivered by a Faculty other than the student's home Faculty, the home Faculty shall be responsible for enacting procedures to debar the student from assessment in the module. There should be full consultation with the Faculty delivering the module throughout the process.

4.118 Where Faculties offer modules to students from other Faculties, the student's home Faculty should be informed immediately if there are concerns about the student failing to observe reasonable diligence, bearing in mind the deadline set out above.

4.119 For the purposes of awarding a mark, a student who fails to attend a required examination without adequate cause or who fails to complete other assessed work by the final deadline without adequate cause shall be classed deemed as having made a valid attempt, i.e. they will be deemed to have failed and shall be awarded a mark of 0% for that examination or assessment. Where there is unexplained absence from all assessments that contribute to the module mark the student will be awarded a mark of 0% for the module and will not achieve credit. Where the unexplained absence is for an assessment that contributes less than 100% to the module mark the mark of 0% for the assessment will be combined with the marks for the other assessments as for all other students. This may result in the student not achieving the pass mark for the module and failing the module. In case the combined mark is more than the pass mark then the BoE will take decision on the basis of all learning outcomes met by the student as evidenced by the rest of the assessments.

4.120 A student who provides adequate reason or mitigation for failure to complete an assessment or attend an examination may be permitted to 'sit' the module again as if for the first time, or 'sit' the assessment(s) again as if for the first time.

Processing academic failure

4.121 Students who do not meet the conditions required to proceed to the next stage of their programme following re-assessment or repeat shall be required to withdraw. Such students will be informed of their right of appeal.

4.122 A student who, on the basis of their performance, is regarded as potentially unsatisfactory is notified of this and should normally be interviewed before any recommendation for exclusion is made to the Board of Examiners.

4.123 The Board of Examiners is regarded as the final judge of the academic basis for exclusion on the grounds of unsatisfactory progress, as specified in the degree

regulations. If the Board of Examiners approves the exclusion of a student on the grounds of unsatisfactory progress the student has the right of appeal, but only if the student can produce substantial evidence which, for good reason, was not made available to the Board of Examiners or can allege irregular procedure or improper conduct on the part of the Board of Examiners.

4.124 A student declared unsatisfactory is excluded from all further attendance at classes and examinations.

Appeal

4.125 Refer to University policy on appeals

Document History

Policy Number/Version	Date	Update Information	Approval
(5.4/V02)	August 2025	Submitting work in person or post has been omitted. Only electronical submissions are accepted.	Council
(5.4/V02)	Oct. 2019	Restructuring, version upgrade	Council

Undergraduate marking criteria matrix

Policy number/version		5.4.1/V01
Section		ASSESSMENT AND INTEGRITY
Type		University-wide policy
Date of creation		October 2011
Date of last revision		March 2018
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Post/section with responsibility for implementation and monitoring		Board of Studies
Approved by		University Council
Policy review	Latest review by	Head of Institutional Effectiveness
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	Review outcome	No changes
	Next review date	August 2026
Cross reference/related documents:		1.0 Policies and Procedures Manual 5.4 Undergraduate Assessment Regulations

This matrix is fixed and should not be altered. Achievement descriptors are indicative. Course teams should interpret them as appropriate with reference to the assignment, subject and level.

Criteria	Level of Achievement Indicators*				
	F-Grade 0-39%	**D-Grade category (D and D+) 40-46%**	**C-Grade category (C-, C, and C+) 47-56%**	**B-Grade category (B-, B, & B+) 57-66%**	**A-Grade category (A- & A) 67-100%**
1. Research Systematic identification and investigation of appropriate sources	Information presented does not relate sufficiently to the task; there may be evidence of rudimentary research	Adequate information has been gathered and documented from readily available sources applying standard techniques	Information is accurate, appropriately categorised and from a range of sources	Well informed judgements made of the relative value of connected information from a wide range of sources	Extensive independent research, accuracy, familiarity with the material, and sound judgements
2. Analysis Examination and interpretation of resources	Constituent elements may be incorrectly identified; analysis may be attempted but unjustified	Key elements within relevant information are identified, but may lack accurate interpretation	Accurate interpretation of the relationships between constituent elements	Accurate interpretation and evaluation of relationships between elements	Accurate and perhaps personal synthesis and evaluation of elements
3. Subject Knowledge Understanding and application of subject knowledge and underlying principles	Limited knowledge of subject and its development	Evidence of understanding key aspects of the subject context, in current debates and/or historical background. References to some relevant movements/people	Accurate understanding of subject context. References key movements and people	Accurate extensive understanding of subject context. Evidence of appreciation of the relative significance of movements and people	Contributes to the subject debate by assimilating knowledge into a personal hypothesis (or elements/the beginnings of one)

This matrix is fixed and should not be altered. Achievement descriptors are indicative. Course teams should interpret them as appropriate with reference to the assignment, subject and level.

Criteria	Level of Achievement Indicators*				
	F-Grade 0-39%	**D-Grade category (D and D+) 40-46%**	**C-Grade category (C-, C, and C+) 47-56%**	**B-Grade category (B-, B, & B+) 57-66%**	**A-Grade category (A- & A) 67-100%**
4. Experimentation Problem solving, risk taking, experimentation and testing of ideas and materials in the realisation of concepts	Unable to identify problems; does not understand the purpose of risk taking or exploration of alternatives	Operates within familiar and well established ideas, processes, media and/or materials; some evidence of exploration	Evidence of exploration of processes, media and materials; may lead to potential directions for future work	Evidence of conceptual risk taking/using own analysis to inform further cycles of inquiry and potential future directions	Unfamiliar conceptual territories may be explored
5. Technical competence Skills to enable the execution of ideas appropriate to the medium	Uses limited rudimentary processes exercising little judgement	Skills are adequate to communicate ideas; accepted conventions and procedures are usually applied	Skills facilitate communication of ideas; evidence of checking/testing/finishing; conventions and procedures are used consistently and appropriately	Skills facilitate practice and the communication of ideas; full command of conventions and procedures is evident	Idea and technique are unified; discernment and judgement are evident; crafted skills may have contributed to conceptual advances
6. Communication and Presentation Clarity of purpose; skills in the selected media; awareness	Partial lack of awareness and observance of conventions and standards; lack of	Conventions and standards are applied; structure is clear; information selection and organisation shows	Communication media have been selected/used with good judgement; standards and conventions of use have been fully adhered to;	The nature and strengths of appropriate communication media have been exploited; information has been	Message and medium are unified with personal style; the communication is persuasive and

This matrix is fixed and should not be altered. Achievement descriptors are indicative. Course teams should interpret them as appropriate with reference to the assignment, subject and level.					
Criteria	**Level of Achievement Indicators***				
	F-Grade 0-39%	**D-Grade category (D and D+) 40-46%**	**C-Grade category (C-, C, and C+) 47-56%**	**B-Grade category (B-, B, & B+) 57-66%**	**A-Grade category (A- & A) 67-100%**
and adoption of appropriate conventions; sensitivity to the needs of the audience	clarity in structure, selection and organisation of information; lack of awareness of audience	awareness of audience requirements and preferences	decisions show awareness of the audience and the context	selected, organised and presented showing awareness of context and audience	compelling; it takes full account of diverse audience needs
7. Personal and professional development Management of learning through reflection, planning, self-direction, subject engagement and commitment	Sporadic evidence of reflection and planning not followed through consistently. Incomplete awareness of personal strengths and weaknesses	Evidence that reflection and planning have led to increased subject engagement and commitment. Developing an awareness of strengths and weaknesses	Evidence that a cycle of reflection and planning has been iterative and productive. Actively works to develop strengths and mitigate weaknesses	Reflection and planning is self-directed, iterative and habitual. Strengths have been successfully built on, weaknesses have been mitigated	Takes full responsibility for own learning and development through iterative cycles of well-articulated purposeful analysis and planning, supported by extensive evidence of impacts
8. Collaborative and/or independent professional working	Collaborates reluctantly; struggles to produce work alone;	Awareness of main standards required of relevant profession.	Aware of and able to meet most standards required of relevant profession in	Aware of and able to meet most standards required of relevant profession in simulated	Integrates a sense of own identity productively into real or simulated

This matrix is fixed and should not be altered. Achievement descriptors are indicative. Course teams should interpret them as appropriate with reference to the assignment, subject and level.					
Criteria	**Level of Achievement Indicators***				
	F-Grade 0-39%	**D-Grade category (D and D+) 40-46%**	**C-Grade category (C-, C, and C+) 47-56%**	**B-Grade category (B-, B, & B+) 57-66%**	**A-Grade category (A- & A) 67-100%**
Demonstrates suitable behaviour for working in a professional context alone or with others	has unrealistic view of professional life	Able work both collaboratively and independently	simulated or real professional situations. Productive when in a team or working alone	or real professional situations. May work well in a team, provide effective leadership, and demonstrate a well-rounded profile working alone	professional situations. Can comfortably work as team member, in leadership role, or alone

*The actual sub-grade within a grade category is determined by the accumulated marks within the assignment/module

Document History

Policy Number/Version	Date	Update Information	Approval
(5.4.1/V01)	AY 2020-2021	Changed Level of Achievement Indicators to align with marking scheme of 5.4 'Undergraduate Assessment Regulation'	Council
(5.4.1/V01)	Oct. 2019	Renumbering (3.16.1/V01), Restructuring	Council

Online examination policy

Policy number/version		5.5/V01
Section		ASSESSMENT AND INTEGRITY
Type		Academic policy
Date of creation		June 2020
Date of last revision		New policy
Date of approval of current version		October 2020
Post/Section with responsibility for implementation and monitoring		Board of Studies
Approved by		Senate
Policy review	Latest review by	Head of Institutional Effectiveness
	Latest review date	August 2025
	Review outcome	No Changes
	Next review date	August 2026
Cross reference/related documents:		5.1.3 Assessments (Master's) 5.1.3.1 Master's assessment criteria and grade descriptors 5.2.1 Assessment regulations doctoral degrees 5.2.1.1 Doctoral assessment criteria 5.2.1.2 Doctoral grading descriptors 5.3.2 Appeals 5.4 Undergraduate assessment regulations 5.4.1 Undergraduate marking criteria matrix 6.1 Student code of conduct 6.2 Student discipline 6.3 Student grievance

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University will ensure that the online examination experience is transparent, fair, trustworthy, secure, convenient, and maintains the University's quality assurance standards.

2.0 Scope

2.1 This policy applies to all online implementation of the University's own examinations.

2.2 This policy does not cover examinations run by external agencies using the University's physical or online resources.

3.0 Policy

Rules and code of conduct

3.1 Unless explicitly mentioned otherwise within this policy document, standard examination regulations and codes of conduct will apply to the online examination rules and code of conduct.

3.2 Online examinations can be implemented synchronously or asynchronously. Synchronous examinations are session-based exams where candidates are required to be present in a particular virtual space at a particular time and may not leave unless for a break or submission of the examination. Asynchronous examinations are examinations which do not restrict candidates to be present in a particular virtual space at a particular time while taking the examination.

3.3 Candidates experiencing technical difficulties and other irregularities at any point during the examination session will be dealt with on case-by-case basis.

Eligibility for online examinations

3.4 Eligibility for online examination includes:

4.8.58 candidates who have been instructed to sit for an online examination by their module instructor in order to successfully complete their module requirements;

4.8.59 candidates who wish to substitute their on-campus examinations with online examinations for health and safety concerns. This request needs to be approved by the candidate's Head of Programme;

4.8.60 candidates who for some unanticipated circumstances are unable to be present physically in the UAE at the time the examination will be conducted. This request needs to be approved by the candidate's Head of Programme.

Preparation for online examination

3.5 Candidates are to be provided with a clear and explicit description of the whole online examination process before they sit for an online examination.

3.6 Candidates filing a grievance on matters pertaining to a standard set process after sitting for an examination cannot change the outcome or results of the examination they have already submitted.

3.7 Examination instructions are to be emailed to candidates before the day on which the examination will take place.

3.8 Candidates who are expected to sit for an online examination may choose to withdraw from it provided that they complete a Mitigating Circumstances form. Completing the form does not guarantee any results or decisions.

3.9 Candidates are fully responsible for the technical equipment and set up they need for an online examination. This includes an internet connection with sufficient bandwidth, a computer with sufficient processing power, all the necessary programs, sufficient battery life or a reliable mains power source, a video camera, etc. Technical issues related to the basic functioning of hardware/software are not the responsibility of the University.

3.10 Candidates may be required to install and activate a specific proctoring program on their computers. Candidates entering an online examination without a proctoring program where it is required will not be permitted to sit the examination.

3.11 Candidates may be required to install and activate particular programs pertaining to the module they are taking in order to successfully complete the examination (for example, Microsoft Office, MATLAB, or SPSS).

3.12 Any software used in online examinations must be correctly licensed for the user taking the examination and have been purchased and installed through legal means.

Online examination timetable

3.13 Candidates are fully responsible for correctly noting the timetable of their online examinations. They are expected to check their timetables regularly to note if there has been any change in the timetable.

3.14 Online examination timetables should be set so that no candidate has two online examinations scheduled that will clash.

3.15 In cases where there is more than one online examination in one day for one candidate, there has to be at least a two hours gap between the two examinations.

3.16 Online examination timetables should be set so that no one candidate would have more than two examinations in one day.

3.17 Online examination timetables should be set so that two examinations per day per candidate happen only in exceptional cases.

Online examinations for students of determination and other special needs

3.18 Candidates with a disability or a medical condition or who are expected to be under incapacitating circumstances at the time the examination is set are required to notify the module instructor beforehand.

3.19 The module instructor will inform the Equality and Diversity Committee of the candidate's case. The Equality and Diversity Committee will then assess the candidate's case and make a decision on whether the candidate needs any special arrangement for his/her online examination.

3.20 Depending on the particular condition of a special requirement, standard online examination arrangements may be adjusted to the candidate who needs it so that they may sit through the online examination. The nature of this arrangement will be decided by the Equality and Diversity Committee.

Admission to online examinations

3.21 The virtual room where the online examination is taking place will open 15 minutes before the examination starts.

3.22 Where necessary, candidates will be required to be ready at all times during the examination for invigilators to ask them for a 360° environmental camera scan.

3.23 Unless instructed otherwise, candidates' microphones will be required to be turned on at all times during the examination.

3.24 Candidates are required to present their University photo identification card to verify their identity prior to starting the examination.

3.25 For any queries during the examination, candidates may raise their hands (digitally) and an invigilator will assist them in a private one-to-one chat.

3.26 Candidates are to keep their work desks clean and free of any clutter.

3.27 Camera lenses need to be clean and clear. Sound systems need to be sharp and clear.

3.28 Candidates may be required to start up their proctoring program before the examination starts. A proctoring program must be the same one for all candidates taking an examination at a time.

3.29 A proctoring program implemented by the University should have the following features:

4.8.61 identity authentication;
4.8.62 secure examination browser;
4.8.63 session recording.

<u>During the online examination</u>

3.30 Candidates are required to have their faces in full view of the camera at all times during the online examination.

3.31 Examination invigilators may not necessarily be the module instructors. .

3.32 Online examination sessions will be designed by the module instructor in such a way that they allow at least one break period of 10 minutes. The examination may, for example, be divided into two parts where candidates will submit their first part before taking the break.

3.33 Communication by candidates with anyone other than the invigilator present online or the module instructor present online is strictly prohibited during the online examination.

3.34 The examination session may be recorded for invigilation purposes. The video will be used to monitor, review, and inspect the examination session and as an evidentiary record for potential disputes between candidates and invigilators.

3.35 Candidates may not leave their desk space at any time during the examination session unless:

4.8.64 for a break period, as instructed;
4.8.65 they wish to submit their examination.

3.36 Depending on the type and nature of the examination, candidates may be required to complete their answers using a program such as Microsoft Office or MATLAB and upload the files, or answer directly on the e-learning system in which the examination is taking place.

3.37 Candidates taking online examinations shall will not access any website or other digital material besides their examination webpage unless told to do so by the module instructor.

3.38 Candidates taking on-campus online examinations should not dim the brightness of their laptop screen below 70% while taking examinations unless they have a medical condition that requires them to do so. In such cases, clauses 4.18, 4.19, and 4.20 apply.

Submission of the online examination

3.39 Depending on the examination itself, submission may be:

4.8.66 multiple set times during the examination – for example in cases where the candidate can't go back to a section they completed;
4.8.67 multiple submissions at any time – for example uploading completed Word or Excel files;
4.8.68 once at the end of the examination – for example a set button with a 'Finish Examination' prompt;
4.8.69 multiple submissions at the end of the examination.

3.40 Once the online examination set time is up, the system will lock and automatically submit all work that the candidate has completed.

3.41 Candidates taking on-campus online examinations should confirm the submission of their examination with the invigilator before leaving the examination hall. The invigilator will record the submission time of the candidates on the attendance register.

Document History

Policy Number/Version	Date	Update Information	Approval
(5.5/V01)	AY 2021-2022	Added clause on accessing digital material during an online examination Added clause on screen brightness adjustment during examination Added condition for submission of online examination	Senate
(5.5/V01)	Oct. 2019	New policy	Senate

Proofreading policy

Policy number/version		5.6/V02
Section		ASSESSMENT AND INTEGRITY
Type		Academic policy
Date of creation		December 2021
Date of last revision		New policy
Date of approval of current version		November 2023
Post/Section with responsibility for implementation and monitoring		Dean of Research
Approved by		Senate
Policy review	Latest review by	Dean of Research
	Latest review date	August 2025
	Review outcome	Minor rewording
	Next review date	August 2026
Cross-reference/related documents		14.0 Guide to presenting final research work 5.1.4 Dissertation framework 5.1.4.1 Submission of project reports 5.2.1 Assessment regulation of doctoral degrees

1.0 Rationale and principles

1.1 This policy determines the proofreading of students' work and sets out who can be involved in offering various forms of comment on, and correction to, work that is yet to be submitted for assessment and/or final submission to library for university clearance.

1.2 This policy aims to:

1.2.1 help students proofread the academic language in their work prior to final submission;

1.2.2 develop a shared understanding of what proofreading work should entail and the acceptable boundaries for any intervention on a student's text;

1.2.3 prohibit and discourage students from contacting proofreaders beyond the list approved by the University;

1.2.4 improve the quality of student's work.

2.0 Scope

2.1 This policy, intended for the guidance of students and staff, relates to the proofreading of work to be submitted as part of academic coursework, including but not limited to undergraduate capstone projects, MBA consultancy project reports, Master's dissertations, and doctoral theses. The University's Faculties should make students aware of this guidance in advance of students undertaking the assessment.

3.0 Policy

3.1 The role of the DTC in proofreading

The Doctoral Training Centre (DTC) is the centre within The British University in Dubai under which the purview of proofreading lies. The DTC would not in itself carry out proofreading but initially provide mandatory screening for final assessments submitted by students. Upon successful screening the DTC would provide qualifying students with an authorised list of proofreaders from which proofreading services can be procured.

3.2 Mandatory screening by the DTC

The DTC would carry out mandatory screening whereby work submitted would be checked to determine if it meets the minimum English language requirements and the word count specifications of the University. The word counts for final assessments as specified by the university is as follows:

Final Assessment	**Word count (excluding appendices and references)**
Masters (9 credit hour Dissertation)	up to 18000 (9 Cr. Hr.) Up To 12000 (6 Cr. Hr.)
MBA projects (9 credit hour Dissertation)	up to 15000 (9 Cr. Hr.) Up to 10000 (6 Cr. Hr.)
PhD	60,000 – 80,000
EdD / PDBA	40,000 - 50,000

This service will carry a cost of 500AED. The screening requirements would be set by the university and revised as needed. The screening phase lies within the purview of The Doctoral Training Centre.

3.3 Authorised proofreading list

The authorised proofreading list is a compilation of proofreaders by the university that are given permission to provide proofreading service to its students at a mutually agreed rate. Students must adhere to the provided list and only access proofreaders on this list when seeking proofreading services. In cases this is not possible please refer to clause 3.9.1. This list would be made available to students once satisfactory prerequisites are met which are detailed in the proofreading process.

Additions to and exclusions from the authorised list of proofreaders:

(i) Additions and exclusions from the authorised list of proofreaders is solely dependent upon the discretion of The British University in Dubai.

(ii) Exclusions may occur as a result of poor quality, failure of the proofreader to comply with the set conditions stipulated, failure of the proofreader to provide work in a timely manner, the charging of rates for the university's students not agreed upon etc.

(iii) Additions may only be included when quality checks and other vetting mechanisms have been undertaken by the university, upon the recommendation of university staff; upon the recommendation of the authorised proofreaders; through the university procuring the services of independent contractors etc.

The university is not liable or responsible for the quality of proofreading received by approved proofreaders. This list has been complied based on the university's perceived understanding of their quality at a point in time and not over a period of time. It is understood that proofreading quality varies over time. Though, every effort will be made to include only reliable proofreaders on the list.

In the instance a student has a grievance with a proofreader with regards to quality, the student is required to write to the proofreader directly, copying the university, so as the university is aware of the problem but not with the understanding of intervening. The DTC would however solicit feedback from such cases from both parties with the purpose of further inclusion or exclusion from the authorised list of proofreaders.

3.4 Scope of proofreader and proofreading

3.4.1 A proofreader on the authorised list can:

- identify spelling, punctuation, typographical and grammatical errors in line with British conventions;
- identify formatting errors and inconsistencies, e.g., page numbers, font size, line spacing, headers and footers, margins, footnotes/endnotes, and layout;
- identify areas of text that are poorly structured so that the meaning is unclear;
- identify minor formatting errors, such as inconsistencies or ordering, in the referencing; and identify errors in the labelling of figures, diagrams, graphs, and charts;
- identify lexical repetition or omissions.

3.4.2 A proofreader on the authorised list cannot:

- rewrite content where the meaning is unclear or ambiguous;
- correct facts, calculations, equations, coding, formulae, figures, graphs, and charts;
- make additions to the content or remove content;
- rearrange text or paragraphs to improve coherence;
- make changes to ideas or discussions;
- change or reduce content to align with a word limit;
- significantly alter or implement a referencing system;
- re-label figures, diagrams, graphs, and charts;
- make stylistic corrections;
- reformat the work;
- translate any part of the English text.

3.4.3 Documents proofreader is to supply to students:
Upon completion of proofreading the student's work, a proofreader is expected to supply the student with the following documentation:

- A copy of the work inclusive of track changes and comments
- a clean copy of the work
- a summary document detailing to the student what aspects of the work needs to be further addressed by the student post proofreading (e.g. formatting errors, referencing errors, British spelling errors etc)
- proofreading certificate.

3.5 Acting upon changes made by the proofreader

All comments given by the proofreaders should be in the form of Microsoft Word Track changes; the authorial ownership rests with the students themselves. Students can choose whether they accept or ignore the proofreader's advice.

3.6 Student feedback and confirmation of proofreading

At the end of the proofreading process students would be asked to give feedback on the screening and proofreading phases so as to facilitate improvements to the service. Students will also be required to produce evidence that the proofreading has been completed.

3.7 Arabic Abstracts

The DTC will offer the service of providing translation and proofreading of Arabic abstracts at a cost separate from that of screening.

3.8 Process

The proofreading process is divided into sequential phases.

Phase 1 – Intent to submit

(i) The first phase is related to alerting students to the existence of the paid service and making it clear to them that it is mandatory for all students (registering in their programmes after the approval of this policy) to submit their final work for screening under the supervision of the University and proofreading (if required as per screening report).

(ii) The first step of the process requires students to submit to the DTC an 'Final Assessment Screening (FAS) Form' signed by their respective Director of Studies/Supervisor. This initial signed form is mandatory and movement into the screening stage cannot take place without this.

(iii) The role of the Director of Studies (DOS)/Supervisor in the proofreading process is to ensure that their students follow the required protocols.

Phase 2 – Screening

(iv) The second phase relates to the screening of the work. This is done by the DTC at a charge of 500AED. The DTC checks the work to ensure it meets the minimum English language requirements.

(v) The DTC will then communicate with the student the decision on if the work meets the minimum requirements. Two situations can apply:

- If the submission meets the minimum submission requirements, the student will be informed of this and given access to the list of authorised proofreaders. The authorised proofreading list would be located on Blackboard and students would be given access to the authorised list by being given access to the Blackboard proofreading module. Further communication between student and proofreader at this point is beyond the purview of The British University in Dubai
- If the submission does not meet the minimum requirements, the student will be notified of the decision and given a list of recommendations to improve the work.

The student will not be given access to the list of authorised proofreaders until their work meets the minimum requirements. Upon resubmission and rescreening of their work, no further charge will apply (up to the second submission).

Submitted work may be exempted from proofreading based on the quality of work .

Phase 3 – English proofreading

(vi) Once given access to the list of authorised proofreaders, the students will begin direct communication with their proofreader of choice to get their work proofread. Payments are made directly to the proofreader by the student, the university is not involved in this exchange nor is expected to facilitate this exchange.

(vii) Once proofreading has been completed the proofreader will return the work to the student copying the DTC acknowledging the proofreading was done by an approved proofreader and relevant payments were made to the proofreader. Failure on the part of the university to receive this notification from the proofreader, would result in the student being unable to proceed with final submission. It is incumbent upon the student to ensure this email proof is received by the DTC.

Phase 4 – Arabic abstract translation and proofreading

(viii) As part of the service, Arabic abstracts will be translated and proofread by the DTC. Two situations can apply:

- **if the Arabic abstract is included** in the submission, the DTC will check its quality at the screening stage and advise the student whether it needs to be proofread or not:
  - if the Arabic abstract is satisfactory (after screening), the student will be informed of the decision and no further proofreading charges for this service will apply;
  - if the Arabic abstract is not satisfactory (after screening), the student will be advised either (i) to ensure the Arabic abstract is written to a satisfactory level by an external agency or (ii) to have the DTC proofread the Arabic abstract at an additional charge.

- **if the Arabic abstract is not included**, students have two options:
  - to have a translation undertaken by an external agency and submit it to the DTC for approval; or
  - to have the DTC translate the English abstract to Arabic at an additional charge.

Phase 5 – Feedback

(ix) Upon completion of the proofreading process students would be asked to rate and provide feedback on the overall services of the chosen proofreader. This would contribute to the development of a rating system for future students accessing the authorised list of proofreaders.

1.9 Conditions in relation to the process:

1.9.1 Students are encouraged to access proofreaders from the approved list provided by the university. In the instance that a student requires a proofreader not included on this list, the student must provide the full details of the proofreader and their work to the DTC upon work completion. In special circumstances, and based on the quality of work, the Dean of Research might grant some exemptions based on thorough review by the DTC. Such cases will be handled on case-to-case basis.

1.9.2 The cost associated with the screening of final assessments that are theses/dissertations/projects/capstone projects is a cost set by the university and a process controlled by the university;

1.9.3 The cost associated with the proofreading of final assessments that are theses/dissertations/projects/capstone projects is clearly set out within the authorised proofreading list and is not a service administered by the university;

1.9.4 The cost for proofreading services stipulated on the authorised list has been negotiated between the proofreader and the university in an effort to provide students with reasonable and affordable proofreading services. As such prices indicated on the authorised list of proofreaders are non-negotiable by the student or the proofreader.

1.9.5 Students are expected to be charged for the word count that includes the following elements of a dissertation/thesis/final project/capstone project: initial pages; introduction; literature review; methodology; results; discussion; conclusion; references. Appendices normally do not fall under the purview of the screening or proofreading;

1.9.6 Cases of substantial changes after proofreading and formatting have been completed and/or after examination is expected to be charged on a pro-rata basis;

1.9.7 Dissertation/thesis/final project submission forms will be modified so that students acknowledge and agree that their work must be sent to the DTC for screening then subsequently contact a proofreader on the authorised list for actual proofreading;

1.9.8 The service is not mandatory for students who registered/readmitted for their programmes before September 2022; however, the University reserves the right to hold a viva for work submitted that is proofread outside of the University proofreading services.

1.9.9 For previously proofread work, if a student claims that their work has been previously proofread by a proof-reader not included in the BUiD authorised proof-reader list, he/she will be required to have their work proofread again under the process outlined in this policy, unless exempted by the Dean of Research.

Document History

Policy Number/Version	Date	Update Information	Approval
(5.6/V02)	AY 2023-2024	Word count specifications for final assessments have been integrated New clues have been added for two conditions: 1. Readmitted students 2. Previously proofread work	Minor Changes
(5.6/V02)	AY 2021-2022	Version Upgrade Added a table of general guidelines for charges Amended second phase of proof-reading process Added a clause on proof-reading Arabic abstracts	Senate
(5.6/V01)	AY 2020-2021	New policy	Senate

Examination hall protocol

Policy number/version		5.7/V01
Section		ASSESSMENT AND INTEGRITY
Type		Academic policy
Date of creation		March 2022
Date of last revision		New policy
Date of approval of current version		June 2023
Post/Section with responsibility for implementation and monitoring		Head of Operations
Approved by		Senate
Policy review	Latest review by	Head of Operations
	Latest review date	August 2025
	Review outcome	Minor rewording
	Next review date	August 2026
Cross-reference/related documents		5.1.3 Assessment (Master's) 5.2.1 Assessment regulation of doctoral degrees 5.3.1 Academic honesty and integrity 5.4 Undergraduate assessment regulations 5.5 Online examination policy

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University recognises that examinations are an essential part of the learning and teaching process.

1.2 The University aims to establish standardised protocols and a code of practice which all examination halls established and operated by the University should follow.

1.3 The University wishes to ensure that examinations affiliated with the University are conducted fairly, ethically and in a manner which upholds the highest standards of conduct with respect to honesty and integrity.

2.0 Scope

2.1 The policy applies to staff involved in conducting examination operations, and to the candidates who will be undertaking the examinations. This includes the personnel who will invigilate the exam, and the team that will manage and oversee the examination process inside and outside the examination hall.

2.2 This policy applies to all examination halls, whether they are physical or virtual.

3.0 Definitions

3.1 Examination hall is the space – physical or virtual – where candidates gather at a predetermined time to take their assessment by examination. Examination halls are supervised by invigilators.

4.0 Policy

Hall set up

4.1 Desk: each student should be provided with their own desk or space of a reasonable physical standard and size. Desks or examination spaces should be spaced a minimum of 70 cm apart from each other.

4.2 Lighting: all parts of the examination hall should be suitably lit allowing for comfortable reading and writing.

4.3 Climate control: the temperature in the exam hall should be comfortable. Invigilators should be vigilant to any issues related to the use of air conditioning.

4.4 Noise: candidates should not be disturbed by loud noises either originating from inside or outside of the examination hall. Noise that disrupts the effective administering of an examination should be reported to the Head of Operations immediately.

4.5 Security: there should be an area in the examination hall for bags, books, notes, and all the candidates' personal belongings during the exam. Candidates should not be asked to leave their belongings in any room accessible by the public.

4.6 Clock: there should be a clock, showing the correct local time, positioned where it can be easily viewed by all candidates. If required, more than one clock should be used. The start and end time of the exam should be based on this clock.

4.7 White/blackboard: there should be a white/blackboard (or another similar mechanism) which is visible to all students. This should detail: (i) the examination being held; (ii) the start time of the examination; and (iii) the end time of the examination.

Before the examination begins

4.8 The list of invigilators shall be indorsed by the registrar in coordination with the head of operations.

4.9 The Chief Invigilator will be responsible for managing and organising the invigilation process of an examination period.

4.10 The role of invigilators is to assist the Chief Invigilator in the laying out of examination papers and materials before the examination. They may be required to do other preparations as requested by the Chief Invigilator.

4.11 The Chief Invigilator will report to the Head of Operations on matters of the invigilation process during the examination period.

4.12 Invigilators must be present in the examination hall 15 minutes before the session is due to commence. For every examination session, there needs to be at least 2 invigilators, one of them must be an academic staff and the others may be administrative staff.

4.13 A seating plan will be prepared by the Operations department. The seating plan will assign desks by student ID number. The Chief Invigilator should ensure that the numbering of the desks matches with the plan. A copy of the seating plan will be displayed outside the examination hall.

4.14 The invigilators will ensure that the student number on the attendance register matches the number shown on the seating plan on their desk.

4.15 The examination hall should be opened to candidates no more than 15 minutes before the start of an examination or at the discretion of the Chief Invigilator.

4.16 As candidates enter the room, they should be instructed to turn off any mobile phones and all devices and should leave all personal belongings in the designated part of the examination hall.

4.17 Invigilators will instruct candidates not to turn over or read the question paper until they are given permission to do so.

4.18 Once a student enters the examination hall and is seated, they should not be allowed to leave until the first 45 minutes of the examination has elapsed.

4.19 Late students will be permitted to enter the examination hall within the first 45 minutes past the official exam starting time. However, no additional time will be granted beyond the original exam duration, ensuring fairness to all participants.

4.20 Candidates can fill out the front cover of their answer book (if applicable) as soon as they reach their desk.

4.21 Candidates wearing any face covering will be required to show their faces during the identity check, after which they may resume wearing a face covering. In such cases, the student may request a female member of staff conduct the identity check.

Permitted materials

4.22 Candidates can use electronic calculators if this is allowed for the examination being held. If calculators are allowed, then candidates may use the following types of calculators:

5.9.14. scientific calculators, including those with basic programming functions.
5.9.15. those with standard memory functions and STO (store) keys
5.9.16. calculators with a formula memory

5.9.17. solar powered calculators (at their own risk)

4.23 The following types of calculators are not allowed (without prior approval from the module tutor):

5.9.18. those with alpha-numeric keyboards (an alphanumeric display of stored data, including text, equations, or alphanumeric formulae)
5.9.19. business calculators (e.g. those embedded with business-related functions such as IRR and PVM)
5.9.20. those that make a noise.
5.9.21. those that are programmable from other sources by detachable modules, barcodes, tapes or cards.
5.9.22. those that feature graphical displays (these can often be identified by model types that end in the letter 'G' and typically have larger screens)
5.9.23. those that do not have their own internal power supply.
5.9.24. calculator functions on watches or mobile phones
5.9.25. those with symbolic algebraic capability
5.9.26. personal organisers or PDAs

4.24 Candidates can use slide rules and templates (for example, a protractor).

4.25 Candidates may not use dictionaries or notebooks unless it is specified in the examination rubric.

4.26 No electronic devices are allowed to be in the possession of student during the examination unless otherwise instructed or specified. This includes electronic watches, headphones, tablets, mobile phones, laptops, air pods, smart glasses etc.

Announcements at the start of the examinations

4.27 Refer to appendix A for the announcement at the start of the examination.

4.28 The announcement at the start of the examination can be made by the invigilator or the Chief Invigilator.

4.29 Once the start of examination announcement has been made, the whiteboard/blackboard or similar should be annotated to show the start and end times of the reading time and the start and end times of the examination.

4.30 Shortly after the start of the examination invigilators must check each exam desk in use to ensure that no unauthorised material has been brought into the examination.

4.31 During the reading time candidates may raise queries on the examination paper with the relevant member of academic staff, if present. If the member of academic staff is not present and there are any questions the invigilator may contact a relevant member of staff for advice or clarification. If a student has a query after the reading time has elapsed the

student must be told to make a note on the answer book if applicable. Invigilators must not attempt to comment on or interpret any queries on any question.

4.32 **Student Attendance Register:** The invigilator will be provided with a Student Attendance Register, where the name, ID number, and set number of each student will be specified. The invigilator is responsible for recording the attendance of each student, ensuring that the student present for the exam signs the Student Attendance Register.

4.33 If there are any problems arising from these checks this should be taken up with the relevant student at the end of the examination.

4.34 Invigilators will assist the Chief Invigilator in the orderly running of the session and in particular will:

5.9.27. ensure through regular patrolling that each examination is being conducted in accordance with the specific rubric governing that paper;
5.9.28. ensure that no student leaves the examination room during the first 45 minutes of the written examination, nor during the final 15 minutes;
5.9.29. distribute additional answer books if applicable as requested (invigilators should make sure that these candidates have completed their original answer book).
5.9.30. monitor the use of calculators.
5.9.31. collect the script(s) of any student who wishes to leave the examination before the advertised finishing time of his/her paper. If there are particular circumstances surrounding the departure of a student these should be detailed on the invigilator's report. Invigilators should not annotate a candidate's answer book.

4.35 Invigilators may take reasonable measures to ensure that students are not concealing earphones beneath articles of clothing around the head or the neck.

Late arrivals of students

4.36 Other than in exceptional circumstances, students should not be admitted to the examination room after the start of the examination and then only up to 45 minutes after the start time.

4.37 Students should be allowed the full time to sit the examination depending on adequate supervision arrangements being in place and only if the invigilation of the other students is not compromised.

4.38 Invigilators should note the circumstances of the late arrival and written details must be provided on the 'Invigilator Report Form' available in the exam hall along with the seat plan and student register.

Behaviour of invigilators

4.39 Invigilators must not disturb candidates during the exam.

4.40 Invigilators are expected to always follow the highest possible standards of behaviour and be aware of the needs of all candidates.

Announcements during the exam

4.41 Invigilators should warn the candidates when they have 15 minutes remaining before the end of each exam.

Candidates who want to leave the examination hall

4.42 Candidates who do not want to return

5.9.32. After 45 minutes, any student who wants to leave the examination hall and not return is not allowed to remove their exam stationery or the exam question paper.

5.9.33. Any candidates who leave must not be allowed back into the examination hall.

4.43 Invigilators must make sure that at least one of them is present in the examination hall at all times.

Removing a student from the examination hall

4.44 If a student is causing a disturbance, it may be necessary for the Chief Invigilator to tell the student that they can no longer continue to take the exam and tell them to leave the examination hall. The Chief Invigilator must then make a report, giving details of the incident, and send it to the Executive Office.

Mistakes in papers or tables

If any candidates believe there is a mistake in a question, table or formula, the invigilators should seek urgent advice from the relevant module instructor. If this is not possible, the invigilator should tell the student to answer the question using the printed information as given. Candidates should show in their answer that they think there is a mistake and that they have answered using the printed information. If an error is confirmed, the invigilator or module tutor will make an appropriate announcement to the candidates.

4.45

Examination irregularities

4.46 Any examination irregularity which may occur must be properly reported. If an invigilator considers that an irregularity has taken place they must:

5.9.34. immediately confiscate any material which may constitute evidence of an irregularity;

5.9.35. mark the candidate's script at the appropriate point to indicate that an irregularity has been reported and note the time of discovery;

5.9.36. advise the student that the alleged irregularity will be reported to the Chief Invigilator and that the University will write to the student as soon as possible regarding his/her situation;
5.9.37. decide whether to allow the student to continue with the examination;
5.9.38. contact the Chief Invigilator immediately after the examination to record the irregularity and the name and ID number of the student concerned;
5.9.39. produce a full written report to be delivered to the Chief Invigilator within 24 hours;
5.9.40. at the conclusion of the examination, separate the student's script(s) from the rest and hand them to the Chief Invigilator, along with any other evidence.

4.47 **Student illness:** if a student becomes ill during an examination the invigilator should ascertain whether the student feels able to continue the examination. If the student does not feel able to continue with the examination the invigilator should inform the student that a report will be made, and that further information will be provided to them. The invigilator should report the incident in the Invigilator's Report form including the name and student ID number of the student concerned and the time that the student left the examination. The candidate's examination script should be returned to the Operations department at the end of the examination in the normal way.

4.48 **Fire or emergency:** if the fire alarm is activated during the examination the following procedure should be followed:

5.9.41. Invigilators should stop the examination.
5.9.42. Candidates should be instructed to evacuate the room and to congregate at the assembly point. Scripts and other examination materials should be left in the examination venue.
5.9.43. The examination should not be resumed but the scripts should be collected if practicable. No comment should be offered to candidates concerning the status of their uncompleted scripts.

<u>At the end of the examination</u>

4.49 Refer to appendix B for the announcement at the end of the examination.

4.50 If a student keeps on writing after the time is up, the invigilator will issue a verbal waring to him/her. If the student continues to write, the invigilator will take a note of the student and report the incident to the Chief Invigilator. The Chief Invigilator will then report the incident to the Operations department. The Head of the Operations department will then inform the module tutor of the incident.

4.51 Following the announcement at the end of the examination the invigilators are responsible for collecting the completed scripts and question papers before candidates are allowed to leave the examination hall. Once all of the scripts and question papers have been collected the invigilators should announce to the students that they have permission to leave the examination hall.

4.52 Once the candidates have left the examination hall the invigilators should make sure that the exam scripts are:

5.9.44. counted and checked against the number of attendees;
5.9.45. checked against the student attendance register;
5.9.46. attached together with the attendance list on the top.

4.53 Once collated the examination materials should be returned to the Operations department together with the attendance sheet which should be signed by the Chief Invigilator.

Online examinations

4.54 See relevant University policy on online examinations.

Invigilator's report

4.55 The Invigilator's Report should mention any difficulties which candidates may have experienced during the exam. These difficulties could include:

5.9.47. candidates using unfair methods (for example, cheating);
5.9.48. late arrivals;
5.9.49. noise issues;
5.9.50. illness during the exams;
5.9.51. anything else of relevance

4.56 Should the report identify any student found to be using unfair methods, then the invigilators should be aware that their reports may be used in disciplinary proceedings, and that they may be identified.

Spare exam question papers

4.57 No used or spare question papers should be left in the examination hall after the examination.

Document History

Policy Number/Version	Date	Update Information	Approval
(5.7/V01)	AY 2022-2023	New policy	Senate

Generative AI Usage Guidelines

Policy number/version		5.8/V01
Section		ASSESSMENT AND INTEGRITY
Type		Academic policy
Date of creation		July 2025
Date of last revision		15 September 2025
Date of approval of current version		Draft Policy
Post/Section with responsibility for implementation and monitoring		AI integration committee
Approved by		Draft Policy
Policy review	Latest review by	
	Latest review date	
	Review outcome	
	Next review date	
Cross-reference/related documents		11.6 Acceptable use of information technology

1.0 Rationale and principles which this policy seeks to uphold

1.1 The British University in Dubai (BUiD) recognises that the opportunities offered by the development of Generative Artificial Intelligence (GenAI) tools will profoundly impact the way in which our programmes are developed, delivered and assessed. The University is committed to the ethical and responsible use of AI, and to preparing our staff and students to engage effectively with the rapidly developing role of AI in Higher Education and the wider world. This policy provides a University-level framework, for staff and students for how and where it is appropriate to utilise AI for learning, teaching, assessment, and work activities.

1.2 This policy reflects BUiD's commitment to ethical innovation, academic integrity, and operational excellence. As a university grounded in the principles of responsible knowledge creation and dissemination, BUiD recognises both the opportunities and risks presented by GenAI. This policy upholds the values of transparency, fairness, academic freedom, data privacy, and critical thinking, ensuring GenAI is used in alignment with the University's mission to foster intellectual growth, integrity, and responsible citizenship.

2.0 Scope

1.3 This policy applies to all award bearing programmes at BUiD at all levels and modes of study. It applies to all taught and research-based modules which award credit, including those delivered through partnership arrangements.

1.4 This policy applies to all BUiD students (undergraduate, postgraduate, doctoral), all academic staff involved in teaching, supervision, research, and assessment, and all administrative and professional services staff involved in operational, support, and decision-making functions in addition to any use of GenAI tools or systems within academic and professional contexts at BUiD.

3.0 Definitions

1.5 Generative Artificial Intelligence (GenAI): a form of AI that utilises machine learning models to perform tasks including, but not limited to, generating text, images, code, data or other media in response to prompts, e.g., ChatGPT, Gemini, Copilot, Claude.

1.6 Permitted Use: Use of GenAI tools in a manner explicitly allowed, transparent, and aligned with academic integrity and learning or work outcomes.

1.7 Prohibited Use: Any GenAI use that constitutes plagiarism, data breaches, or circumvention of academic or professional responsibilities.

1.8 Disclosure: The act of clearly identifying and documenting the use of GenAI tools in submitted academic or official outputs.

1.9 AI Declaration: A formal statement submitted by a user to declare GenAI use in assignments or work tasks.

1.10 AI Assessment, Reporting and Attribution Scale (AIRA): A practical framework to guide the permitted and ethical use of GenAI tools in assessment design, and provide a standardised method for students, faculty, and staff to declare the degree of AI involvement in their academic, research, or professional outputs.

4.0 Policy

1.11 The University believes that a balanced approach to the ethical use of AI in learning, teaching, assessment and research is essential. It does not seek to outright forbid its use, rather provide a supportive and common-sense approach to outlining ethical and responsible use.

1.12 Students, academics, and staff are encouraged to use GenAI tools only within the bounds of transparency, academic integrity, data privacy and data protection protocols.

1.13 The University is committed to foster AI literacy among all members of BUiD community, enabling them to understand, critically evaluate, and responsibly interact with GenAI technologies.

1.14 The University is responsible for introducing students to the various opportunities and issues associated with the role of AI in education and research at an early stage. This should include at the point of induction. The initial induction processes should, as a minimum, include:

1.14.1 general expectations about the use of AI in assessment, including where and how students are told whether AI is allowed/prohibited for specific assessment types.

1.14.2 the potential sanctions available where a student is found to have breached regulations about academic integrity.

1.15 All members of the university community must clearly disclose the use of GenAI in academic submissions or work outputs, indicating the tool used and its purpose.

1.16 Confidential, sensitive, or personally identifiable information must not be input into GenAI tools.

1.17 GenAI may be used to support tasks such as idea refinement, text refinement, summarisation, and template creation. Final work must be independently reviewed and verified by the user.

1.18 Staff are prohibited from using GenAI to make automated decisions regarding student outcomes, HR decisions, or financial approvals.

1.19 All GenAI use must comply with UAE data protection laws and BUiD's Acceptable use of information technology (see Policy 11.6/V1).

1.20 Failure to adhere to this policy may result in academic or professional misconduct procedures.

1.21 Training and institutional access to approved GenAI tools will be provided to ensure equitable and informed use.

Acceptable Uses of GenAI Tools

1.22 In general, using GenAI tools for learning and preparatory research work for an assignment to help synthesise ideas is considered acceptable practice; however, such tools should never be the only source of information used. Potentially acceptable uses of GenAI may include, but not limited to the following:

1.22.1 Initial research into a topic, idea, or concept to gain an overview

1.22.2 Identifying/summarising core concepts or viewpoints in a particular disciplinary area without pasting it into work for assessment

1.22.3 Generating initial drafts or different perspectives for analysis (with proper citation and substantial human revision).

1.22.4 Use GenAI tools for proof reading and self-assessment

1.22.5 Taking notes during group work discussions

1.22.6 Getting ideas on how to present work

1.22.7 Organising work

1.22.8 Formatting a reference list

1.23 Using GenAI tools for teaching and assessment design to help synthesise ideas and streamline processes is considered acceptable practice; however, such tools should never be the sole basis for pedagogical decisions or assessment content. Potentially acceptable uses of GenAI may include, but are not limited to, the following:

1.23.1 Developing lesson plans and creating teaching materials.

1.23.2 Generating diverse assessment measures and unit plans.

1.24 Using GenAI in professional and administrative work is acceptable for tasks like information synthesis and efficiency, but it must always be accompanied by human oversight, critical review, and strict adherence to data privacy and security protocols. Potentially acceptable uses of GenAI may include, but are not limited to, the following:

1.24.1 Assisting with data synthesis and report generation

1.24.2 Drafting communications and content creation

1.24.3 Employing approved GenAI (M365 Copilot) tools to quickly search, synthesise, and retrieve information from internal documents and databases, improving access to institutional knowledge.

Unacceptable Uses of GenAI Tools

1.25 The unacceptable use of GenAI broadly falls in line with other examples of academic misconduct. The following include examples of misuse of GenAI, but are not necessarily limited to:

1.25.1 Submitting AI-generated content as one's own original work without appropriate attribution or when AI use is prohibited.

1.25.2 Using AI tools to complete assessments where the explicit instruction is "No AI".

1.25.3 Using tools which paraphrase text to pass off the work of another person (including another student), organisation, or content generated by artificial intelligence as the individual's own.

1.25.4 Using manual or machine translation to translate the work of another person (including another student) or organisation originally developed in a language other than English without appropriate and correctly presented acknowledgement and citation of the original source.

1.25.5 Generating false or fabricated data, research results, or statistical analyses.

1.25.6 Relying on AI to perform critical analysis, synthesise arguments, or draw conclusions without genuine intellectual engagement.

1.25.7 Submitting assessed work where use of GenAI has been declared, but the prompt given is in contravention of good academic practice.

1.25.8 Uploading any data generated from empirical research projects in contravention of ethical approval conditions - for example, inputting sensitive, unpublished, or personally identifiable data about participants of research studies.

AI use in teaching, learning, and assessment

1.26 GenAI tools are encouraged to be used to support teaching, learning, and assessment when such use is ethical, transparent, and declared.

1.27 Academic staff must not solely or uncritically rely on AI to generate core teaching or assessment content without critically oversight.

1.28 Using AI to generate content that invades on copyrights or intellectual property for university work is prohibited.

1.29 When designing assessments academic staff should consider that GenAI can be useful to assist development of assessment tools, but the final assessment that is set to students must be reviewed and validated by the academic staff.

1.30 Using AI for grading or feedback without thorough human review and validation is prohibited. Final responsibility lies with academic staff.

1.31 The University has adopted a five-tiered categorisation of generative AI use that applies to all assessments set out in the AI Assessment, Reporting and Attribution Scale (*AIRA*), outlined in 4.23, and the category must be clearly published to students.

1.32 Generative AI can be an important tool to support the process of assessment however, students are prohibited from using GenAI to produce whole assignments, essays, dissertations, theses or exam responses unless explicitly allowed.

1.33 The academic staff will make clear to students what role AI can play for each assessment he/she conducts according to the following AI Assessment, Reporting and Attribution Scale (AIRA):

Table (1): The AI Assessment, Reporting and Attribution Scale (AIRA)

Category	Description	Declaration	Indecative/Allowed* AI Detection %
1. No AI	- The assessment is completed entirely without AI assistance in a controlled environment, ensuring that students rely solely on their existing knowledge, understanding and skills. - **You must not us AI at any point during the assessment. You must demonstrate your core skills and knowledge**.	AIRA 1 – No AI	0%-10%
2. AI Planning	- AI may be used for pre-task activities such as brainstorming, outlining and initial research. This level focuses on the effective use of AI for planning, synthesis, and ideation, but assessments should emphasise the ability to develop and refine these ideas independently. - **You may use AI for planning, idea development, and research. Your final submission should show how you have developed and refined these ideas.**	AIRA 2 – Planned	Up to 20%
3. AI Collaboration	- AI may be used to help complete the task, including idea generation, drafting, feedback, and refinement. Students should critically evaluate and modify the AI suggested outputs, demonstrating their understanding. - **You may use AI to assist with specific tasks such as drafting text, refining and evaluating your work. You must critically evaluate and modify any AI-generated content you use.**	AIRA 3 – Collaborated	Up to 50%
4. Full AI	- AI may be used to complete any elements of the task, with students directing AI to achieve the assessment goals. Assessments at this level may also require engagement	AIRA 4 – Driven	Up to 100%

	with AI to achieve goals and solve problems. - **You may use AI extensively throughout your work either as you wish, or as specifically directed in your assessment. Focus on directing AI to achieve your goals while demonstrating your critical thinking.**		
5. AI Exploration	- AI is used creatively to enhance problem-solving, generate novel insights, or develop innovative solutions to solve problems. Students and educators co-design assessments to explore unique AI applications within the field of study. - **You should use AI creatively to solve the task, potentially co-designing new approaches with your instructor.**	AIRA 5 – Co-Pilot	Up to -100%

CC-BY NC SA Perkins, Furze, Roe and MacVaugh (2024) The AI Assessment Scale.

- This needs to be accompanied by subjective academic judgement.

1.34 Students may use GenAI in the production of their assignments, dissertation, or thesis on the condition that use is:

1.34.1 Explicitly authorised in the assignment specification

1.34.2 Used in a manner that is authorised in the assignment specification

1.34.3 Appropriately acknowledged and declared using AI Usage Declaration Form for Students (Appendix A).

1.35 Students suspected of using generative AI in the production of assignments that fall under this category one "NO AI", or out of the parameters of category two to five will be subject to the University's academic misconduct Policy.

1.36 Students should not upload their work to sites that do not have clear privacy policies and opt outs to avoid risking plagiarism.

1.37 The decision as to which category of AIRA scale a particular assessment tool falls under is at discretion of the relevant programme team, and may vary between programmes, between modules, and within modules.

1.38 Module descriptors must indicate whether genAI tools can be used and under which category of the AIRA scale, for each assessment tool to ensure students have a clear understanding where to use GenAi and under which AIRA scale category.

1.39 All GenAI use in academic work must be declared, acknowledging the tool used, its purpose, and the extent of reliance according to AIRA scale using AI Usage Declaration Form for Students (Appendix A).

AI Use in Academic Writing and Research

1.40 Academic staff, students and researchers remain ultimately responsible for the intellectual content, accuracy, and ethical implications of their work, even when GenAI tools are used. AI should be considered an assistive tool, not a substitute for human intellect and judgment.

1.41 Any use of AI in academic writing and research must be explicitly disclosed. This includes details about the specific AI tools used, the purpose for which they were employed, and the extent of their involvement.

1.42 GenAI tools must NOT be used to bypass the fundamental requirements of academic integrity, such as original thought, critical analysis, proper attribution, and avoidance of plagiarism or fabrication.

1.43 All AI-generated outputs, especially factual information, citations, and data, must be thoroughly verified by human researchers against reliable sources.

1.44 AI-generated proposals should be utilised as an initial framework, but they require substantial human involvement and adjustment to guarantee originality and compliance with ethical guidelines.

1.45 AI can be a valuable assistant in various stages of the research process. Here are key areas where GenAI tools are generally considered acceptable, provided it's accompanied by full disclosure and rigorous verification:

1.45.1 Using GenAI in the initial literature review and scouting to rapidly identifying pertinent research papers or identifying potential gaps in existing literature.

1.45.2 Using GenAI tools for initial data processing, identifying patterns, or suggesting statistical tests. The interpretation and validation of results must be human-driven.

1.45.3 AI can assist in generating potential hypotheses based on existing data or literature, but the formulation and refinement of testable hypotheses are human tasks.

1.45.4 Generating or debugging code for data analysis or simulations.

1.45.5 Condensing complex research findings into accessible summaries for specific audiences.

1.46 During the writing process, GenAI tools should only be used to improve readability and language of the work.

1.47 GenAI tools must NOT be used to create or alter images in manuscripts. This may include enhancing, obscuring, moving, removing, or introducing a specific feature within an image or figure.

1.48 Academic staff, students and researchers must be aware of potential biases in GenAI tools outputs and take steps to mitigate them to ensure fairness, equity, and inclusivity in their work.

1.49 Academic staff, students and researchers should disclose in their manuscript the use of AI and GenAI tools and a statement will appear in the published work.

1.50 Researchers must disclose AI assistance in their work to maintain credibility through the following

1.50.1 A clear statement in the methods, acknowledgements, or a dedicated "AI Use Statement" section of the document.

1.50.2 Detail how and why AI was used (e.g., "ChatGPT 4.0 was used to brainstorm outline ideas for Section 2," or "Grammarly AI was employed for proofreading and grammatical corrections").

1.50.3 Include the name and version of the GenAI tool(s) used.

1.50.4 Maintain drafts that demonstrate the human-led development of the work, distinguishing it from AI-generated content.

1.51 Academic staff, students and researchers should NOT list GenAI tools as an author or co-author, nor cite GenAI tools as an author as authorship implies responsibilities and tasks that can only be attributed to and performed by humans.

Appendix A: AI Usage Declaration Form for Students

AI Usage Declaration Form for Students

This form ensures transparency and adheres to the British University in Dubai's AI Usage Guidelines Policy. Your honest declaration is crucial for maintaining academic integrity.

Please complete and attach this form to ALL your submitted assignments, dissertation or theses regardless of whether you used AI or not.

A. Student Information

Student Full Name:	
Student ID:	
Module Name & Code:	
Assignment Title:	
Instructor's Name:	

B. AI Usage Declaration:

Please select ONE of the following options that best describes your use of AI in this assignment. Refer to BUiD AI Usage Guidelines Policy for detailed definitions of each AI Assessment, Reporting and Attribution Scale (AIRA) level.

Option 1: No AI Used (AIRA Level 1: No AI)

I declare that no AI tools or technologies were used at any point in the preparation or completion of this assignment. This includes, but is not limited to, generative AI for text, images, code, or data analysis, as well as AI for outlining, brainstorming, or extensive editing.

Signature: _____
Date: _____

Option 2: AI Used (Specify AIRA Level and Details Below)

I declare that I have used AI tool(s) in the preparation and/or completion of this assignment. My use of AI adheres to BUiD's AI Usage Guidelines Policy, and the specific AI Assessment, Reporting and Attribution Scale (AIRA) level prescribed for this assignment by the instructor.

Please indicate the AI Assessment, Reporting and Attribution Scale (AIRA) Level permitted/used for this assignment (check one):

☐ **AIRA Level 2**: AI-Planned, Idea Generation and Structuring

- AI used only for brainstorming, outlining, or structuring ideas. No AI-generated content (text, images, code, etc.) in the final submission.

☐ **AIRA Level 3**: AI- Collaborated in idea generation, drafting, feedback, and refinement

- AI used to assist with specific tasks such as drafting text, refining and evaluating of student-created work.

☐ **AIRA Level 4**: AI-Driven, directing AI to achieve your goals while demonstrating your critical thinking

- AI used to complete specific elements of the task, with critical human review, analysis, and integration of AI-generated content.

☐ **AIRA Level 5**: AI-Co-Pilot, enhancing generating novel insights and innovative solutions

- AI is used creatively to enhance problem-solving, generate novel insights, or develop innovative solutions to solve problems.

Provide specific details about your AI usage in the table below:

AI Tool Used	**Purpose of AI Use** (e.g., brainstorming, outlining, grammar check, content generation for analysis, image creation, code generation, data simulation)	**Specific Prompt(s) Used** (or a concise summary if very long; attach full prompt log in an appendix if required by instructor)	**Description of AI Output's Contribution to the Final Work** (e.g., provided list of ideas, corrected grammar, generated sample code for X function)	**Your Role / Modifications Made to AI Output** (e.g., selected and refined ideas, critically reviewed and edited suggestions, debugged and integrated code)
1.				
2.				
3.				
(Add more rows as needed)				

Certification:

I confirm that all information provided in this declaration is accurate and complete to the best of my knowledge. I understand that any false declaration or undisclosed use of AI will be treated as academic misconduct and subject to disciplinary action as per BUiD's Academic Integrity Policy. I have critically reviewed all AI-generated content and take full responsibility for its accuracy, originality, and integration into my work.

Signature: _____

Date: _____

Document History

Policy Number/Version	Date	Update Information	Approval
(5.8/V01)	AY 2025-2026	Draft policy	In Creation

الجامعة البريطانية في دبي

The British University in Dubai

SECTION 6| STUDENT EXPERIENCE

Student code of conduct

Policy number/version		6.1/V01
Section		STUDENT EXPERIENCE
Type		University-wide policy
Date of creation		April 2020
Date of last revision		October 2020
Date of approval of current version		October 2020
Post/section with responsibility for implementation and monitoring		Head of Marketing, Admissions, and Student Services
Approved by		University Council
Policy review	Latest review by	Head of Marketing, Admissions, and Student Services
	Latest review date	August 2025
	Review outcome	Minor changes
	Next review date	August 2026
Cross reference/related documents:		1.0 Policies and procedures manual 5.0 Student handbook 6.2 Student disciplinary policy

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University will ensure that all members of its community work together in conditions that permit freedom of thought and expression within a framework of respect for the rights of other persons.

1.2 The University will ensure that students have a clear understanding of their rights and responsibilities and the norms of good conduct that govern membership in its academic community and the pursuit of high standards of scholarship.

2.0 Scope

2.1 Applies to all students of the University.

3.0 Policy

3.1 Students enrolled at the University have the right to:

3.1.1 fair and equitable treatment within the framework of the University's policies;
3.1.2 have their personal information held securely, and disclosed only for reasonable and legitimate academic purposes;
3.1.3 privacy and to not have their photographic image taken or published without consent other than in official University publications;

3.1.4 learning opportunities appropriate to the pursuit of the educational goals of their degree programme;
3.1.5 access to academic staff within published office hours;
3.1.6 access to a research adviser (in the case of research degrees);
3.1.7 membership of the University Library;
3.1.8 induction and orientation, skills support and development;
3.1.9 guidance and counselling appropriate to academic study;
3.1.10 appeal against the results of an assessment decision recommended by the Board of Examiners;
3.1.11 clear notice of the nature and cause of any disciplinary charges, and an impartial hearing;
3.1.12 represent the student body through service on designated University committees.
3.1.13 make suggestions to improve University operations and services;
3.1.14 participate in and organise social and cultural activities, and legitimate student groups;
3.1.15 become part of the University's Alumni Network on graduation.

3.2 Student are responsible for:

3.2.1 conduct that expresses respect for the University's values;
3.2.2 gaining knowledge and understanding of all policies that bear on their conduct and academic progress at the University, including discipline, assessment, and attendance requirements;
3.2.3 compliance with the terms of policies that apply to them;
3.2.4 collegial participation in classes;
3.2.5 observing the highest standards of integrity;
3.2.6 openness, honesty and respect in dealings with others;
3.2.7 observing international standards in research conduct, including documentation of results, critique of findings, and acknowledgement of the contribution of others through adherence to bibliographic conventions;
3.2.8 appropriate use of the University's Information Technology infrastructure;
3.2.9 prompt payment of financial liabilities.

3.3 A student's failure to observe his/her responsibilities may result in imposition of penalties set out in the University's student disciplinary policy.

3.4 The University has the right to apply the terms of its student disciplinary policy to any students who commit an offence, including but not limited to the following:

3.4.1 disruption of, or improper interference with, the academic, administrative, social or other activities of the University, whether on its premises or elsewhere;
3.4.2 violent, indecent, disorderly, threatening, or offensive behaviour or language, whether expressed orally or in writing (including electronically), including sexual or racial harassment of any student, member of staff or other employee, whilst on the University's premises or engaged in any University activity;
3.4.3 conduct which unjustifiably infringes freedom of thought or expression whilst on University premises or engaged in University work, study or activity;

3.4.4 fraud, deceit, deception, or dishonesty in relation to the University or its staff or in connection with holding any office in the University or in relation to being a student of the University;
3.4.5 action likely to cause injury or impair safety on University premises;
3.4.6 conduct which constitutes a criminal offence (including conviction for an offence);
3.4.7 behaviour which is such as to render the student unfit to practise any particular profession or calling to which that student's course leads directly;
3.4.8 without prejudice to the right to fair and justified comment and criticism, behaviour which brings the University into disrepute;
3.4.9 failure to disclose their name and other relevant details to an officer or employee of the University in circumstances when it is reasonable to require that such information be given e.g. while securing admission to the University;
3.4.10 without prejudice to the right to raise academic and other concerns responsibly within or outside the University, the making of false and malicious reports of malpractice, which upon investigation are proved to be unfounded;
3.4.11 violation of Dubai International Academic City (DIAC) non-smoking policy;
3.4.12 violation of DIAC student resident visa regulations;
3.4.13 withdrawal of Student Visa status following action by DIAC;
3.4.14 disregarding University rules and regulations.

Appendix A: Announcement at the start of the examination

At the start of the examination the invigilator should read out the following:
I am now going to make a number of announcements concerning the conduct of the examination session which is about to begin. Please do not commence writing until I instruct you to do so.
You must switch off your mobile phone and leave all personal belongings in the area provided.
Please fill in and sign your attendance slip. Leave the attendance slip on the side of your desk for us to collect. Please check that the number on your desk is the same as your student ID number and place your BUiD Student ID on your desk.
If you are using a calculator, please show your workings in your answer book.
You cannot use rough paper, so you should cross out any markings in your answer book that you don't want the examiners to mark.
Supplementary books are available, but we will only hand these out when you have completed your original answer book.
Please read the instructions on the front cover of your question paper carefully.
You cannot leave the examination hall without an invigilator's permission, and you cannot leave during the first 45 minutes of the exam or the last 15 minutes of the exam.
You cannot leave the exam temporarily to use the toilet except if you have prior medically approved reasons which were approved by the University before the exam. Students who leave the examination hall to visit the toilet will not be readmitted.
You must raise your hand to attract our attention during the exam. Please do not stand up at any point unless given permission to do so.
If the fire alarms sound, please follow the instructions of the invigilators.

During the reading time you may:
- read the question paper
- make notes on or highlight the question paper

You may not:
- open the answer book
- starting writing in the answer book
- use a calculator
- add any loose sheets/supplements to your answer book

The module tutor may answer module specific questions during the reading time. After this period no module specific questions can be answered by invigilators.

The reading time starts now.
Once the reading time has elapsed the invigilator should make the following announcement:

The reading time has now elapsed, and you may now begin the examination. Please remember not to write your answers in pencil. Please also write legibly.

Appendix B: Announcement at the end of the examination

At the end of the examination the invigilator should read out the following: -
The examination time has elapsed. Please stop writing now. Do not leave your desk until we have given you permission to do so.
If you have not written your student number on your script, please do so now.
If appropriate, make sure that all the question numbers attempted are entered on the front sheet of the answer book.
If you have answered more than the stipulated number of questions indicated in the rubric of the examination paper the extra ones will not be marked. You should, therefore, strike through any which you would prefer not to count, as otherwise the examiners will ignore the additional answers coming last in the book.
Please leave your completed answer booklet on the right-hand side of the desk, away from any unused stationery. If you use more than one book you must attach the whole script together.
You cannot take any stationery including the question paper from the examination hall, whether you used it or not.
You must hand in everything you want to be marked.

Document History

Policy Number/Version	Date	Update Information	Approval
(6.1/V01)	Apr.2020	New Policy Replacing '6.1 Student Rights and Responsibilities (6.1/V01)'"	Council

Student disciplinary policy

Policy number/version		6.2/V01
Section		STUDENT EXPERIENCE
Type		University-wide policy
Date of creation		April 2020
Date of last revision		October 2020
Date of approval of current version		October 2020
Post/section with responsibility for implementation and monitoring		Head of Marketing, Admissions, and Student Services
Approved by		University Council
Policy review	Latest review by	Head of Marketing, Admissions, and Student Services
	Latest review date	August 2025
	Review outcome	Minor rewording
	Next review date	August 2026
Cross reference/related documents:		1.0 Policies and procedures manual 5.0 Student handbook

1.0 Rationale and principles which this policy seeks to uphold

1.1 After consulting with the Academic Board and representatives of students, the University Council hereby makes the following rules with respect to the conduct of students and procedures for handling disciplinary offences.

2.0 Scope

2.1 This policy covers all students of the University, both taught and research. Students are independent adults with legal and social responsibilities and are accountable for their actions and behaviour. The University fosters a community which has an atmosphere of trust and respect and our commitment to this is set out in our Vision and Mission statements. Students are expected to conduct themselves in accordance with these principles and adhere to the University's Student Code of Conduct. They should show proper concern in their behaviour for the reputation of the University and the student body, and for its effect on their fellow students, staff and their successors.

2.2 Misconduct is behaviour which interferes with the proper functioning of the University and its activities, or those who work and study in the University, or which has the potential to damage the reputation of the University or the student body. Such behaviour could take place on University premises or elsewhere, and whilst engaged in University related activity or not. Separate regulations are made for dealing with academic offences.

2.3 The following are examples of what might constitute misconduct (this list is not exhaustive):

2.3.1 disruption of, or improper interference with the academic, administrative, sporting, social or other activities of the University;

2.3.2 obstruction of, or improper interference with the activities, functions or duties of any student, staff member, University Council member, contractor or visitor to the University;

2.3.3 violent, disorderly, threatening, indecent or offensive behaviour or language whilst on University premises or elsewhere;

2.3.4 falsification or misuse of University records, including degree, diploma or other certificates, and of University equipment, systems and processes;

2.3.5 false pretences or deception relating to academic assessments and examinations;

2.3.6 fraud, deceit or dishonesty in relation to the University or its staff or in connection with registering as a student, being a student, holding any office at the University or gaining a pecuniary advantage through association with the University;

2.3.7 actions which might cause injury or put at risk the health or safety of people on University premises or whilst on University activities;

2.3.8 harassment or bullying in any form including via social media of any student, member of staff, University Council member, contractor or other visitor to the University on grounds of their perceived race, nationality, gender, transgender status, disability, sexual orientation, religion, belief, age, other personal characteristic or for any other reason;

2.3.9 the expression of any extremist views that have the potential to incite discrimination or violence by or towards others;

2.3.10 theft, damage to or defacement of University property, or the property of other members and users of the University or third parties, whether caused intentionally or recklessly;

2.3.11 attending classes or entering any other learning environment whilst under the influence of alcohol or drugs;

2.3.12 misuse or unauthorised use of University premises or items of property, including computer misuse, or breaches of the University code on acceptable network use;

2.3.13 conduct which constitutes a criminal offence, including possession of offensive weapons, possession of implements that are intended for use as weapons and possession of illegal substances on University premises or at an event under the control of the University, or an offence affecting other users of the University or the public;

2.3.14 failure to disclose name, student number or other relevant details to a staff member of the University, when it is reasonable that such information be given;

2.3.15 failure to comply with a previously imposed penalty under the disciplinary procedures;

2.3.16 bringing the University into disrepute.

2.4 Students of the University studying at partner institutions will normally be subject to the disciplinary procedures of the partner institution in the first instance. Where the alleged misconduct has the potential to damage the reputation of the University or the University's student body, the University will liaise with the partner institution as necessary to determine the appropriate procedures to be followed. At the discretion of the University and the partner institution, it may be deemed appropriate for an allegation to be considered under the University's disciplinary procedures.

2.5 A student of the University studying at a partner institution may request the University to review the decision of the partner institution, upon completion of the partner institution's own disciplinary procedures. Such a review will normally follow the procedure for appealing a decision to the Chief Administrative Officer.

3.0 Definitions

3.1 MASS: Marketing, Admissions, and Student Services department

4.0 Policy

Complaints of misconduct

4.1 Any student, staff member, University Council member, contractor, visitor to the University or member of the public may make a complaint of misconduct about a student. Complaints should be addressed to the Head of MASS in the first instance. If the complainant cannot provide the name of the student about whom they have complained, then the Head of MASS may take steps to identify the individual concerned if there is sufficient evidence available to enable identification.

4.2 The University will not normally take disciplinary action in minor disputes between students and members of the public, other than where it believes a student's behaviour constitutes a hazard to other people or to property or puts at risk the University's reputation.

4.3 The University encourages individuals to put their name to any complaint they make. Anonymous allegations are less easy to investigate, but may be considered at the discretion of the University. In exercising this discretion, the factors taken into account will include:

4.3.1 the seriousness of the issues raised;
4.3.2 the credibility of the complaint;
4.3.3 the likelihood of confirming the allegation from attributable sources.

4.4 If a complainant does not wish their identity to be disclosed to the student about whom they are complaining, the University will endeavour to keep their identity confidential so long as it does not hinder or frustrate any investigation. However, the individual making the disclosure may need to provide a statement as part of the evidence gathering process, and their identity may be revealed or implied as part of the investigating process.

4.5 If a complainant makes an allegation that they believe to be true, which is not confirmed by subsequent investigation, no action will be taken against them. If, however, they make allegations that, on the balance of probabilities, it is determined that they know to be untrue, and particularly if they persist with making them, then the University may consider action against the person who made the complaint.

4.6 If a complainant makes an allegation that they believe to be true, which is not confirmed by subsequent investigation, no action will be taken against them. If, however, they make allegations that, on the balance of probabilities, it is determined that they know to be untrue, and particularly if they persist with making them, then the University may consider action against the person who made the complaint.

4.7 A staff member receiving a complaint under this code should refer the matter to the Head of MASS who will determine whether the complaint is eligible for consideration under this Policy. If the complaint is not eligible, the Head of MASS will advise the complainant of the reason.

Determining the level of complaint

4.8 Complaints will be considered either by the student's Dean of Faculty or the Disciplinary Board, depending on the level of seriousness.

4.9 On receipt of a complaint that is eligible for consideration under this Policy, the Head of MASS, on behalf of the Chair of the Disciplinary Board, will make an initial assessment of whether the complaint is minor misconduct that can be addressed by the Dean of Faculty (Level 1 or 2), or if it is sufficiently serious to require a formal Disciplinary Board hearing (Level 3). Consideration will also be given to previous instances of misconduct and the Head of MASS may review the student's disciplinary record to determine whether the aggregation of previous minor misconduct justifies the complaint to be treated as more serious.

4.10 The following framework will be referred to in determining the level:

Level of seriousness	Examples of types of offence	Action	Dealt with by	Record
1 Minor (Informal disciplinary measures)	Rudeness Disruption in class Poor attitude to staff, other students or members of the public	Guidance: Pastoral guidance interview with University Counsellor	Dean of Faculty (with Disciplinary Board guidance where appropriate)	Faculty to keep brief note of the complaint and that guidance interview has taken place
2 Significant (Informal disciplinary measures)	Repeat offences or more serious offences	Warning: Disciplinary Interview and informal warning Restriction or injunction to avoid certain behaviour	Dean of Faculty (with Disciplinary Board guidance where appropriate)	Faculty to keep brief note of the complaint and that warning interview has taken place
3 Serious (Formal disciplinary measures)	Serious disciplinary offences	Formal hearing: Formal penalties as described below	Head of Student Administration and Disciplinary Board	Formally recorded Disciplinary Board hearing, investigation and decision coordinated by Head of Student Administration

4.11 Where the offence is sufficiently serious, the Head of MASS may make a recommendation via the Chief Administrative Officer to the Vice Chancellor to suspend the student about whom the complaint has been made whilst the complaint is being investigated. Offences may enter at this level or progress through from less serious measures.

Investigation of complaint

4.12 All complaints that are deemed eligible by the Head of MASS for consideration under this Policy will be subject to an initial investigation by the student's Faculty.

4.13 The Head of MASS will refer the complaint to the Dean of Faculty who will appoint an independent member of staff, with no connection to the action or incident complained of, to investigate it. The Dean of Faculty will notify the Head of MASS of the name of the staff member investigating and will ensure that a report of the investigation is provided to the Head of MASS on completion of the investigation.

4.14 Where a case is identified as serious (Level 3) either at the outset or at any time during the complaint investigation, the Head of MASS will arrange for a Disciplinary Board member to be appointed to oversee the complaint. The role of the Disciplinary Board member is to provide advice and guidance on process throughout the case and, where it is determined that the complaint requires a formal hearing, the Disciplinary Board member will hear the case and decide the outcome and penalty. The same Disciplinary Board member may act throughout the case or more than one may be appointed, depending on the length of the case and availability of Disciplinary Board member(s).

4.15 Any Investigating Staff Member may request the Head of MASS to nominate a Disciplinary Board member to act as mentor to the Investigating Staff Member.

4.16 The Investigating Staff Member will send a written invitation to the student complained of, inviting them to an interview, explaining the allegation which has been made, informing them that they may be accompanied by a friend or representative, and providing a copy of this Policy. The student will be given at least two clear working days' notice to attend. The Investigating Staff Member may also supplement the written invitation by using other communication mechanisms such as email and telephone to ensure that the student receives the invitation to attend the hearing.

4.17 If the student complained of does not respond to invitations sent to the postal, email or telephone contact details held for them on the University's records system within a reasonable amount of time, the Investigating Staff Member should inform the Head of MASS. The complaint will be deemed to be 'not admitted' and will be subject to a Disciplinary Board hearing.

4.18 The Investigating Staff Member may interview witnesses and/or the person making the complaint. All such individuals should be provided with an opportunity to be accompanied by a friend or representative at such interviews.

4.19 A student may admit the offence in full or part in writing, or in full or part in person at interview, or deny the offence. In all cases, the investigating staff member will submit a

report to the Head of MASS.

Adjudication

4.20 On receipt of a report from an Investigating Staff Member, the Head of MASS will determine the action to be taken in accordance with the following guide:

Category	Level of complaint (see Table 1)	Decision	Action	Dealt with by
A	1 Minor 2 Significant 3 Serious	There is no case to answer	The Head of Mass will write to the student indication that the matter is closed. They will copy this letter to the Investigating Staff Member, the Dean of Faculty, any appointed Disciplinary Board member and the person who made the original complaint	Head of MASS
B	1 Minor 2 Significant 3 Serious	That the offence has been admitted or partially admitted and is minor	The Head of Mass will request the Dean of Faculty to apply the appropriate action in accordance with the Table 1. The Head of Mass will write to the person who made the original complaint advising them of the outcome	Dean of Faculty
C	1 Minor 2 Significant 3 Serious	That the offence is admitted or partially admitted but is more serious, or is a second or further offence	The Head of MASS will organise a Disciplinary Board to consider the allegation at a formal hearing	Head of MASS Disciplinary Board
D	1 Minor 2 Significant 3 Serious	That the offence is not admitted	The Head of MASS will organise a Disciplinary Board to consider the allegation at a formal hearing	Head of MASS Disciplinary Board

Disciplinary Board hearing

4.21 When the Head of MASS determines that a complaint should be referred to a formal hearing (category C or D in Table 2), the Disciplinary Board will invite the student, the Investigating Staff Member and any witnesses to a meeting. The student will be given at least two clear working days' notice to attend, and will be informed that they may be accompanied by a friend or representative, and may bring any witnesses they wish to call. At the meeting, the Investigating Staff Member will outline their investigation, and the impact of the action complained of upon others, calling any witnesses as appropriate. The

Disciplinary Board member may at any point in the proceedings decide not to hear further evidence from a witness or witnesses on either side. The student, or their representative, will be given an opportunity to cross examine both witnesses and the Investigating Staff Member. The student (or their representative) will then be invited to put forward their case, calling any witnesses as appropriate. The Investigating Staff Member will be given an opportunity to cross-examine witnesses and the student. The Disciplinary Board member will then ask the Investigating Staff Member, and then the student, to sum up their case. After deliberating upon the evidence, the Disciplinary Board may:

4.22 Find, on the balance of probabilities, the student is not guilty of the offence;

4.22.1 adjourn the hearing pending the provision of further evidence for or against the student;
4.22.2 find that, on the balance of probabilities, the student was guilty of the offence.

4.23 Where the Disciplinary Board decides that the student is not guilty, they will write to the student indicating this outcome and that the matter is closed. They will copy this letter to the Investigating Staff Member, to the Dean of Faculty, and to the person who made the original complaint.

4.24 Where the Disciplinary Board finds the student guilty, the student will be given an opportunity to present any mitigating circumstances or other factors they wish to have taken into account. The Disciplinary Board will then recommend the penalty to be applied, or may adjourn the meeting to consider the appropriate penalty further.

4.25 Penalties may include one or more of the following:

4.25.1 a requirement for the student to apologise to those affected by the actions which were complained of;
4.25.2 a written warning to the student, to remain on their record for a period determined by the Disciplinary Board;
4.25.3 a fine proportionate to the offence;
4.25.4 a requirement to make good the cost (in full or in part) of any damage or loss caused to property, whether that of the University or a third party;
4.25.5 exclusion from a particular section of the University's premises or facilities for a fixed or indefinite period such as suspension or expulsion;
4.25.6 a recommendation via the Chief Administrative Officer to the Vice Chancellor that the student be permanently dismissed from the University. Only the Vice Chancellor can permanently dismiss a student, and the Vice Chancellor may commute the proposed penalty to a lesser one if it is felt appropriate. If a decision to permanently dismiss is enacted, then the University may advise other appropriate bodies of the action that it has taken.

The above list is not exhaustive. The Disciplinary Board may recommend a penalty or action not listed above, which will be subject to the agreement of the Chief Administrative Officer.

4.26 A record of the offence and penalty will remain on the student's file for the remainder of their period of study.

4.27 All recommendations for penalty are subject to confirmation by the Chief Administrative Officer, and his/her decision is final, except where the recommendation is for dismissal, in which case the Vice Chancellor will make the final decision.

Appealing the decision of the Disciplinary Board

4.28 A student may appeal the decision of the Disciplinary Board by writing to the Chief Administrative Officer within ten working days of receiving written notification of the Disciplinary Board decision, setting out the grounds for appeal. A decision sent by email will be deemed to have been received the same working day.

4.29 The following alone shall constitute grounds for appeal:

4.29.1 that new and relevant material evidence or information has emerged, which could not have been made available for consideration at the time of the Disciplinary Board hearing;
4.29.2 that the decision reached was perverse in the light of the evidence presented;
4.29.3 that there was a procedural error at the Disciplinary Board hearing or in the process leading up to it which had a material effect upon the Disciplinary Board decision; or
4.29.4 that the severity of the penalty imposed was unreasonable and disproportionate.

4.30 The Chief Administrative Officer will determine whether the grounds are sufficient for an appeal to be heard. If not, he or she will inform the student in writing of this decision as soon as possible. This decision is final, and there will be no further right of appeal in the University's procedures.

4.31 If there are sufficient grounds for appeal, then the Chief Administrative Officer will convene an Appeal Board.

Adjudicating appeals

4.32 The Appeal Board will convene a hearing as soon as conveniently possible, by inviting the student (and their representative if requested), the Chair of the Disciplinary Board, and any witnesses the Appeal Board wishes to interview.

4.33 The format of the hearing will be as follows. The Chair of the Appeal Board will ask the Chair of the Disciplinary Board to present the case against the student and the reasons for the penalty imposed, where relevant. The student will then be asked to present his/her grounds for appeal. The Chair of the Appeal Board will then ask questions of both the Chair of the Disciplinary Board member and the student and any witnesses, and will invite both the student and the Chair of the Disciplinary Board member to cross examine. The Chair of the Appeal Board will then ask the Chair of the Disciplinary Board member and then the student to sum up, before coming to a decision.

4.34 The Appeal Board's decision may be either to uphold the original decision as to guilt, to partially uphold the original decision as to guilt, to overturn it, or to amend the penalty imposed. This adjudication is the final internal stage for the University (except in cases of procedural irregularity whereby the student has the final right of appeal to the Vice Chancellor).

Final right of appeal to the Vice Chancellor on procedural grounds only

4.35 Following the Appeal Board's decision, a student has the right of final appeal to the Vice Chancellor on the following grounds only: that there was a procedural error at the Appeal Board hearing which had a material effect upon the Appeal Board decision.

4.36 In such cases, the Vice Chancellor will review the documentation of the case as submitted to the Appeal Board without recourse to further hearings or interviews. No further evidence can be submitted at this stage.

4.37 If the Vice Chancellor finds there was no procedural error at the Appeal Board hearing, the decision of the Appeal Board will stand and the University will consider the matter closed.

4.38 If the Vice Chancellor finds procedural irregularity in the Appeal Board hearing and/or decision, his/her decision may be either to reconvene a new Appeal Board hearing, to uphold the original decision as to guilt, to partially uphold the original decision as to guilt, to overturn the original decision, or to amend the penalty imposed.

4.39 The Vice Chancellor's decision is final.

Suspension

4.40 A student who is suspected of having committed a very serious disciplinary offence, or against whom a criminal charge is pending, or who is the subject of a police investigation may be suspended from attendance at the University at the Vice Chancellor's discretion. Recommendations for suspension of a student should be made via the Chief Administrative Officer to the Vice Chancellor.

4.41 Suspension is not a sanction or penalty, but is imposed to protect the University community or members of that community, or the University's reputation, pending a criminal trial or disciplinary hearing, or to allow an investigation to be carried out unimpeded. The Vice Chancellor may impose action short of suspension, such as a requirement that a student does not visit a particular campus or building, or that they do not contact a particular individual. Failure to comply with such a restriction or a suspension would, in itself, constitute a serious disciplinary offence.

4.42 If the Vice Chancellor's decision is to suspend a student then this will be recorded and made available to the student concerned, who may make written representations requesting that the suspension be rescinded. Any such representations should be submitted to the Head of MASS for consideration by the Vice Chancellor.

4.43 A decision of suspension will be subject to review by the Vice Chancellor every four weeks or a lesser time period if the Vice Chancellor deems this appropriate, in the light of evidence available as to the progress of the case.

4.44 A student who has been suspended by the Vice Chancellor will remain suspended until they receive written confirmation from the Vice Chancellor that the suspension has been lifted.

Criminal matters

4.45 Where it is suspected that a criminal offence has been committed, the University will refer the matter to the police. Where the police are investigating a particular matter, any investigation by the University relating to the same matter will normally be suspended but may recommence when the police investigation is completed. The University may, exceptionally, decide to proceed with its internal disciplinary process before a police investigation is complete. In such cases, the University will take into consideration any new information that arises from the police investigation.

4.46 Whether or not a matter results in a criminal prosecution or other forms of civil reprimand, the University may decide to pursue disciplinary action in relation to any matter brought to its attention.

4.47 The University and the police may share information about a student in order to progress either a police investigation or a University disciplinary investigation. The University may also use other means of information gathering such as web searches to collect or check information that is in the public domain regarding a student or an incident, for example court listings or news reports. Such information sharing and gathering will have due regard for Data Protection legislation and credibility of the source.

Students on professional courses

4.48 Where a student on a course leading to a professional qualification is found guilty of certain types of disciplinary offence or fraud, the University may be under an obligation to disclose the matter to the professional body concerned. Where the offence is so serious that it might prevent the student registering with the professional body or completing professional placements, it may be necessary for the University to terminate the student's registration on the course or to counsel the student to consider another path of study.

Health matters

4.49 If it appears to an Investigating Staff Member that a student involved in a disciplinary matter is affected by signs of mental health difficulties, or psychological or emotional disorder, they may, after consulting with the University Counsellor, refer the student for counselling. The disciplinary process will be suspended pending the outcome of the counselling.

Student attendance and representation at interviews and meetings

4.50 Students are entitled to be accompanied by a friend or representative at all interviews and meetings where allegations against them are discussed. This could be a member of staff, a family member, fellow student or personal friend. Legal representation is not considered appropriate for offences under these regulations. A friend or representative may speak on behalf of the student provided clear consent is given by the student at the meeting.

4.51 The University recognises that students have academic and external commitments and will seek to take account of the personal circumstances of students in arranging interviews and meetings. In the event of a student being unable to attend an interview or meeting, they must contact the Head of MASS before the proposed time in order to seek a deferral. The University will normally permit one such deferral at the request of a student. Where a

student fails to attend an interview or meeting, or seeks to defer the meeting unreasonably, the University may proceed with the investigation, adjudication or appeal in their absence.

Timescale

4.52 The University will aim to complete its investigation and provide the student with an outcome as soon as possible and within one month of receiving the initial complaint. The process may take significantly longer in cases where the University is awaiting the conclusion of a police investigation or other external process before an outcome can be determined.

Records of hearings

4.53 A record will be made of all interviews and hearings described in this Policy. Where a Disciplinary Board hearing takes place, the Head of MASS will serve as secretary to the meeting and will conduct the correspondence.

Disciplinary Board

4.54 The Disciplinary Board is appointed by the Chief Administrative Officer, ensuring that all such cases are considered by Disciplinary Board members not within the student's Faculty. The Disciplinary Board will be chaired by a Dean of a different Faculty to the student, and it will include the Head of MASS and the Head of Human Resources (who will act as secretary to the Disciplinary Board).

Appeal Board

4.55 The Appeal Board is chaired by the Chief Administrative Officer and it will include one senior member of the academic staff and one senior member of the administrative staff. In selecting members of the Appeal Board, the Chief Administrative Officer as Chair will ensure that all such cases are considered by Appeal Board members who have not previously been connected to the case.

Monitoring and reporting

4.56 The Vice Chancellor, Chief Administrative Officer, and Head of MASS will meet at least once a year to ensure that there is common practice around the University, and to agree guidelines on the penalties for various types of offences, and definitions of minor and serious offences in the light of changing practice. They will also consider the effectiveness of these procedures, the speed with which disciplinary matters are dealt with, and if necessary, make appropriate recommendations to the Academic Board for amendments.

4.57 The Head of MASS will report to the Academic Board after the end of each academic year on the activity and outcomes of complaints made under this policy.

Document History

Policy Number/Version	Date	Update Information	Approval
(6.2/V01)	Apr.2020	Revision and recreation of 'Student Discipline 6.2/V01'	Council

Student grievance

Policy number/version		6.3/V02
Section		STUDENT EXPERIENCE
Type		University-wide policy
Date of creation		September 2017
Date of last revision		May 2021
Date of approval of current version		May 2021
Post/section with responsibility for implementation and monitoring		Head of Marketing, Admissions, and Student Services
Approved by		University Council
Policy review	Latest review by	Head of Marketing, Admissions, and Student Services
	Latest review date	August 2025
	Review outcome	An appendix for Grievance and appeal forms has been added.
	Next review date	August 2026
Cross reference/related documents:		12.0 Policies and procedures manual 5.0 Student handbook

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University will offer students a supportive learning environment and a programme of study conducive to student achievement of graduation requirements.

1.2 The University observes its own responsibilities for student progress notwithstanding a student's primary responsibility for his/her own active participation in the programme of study and engagement with the learning environment.

1.3 The University defines expected standards of personal and academic conduct of students within its policy framework and has measures in place to support student compliance with these standards.

1.4 Equally, a student may bring a grievance against the University should he/she believe the University has failed in its duty to provide a supportive learning environment.

2.0 Scope

2.1 Applies to all students enrolled in a programme of study offered by the University.

2.2 Refers to services provided by the University.

2.3 Does not apply if the circumstance in question is dealt with under the terms of another University policy (e.g. Academic Appeals).

3.0 Definitions

3.1 'Services' include but are not limited to:

3.1.1 facilities for learning and teaching;
3.1.2 resources for learning and teaching;
3.1.3 support for learning and teaching;
3.1.4 pastoral support and careers guidance;
3.1.5 administration.

4.0 Policy

4.1 Students may bring a grievance against the University should they believe the University has failed in its responsibility for the provision of services supportive of learning.

4.2 The University will reject student grievances that are anonymous or that are made by anyone other than a student enrolled in a programme of study at the University.

4.3 The University will ensure that student complaints are addressed in an equitable, objective and unbiased manner, and that the complainant receives an appropriate response in a timely manner.

4.4 As far as is possible and equable, the University aims to resolve grievances informally, for the benefit of students and to avoid unnecessary disruption to their learning and teaching.

4.5 No student will be disadvantaged for bringing a genuine grievance, whether or not the grievance is upheld.

4.6 Grievances that are malicious in intent or fallacious in claims may bring penalties against the student within the terms of the University policy on Student Discipline.

4.7 The University will address student complaints without prejudice to any action against the student that is legitimate within the policy on Student Discipline.

4.8 The University will not consider student grievances that are submitted 6 months or more after the alleged matter, other than in cases of exceptional mitigating circumstances.

4.9 Students should be able to demonstrate that, prior to bringing a formal grievance, they have made every effort to resolve a problem through other means. This rule does not apply if the nature of the grievance gives due cause for the student to bring the matter as a grievance immediately or without reference to other individuals implied in the grievance.

5.0 Procedures

5.1 Stage One: Informal Grievance

5.1.1 the student should raise the grievance with the member of staff with responsibility for the matter in question (e.g. tutor, supervisor, person with responsibility for implementation of a procedure);

5.1.2 the student should arrange to address the grievance by organising an appointment with the member of staff identified in 5.1.1;

5.1.3 if the student is uncomfortable addressing that member of staff directly, or if that member of staff does not make him/herself readily available, the student should contact the relevant Dean (if the grievance relates to a Faculty) or relevant the Head of department (if the grievance relates to an administrative department) to organise an appointment;

5.1.4 the member of staff identified in 5.1.1 or the relevant Dean or the relevant Head of department (with whom the student has raised the grievance) are mandated to try to resolve the informal grievance at this stage;

5.1.5 in cases where the grievance involves a Dean and/or a Head of department, the student should progress directly to Stage Two;

5.2 Stage Two: Formal Grievance

5.2.1 if the grievance is unable to be resolved by the student and the member of staff with whom the grievance has been raised in Stage One, the student may submit a formal grievance in writing, using the standard form (Appendix A). The form is submitted to the Chief Administrative Officer.

5.2.2 the Chief Administrative Officer will meet with the student and set out how the University will address the matter;

5.2.3 the student can normally expect to be notified within three weeks of the meeting;

5.2.4 in complex cases where the grievance requires longer to resolve, the student can expect to be kept informed of the progress of the grievance on a timely basis;

5.2.5 the student will receive written notice from the Chief Administrative Officer of the outcome(s) of any action taken and any future steps pending;

5.2.6 in cases where the grievance involves the Chief Administrative Officer, the student should submit the formal grievance in writing to the Vice Chancellor; in such cases the Vice Chancellor will assume the role of the Chief Administrative Officer as detailed in 5.2.2 and 5.2.5;

5.2.7 in cases where the grievance involves the Vice Chancellor, the student should submit the formal grievance in writing to the Clerk to the University Council; the Clerk to the University Council will identify a member of the University Council to assume the role of the Chief Administrative Officer as detailed in 5.2.2 and 5.2.5;

5.3 If the student is not satisfied with the outcome(s) of a Stage Two Formal Grievance, he/she may appeal the decision subject to specific grounds.

5.4 The grounds on which a student may appeal a Stage Two decision are restricted to the following (no other appeals will be entertained):

5.4.1 there is evidence that the Stage Two investigation did not include in its deliberations all relevant issues, and any relevant issues identified as not included at Stage Two are material to the decision and do not constitute a new basis for complaint;

5.4.2 there is evidence that the Stage Two investigation was not operated in accordance with University policies.

5.5 Stage Three: Appeals

5.5.1 the jurisdiction of the Vice Chancellor or the Clerk to the University Council is limited to investigation of the actions and outcomes at Stages One and Two;

5.5.2 if the student has grounds to appeal a Stage Two decision as detailed in 5.4, he/she should submit their appeal in writing using the standard form, for submission to the Vice Chancellor;

5.5.3 the Vice Chancellor will meet with those involved at Stage Two, and if necessary Stage One;

5.5.4 the student will receive written confirmation of the outcomes of the Vice Chancellor's investigation, and any actions outstanding, within 3 weeks of the date of submission;

5.5.5 in cases where the grievance involves the Vice Chancellor, the student should submit their appeal in writing to the Clerk to the University Council; the Clerk to the University Council will identify a member of the University Council to assume the role of the Vice Chancellor as detailed in 5.8 and 5.9;

5.5.6 the notice of a Stage Three appeal is final and will bring the University's investigation to a close.

Appendix A:

Stage One: INFORMAL GRIEVANCE FORM

Students should complete this form as evidence that due measures were taken before initiating Stage Two.

Name: **Student ID**: **Programme**:

Name:

By signing this form, I declare the information provided by me to be true and correct.

Signature:

Date:

Outcome of informal grievance:

Stage Two: FORMAL GRIEVANCE FORM

Name: **Student ID**: **Programme**:

Has any action been taken under Stage One (informal grievance)?

Yes / No (please circle)

If no, explain why not

If yes, explain what was the outcome

Summarise the matter your grievance concerns

By signing this form, I declare the information provided by me to be true and correct.

Signature:

Date:

For office use only

Meeting convened on: _____

Attendees: _____

Outcome of formal grievance

Letter sent to student on: _____

_____

Chief Administrative Officer/Vice Chancellor/University Council member

_____

Date

Copied to: Named parties □ Personal Tutor □ HoSA □

Stage Three: APPEALS FORM

Name: **Student ID**: **Programme**:

Has any action been taken under Stage One and Stage Two?

Yes / No (please circle)

If no, explain why not

If yes, explain what the outcome was

State the grounds on which you are appealing – any appeal submitted without evidence or out with the grounds identified by the Student Grievance policy will be rejected

By signing this form, I declare the information provided by me to be true and correct.

Signature:

Date:

For office use:

Meeting convened on: _____

Attendees: _____

Outcome of appeal

Letter sent to the student on: _____

_____ _____

Vice Chancellor/University Council member Date

Copied to: Named parties □ Personal Tutor □ Registrar □ Vice Chancellor □ HoSA □

Document History

Policy Number/Version	Date	Update Information	Approval
(6.3/V01)	August 2025	An appendix for Grievance and appeal forms has been added.	
(6.3/V01)		Added: only students enrolled in the university can file a complaint Added: student grievance procedures against the Registrar and CAO and the Vice-Chancellor Restructured formal grievance process Reporting hierarchy clarified	Council
(6.3/V01)	May.2018	Renumbering (5.8/V02), Restructuring, Rewording Clarification of 'complaint' as informal procedure and 'grievance' as formal procedure	

Academic advice, careers guidance, and pastoral support

Policy number/version		6.4/V01
Section		STUDENT EXPERIENCE
Type		Academic policy
Date of creation		September 2017
Date of last revision		May 2018
Date of approval of current version		26 August 2019
Post/section with responsibility for implementation and monitoring		Head of Marketing, Admissions, and Student Services
Approved by		University Council
Policy review	Latest review by	Head of Marketing, Admissions, and Student Services
	Latest review date	August 2025
	Review outcome	No Changes
	Next review date	August 2026
Cross reference/related documents:		8.1 Roles and responsibilities of academic staff

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University will offer students a supportive learning environment and a programme of study conducive to student achievement of graduation requirements.

1.2 The University ensures that students are familiar with the values of the University and have knowledge of relevant services, facilities, and policies.

1.3 The University recognises that effective academic advice and pastoral support has a positive impact on student performance, time to graduation, and rates of retention.

1.4 The University defines structures, roles, and processes for the provision of academic advice and pastoral support.

2.0 Scope

2.1 Applies to all students and academic staff of the University.

3.0 Definitions

3.1 Individual members of academic staff directly involved in advising students are:

3.1.1 Personal Tutor: is primarily responsible for offering academic support and guidance beyond subject-specific tutoring; must be familiar with the available specialist support to which they can refer students;

3.1.2 Module Tutor: is the person responsible for teaching the module; appointed by the Dean of the Faculty or the Head of Programme;

3.1.3 Module Coordinator: each module has a designated Module Coordinator appointed by the Dean; they are full time members of academic staff. Where there is a single module

tutor than he/she would hold both roles. However, where there are several module tutors, one will be appointed as Module Coordinator. Modules taught by an adjunct will have as Coordinator a full-time member of academic staff;

3.1.4 Dissertation Supervisor: A student completing a dissertation is allocated a Dissertation Supervisor to provide guidance on the programme of research. The Dissertation Supervisor may be the same academic staff member as the Personal Tutor or another academic staff member. Whatever the case, the academic staff member's consent to serve as the Dissertation Supervisor must be formally obtained;

3.1.5 Head of Programme: available for consultation should a student experience circumstances with negative effect on their academic progress.

4.0 Policy

PERSONEL

The Personal Tutor

4.1 The Personal Tutor is responsible for:

4.1.1 front-line pastoral support for problems not related to the academic programme of study;

4.1.2 monitoring and addressing problems associated with student progress and/or low standards of performance;

4.1.3 referring students to available support services;

4.1.4 supervising student implementation of their study plan;

4.1.5 advising students on University policy and procedures;

4.1.6 advising students on suspension, withdrawal from modules, changes of programme, and withdrawal from a programme.

4.2 Appointments:

4.2.1 the personal tutor need not be an academic teaching on the student's programme of study but should be familiar with it;

4.2.2 Personal Tutors should be full-time members of University staff;

4.2.3 Personal Tutors are assigned to students by the Head of Programme/Programme Coordinator;

4.2.4 A reasonable effort will be made to ensure that each full-time faculty member will have a similar number of advisees;

4.2.5 the maximum number of advisees shall be 40 students for any designated personal tutor;

4.2.6 all faculty including the Dean, are assigned advisees;

4.2.7 the Dean/ Head of Programme/Programme Coordinator shall deputise as advisor on urgent matters if the student's designated advisor is not available.

4.2.8 ideally the same person should retain responsibility for the student throughout their programme of study. However, a student may request for a change of personal tutor at any time; the change can be effected subject to the agreement of all parties - the current and new tutor, and the student. Cases of disagreement should be referred to the Head of Programme/Programme Coordinator and advised to the Dean.

4.3 In order for personal tutoring to be beneficial and meaningful students will be expected to undertake the following:

4.3.1 maintain regular communication with their personal tutor;
4.3.2 to consider the measures, they can take themselves to address problems or concerns raised with personal tutor;
4.3.3 to attend all scheduled meetings or agree an alternative time if it is inconvenient;
4.3.4 contact personal tutors when circumstances have negative impact on their academic performance or progression, or threaten withdrawal.

4.4 Act on any recommendations and advice offered by personal tutors. A student should formally meet their personal tutor once in the induction week and then at least at the start of each term. The student must be able to arrange meetings at other times also as required. The students could also seek advice through other informal channels for example email correspondence etc.

Module tutors

4.5 Module tutors are responsible for:

4.5.1 the day-to-day management of their module(s);
4.5.2 ensuring high quality of teaching and assessment of their module(s);
4.5.3 ensuring the delivery and assessment of the module in line with the information contained in the module descriptor;
4.5.4 ensuring that the delivery and marking etc. of their module(s) adhere to University regulations, policies and procedures;
4.5.5 carrying out all assessment procedures in line with University policy;
4.5.6 Identifying students who may be experiencing difficulties by monitoring attendance and student progress, and offering guidance and support to students;
4.5.7 referring to the Personal Tutor when students at risk are identified;
4.5.8 during the term, the Module Tutors teaching each module will make themselves available to students through establishing weekly office hours (minimum of two hours per week for staff teaching current modules, other staff by appointment) during which they may be consulted on curricular and related matters, and give individual advice on matters pertaining to the programme. Outside these office hours, module tutors may be contacted by students on appointment.

Module coordinators

4.6 A Module Coordinator is responsible for:

4.6.1 quality management and enhancement and standards of their module(s);
4.6.2 maintaining accurate and up to date module descripts and supplying these to the Office of Institutional Effectiveness, Module Tutors, and students enrolled on the module;
4.6.3 ensuring compliance of modules to University policy;
4.6.4 coordinating the work of all staff contributing to the module in terms of delivery, assessment, feedback and moderation (e.g. adjunct staff, visiting lecturers, guest speakers); providing such advice and support to those staff as may be necessary;
4.6.5 coordinating with administrative staff in a timely manner with respect to timetabling;
4.6.6 implementing procedures for assessment in compliance with University policy, including communications with External Examiners, requirements for moderation, and

attendance at meetings of the Board of Examiners for the programme the module contributes to;

4.6.7 ensuring that suggested modifications to modules are brought to the attention of the Board of Studies;

4.6.8 managing the development of the module to ensure that it remains relevant, up to date and in line with new academic knowledge and any professional requirements;

4.6.9 completing the review of the module at the end of the term;

4.6.10 ensuring the completion of Module file with the assistance of the Faculty administrator.

4.7 Module Coordinators should be available to students by appointment should the student require advice in addition to that given to them by module tutors.

Dissertation Supervisor

4.8 The Dissertation Supervisor is responsible for:

4.8.1 giving guidance to the student on the nature of the dissertation and standards expected;

4.8.2 helping students to focus the study and draw up a feasible programme of work;

4.8.3 advising student on relevant literature and methodology;

4.8.4 meet with the student in compliance with University policy and as agreed with the student;

4.8.5 monitor student progress against the programme work;

4.8.6 provide feedback on draft chapters of the dissertation, and helping students understand if and how standards are below those expected;

4.8.7 where relevant, advise on ethical and safety implications of the work;

4.8.8 timely, constructive, and appropriate interventions that ensure a student is kept on track, meets deadlines, and submits work that meets the technical requirements of the dissertation;

4.8.9 notify students in case of planned absence and ensuring the student has access to a supplementary Supervisor if absence is prolonged or falls at crucial moments;

4.8.10 prepare progress reports for the student should the student request extension to the normal period of study;

4.8.11 to advise the Head of Programme/Programme Coordinator, Dean of the Faculty and the student, immediately there is reason to believe that the student is at risk of failing the dissertation. Dissertation Supervisors are not required to grade the draft work;

4.8.12 to act as primary examiner of the final submitted work, in compliance with University policy.

4.9 At the beginning of the dissertation, a learning contract will be signed between the University and the student laying out the scope of research, research milestones and the schedule of meetings between the student and the supervisor. The dissertation supervisors will make themselves available to students for these meetings.

4.10 A change of the Dissertation Supervisor may be sought by the student or the Dissertation Supervisor and agreed subject to the approval of the Head of Programme and the Dean. Changes are communicated to the Marketing, Admissions, and Student Services department.

Head of programme

4.11 Responsibilities of the Head of Programme are set out under relevant University policy for the roles and responsibilities of academic staff.

4.12 The Head of Programme and/or Programme Coordinator will discuss problems with academic work and possible solution, and may involve other members of staff, e.g. personal tutors or module coordinators, where appropriate.

Student access to academic staff

4.13 Students will be supplied with the contact details for academic staff.

4.14 Academic staff will publish office hours, and norms of electronic communication, for term-time and vacation periods. The timetable will ensure staff are available on more than one day each week, and at varied hours in the day.

4.15 Students should notify academic staff of their intention to consult, and give indication of the nature of the matter they wish to discuss.

4.16 Students may raise matters of immediate and/or serious concern with the most relevant member of academic staff outside any published timetable. Students may also refer to the Marketing, Admissions, and Student Services.

SERVICES

Advice to students on registration

4.17 Students and prospective students will be provided with timely, consistent and accurate advice on all matters associated with registration including:

4.17.1 descriptions and availability of programmes and modules;
4.17.2 application, selection and registration procedures;
4.17.3 cancellation, deferral and suspension of studies;
4.17.4 transfer to other programmes;
4.17.5 fee, fee support, scholarships etc.;
4.17.6 exemption and module transfer procedures;
4.17.7 other financial support available to students;
4.17.8 services available from the Marketing, Admissions, and Students Services;
4.17.9 facilities and services for disabled and disadvantaged persons including those with learning difficulties;
4.17.10 any specific support programmes for minority, national, gender or other specific groups;
4.17.11 student associations and activities.

4.18 Academic and administrative staff will be given training sufficient to ensure they have current and accurate knowledge.

4.19 Students will be provided with the names/positions of staff in the faculties, Marketing, Admissions, and Student Services department, Student Associations and Student Services

(including Dubai International Academic City offices) from whom they may obtain advice on registration and related issues.

Orientation and the student handbook

4.20 Each student will receive a student handbook (via email) once he/she accepts the offer.

4.21 Faculties are responsible for academic orientations to the programme.

4.22 The Marketing, Admissions, and Student Services department will advise on generic matters.

4.23 The handbook and orientation should include, but is not limited to information on:

4.23.1 registration procedures;
4.23.2 submission of assignments;
4.23.3 examinations;
4.23.4 student advisers;
4.23.5 student services;
4.23.6 library;
4.23.7 information technology services;
4.23.8 study methods;
4.23.9 timetables;
4.23.10 Doctoral Training Centre (DTC)
4.23.11 student related University policy;
4.23.12 Health, safety, and security;
4.23.13 Personal Counselling
4.23.14 values guiding behaviour in the academic community and codes of conduct in place to govern behaviour;
4.23.15 student associations;
4.23.16 campus map.

International students

4.24 The University will ensure international students have in addition to the standard information and orientation:

4.24.1 the opportunity to gain familiarity and understanding of Emirati and University culture.
4.24.2 appropriate specialist support services with respect to:

4.24.2.1 recruitment;
4.24.2.2 admission;
4.24.2.3 accommodation;
4.24.2.4 immigration, visa and passport requirements;
4.24.2.5 health care advice;
4.24.2.6 where necessary, referral to appropriate government, embassy and similar facilities and support services.

4.25 Opportunity to share cultural and national celebrations in collaboration with students of all nationalities.

Careers guidance and planning

4.26 Career guidance helps students explore vocational interests, and opportunities available in various fields of specialisation in their chosen educational programmes. This is provided through the following means:

4.26.1 members of the academic staff giving careers advice;
4.26.2 students being referred to members of the Programme Advisory Group which comprises specialists in fields relevant to the programme;
4.26.3 access to careers development activities organised by the University and Dubai International Academic City.

4.27 Employment related information is available through employment and corporate websites, copies of corporate directories and databases. The University Library has a specially designated space for access to this information.

4.28 Each Faculty will publish a framework for the provision of academic and careers guidance.

4.29 Enrolled and prospective students will be provided with accurate and appropriate advice from designated and trained personnel.

4.30 Training will include:

4.30.1 principles and techniques of career planning and academic guidance;
4.30.2 programs offered on professional admission requirements, structures and related career opportunities;
4.30.3 academic support services available to students;
4.30.4 work experience and internship;
4.30.5 boundaries of expertise and appropriate referrals.

Services for students with different abilities and special needs

4.31 The University is committed to enabling access and participation to differently abled students, and enhancing their career prospects through their studies.

4.32 The University will provide a supportive environment for differently abled students. It is the responsibility of all Faculties and Departments to contribute appropriate services to meet the varied and special needs of differently abled students.

Student associations and student representation in decision making

4.33 Students will have opportunity to:

4.33.1 participate in the Governance of the University and the Student Association;
4.33.2 have a role in the development of the University facilities, services, policies and procedures;
4.33.3 participate in cultural, sporting and recreational activities and facilities on campus;
4.33.4 access convenient commercial services and facilities (where the commercial proceeds are no more than reasonable in the circumstances and supplement those provided by the University.

4.34 A Student Association may be established to further student participation and representation in the operation and development of the University, and organization of student activities.

Counselling facilities

4.35 The University engages a personal counsellor who is available regularly at times convenient to students, and operates on an independent and confidential basis.

4.36 Personal counselling offers:

4.36.1 emotional support for students finding it problematic to combine study into their lives;
4.36.2 opportunity to build rapport and connection with the University;
4.36.3 practical assistance with the management of stress, anxiety, depression, relationship problems, bereavement, and the impact of crisis events;
4.36.4 practical assistance with the management of low self-esteem, decision making, and anger/temper;
4.36.5 post-traumatic support following exceptional events and/or emergencies on campus;
4.36.6 guidance for students regarding mitigating circumstances;
4.36.7 practical assistance with the management of time, improving memory, workload, exam preparation.

4.37 The Personal Counsellor may periodically host workshops for groups of students on relevant.

4.38 Means of access to this service will be communicated to students.

5.0 Structures

5.1 The University's Institutional Research framework includes assessment of the effectiveness of academic advising and pastoral support.

Document History

Policy Number/Version	Date	Update Information	Approval
(6.4/V01)	May.2018	Renumbering (3.8/V03), Renaming, Restructuring, Rewording Removal of references to undergraduate Change future intentions to present tense Updating nomenclature Merger with Academic Advice and Pastoral Support Guidelines Merger with Career Guidance and Counselling	

Student activities

Policy number/version		6.5/V01
Section		STUDENT EXPERIENCE
Type		Academic policy
Date of creation		September 2017
Date of last revision		May 2018
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Post/section with responsibility for implementation and monitoring		Head of Marketing, Admissions, and Student Services (MASS)
Approved by		Senate
Policy review	Latest review by	Head of MASS
	Latest review date	August 2025
	Review outcome	No changes
	Next review date	August 2026
Cross reference/related documents:		1.0 Policies and procedures manual 5.0 Postgraduate student handbook 11.0 Undergraduate student handbook

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University believes that student activities should be run by students in the interests of all students.

1.2 The University wishes to provide students with appropriate support and guidance in their activities.

1.3 The University has clear guidelines for the good conduct of student activities.

1.4 The University recognises that student-run media are an important part of the University's academic life which give students the opportunity to express their creativity, provide a forum for free and open discussion, and create a permanent record of the activities and intellectual climate of the campus.

2.0 Definitions

2.1 A student activity may be social, cultural, sports/leisure-related, or professionally oriented.

2.2 Activities may also constitute association or assembly, or involve fundraising and therefore imply special conditions.

3.0 Policy

3.1 Activities: one-off activities may be proposed on an ad hoc basis.

3.2 Associations: activities that are proposed to run on a regular basis, and constitute or imply formation of an identified association of students, require approval by formal process.

3.3 Assembly: activities that constitute an assembly (parade, concert, demonstration, rally, or other group gathering on or around the campus of the University) must be approved by the Vice Chancellor or their designate a minimum of one week in advance.

3.4 Fundraising: any student group planning to conduct or participate in any fundraising project must apply for approval in writing, through MASS, two weeks prior to the start date of the project, whether or not the project is organised or hosted off-campus.

3.5 Media: students are encouraged to publish in printed and electronic media provided views expressed do not interfere with the rights and freedoms of others, and are not defamatory or offensive to the University's name, its community, and/or individuals or groups external to the University. The following should be noted:

3.5.1 the University will foster and preserve the conditions necessary for a free student press;
3.5.2 students may use electronic information and communication resources including website, social media, email etc. to gather and publish information;
3.5.3 any programmatic student-run media (print, electronic, radio) shall be representative of the entire student body and not be the province of a limited number of students;
3.5.4 material that is found to be disrespectful and offensive to Islam, UAE laws and traditions, and/or any other cultural or ethnic group will not be published;
3.5.5 any individual/group whose conduct violates these rules will be subject to disciplinary action.

3.6 Facilities: students are entitled to use University facilities and Dubai International Academic City (DIAC) facilities subject to published policies of both.

3.7 External organisations: student activities may be coordinated with external organisations provided there is no conflict of interest or that conflict can be managed effectively.

3.8 Use of the University name: an activity that has not been approved by the University Executive (including by delegation to or recommendation of the Head of MASS) may not be described or published as a University event and may not be described or published using the University name or logo.

3.9 Conduct: the student organisers and/or the officers of student associations are responsible for the planning, scheduling, and good conduct of the activity/association. Good conduct implies compliance with University policy and the standards of public behaviour established by DIAC.

3.10 Liability:

3.10.1 the University is not responsible for actions of students or their guests at functions held off-campus. When off-campus facilities are used, the organising group is expected to observe the rules and regulations governing the relevant establishment;

3.10.2 the University will exercise a reasonable duty of care for its students (and guests) involved in activities on-campus. Notwithstanding, students and guests are adults and afforded the responsibilities and accountabilities thereby implied;

3.10.3 any student individual, group or organisation failing to comply with these guidelines may be subject to disciplinary action.

4.0 Procedures

4.1 Activities:

4.1.1 a proposed activity must have the support of at least ten students;

4.1.2 at least one member of administrative staff will be assigned to an approved activity; if appropriate, at least one member of academic staff may also be involved;

4.1.3 student activities should be planned and proposed to ensure formal approval has been granted a minimum of five days prior to the date of the activity;

4.1.4 activities may be published on the University Calendar and on the website.

4.2 Associations:

4.2.1 the University should be supplied with a copy of all published material related to the association, including booklets (and websites) that detail positions, policies and procedures.

4.3 Assembly:

4.3.1 names of the responsible leaders of the group must be submitted to the Executive Office at the time of scheduling;

4.3.2 the terms and conditions, including all audio-visual aids used to promote such assemblies and demonstrations, are determined by the University in consultation with DIAC;

4.3.3 the use of any statements, signs, and/or pictures must receive prior approval as being in good taste;

4.3.4 students assembling for meetings not authorised in accordance with these regulations are subject to disciplinary action which may result in dismissal from the University. A student present at such unauthorised meetings is considered to be a participant and may similarly be subject to disciplinary and/or criminal proceedings.

4.4 Fundraising:

4.4.1 student associations may provide services or sell products to collect funds subject to compliance with University and DIAC vending policies;

4.4.2 students must report to MASS the total funds raised;

4.4.3 examples of normally permissible fundraising activities:

4.4.3.1 sale of goods;

4.4.3.2 sale of service (car wash, sign painting, etc.);
4.4.3.3 performance (concerts, talent shows, etc.);
4.4.3.4 collection of donations for charity (money, food, clothing etc.).

4.5 Media:

4.5.1 appropriate disclaimers will be published stating that:

4.5.1.1 the University is not responsible for the content of student publications or broadcasts;
4.5.1.2 the views and opinions disseminated through any or all of the student-run media are not the views of all students and do not represent or speak for the University itself;

4.5.2 information and communications published or passed via student-run media will be based on professional standards of accuracy, objectivity and fairness.

4.5.3 students are responsible for verification of all facts and quotations prior to publication.

4.6 Use of facilities:

4.6.1 reservation of University facilities may be made through the Operations department.
4.6.2 on-campus activities may only be held within the normal opening hours of the University. The University may in addition specify dates in which it is not permitted to hold student activities.

Document History

Policy Number/Version	Date	Update Information	Approval
(6.5/V01)	May. 2018	Renumbering (5.9/V02), Restructuring, Rewording	Senate

Doctoral Training Centre (DTC)

Policy number/version		6.6/V01
Section		STUDENT EXPERIENCE
Type		Academic policy
Date of creation		September 2017
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Post/section with responsibility for implementation and monitoring		Dean of Research
Approved by		Senate
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	Latest review date	August 2025
	Review outcome	Minor rewording
	Next review date	September 2024
Cross reference/related documents:		1.0 Policies and procedures manual 5.0 Postgraduate student handbook 5.6 Proof-reading

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University will offer students a supportive learning environment and a programme of study conducive to student achievement of graduation requirements, which includes additional academic support through its Doctoral Training Centre (DTC).

1.2 The University observes its own responsibilities for student progress notwithstanding students' own primary responsibility for participation in their programme of study and engagement with the learning environment.

2.0 Scope

2.1 Applies to the DTC, all members of staff who contribute to the Centre, and to all students.

3.0 Definitions

3.1 The DTC is an academic support unit which assists students with research skills and promotes the development of research activity and output at the University.

3.2 The DTC offers a comprehensive and systematic training and development programme primarily for postgraduate students. In addition to the postgraduate level provision, the DTC offers core academic training to undergraduate students.

4.0 Policy

General purpose

4.1 The DTC provides support for students to develop relevant skills and knowledge.

4.2 The DTC provides support in producing work in accordance with British higher education standards.

Research development and support

4.3 The DTC provides training, guidance and support for students in the pursuit of research excellence and output. Through a combination of training courses, workshops, presentations, discussion groups, seminars, conferences, individual support sessions, and proofreading services, the DTC promotes research activity, supports student development and seeks to enhance the value and relevance of the University's contribution to both academia and the community at large.

5.0 Procedures

Role and responsibilities of the DTC

5.1 The DTC will provide comprehensive and structured training to all the University's students throughout the academic year.

5.2 The workshops will be available in the face-to-face, online or recorded formats as appropriate.

5.3 Training sessions are free to attend and will be offered on multiple occasions throughout the year to support access and attendance.

5.4 Course information and registration opportunities will be communicated via email and the University's VLE, and will also be available online on the University website.

5.5 The workshops are available to all registered BUiD students at all levels.

Training offered

5.6 Training courses are grouped thematically into areas of development so that students can develop a range of transferable skills in key areas:

5.6.1 doctoral journey support workshops;
5.6.2 academic writing;

5.6.3 research methodology and management;
5.6.4 research process and dissemination support.

Postgraduate students

5.7 Research training courses for postgraduate students may be offered throughout the year and aim to cover key areas of relevance and value. The courses may reflect the early, mid and late-stage stages of Masters and PhD development and are targeted and offered accordingly.

Responsibilities of students

5.8 Students must register online in order to attend training courses.

5.9 Students must de-register with a minimum of 48 hours' notice if they are unable to attend.

5.10 All students are advised to attend Dissertation and Writing a Literature Review workshops before they begin their dissertations.

5.11 All students are advised to attend as many writing workshops as possible to obtain a broader spectrum of language and skills.

5.12 It is mandatory for students to read and understand the dissertation/thesis/project guidelines so that they are familiar with all recommendations regarding length, presentation, format, layout and submission method.

5.13 It is mandatory for all students to attend the Plagiarism and Referencing workshops.

Other DTC services

5.14 Proofreading services: proofreading services will be offered to BUiD students in accordance with the relevant proofreading policy.

5.15 Individual support services: students can book individual support sessions for academic issues with DTC staff.

5.16 BUiD Doctoral Research Conference: the DTC will be responsible for the management and coordination of the annual BUiD Doctoral Research Conference.

5.17 University committees: the DTC will have representation in the committees that are aligned with the Centre's scope of works, such as the Unfair Means Committee, Learning, the Teaching & Blended Learning Committee, and the Equality and Diversity Committee.

Document History

Policy Number/Version	Date	Update Information	Approval
(6.6/V01)	AY 2021-2022	Listing of additional services by the DTC Policy name change from 'Doctoral Training Centre' to 'Doctoral Training Centre (DTC)'	Minor Changes
(6.6/V01)	AY 2020-2021	Removed scope limit to doctoral and master's students Added a clause for offering academic training to undergraduate students Minimum number of students required for training delivery removed Notice hours for training cancellation removed Removed example list of offered courses	Senate
(6.6/V01)	May. 2018	New policy	Senate

Student-run media

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	Next review date	August 2026
Cross reference/related documents:		5.0 Student handbook (postgraduate students) 11.0 Student handbook (undergraduate students) 1.0 Policies and procedures manual 11.6 Acceptable use of information technology

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University recognises that student-run media are an important part of University's academic life which give students the opportunity to express their creativity, provide a forum for free and open discussion, and create a permanent record of the activities and intellectual climate of the campus.

1.2 Regulations concerned with student-run media are necessary to ensure that the legal and constitutional rights of all parties associated with the student-run media are protected.

2.0 Scope

2.1 This policy guides the University's and students' responsibility for any student-run media including radio/television programmes or stations, student newspapers, student generated websites, or other social networking sites linked in any way to the University's technology infrastructure or using institutional resources, trademarks, logos or brands.

3.0 Policy

3.1 The University will foster and preserve the conditions necessary for a free student press.

3.2 Any student-run media, shall be representative of the entire student body and not be the province of a limited number of students or small groups of students associated with any faculty, programme or department.

3.3 Staff members (including editors) for student media shall be widely recruited from the entire student body, and a designated faculty advisor shall provide assistance to student staff members irrespective of their programme of study.

3.4 Publication or dissemination of obscene materials is prohibited.

3.5 Appropriate disclaimers will be published stating that:

3.5.1 the University is not responsible for the content of student publications or broadcasts;
3.5.2 views and opinions disseminated through any or all of the student-run Media are not necessarily the views and opinions of the University.

3.6 All information provided through student-run media shall be based upon professional standards of accuracy, objectivity and fairness.

3.7 The students responsible for student-run media will check and verify all facts and verify the accuracy of all quotations before publishing.

Student media and use of electronic information resources

3.8 Student may use electronic information resources, including Internet Web sites, e-mail, etc. to gather news and information, to communicate with other students and individuals and to ask questions of and consult with sources.

3.9 The university reserves the right to remove or restrict student media access to on-line and electronic material in case the content is deemed in appropriate by the University as stipulated in the University policy on acceptable use of information technology.

Social networks

3.10 Social network sites such as Facebook, Instagram, and other digital platforms and distribution mechanisms facilitate student communicating with other students. Participation in such networks has both positive appeal and potentially negative consequences. It is important that University students be aware of these consequences and exercise appropriate caution if they choose to participate.

3.11 Students are not restricted from using any on-line social network sites and digital platforms. However, users must understand that any content they make public via on-line social networks or digital platforms is expected to follow acceptable social behaviours.

Document History

Policy Number/Version	Date	Update Information	Approval
(6.7/V01)	Jan. 2019	Renumbering (5.12/V02)	Council

Supervision for doctoral students

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	Next review date	August 2026
Cross reference/related documents:		1.0 Policies and procedures manual 5.0 Student handbook Doctoral programme handbooks Code of practice for doctoral students 6.4 Academic advice, careers guidance, and pastoral support 5.2.1 Assessment regulations doctoral degrees 4.1.2 Review of doctoral student progression 8.1 Roles and responsibilities of academic staff 5.2.2 UK academic advisors for doctoral degrees

1.0 Rationale and principles which this policy seeks to uphold

1.1 This policy sets out the academic advising system available to doctoral students which is additional to the advising available to all students as per the University's policy on Academic advice, careers guidance, and pastoral support.

1.2 All staff members involved in doctoral supervision, as a Director of Studies (DoS), as a member of a supervisory team, or as a Student Academic Tutor (SAT), should ensure that they are familiar with all of the sections that follow so that all staff involved with a doctoral student clearly understand their responsibilities.

1.3 All students should be made aware of their Student Academic Tutor (SAT) or DoS at the beginning of their degree and should be aware of their SAT's responsibilities which are listed in this policy who will guide the student through all stages of the study.

2.0 Scope

Applies to all staff members involved in doctoral supervision and to all doctorate programmes students.

3.0 Policy

3.1 The University has a responsibility to ensure that candidates for higher degrees work in an intellectual and academic environment and receive appropriate supervision during their candidature. The University strives to ensure consistent excellence in supervision across all faculties.

3.2 The supervisory team will consist of:

3.2.1 a Director of Studies (DoS) (who will usually be drawn from the respective Faculty);
3.2.2 a Second Supervisor (SS) will be co-opted to the supervisory team;
3.2.3 an external subject matter expert may be co-opted to the supervisory team. A Visiting Professor, Visiting Fellow or retired member of University staff may be appointed as an External Reviewer.

3.3 The student has a personal responsibility to manage his/her learning and progress throughout the doctoral period of study. Full opportunity should be taken by the student to engage with the supervisory and pastoral support provided, together with the wide academic resources and repositories accessible at postgraduate level.

Supervisory arrangements

3.4 The supervisory team:

3.4.1 members of a supervisory team should be actively involved in the supervision by making themselves fully aware of the research plan that has been agreed between the student and the DoS and by reading some of the student's work. Their role is to be available to the student for consultation and advice on academic matters relating to the degree, and to offer support and guidance on non-academic matters;
3.4.2 all members of the supervisory team will be expected to keep up-to-date with the progress of the research and to advise the student on academic and other pastoral matters;
3.4.3 Where appropriate, supervisors should make the student aware of publication opportunities by, for example, advising on the submission of conference papers and articles to relevant conferences and journals. Supervisors should not name themselves as first author of student work and should obtain the agreement of the student for any publication of work contained in the thesis and which entails inclusion of any of the supervision team members as co-author(s). Supervisors should help the student in seeking funding to attend conferences and workshops. In addition, supervisors are recommended to encourage the students to present their work in local seminars, workshops and conferences, to encourage collaboration with academic staff from other universities in the UAE as well as institutional partners.

3.5 Student Academic Tutor (SAT):

3.5.1 students are assigned a Student Academic Tutor within the Faculty. SAT selection will be based on the student's initial/preliminary topic of research keeping in mind that the SAT is most likely going to be the DoS of the student. This selection process will be completed before the start of the programme. The SAT takes full responsibility for the overall management and direction of the student's academic matters during the taught stage of the programme (with the exception of the proposal writing (Research Design and Planning - RES606 module)) in addition to administrative issues relating to the student's registration and progress;

3.5.2 the responsibilities of the SAT include:

3.5.2.1 providing guidance about the nature of the research, the standard expected, and the planning of the research programme during the taught stage of the programme. The SAT is responsible for drawing up the student's study plan at the start of the programme. The SAT directs the student to attend taught courses that are relevant to his/her research topic. This is particularly important in the needs assessment which is conducted to determine the nature and direction of study to be undertaken at the initial stages of the programme and in the subsequent review meetings;

3.5.2.2 maintaining contact with the student through regular meetings. Meetings are held at least once a term between the student and the SAT to discuss progress. In all cases the schedule of meetings will be agreed with the student in advance. In case students or SATs are away for some reasons (and are not on annual leave), students are encouraged to use email, phone, video-conferencing and virtual classroom technology to arrange meetings with their supervisors;

3.5.2.3 requesting written work or reports, as appropriate, and returning it in reasonable time with constructive feedback. Students should give the supervisor due warning and adequate time for reading any drafts and the supervisor and student should agree during initial meetings on a reasonable timeframe for provision of feedback;

3.5.2.4 encouraging the student to present his or her work to staff and graduate members throughout the programme. Such presentations will help to introduce the student to the culture of the dissemination of research.

3.5.2.5 encouraging the student to collaborate with colleagues and other students in the partner institutions;

3.5.2.6 ensuring that the student is made aware when progress is not satisfactory and giving a documented advice and guidance on how to improve it;

3.5.2.7 ensuring that the student is aware of the health and safety regulations and academic rules, regulations and codes of practice of the University, and of the need to exercise probity and to conduct their research according to ethical principles, and of the implications of research misconduct and plagiarism;

3.5.2.8 helping the student identify his or her specific training needs, both in relation to research skills and to the development of other transferable skills; informing the student of the means to develop these skills; and monitoring the student's progress in these areas;

3.5.2.9 providing effective pastoral support and referring students to other appropriate areas of support;

3.5.2.10 ensuring, where required, that duties are fulfilled with regard to any formal reporting requirements with the Board of Examiners.

3.6 Director of Studies (DoS):

3.6.1 the Director of Studies assumes full responsibility for the overall management and direction of the student's research programme from the start of the proposal writing moduleThe Director of Studies performs the main supervisory role for a doctoral student and will meet regularly with the student and advise on academic progress. During this period the DoS will also deal with any administrative issues relating to the student's registration and progress;

3.6.2 the Director of Studies will normally be from the Faculty to which the programme belongs and have had previous experience of successful doctoral supervision;

3.6.3 The responsibilities of the Director of Studies include:

3.6.3.1 providing guidance about the nature of the research and the standard expected and the planning of the research programme;

3.6.3.2 maintaining contact with the student through regular meetings. The frequency of meetings will be determined by the nature of the research that is undertaken and the stage of development of the student's research. In all cases the schedule of supervisory meetings will be clearly communicated and normally agreed with the student in advance;

3.6.3.3 providing detailed advice on the necessary completion dates of successive stages of the work so that it may be completed within the required time;

3.6.3.4 requesting written work or reports, as appropriate, and returning it in reasonable time with constructive feedback. Students should give the DoS due warning and adequate time for reading any drafts and the DoS and student should agree during initial meetings on a reasonable timeframe for provision of feedback;

3.6.3.5 encouraging the student to present his or her work to staff and graduate members throughout the programme and particularly at the end of the taught module stage. Such presentations, will act partly to prepare for the oral examinations of the student, and partly to introduce the student to the culture of the dissemination of research;

3.6.3.6 encouraging the student to collaborate with colleagues and other students in the partner UK universities and with other academic associates as appropriate;

3.6.3.7 ensuring that the student is made aware when progress is not satisfactory and given advice and guidance on how to improve it;

3.6.3.8 ensuring that the student is aware of the health and safety regulations and academic rules, regulations and codes of practice of the University, and of the need to exercise probity and to conduct their research according to ethical principles and University ethical procedures, and of the implications of research misconduct and plagiarism;

3.6.3.9 helping the student identify his or her specific training needs, both in relation to research skills and to the development of other transferable skills; informing the student of the means to develop these skills; and monitoring the student's progress in these areas;

3.6.3.10 helping the student interact with other researchers by making him or her aware of other research work particularly in the Faculty, the University, and the partner UK universities and by encouraging attendance at conferences;

3.6.3.11 keeping other members of the supervisory team and the Head of Programme (HoP)/Programme Coordinator (PC) appraised of the student's progress;

3.6.3.12 ensuring, where required, that duties are fulfilled with regard to any formal requirements from external bodies or agencies in relation to the submission of reports or training relating to the student's research;

3.6.3.13 recommend examiners for the student's thesis to the HoP/Programme Coordinator, after discussion with the student, to ensure that the proposed examiners have not had, or do not continue to have, a significant input into the project, a significant personal, financial or professional relationship with the student, or that there is no other good reason to doubt the suitability of the recommendation;

3.6.3.14 ensuring that the student has been informed of and sought appropriate agreement with all parties, including external sponsors, in relation to the communication of research outputs. This shall include seeking advice from the Chief Administrative Officer of the University and the partner UK universities via the University's Chief Administrative Officer with respect to confidentiality and intellectual property rights;

3.6.3.15 help the student prepare for the oral examination (viva) of the thesis (or equivalent). Normally, this could be done by the organisation of a mock viva before the actual oral examination. A DoS cannot, however, be involved in the formal/official oral examination;

3.6.3.16 be aware of the University's Code of Practice for research degrees.

3.7 Second Supervisor (SS):

3.7.1 a Second Supervisor will be appointed for every student;

3.7.2 the Second Supervisor will normally be drawn from the University and contribute specific expertise in assisting the DoS throughout the development of the student's research programme and may act as a supervisor of sections of work in progress in consultation with the DoS;

3.7.3 the Second Supervisor may be required to offer specialist advice or to provide continuity of supervision when the DoS is absent from the University in addition to providing the student with a second opinion on research matters. Essentially, the Second Supervisor should be knowledgeable in the area of the research study, but does not have to have the specific expertise of the DoS;

3.7.4 the Second Supervisor may, in some circumstances, be a faculty member who has the subject expertise but is not yet sufficiently qualified to act as a DoS. In this case, the Second Supervisor will contribute a greater part of the subject supervision under the guidance of a qualified DoS;

3.7.5 the Second Supervisors should be involved in the supervision by making themselves fully aware of the research programme that has been agreed between the student and the DoS and by reading some of the student's work;

3.7.6 the Second Supervisor is not expected to meet a student with the same frequency as the DoS (note: at least once a year the whole team must meet together at the annual progress review meeting);

3.7.7 in circumstances where the DoS is not able to continue supervising a student, the Second Supervisor will normally be expected to take over this role (if a member of the University).

3.8 The Head of Programme (HoP)/Programme Coordinator (PC):

3.8.1 the relevant University policy on roles and responsibilities of academic staff details the role of the Head of Programme. Specifically, for doctoral programmes this role includes ensuring progress of students, the adequacy of supervisory arrangements, methodological induction, availability of resources and nomination of examiners taking into account the student's mode of study. Normally the role of admissions tutor will also be taken up by the HoP/PC. As admissions tutor, the HoP/PC will deal with issues of admission and re-admission in line with the University admissions procedures and programme requirements;

3.8.2 the tasks handled by HoP/Programme Coordinator are:

3.8.2.1 to oversee the issues of admission and re-admission;

3.8.2.2 to oversee the appointment of supervisors for each research student registered on the programme;

3.8.2.3 to provide information about the procedures by which a student may make representations to the advisor/supervisor if the student feels that the work is not proceeding satisfactorily for reasons outside of his/her control. It is important to make clear that, if the student feels that an effective working relationship is not being established with the supervision team, or that it has broken down, these procedures provide a means whereby the possibility of changing the supervisor can be discussed;

3.8.2.4 to ensure provision of the continuation of supervision where supervisors have left the employment of the University, or are on formal leave of absence for a significant period of time;

3.8.2.5 to ensure that arrangements are made for students to have an opportunity to comment on any aspect of their research degree, in the absence of the supervisor, as part of the programme review process;

3.8.2.6 to provide objective support for supervisors where serious concerns regarding a student's ability or application to a research degree have been identified;

3.8.2.7 to ensure that new supervisors are introduced to the content of the Code of Practice for Research Degrees;

3.8.2.8 to ensure that no member of staff supervises more research students than his or her experience and commitments justify;

3.8.2.9 to recommend examiners for the student's oral examinations and ensure that the proposed examiners have not had, or do not continue to have, a significant input into the project, a significant personal, financial or professional relationship with the student, or that there is no other good reason to doubt the suitability of the recommendation;

3.8.2.10 to consider proposals put forward by the supervisor for the appointment of internal and external examiners for further recommendation to Research Degree Committee;

3.8.2.11 to ensure in consultation and collaboration with the Research Degree Committee, that examiners are nominated in good time so that the examination can go ahead as soon as possible after submission of the thesis;

3.8.2.12 to provide pastoral support to the students assigned to him/her as personal tutees;

3.8.2.13 to act as an independent arbiter should disputes arise between students and their supervisors. In cases where the HoP/PC is the supervisor, the Dean will take up this role. In the case when the dean is part of the dispute the VC will appoint another dean to perform this duty.

Timeline for appointment of supervisors

3.9 The SAT will be allocated at the start of the programme. The supervisory team (DoS & SS) will be allocated at the start of the proposal writing module.

3.10 Members of staff appointed as supervisors should expect to be available for the anticipated duration of the research student's degree. The University, however, cannot guarantee continuity with a particular supervisor throughout the full duration of any degree.

3.11 If the initial allocation of SAT, DoS and SS is later agreed to be inappropriate, a change of supervisor(s) may be permitted.

3.12 Criteria for the selection of SAT and supervisors (DoS and SS):

3.12.1 The University considers the supervisory process to play a vital role in the quality of education for its research students. Consequently, the University places a high priority on ensuring that the SAT, DoS and Second Supervisors are able to carry out their role effectively and as such, all staff under consideration for appointment as supervisor will fulfil the following criteria:

3.12.1.1 supervisors will have gained an earned doctoral degree, or have equivalent experience of research as practising researchers;

3.12.1.2 members of staff appointed as supervisors should be full-time employees of the University. Any member of staff who is under probation will not be appointed as DoS but may be appointed as a Second Supervisor or SAT;

3.12.1.3 supervision should be provided by staff who have been demonstrably active in research recently, normally with a research interest related to that of the student's proposed research programme;

3.12.1.4 staff acting for the first time in a supervisory capacity will not normally be appointed as DoS but may be appointed as a member of the supervisory team. In such circumstances, the DoS should have appropriate supervisory experience up to and including a student's submission and assessment of a thesis. After an appropriate period of involvement as a member of a supervisory team (normally one second supervision), a member of staff will have gained experience of the supervisory process through being part of the team and will then be eligible to take on the DoS role;

3.12.1.5 no supervisor should undertake supervision of more than a limited number of research-active students. At a given time, this supervision limit is set at a maximum of three research-active students for an Assistant Professor, five research-active students for an Associate Professor, and nine research-active students for a professor (to be exceeded only in exceptional circumstances with the agreement of the Dean of the Faculty). Limits may be adjusted for other reasons such as if the supervisees whose thesis is in abeyance or who for other reasons are inactive.

3.13 Changing supervisors (DoS and Second Supervisor):

3.13.1 the University cannot guarantee that students will be able to work with a particular supervisor or that they will have the same supervisor for the duration of their doctoral degree, but will endeavour to ensure continuity wherever possible and make arrangements as necessary;

3.13.2 if the initial allocation of supervisor is agreed to be inappropriate, a change of supervisor may be requested by the student or supervisor through the HoP/PC or his/her nominee. It should be borne in mind that there may be difficulties in finding a replacement supervisor with experience of the thesis research area and this may result in undue delays. This request has to be approved by the HoP/Programme Coordinator;

3.13.3 in case of an approved request for change of supervisor the HoP/Programme Coordinator will be responsible for allocating a new supervisor;

3.13.4 if a supervisor is no longer in a position to continue with his/her supervision duties, then the HoP/Programme Coordinator should discuss the options with the student and assess the most beneficial outcome for the student. Pending any revisions to the

arrangements, the HoP will be responsible for provision of the continuation of appropriate supervision.

3.14 Changing SAT:

3.14.1 the University cannot guarantee that students will be able to work with a particular SAT or that they will have the same SAT for the duration of their taught part of the programme, but will endeavour to ensure continuity wherever possible and make arrangements as necessary;

3.14.2 if the initial allocation of SAT is agreed to be inappropriate, a change of SAT may be requested by the student or SAT through the HoP/PC or his/her nominee. This request has to be approved by the HoP/Programme Coordinator;

3.14.3 in case of an approved request for change of SAT the HoP/Programme Coordinator will be responsible for allocating a new SAT;

3.14.4 if a SAT is no longer in a position to continue with their supervision duties, then the HoP/Programme Coordinator should discuss the options with the student and assess the most beneficial outcome for the student. Pending any revisions to the arrangements, the HoP will be responsible for provision of the continuation of appropriate supervision.

3.15 Absence of supervisors:

3.15.1 a situation can arise in which a supervisor retires, or is on foreseen absence from the University for an extended period of time due to illness, research leave, or other reasons. Where the period of foreseen absence is less than three months, the Second Supervisor should normally assume responsibility for the student until the DoS returns.

3.15.2 where the period of foreseen absence exceeds three months, it is essential in these circumstances that alternative arrangements are made in advance by the supervisory team with the HoP/Programme Coordinator, to ensure continuity of supervision and that the student's interests are protected.

3.15.3 in all cases of research leave the HoP/Programme Coordinator should ensure that either the person on leave continues with their supervision duties or that appropriate arrangements are made for a replacement.

3.15.4 appointments as DoS will cease if the appointee ceases to hold an appointment at the University. If the DoS retires or becomes an honorary member of staff during the period of a student's doctoral programme, the DoS can continue to undertake a supervisory role as Second Supervisor within the supervisory team, but a new DoS should be appointed.

Responsibilities of the student

3.16 Students are required to take responsibility for their own personal and professional development throughout the degree. The primary point of contact for consultation on all matters, academic, professional and personal will be the SAT during the taught stage and the DoS during the thesis stage. Students should also be aware of the opportunity to consult other members of their supervisory team and the HoP/Programme Coordinator, as indicated in the responsibilities listed above.

3.17 In addition, doctoral students will:

3.17.1 maintain regular contact with supervisors, according to the pattern of meetings agreed between the SAT/DoS and the student. The frequency of meetings will be determined by the nature of the research that is undertaken and the stage of development of the student's research. The meeting schedule is detailed in the Policy on the Progress and Review of Doctoral Research;

3.17.2 prepare adequately for meetings with supervisors;

3.17.3 keep to timetables and deadlines for the planning and submission of work, and generally maintain satisfactory progress with the research degree. Develop, in consultation with the DoS, an agreed schedule for progressing and submitting the thesis in a timely manner;

3.17.4 make the SAT/supervisors aware of any specific needs and of any circumstances likely to affect their work, and take the initiative in raising issues or difficulties as soon as they arise, particularly in relation to targets pertaining to progress and achievements;

3.17.5 attend and participate fully in any training and development opportunities, research-related and other, that have been identified when agreeing their development needs with their supervisors;

3.17.6 be familiar with relevant University regulations and policies;

3.17.7 ensure that any reports and the final thesis presented to supervisors is written in accordance with requirements relating to the correct use of English language and presentation of tables, references, and figures;

3.17.8 decide when the final thesis should be submitted, taking into account the opinion of the DoS. A DoS's agreement to submit does not indicate that the examiners will find the thesis acceptable for the award of the research degree.

3.17.9 accept ultimate responsibility for his/her own research activity;

3.17.10 prepare periodic progress reports on the research project as may be required by external agencies;

3.17.11 inform the DoS of any communications from the sponsoring or other external body in relation to the research project;

3.17.12 maintain adequate records of the progress of the work and of the development of the project and their own skills;

3.17.13 gain approval, in advance, from their DoS if they wish to issue questionnaires/surveys and similar. If a student wishes to use the University's address for this purpose, the text of any communication must be approved by the DoS before it is sent;

3.17.14 make every effort to provide feedback on the supervisory experience, through completion of the University Supervision Questionnaire for Doctoral students;

3.17.15 inform the SAT/DoS of any paid or unpaid work they are carrying out or wish to carry out in addition to their studies (

3.17.16 inform their SAT/DoS of any intention to take holiday and discuss the timing of the intended holiday in relation to academic priorities;

3.18 If students and/or supervisors are away (and are not on annual leave), students are encouraged to use email, phone, video-conferencing and virtual classroom technology to arrange meetings with their supervisors.

Document History

Policy Number/Version	Date	Update Information	Approval
(6.8/V01)	Nov. 2019	Added SAT roles and responsibilities	Council

Studio culture

Policy number/version		6.9/V01
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Post/section with responsibility for implementation and monitoring		Head of Marketing, Admissions & Student Services (MASS)
Approved by		University Council
Policy review	Latest review by	Head of Marketing, Admissions & Student Services (MASS)
	Latest review date	August 2025
	Review outcome	No changes
	Next review date	August 2026
Cross reference/related documents:		5.0 Student Handbook (Postgraduate Students) 21.0 Programmes Handbook

1.0 Rationale and principles which this policy seeks to uphold

1.1 The studio environment provides a space for collaboration, experimentation and development that is integral to the study and practice of design. This document is a set of goals and expectations to foster a positive and productive learning environment for students and the faculty.

2.0 Scope

2.1 This policy applies to all programmes that involve design studio.

3.0 Policy

3.1 BUiD will ensure having a “Studio Culture” by:

3.2 Promote practicing architecture at BUiD design studio where the design knowledge is produced

3.3 Valuing the students expertise by ongoing monitoring their progress and process

3.4 Following updated procedure of how students practice in the design studios in similar to how a professional office operates

3.5 Maintaining 24-hour access to design studios for students to meet their challenges and deadlines.

3.6 Equip the design studios with all tools needed for students, e.g. (not limited to) tools, 3d models materials, digital platforms, mapping and simulation software.

3.7 BUiD will ensure the diversity and acceptance of diverse cultural and social contexts

3.8 Encourage students for teamwork, interactivities, and dialogue and discipline.

3.9 Promote sustainability not only in the design but how the design studio operates and make it a healthy place for students to be creative.

Document History

Policy Number/Version	Date	Update Information	Approval
(6.9/V01)	Sep. 2019	New Policy	Council

Continuing education and lifelong learning

Policy number/version		6.10/V01
Section		STUDENT EXPERIENCE
Type		Academic policy
Date of creation		April 2021
Date of last revision		October 2021
Date of approval of current version		October 2021
Post/Section with responsibility for implementation and monitoring		Learning, Teaching, and Blended Learning Committee
Approved by		Senate
Policy review	Latest review by	Head of Professional Development Institute
	Latest review date	August 2025
	Review outcome	No Changes
	Next review date	August 2026
Cross-reference/related documents		Professional Development Institute (PDI) Training Procedures

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University aims to develop and maintain a Continuing Education plan to ensure that it supports and contributes towards the concept of lifelong learning in the UAE.

1.2 The Continuing Education and Lifelong Learning plan will be based on a set of conditions and rules of minimum requirements for efficient and effective delivery of courses.

1.3 The conditions and rules for developing and maintaining a Continuing Education and Lifelong Learning plan are identified and outlined in this policy document.

2.0 Scope

2.1 The policy applies primarily to the Faculties, the Doctoral Training Centre, and the Professional Development Institute but may be extended to other continuing education and lifelong learning activities the University undertakes.

2.2 The policy is not made to prescribe the exact mechanisms, roles and responsibilities, response actions and measures, or operational procedures of the Continuing Education and Lifelong Learning plan. It is made to describe a model based on which a Continuing Education and Lifelong Learning plan can be formed, developed, and maintained at the University.

3.0 Definitions

3.1 Continuing Education and Lifelong Learning refers to the concept of learning throughout a person's life, particularly beyond formal primary, secondary and tertiary education.

3.2 The Continuing Education and Lifelong Learning plan includes the provision of professional development programmes, micro-credential and the establishment of zero credit courses.

3.3 University modules means programme modules that will bear credit if students meet the admission requirement for the programme.

3.4 Training Courses means courses or training or workshops held with or without minimum eligibility requirements.

3.5 Course candidates are those who are taking one or more training courses at BUiD without admission to the University's accredited degree programmes.

4.0 Policy

Open-door approach

4.1 The University believes Higher Education Institutions should be accessible for everyone, regardless of age, gender, or any other demographic variables.

4.2 The University has an open-door approach for some modules, meaning there are no entry requirements, essentially making the University "open" to all university students/course candidates.

4.3 Open courses, with no entry requirements/minimal entry requirements may be delivered either on campus or online.

Professional development courses

4.4 In addition to traditional degree modules, the University has a portfolio of short courses.

4.5 Short courses cover a wide variety of topics, which can be useful for an individual's professional development.

4.6 Course candidates enrolled on short courses have limited access to University services, such as the Library, computer labs and other learning resources.

4.7 University students who complete a short course are entitled to a suitable certificate of completion; however, such certificates are not necessarily accredited by the UAE Ministry of Education or the Knowledge and Human Development Authority in Dubai.

Zero credit modules

4.8 Some departments within the University may offer zero credit modules. These are short academic modules, which do not contribute towards a student's overall degree credits.

4.9 Once enrolled on a zero-credit module, students are expended to attend classes, as they would with traditional credit courses.

4.10 Upon completion of a degree programme, any zero credit modules completed by the student will be listed on the student's official transcript.

Document History

Policy Number/Version	Date	Update Information	Approval
(6.10/V01)	Oct. 2021	New Policy	Senate

Alumni relations

Policy number/version		6.11/V01
Section		STUDENT EXPERIENCE
Type		University-wide policy
Date of creation		March 2021
Date of last revision		October 2021
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Post/Section with responsibility for implementation and monitoring		Head of Marketing, Admissions & Student Services
Approved by		University Council
Policy review	Latest review by	Head of Marketing, Admissions & Student Services
	Latest review date	August 2025
	Review outcome	No changes
	Next review date	August 2026
Cross-reference/related documents		

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University wishes to establish lines of communication with alumni, to develop alumni relations, and to create loyalty among its student and graduate communities.

1.2 The University aims to maintain an updated alumni database while observing confidentiality.

2.0 Scope

2.1 This policy is applicable to the University's alumni relations.

2.2 The Communications, Marketing and External Relations department (CMER) is responsible for adherence to and respect for this policy.

3.0 Definitions

3.1 Anyone who holds a degree from the University is automatically considered an alumnus/a.

4.0 Policy

Alumni communication

4.1 All communication to alumni must be done through MASS.

4.2 All communication to alumni must be approved by either the Vice Chancellor, the Chief Administrative Officer, or the Head of MASS.

4.3 Faculties and other departments wishing to communicate with alumni must contact MASS.

Alumni relations

5.10. Alumni relations includes but is not limited to the following:

5.10.1. creating an online community by creating pages for alumni on social media;
5.10.2. organising events including an annual alumni celebration;
5.10.3. inviting alumni to take part in events organised by the University;
5.10.4. extending career services to help alumni in their career development and providing career information.

Alumni database

5.11. The University will:

5.11.1. maintain contacts details in an alumni database;
5.11.2. protect the confidentiality of alumni records.

Document History

Policy Number/Version	Date	Update Information	Approval
(6.11/V01)	Oct. 2021	New Policy	Senate

Teaching and learning

Policy number/version		6.12/V01
Section		STUDENT EXPERIENCE
Type		Academic policy
Date of creation		May 2021
Date of last revision		October 2021
Date of approval of current version		October 2021
Post/Section with responsibility for implementation and monitoring		Learning, Teaching, and Blended Learning Committee
Approved by		Senate
Policy review	Latest review by	Head of Library Services & Learning Resources
	Latest review date	August 2025
	Review outcome	No Changes
	Next review date	August 2026
Cross-reference/related documents		

1. Rationale and principles which this policy seeks to uphold

1.1. The purpose of this policy is to outline the principles and practices relating to teaching and learning at the University.

2. Scope

2.1. This is an overarching policy for all related policies in the area of teaching and learning in the University and encompasses all modes of programme delivery such as face-to-face (on campus), blended learning, and e-learning.

2.2. This policy applies to all academic programmes offered at the University and is relevant to all staff, but in particular, academic staff.

3. Policy

Designing, delivering and evaluating programmes

3.1. Programmes and modules are designed with clear, sound, measurable and achievable learning outcomes that are relevant and incorporate research-informed content as appropriate for the level and field of education of the qualification awarded.

3.2. Learning activities and assessments are clearly aligned with stated learning outcomes.

3.3. Assessment procedures and practices are valid, fair, flexible, reliable and authentic, incorporating clearly defined assessment criteria.

3.4. Teaching, learning and assessment strategies are designed to be inclusive and support educational attainment of diverse student groups.

3.5. Academic programmes are periodically reviewed and updated to ensure that the educational offerings are current and address the needs of the market; these reviews and updates will include feedback/input from all relevant stakeholders such as current students, graduates, academic and administrative staff, and employers.

Teaching and learning methodologies

3.6. A variety of teaching methods will be used in the delivery of programmes. Each module will employ a different mix of these methods as is appropriate to the subject matter and the method of assessments adopted in the module. The list provided below is not exhaustive and the University adopts new and innovative teaching methods that are best suited for delivering module contents:

3.6.1. Lectures: the module is delivered through interactive lectures. The subject matter is explained verbally, assisted by visual aids, interaction with students and, where applicable, demonstrations.
3.6.2. Case studies: investigations, examples and presentations are used to show how the theory studied in the module would be implemented in practice.
3.6.3. Tutorials: these are designed to reinforce the teaching course material and may be provided in the form of tutorial sheet questions and answers. Students will be expected to complete the tutorial questions in their own time and, as directed, submit solutions to the module tutor.
3.6.4. Seminars: students are given the opportunity to learn specific topics by discussion with tutors and peers in groups.

3.7. Teaching approaches used are up-to-date and in line with international best practices and standards.

3.8. Teaching environments are fit-for-purpose, student-centred, and technology-enhanced.

Evaluating and improving learning and teaching

3.1 Teaching and learning will be continually evaluated and improved through a cyclical process of feedback, reflection and revision that includes:
3.1.1 student feedback on the learning experience through the evaluation of teaching and learning;
3.1.2 cyclical programme reviews.

Responsibility

3.2 The Teaching and learning policy is the responsibility of the Learning, Teaching, and Blended Learning Committee.

E-learning

3.3 The University's main mode of delivery, as accredited by the UAE Ministry of Education Commission for Academic Accreditation, is face-to-face on campus delivery. While the University does not provide fully e-learning or distance learning programmes, in the event of a situation where attending classes in-person is deemed to be unsafe the University will ensure continuity of educational activities through alternative programme delivery modes such as e-learning.

3.4 The general guidelines that are to be followed in such cases:

3.4.1 all other relevant University academic policies and procedures remain in place during the implementation of the e-learning delivery mode.

3.4.2 The University will ensure that all legal intellectual property and copyright requirements appropriate for the e-learning context are met.

3.4.3 Faculty will be responsible for ensuring modules delivered through e-learning will have the same learning outcomes, and require equivalent rigour and quality of student performance.

3.4.4 Alternative forms of internships will be developed for students where face-to-face internships are not possible for health and safety reasons.

3.4.5 Faculty will follow the established procedures to ascertain the identity of students and maintain academic integrity while using e-learning.

Virtual infrastructure

3.5 The University's learning management system will be used by instructors to post and distribute course materials such as syllabi and handouts, to communicate with students via announcements and email messages, and to assess student learning through methods such as quizzes and online assignments.

3.6 Off-site access options to software that is necessary for the module will be provided to students.

3.7 Videoconferencing tools will be employed for conducting meetings and viva voce examinations.

Student support systems

3.8 Students enrolled in e-learning will have adequate access to a range of student support services comparable to those offered to students in face-to-face or on campus learning.

3.9 The IT department will be responsible for the installation and maintenance of e-learning systems as per the contractual agreement with the software provider.

3.10 Library and learning resources will be available to students enrolled in e-learning modules to access all of the Library's electronic holdings.

Student assessment

3.11 Students will be assessed according to the information provided in the module descriptor. Exams may be conducted on campus or remotely as need arises.

3.12 Modules offered through e-learning will be part of the regular teaching load of academic staff.

3.13 Programmatic/module evaluations shall use the standard feedback questionnaire. The wording of questions may be changed where this enhances their relevance. An additional question about the experiences of studying through e-learning will be included.

Document History

Policy Number/Version	Date	Update Information	Approval
(6.12/V01)	Oct. 2021	New Policy	Senate

Internship

Policy number/version		6.13/V01
Section		STUDENT EXPERIENCE
Type		Academic policy
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Approved by		Senate
Policy Review	Latest review by	Head of Marketing, Admissions, and Student Services
	Latest review date	August 2025
	Review outcome	No Changes
	Next review date	August 2026
Cross reference/related documents:		1.0 Policies and procedures manual 5.0 Student handbook

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University offers students the opportunity to gain practical experience by completing an internship programme.

1.2 The University will provide students with administrative support and academic guidance in their internships.

1.3 The University has clear guidelines for the good conduct of student internships.

2.0 Scope

2.1 Applies to all undergraduate students who already attained 240 credit points.

3.0 Policy

3.1 To assess the eligibility of an internship provider, an evaluation form must be filled in by a Faculty internship coordinator (Appendix A) and approved by the Head of Programme/Dean.

3.2 The University will endeavour to provide students with a suitable internship opportunity in line with their degree programme, which matches their skills and competencies. However, students can suggest an organisation that provides an internship position on condition that it matches the given criteria.

3.3 Students enrolled for the internship programme will:

3.3.1 be informed about the training offered by the internship provider;

3.3.2 participate in the internship actively by utilising appropriate resources and maintaining regular contact with the internship coordinator;

3.3.3 be provided with the details of internship positions (eg payment (if any), location, job description, working hours, any other information that may be given by the internship provider);

3.3.4 complete the full internship period offered by the organisation according to the module descriptor;

3.3.5 be mentored by an internship coordinator.

Student eligibility criteria

3.4 Students can verify their eligibility to earn credit for the enrolled internship module through a Faculty internship coordinator.

3.5 Students must be actively enrolled in a Bachelor degree programme and have already attained 240 credit points.

3.6 Students should complete any preparatory activities required by the University as part of the course and/or by the host organisation.

3.7 Students should be familiar with the code of conduct and ethics of the host organisation as well as the BUiD code of conduct.

3.8 Students should maintain appropriate levels of communication with their internship coordinator regarding their progress during the internship programme.

3.9 Students should observe and comply with all confidentiality as per the internal policy of the internship provider.

Internship provider's duties

3.10 The company/organisation or entity's address must be a commercially zoned and established workplace.

3.11 The internship provider should give the intern appropriate orientation.

3.12 The internship provider should be committed to engaging the intern in a professional, safe and secure working environment.

3.13 The internship provider should offer an internship programme that is relevant to the skills and competencies required for completing the intern's programme of study at the University.

3.14 The internship provider shall approve the final report prepared by the intern and submitted to his/her internship coordinator.

3.15 The internship provider shall complete the intern's appraisal forms provided by the University at the end of the internship period.

Appendix A: Internship provider evaluation form

This form consists of 2 sections:

- Section 1 should be completed by the internship provider
- Section 2 should be completed by the Faculty internship coordinator

SECTION 1 – To be completed by the internship provider

COMPANY INFORMATION

Company name _____

Contact person name_____

Contact person title_____

Address _____ **City** _____

Phone _____ **Email** _____

Company website _____

INTERNSHIP INFORMATION

Internship title _____

Have you ever hired a BUiD intern? Yes □ No □

Internship/site supervisor name and title _____

Internship supervisor contact number and email

_____

Internship location/department _____

Status (*select all that apply)*: Summer only □ Autumn only □ Spring only □
Entire Academic year □ Part-time □ Full-time □

Internship duration: (*Weeks/Hours)* _____

Compensation: Paid □ *If so, amount: AED* _____ Unpaid □

This internship complies with the fair UAE Labour Standards Act Yes □ No □

Student status (*Select all that apply):*

3rd year student □
4th Year student □
Graduate □

Degree subject relevance *(note any specific skills required):*

_____

Is there an academic threshold requirement? _____ If yes, select minimum:

_____

INTERNSHIP JOB DESCRIPTION

a. **Brief explanation of the internship**

_____

_____

b. **Learning opportunities/objective**

_____

c. **Duties, qualifications, and projects** *(brief explanation of the intern's duties and any responsibilities in the given position)*

_____

_____

_____

d. **Do you provide appropriate workspace and resources, such as hardware/software, for the intern to accomplish the work provided to them?** Yes □ No □

e. **Are there any known or foreseeable risks to the intern?** Yes □ No □

If Yes, please state the specific risks

_____

f. **Is case of hazardous situations associated with the work, is safety equipment provided to interns in the use of which they are trained?** Yes □ No □

g. **Do you provide an orientation for new interns?** Yes □ No □

If Yes, what do you cover during the orientation?

_____

h. **What type of projects are interns involved with? What roles do they have?**

_____

_____

_____

_____

i. **What other activities, if any, are you involved in which contribute to workforce development through internships?**

_____

_____

_____

j. **Do you provide workshops/training/mentorship to interns?** Yes □ No □

If Yes, please briefly describe them:

_____

_____

_____

□ By initialling here, I certify all information is true and correct to the best of my knowledge.

SECTION 2 – To be completed by the Faculty internship coordinator

INTERNSHIP EVALUATION

Module tutor name: _____

Student name: _____ SID: _____

Programme: _____

Please provide your comments on the following evaluation criteria:

1. **The company that provides the internship opportunity has more than 5 years of experience running a business**

   Yes □ No □ *Please specify*_____

2. **The job description matches with the Programme Learning Outcomes**

   Yes □ No □ *Please specify*_____

3. **The internship position is within the required duration of the internship programme**

   Yes □ No □ *Please specify*_____

4. **The internship provider is engaging the intern in a professional, safe and secure working environment**

   Yes □ No □ *Please specify*_____

5. **The internship provider gives proper orientation to the students**

   Yes □ No □ *Please specify*_____

6. **The internship provider offers proper in-job training/workshop/mentorship to the student**

   Yes □ No □ *Please specify*_____

7. **The duties and responsibilities enhance the student's learning and give hands-on practical experience to the student**

   Yes □ No □ *Please specify*_____

8. **The duties and responsibilities are relevant to the skills and competencies required for completing the student's programme of study**

   Yes □ No □ *Please specify*_____

9. **Is the internship provider eligible to provide an internship position to a BUiD student?**

   Yes □ No □ *Please specify*_____

10. **Any other comment:**

_____

Name: _____ Date: _____

Signature: _____

Document History

Policy Number/Version	Date	Update Information	Approval
(6.13/V01)	Oct. 2021	New Policy	Council

Student Council

Policy number/version		6.14/V01
Section		STUDENT EXPERIENCE
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Approved by		Senate
Policy review	Latest review by	Head of Marketing, Admissions, and Student Services
	Latest review date	August 2025
	Review outcome	No Changes
	Next review date	August 2026
Cross-reference/related documents		N/A

1.0 Rationale and principles which this policy seeks to uphold

1.1. The Student Council will be established to promote the interests and the involvement of students in the affairs of the University.

1.2. The Student Council will strive to enrich the experience of its students through promoting university spirit, voicing student's opinions, organising student activities, and providing leadership opportunities outside the classroom.

2.0 Scope

2.1. The policy applies to all students of the University and the department of Marketing, Admissions, and Student Services.

3.0 Definition

3.1. The Student Council is a group of students elected from within the University to represent their fellow students. The Student Council is made up of students and is supported by the Student Relations Coordinator.

3.2. The Student Relations Coordinator assists and guides members of the Student Council in their tasks. All decisions will be discussed with the Student Relations Coordinator at meetings arranged by the members. The Student Relations Coordinator facilitates the meetings and offers support, advice, and guidance.

4.0 Policy

Purpose of the Student Council

4.1. The aim of the Student Council is to act as a representative body and liaise with other students, staff, and the Student Relations Coordinator on academic and social matters of

importance to students in relation to the University. The Student Council has two main functions:

4.1.1. to ensure that students have a voice on academic and social matters that affect them;
4.1.2. to organise social events and activities for the students of the University.

4.2. The Student Council may also:

4.2.1. provide a Forum for students to enhance their leadership and communication skills;
4.2.2. encourage an atmosphere of cooperation between the students;
4.2.3. provide opportunities for fundraising for student activities, charities, etc.;
4.2.4. encourage students to act in a democratic and independent manner;
4.2.5. provide an opportunity for students to consider policies that are relevant to them.

Student Council constitution

4.3. The Student Council will comprise of eight students elected from the student body. Aside from the President, their suggested titles may be as follows but can be changed at a later date by majority vote of the Student Council itself:

4.3.1. President;
4.3.2. Vice President;
4.3.3. Secretary and Councillor;
4.3.4. Treasurer;
4.3.5. Social Media Coordinator;
4.3.6. Photographer;
4.3.7. Events Coordinator;
4.3.8. Student Representative.

Roles and responsibilities of Student Council members

4.4. The President should:

4.4.1. act as an official spokesperson for the Student Council;
4.4.2. develop the agenda for and preside over meetings of the Student Council;
4.4.3. chair the meetings of the Student Council;
4.4.4. supervise the tasks of Student Council members;
4.4.5. take part in all the special committees/clubs formed by the Student Council or send a representative to such committees/clubs;
4.4.6. represent students at University official occasions.

4.5. The Vice President should:

4.5.1. advise and assist the President;
4.5.2. represent the Student Council at different events and meetings as requested by the President;
4.5.3. participate in Student Council sponsored activities/events;
4.5.4. preside over Student Council meetings in the absence of the President;
4.5.5. work with the President and the Treasurer in preparing the yearly calendar and budget.

4.6. The Secretary and Councillor should:

4.6.1. maintain the Student Council documentation;
4.6.2. provide documents for Student Council officers and committee chairpersons as needed;
4.6.3. prepare agendas for meetings;
4.6.4. take note of and circulate minutes of meetings;
4.6.5. publish and distribute all the documents necessary for meetings.

4.7. The Treasurer should:

4.7.1. keep accounts up to date;
4.7.2. be involved in Student Council purchases and budgeting;
4.7.3. coordinate the preparation of the annual budget;
4.7.4. present the proposed budget to the Student Council for adoption;
4.7.5. prepare financial reports for meetings of the Student Council;
4.7.6. coordinate fund raising projects for the student body.

4.8. The Social Media Coordinator should:

4.8.1. be up to date on the current trends and changes in the various social media platforms to ensure maximum effectiveness;
4.8.2. be responsible for posting competitions, student life matters, run polls etc. on social media platforms;
4.8.3. assist the photographer in video editing;
4.8.4. create art designs for social media posts.

4.9. The Photographer should:

4.9.1. be responsible for taking photographs and videos of activities and events involving University students;
4.9.2. be responsible for editing submitted work and creating videos (in coordination with the Social Media Coordinator);
4.9.3. portray creativity in the Student Council's official photography and art.

4.10. The Events Coordinator should:

4.10.1. assist student leaders to plan and organise educational and non-educational events, activities, and programmes;
4.10.2. assist students, departments, and the Student Relations Coordinator in planning, coordinating, and executing successful events;
4.10.3. connect and communicate both verbally and in writing with people from diverse backgrounds or cultures;
4.10.4. help plan and coordinate community service projects, donation drives, and awareness programmes;
4.10.5. obtain students' opinions/suggestions by conducting surveys, polls, WhatsApp groups, etc. with the help of the Student Representative on the events that the students wish to have;
4.10.6. obtain and monitor feedback on accomplished events.

4.11. The Student Representative should:

4.11.1. attend Student Council meetings;
4.11.2. assist the Event Coordinator in his/her role;
4.11.3. be active and conscientious in reporting students' concerns, issues, and inquiries to the Student Council and inform students of upcoming events and activities.

Elections

4.12. The Student Relations Coordinator in consultation with the Senior Student Relations and Career Advisor will organise the election of the members of the Student Council.

4.13. To be qualified for a nomination to the Student Council a student must:

4.13.1. be a current active student of the University;
4.13.2. have completed at least one semester of study at the University.

4.14. The University reserves the right to withhold the nomination of any student based on their attendance and behaviour record over the current and preceding academic year.

4.15. On appointment, each member of the Student Council will sign an agreement to serve.

4.16. Student Council elections will be held as early as possible in order to have the Student Council set up on time to assume duties by the beginning of the academic year.

4.17. Students cannot be re-elected on to the Student Council more than two consecutive times.

Term of office

4.18. Each Student Council runs for one academic year (from 1 September to 31 August).

Document History

Policy Number/Version	Date	Update Information	Approval
(6.14/V01)	Nov. 2023	New Policy	Senate

Students' Academic Recognition

Policy number/version		6.15/V01
Section		Student Experience
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Approved by		Council
Policy review	Latest review by	Senate
	Latest review date	October 2025
	Review outcome	New Policy
	Next review date	August 2026
Cross-reference/related documents		

1.0 Rationale and principles which this policy seeks to uphold

1.1. This policy outlines the framework for formally recognising and celebrating the outstanding academic achievements of undergraduate students. By acknowledging their exceptional performance during their academic journey, the University aims to inspire continued excellence, commend their dedication, and highlight the calibre of our graduates.

2.0 Scope

2.1. This policy applies to all undergraduate students.

3.0 Definitions

3.1. Cumulative GPA (CGPA): The cumulative Grade point Average earned by a student during an academic year. This includes the grades of all modules attempted that contribute to the degree provided that the number of modules is not less 8.

3.2. Vice Chancellor's Recognition List: A formal acknowledgment by the Vice Chancellor

3.3. Dean's Recognition List: A formal acknowledgment by the Dean of a faculty

3.4. Certificate of Recognition: An official document issued by the University to formally acknowledge a student's placement on either the Dean's or Vice Chancellor's Recognition List.

3.5. Campus Display: Physical posting of the recognition lists on designated notice boards within university buildings and electronic display on the official university website.

4.0 Policy

Eligibility Criteria and Benefits:

4.1. Students will be considered for academic recognition based on their final cumulative GPA (AGPA) upon successful completion of their degree programme as follows:

- **Vice Chancellor's Recognition List:**

  4.8.70 All undergraduate students whose annual cumulative CGPA falls within 3.76 – 4.00 CGPA range will be placed on the Vice Chancellor's Recognition List.

- **Dean's Recognition List:**

  4.8.71 All undergraduate students whose final annual CGPA falls within 3.51 - 3.75 AGPA range will be placed on the Dean's Recognition List.

4.2. Each recognised student will receive an official certificate signed by the Vice Chancellor or the Dean of the faculty as appropriate commemorating their exceptional academic achievement.

4.3. Both The Vice Chancellor's and the Dean's Recognition List, containing the names of recognised students, will be prominently displayed at central university locations and on the university's official website.

5.0 Procedures:

5.1. MASS department, in collaboration with the respective faculties, will be responsible for calculating and verifying the annual cumulative CGPA of all students.

5.2. Based on the annual CGPA, preliminary lists for Dean's Recognition and Vice Chancellor's Recognition will be generated for each student.

5.3. Once approved, MASS department will prepare the personalized certificates of recognition for each eligible graduate.

5.4. Certificates will be distributed to recognised students in a dedicated event for this.

5.5. The recognition lists will be prominently displayed on campus and uploaded to the university website in conjunction with the graduation period.

Document History

Policy Number/Version	Date	Update Information	Approval
(6.15/V01)	October. 2025	New Policy	Council

الجامعة البريطانية في دبي

The British University in Dubai

SECTION 7 | LIBRARY

Library regulations

Policy number/version		7.1/V01
Section		LIBRARY
Type		Academic policy
Date of creation		September 2017
Date of last revision		15 September 2019
Date of approval of current version		15 September 2019
Post/section with responsibility for implementation and monitoring		Head of Library Services and Learning Resources
Approved by		University Council
Policy review	Latest review by	Head of Library Services and Learning Resources
	Latest review date	August 2025
	Review outcome	An overdue charge of AED 2 per day per book if the item is not renewed or returned on time has been added. The proportion of work that can be photocopied has been defined. Borrowing privileges, including loan periods and limits have been added.
	Next review date	August 2026
Cross reference/related documents:		7.1.1 Document request service

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University will be recognized and supported as Dubai's premier resource for the reflective pursuit of scientific, academic, and professional knowledge, and an accessible focus for its effective transfer and liberal application.

1.2 The University will offer students a supportive learning environment and a programme of study conducive to student achievement of graduation requirements.

1.3 In support of the research mission and educational purposes of the University, the University's Library makes available to students and academic staff required information resources and services, within financial (and time) constraints.

2.0 Scope

2.1 Applies to all students and staff of the University, and other Registered Users as specified herein.

3.0 Definitions

3.1 The Head of the Department is the authority to enforce compliance with all Library and Learning Resources policies.

3.2 Matters related to the Library Services and Learning Resources Policy are the jurisdiction of the Learning, Teaching and Blended Learning Committee.

3.3 Registered users are the University staff and students.

3.4 External users are the Alumni, Adjunct staff, and Research Affiliates endorsed by the University.

3.5 The Head of the Department receives feedback on the Library services and refers this to the Learning, Teaching and Blended Learning Committee with analysis and recommendations.

4.0 Policy

Membership and access

4.1 Registered users are automatically added to the Library Management System.

4.2 The University ID card is also the University Library card; this must be presented when borrowing resources and if being asked by any Library staff.

4.3 Students receive their Library account details and a University account details to access electronic resources once they are fully registered.

4.4 External users must complete the visitor's registration form in order to make use of the Library facilities.

4.5 The University's Library and Learning resources are normally the sole use of Registered and External users. Special arrangements may at times be put in place to facilitate access by other users with the discretion of the Head of the Department.

4.6 Electronic resources may be accessed by registered users on and off campus through the Library website using their University login details. Specific databases may require a special username and password.

4.7 Access to the Library's subscribed electronic resources may be extended to approved external users provided such access complies with the licensing agreements set by publishers.

4.8 The Library will operate according to opening hours approved by the University. These hours will be published on the Library's website and noticeboards.

4.9 Library accounts are accessible online to allow the user to renew, reserve, recall library items.

4.10 The Library makes use of users' University email account to circulate announcements or communicate with individuals. It is therefore assumed by the Library that all users will check their University email on a regular basis. The Library also posts announcements on its website, social media channels, notice board, and Blackboard.

Reproduction and copyright

4.11 The University holds all users individually responsible and liable for compliance with international laws of Copyright and Intellectual Property.

4.12 Copyright is the ownership of the intellectual property in original works of authorship and is subject to copyright law. It does not have to be applied for or registered. Copyright applies to any literary or artistic works, publications recordings, films or computer programs and is held by the author, publisher, broadcaster or the employer if the work is done under employment.

4.13 Reproduction refers to the duplication of content in any form, including photocopying and the distribution of electronic copies.

4.14 The University abides to copyright laws, that the proportion of a work that can be photocopied or scanned is restricted to whichever is the greater of:

- 5% or one chapter from a book
- Up to 10% of a short book of up to 200 pages (Library Association guidelines)
- 5% or one article from a journal issue
- 5% or one paper from a set of conference proceedings
- 5% or one case from a report of judicial proceedings
- 5% of an anthology of short stories or poems or one short story or poem of not more than 10 pages.
- Reproduction beyond these limits requires written permission from the copyright holder. Reproduction is permitted only if the material was legitimately acquired by the University or a staff member, and the original work must be properly cited.

4.15 Other acceptable reproduction includes:

4.15.1 A single copy is made by the Library for preservation purposes, or for exchange where the original has been lost or destroyed, and is no longer available for purchase OR

4.15.2 An “insubstantial” portion of the entire work is reproduced for the purposes of criticism, discussion, or information

4.16 Downloading freely accessible material from the Internet carries the risk of infringing international copyright laws. The University recognises that International copyright conventions are applicable to all types of creations, including, text, graphics and sounds by an author or an artist. This also applies to software, which must be licensed. Therefore, the University prohibits making, transmitting or storing an electronic copy of copyright material on the University's computing systems without the permission of the owner or acquiring the requisite license.

4.17 The University subscribes to a range of licensed digital resources, including databases, e-journals, and e-books. All registered users accessing electronic resources must comply with the license terms provided by the content suppliers or database vendors, which may prohibit excessive downloading, sharing, or commercial use.

4.18 Faculty and staff members are responsible for ensuring that teaching materials comply with copyright laws when preparing course packs, uploading content to Blackboard, or distributing readings.

4.19 Filming and photography of Library resources and events are permitted, but intent to do so must be notified in advance to the Head of Department.

Use of resources

4.20 Electronic databases, journals, and eBooks are accessible through the Library website. Off-campus access requires University login credentials. Use of these resources is governed by publisher license agreements and is restricted to academic and educational purposes only.

4.21 Reading carrels and computer workstations are available on a first come first served basis. There is no reservation service.

Group study room must be reserved through the university's room booking system. Bookings are typically limited to 1 hour and can be extended depending upon the availability of the room.

4.22 Users must use their University login details to access computer workstations and printing/scanning facilities. Users are encouraged to print responsibly and only when necessary.

4.23 Users must leave the Library premises immediately in emergencies and are required to vacate the Library at designated closing times.

4.24 All registered users of the Library are offered an induction to the Library resources and services, which is also available electronically via the Library website.

Borrowing

4.25 No book or other materials shall be taken out of the Library until the item is properly checked out via the Library Management System.

4.26 Borrowing privileges, including loan periods and limits, vary depending on user categories.

User type	**No. of loans**	**No. of days**	**No. of renewals**
Faculty & Staff	15	28	3
Doctoral students	10	28	3
Master students	10	21	3
UG students	5	14	3
Adjunct	5	28	3

4.27 Borrowers are responsible for all items issued to their Library account. Any damage found on or before borrowing should be reported immediately to the Library staff. This responsibility ends when the item is returned.

4.28 All borrowed items must be returned or renewed online no later than the due date to avoid incurring library fines. Borrowers are notified through a system-generated email to their University email account. It is the responsibility of the borrower to renew their items on loan when they receive such notices.

4.29 An overdue charge of AED 2 per day per book will be billed if the item is not renewed or returned on time. A 5% VAT charge will be added to your bill as mandated by the Ministry.

4.30 Any lost or damaged books will be the responsibility of the user and incur a processing fee including replacement of the item.

4.31 Items on loan can be renewed online unless no other borrower has submitted a request. Users must return the item(s) on the expiry of their borrowing limit. After this limit, online renewal will be blocked, and you are requested to return the book and borrow it again if you still need it.

4.32 Materials confined as reference or core texts are not to be borrowed from the Library except under permission of the Head of Department.

4.33 Students must return all materials and pay outstanding fines and charges before their account is cleared. Failure to do so will result in the non-issue of degree certificates or other benefits due.

4.34 Appeals on Library fines may be made by email to the Library Desk. Fines may be reduced at the discretion of the Head of Department.

4.35 Borrowers are responsible for accepting recall requests. If a library item is on loan to another borrower, another user may place a recall on it. The borrower will be notified by email and must return the item by the new due date. Failure to return on time will incur library fines.

4.36 Books on shelves may be reserved online. Reserved items will be held for a limited period only and will be issued to the next borrower in queue.

4.37 Monographs and other learning resources not available in the Library may be requested online under the terms of the relevant document request service policy.

Conduct and behavior

4.38 Use of laptops and headphones are permitted in the library, provided they are not a disturbance to other users.

4.39 Noise must be kept to a minimum out of respect for all users. Group discussions should take place outside the Library.

4.40 Smoking, including electronic cigarettes, is not allowed in the Library.

4.41 The consumption of food and drink is not allowed in the Library. Users are responsible for compensation to the Library should they spoil information resources, furniture, or the premises.

4.42 The use of mobile phones is not permitted in the Library to avoid disturbance to other users. Phones must be switched off, made mute or used outside the Library.

4.43 Personal belongings should not be left unattended or left with Library staff. Library staff will not be liable for any loses. Unattended items may be removed by the head of department and deposited with 'lost and found'.

4.44 Misuse of Library facilities and inconsideration to staff or Library users is not tolerated. The marking, defacing or damaging of Library materials will be regarded as a serious offence. Offenders may be subject to action under relevant student disciplinary policy.

4.45 The Library staff reserves the right to inspect bags if required.

Document History

Policy Number/Version	Date	Update Information	Approval
(7.1/V01)	August 2025	An overdue charge of AED 2 per day per book if the item is not renewed or returned on time has been added. The proportion of work that can be photocopied has been defined. Borrowing privileges, including loan periods and limits have been added.	Council
(7.1/V01)	Feb. 2019	Renumbering (6.1/V03), Restructuring, Rewording Renaming (Library Regulations and previously Library Borrowing Policy) Incorporates approved changes made January 2017 Merged with Use and Reproduction of Copyrighted Materials	Council

Interlibrary-loan and document request service

Policy number/version		7.1.1/V01
Section		LIBRARY
Type		Academic policy
Date of creation		September 2017
Date of last revision		September 2019
Date of approval of current version		9 September 2019
Post/section with responsibility for implementation and monitoring		Head of Library Services & Learning Resources
Approved by		University Council
Policy review	Latest review by	Head of Library Services & Learning Resources
	Latest review date	August 2025
	Review outcome	Minor rewording
	Next review date	August 2026
Cross reference/related documents:		1.0 Policies and procedures manual 5.0 Student handbook 6.2 Student discipline 7.1 Library and learning resources 10.5 Copyright and intellectual property

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University will be recognized and supported as Dubai's premier resource for the reflective pursuit of scientific, academic, and professional knowledge, and an accessible focus for its effective transfer and liberal application.

1.2 The University will offer students a supportive learning environment and a programme of study conducive to student achievement of graduation requirements.

1.3 In support of the research mission and educational purposes of the University, the University's Library makes available to students and academic staff required information resources and services, within resource constraints.

2.0 Scope

2.1 Applies to all registered users of the University Library.

3.0 Definitions

3.1 The Interlibrary Loan and document Request Service facilitates access to learning materials not held within its own catalogue, or electronically held resources not available to the user within the scope of their own access rights.

3.2 Interlibrary Loan refers to the borrowing of physical items such as books or audiovisual materials from other libraries on behalf of users when such items are not available in the library's collection.

3.3 Document Delivery refers to the provision of digital or photocopied materials (such as journal articles or book chapters), from other libraries, in accordance with copyright and licensing agreements. These materials are usually not intended to be returned to the lending institution.

3.4 WorldCat Discovery refers to the Library's unified search platform that allows users to access and request materials held by libraries worldwide.

4.0 Policy

4.1 Library staff will make every effort to fulfill requests for documents held elsewhere, within the limitations of cost and licensing agreement.

4.2 The use of any external material obtained through this service is governed at all times by the policy of the University Library, as well as applicable copyright and licensing restrictions.

4.3 If a request appears to be unobtainable, the University Library reserves the right to decline the request.

Fees

4.4 All requests to obtain materials free of charge will normally be actioned.

4.5 Masters students will be liable for one hundred percent of costs of requests that have a fee.

4.6 Requests from Doctoral students that incur a fee will normally be met, and fifty percent of cost levied on the student. BUiD will cover the remaining fifty percent to a maximum of five hundred dirhams per year, for three years.

4.7 Requests from academic staff that incur fees will be charged to the account specified (e.g. Faculty budget, research grant, etc.)

4.8 Items that require a fee are charged to the student's Library account, which must be settled at the end of each term.

5.0 Procedures

5.1 It is the responsibility of the student to select materials relevant to their degree programme.

5.2 Users must check the Library's catalog before submitting a request. Requests for items already available in the Library's collection will be declined.

5.3 Users are encouraged to place requests directly through WorldCat Discovery. If an item is not retrievable through WorldCat Discovery, users may place a request by sending the complete citation and a link (if available) via email to the Library for further processing.

5.4 Typical turnover time for a request is three days; more complex requests may require additional days to process.

5.5 The Library will send items electronically where appropriate to the user's institutional email .

Document History

Policy Number/Version	Date	Update Information	Approval
(7.1.1/V01)	May. 2018	Renumbering (6.1.1/V01), Restructuring, Rewording	Council

Library collection management

Policy number/version		7.2/V01
Section		LIBRARY
Type		Academic policy
Date of creation		September 2017
Date of last revision		September 2019
Date of approval of current version		9 September 2019
Post/section with responsibility for implementation and monitoring		Head of Library Services and & Learning Resources
Approved by		University Council
Policy review	Latest review by	Head of Library Services and & Learning Resources
	Latest review date	August 2025
	Review outcome	- Clauses to encourage faculty to prioritize digital resources and to use existing library materials before requesting new purchases have been added. - Definitions for terms like Course Reserve, eBooks, Subscribed Databases, and Thesis and Dissertation have been added.
	Next review date	August 2026
Cross reference/related documents:		2.3.2 Reading lists

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University will be recognized and supported as Dubai's premier resource for the reflective pursuit of scientific, academic, and professional knowledge, and an accessible focus for its effective transfer and liberal application.

1.2 The University will offer students a supportive learning environment and a programme of study conducive to student achievement of graduation requirements.

1.3 In support of the research mission and educational purposes of the University, the University's Library develops its resources on a systematic basis to ensure it can make available to students and academic staff required information and services, within financial constraints.

2.0 Scope

3.0 Applies to the acquisition and management of library resources and collections. It covers print and electronic materials, including books, journals, subscribed databases, multimedia, and other information resources. It applies to all faculty, students, and departments who wish to recommend or request the inclusion of new materials in the Library's holdings.

4.0 Definitions

4.1 The Library Collection supports research, learning, and teaching across the University.

4.2 The Library Collection comprises print and electronic resources, including books, journals, periodicals, audiovisual materials, and other learning materials searchable through the Online Public Access Catalogue (OPAC).

4.3 The Library Collection is catagorised thus:

4.3.1 General Collection: Standard works in subject fields, titles directly related to specific modules taught in the University which are available for regular borrowing.

4.3.2 Reference Collection: Materials like encyclopedias, dictionaries, atlases, indexes, abstracts, almanacs, yearbooks, and bibliographies that are for in-library use only.

4.3.3 Course Reserve: Textbooks and high-demand materials that are for in-library use only. This can be requested for borrowing upon the discretion of the Head of Library.

4.3.4 eBooks: Digital books with perpetual access licenses purchased directly from publishers or vendors. These are accessible through the library's online catalog or eBook platforms.

4.3.5 Subscribed Databases: Licensed online platforms that provide access to scholarly and professional content, including journal articles, eBooks, conference proceedings, industry reports, and data sets. Access is provided under subscription terms and may be subject to usage restrictions.

4.3.6 Thesis and Dissertation: Final academic research papers completed by students to fulfill degree requirements. These are available in both print and digital formats through the library's institutional repository or catalog.

4.3.7

5.0 Policy

5.1 The Library Collection is developed with the following objectives:

5.1.1 To select, acquire and make available to the University staff and students a sufficient number of relevant and up to date materials to support instruction and research in all modules taught in the University.

5.1.2 To create an environment in which resources are made readily accessible.

5.1.3 To support learning by prioritizing electronic formats in resource acquisition, while ensuring access to other formats where essential.To organise materials in a way to encourage their use and provide the bibliographic tool to access resources efficiently.

5.2 The University has a framework for acquisition, management, review, and development of the Library Collection.

5.3 The framework consists of:

5.3.1 criteria for the acquisition of resources, where criteria represent priorities in the use of available budget.

5.3.2 sets of responsibilities for the development of the Library Collection.

5.3.3 A means of communicating the scope of the Library Collection, and plans for its development.

5.4 Development of the Library Collection is a joint responsibility of the University Library and demand-driven approach.

<u>Responsibilities of the University Library</u>

5.5 The University Library will:

5.5.1 Monitor and recommend development of resources available to support educational programmes of the University.

5.5.2 Receive requests for additional resources, and prioritise acquisitions according to the needs of the Library Collection as a whole.

5.5.3 Select resources with and without consultation of academic staff; resources may become known to the University Library through contact with students.

5.6 The University Library will source materials according to a range of prompts:

5.6.1 professional journals

5.6.2 standard bibliographies

5.6.3 literature searches from bibliographic databases

5.6.4 publishers' catalogues

5.7 The University Library reserves the right to review requests for acquisitions made by individual academics, and to select from them as appropriate to the needs of the Library Collection as a whole and available financial resource. The University Library staff will maintain a cooperative, consultative, and collaborative relationship with all academic staff.

Responsibilities of academic staff

5.8 Any member of academic staff may recommend the purchase of books, serials, and other learning resources in their subject area to the library staff. These recommendations will be reviewed by the library staff in terms of existing materials available in the library and will be ordered if considered to be an appropriate addition and within the approved budget.

5.9 Academic staff will ensure that the Head of Department is provided with copies of all module descriptors and assignment topics in all programme offered and under consideration for offer. This information will be given two months in advance before the term commences so as to enable library staff to identify areas of need in existing or possible new subject areas and act to meet the need.

5.10 Faculty are encouraged to:

- Prioritize digital resource recommendations, especially where eBook formats are available.
- Integrate library resources into their module reading lists and teaching platforms.
- Collaborate with library staff during trials or evaluations of new databases or collections.

5.11 Academic staff are advised to first explore and utilize resources already available within the Library's subscribed eBook and database collections before submitting new purchase requests. This approach supports the University's commitment to digital accessibility and cost-effective resource management.

Responsibilities of students

5.12 Students are encouraged to contribute to the development of the library collection by suggesting new titles and/ or subject areas, and by assessing weakness in the collection.

Collection maintenance

5.13 The Library Collection will be subject to continuous review and evaluation. This process is systematic, and comprises assessment of the currency, condition and usefulness of all stock.

Currency of collections

5.14 The Library Collection will be up to date such that students and staff have access to the most recent and relevant information relating to their field of research and learning.

Withdrawal and disposal

5.15 Materials in multiple copies and/or are out of date shall be withdrawn from library collections.

5.16 Materials that are damaged or considered not in good condition shall be disposed on approval of the Head of the Department.

Censorship

5.17 The University library adheres to the censorship regulations as set out by the UAE Ministry of Information and Culture, Censorship Office.

External networks

5.18 The University Library maintains contact with colleagues in other Universities and allied libraries in the UAE and internationally, and in particular with the Libraries of the UK University partners.

5.19 The purpose of these contacts is two-fold:

5.19.1 to maintain professional links in order to keep aware of best practices;

5.19.2 to facilitate collaboration between institutions in the form of inter-library loans, catalogue access, the possible formation of Consortiums or MoUs, etc.

6.0 Procedures

Types of acquisition

6.1 Multiple copies:

6.1.1 Requests from academic staff for multiple copies of stock items will be individually considered. The duplication of titles is normally avoided unless significant need can be demonstrated. This allows the Library to acquire as wide a range of resources as possible within fixed financial limits.

6.1.2 The University Library will hold in short-loan sufficient copies of key indicative readings for over a period of time.

6.2 Foreign language materials:

6.2.1 The majority of titles in the Library will be in English. Acquisition of titles in other languages e.g. particularly Arabic, will occur when research or the curriculum demands it, and funds allow.

6.3 Multimedia materials:

6.3.1 The Library Collection includes multimedia and audio-visual materials. The development of this part of the Library Collection is encouraged.

6.3.2 The following criteria will be used to evaluate multimedia materials considered for addition to the collection:

6.3.2.1 High standards of quality in terms of content and format

6.3.2.2 Appropriateness for student use in general education and/ or specific programme

6.3.2.3 Appropriateness of language level, where choices are available

6.3.2.4 Author's expertise

6.3.2.5 Publisher's reputation in the subject field

6.3.2.6 Possibility of use for more than one programme/ module

6.3.2.7 Timeliness/ permanence/ currency

6.3.2.8 Positive reviews in one or more of the accepted reviewing media

6.3.2.9 Scarcity of material available in the subject

6.3.2.10 Relevance to instructional needs

6.3.2.11 Demand

6.3.2.12 Price/ relative cost in relation to the budget and other available materials

6.3.2.13 Student interest if the subject is of general nature.

6.4 Electronic resources:

6.4.1 The Library Collection includes a range of electronic resources to support research and complement the Library's printed collections. This includes indexes, abstracts, statistical data as well as full text databases and e-journals.

Sources of acquisition

6.5 Purchase: The Library undertakes to purchase items on reading lists submitted by the academic staff. Decisions on the number of items purchased and their loan period are based on the number of students undertaking the module and the rating (i.e. course text, key indicative readings, or recommended readings) applied to the item.

6.6 Donations and Gifts: The acquisition of free material may occur in a number of different ways. The library is interested in receiving donations of books and other items which will improve and complement the collection in some way. Care must be taken that only items which meet at least some of the selection criteria are added to the library stock, and that these donations do not contain strongly biased statements or extensive commercial messages. The library acknowledges receipt of gifts in writing. The library reserves the right to integrate gifts into the general collection.

6.7 Copies of materials obtained by academic staff as a result of their employment with BUiD e.g. Desk or instructor's copies from publishers should be considered as BUiD property and offered to the library.

Book categorisation

6.8 Module descriptors assign categories to books. The categories are set out under relevant reading list policy.

6.9 Process for the acquisition of books is set out in relevant reading list policy.

Acquisitions timetable

6.10 Major orders are made twice per year as follows:

For Term 1: All requests from 16 October – 15 June	
15 June	Deadline for submission of requests
June (Late)	Requests and review of quotation from suppliers
July (Early)	Approval of Term acquisition
July (Late)	Placing of orders for successful suppliers
August (Late)	Requests start to arrive
September (Late)	Majority of stock has arrived for Term 1
For Terms 2&3 All requests from 16 June – October 15	
15 October	Deadline for submission of requests
October (Late)	Requests and review of quotation from suppliers
November (Early)	Approval of Term acquisition
November (Late)	Placing of orders for successful suppliers
December (Late)	Requests start to arrive
February (Late)	Majority of stock has arrived for Terms 2/3

6.11 Outside the timetable, small orders for urgently required items will be processed with requisite approvals, or an interim order to develop a collection might be placed if budget allows.

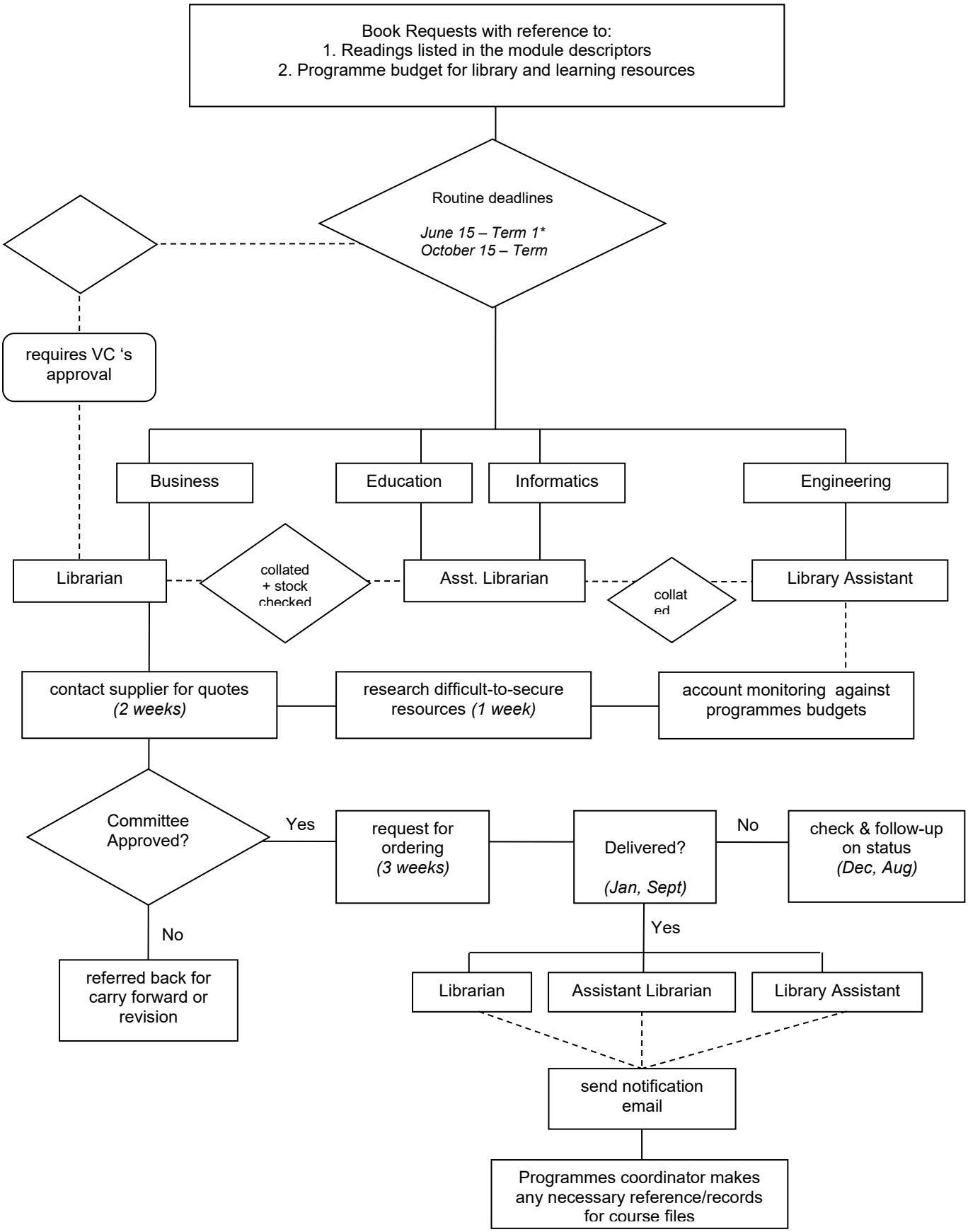
6.12 Budget limitations

5.12.1 The Library holds a budget for each programme. The Librarian will oversee the expenditure for all programmes. Percentages of the library budget will be allocated broadly based on the number of students per programme. It is on the discretion of the Librarian to defer any requests if the allocated budget overruns. Requests on hold will normally be the first priority for next acquisition.

5.12.2 If it is necessary to develop a collection based on the recommendations for initial accreditation, a budget in percentage will be identified first from across faculty, or as necessary across University.

Appendix One

LIBRARY ACQUISITION WORKFLOW (General Readings)



Document History

Policy Number/Version	Date	Update Information	Approval
(7.2/V01)	August 2025	Clauses to encourage faculty to prioritize digital resources and to use existing library materials before requesting new purchases have been added. Definitions for terms like Course Reserve, eBooks, Subscribed Databases, and Thesis and Dissertation have been added.	
(7.2/V01)	May. 2018	Renaming (Library Collection Development Policy) Merger with Library Acquisition Guidelines and Procedures Renumbering, Rewording	Council

الجامعة البريطانية في دبي

The British University in Dubai

SECTION 8 | HUMAN RESOURCES

Roles and responsibilities of academic staff

Policy number/version		8.1/V02
Section		HUMAN RESOURCES
Type		Staff policy
Date of creation		September 2017
Date of last revision		April 2023
Date of approval of current version		April 2023
Post/section with responsibility for implementation and monitoring		Head of Human Resources
Approved by		University Council
Policy Review	Latest review by	Head of Institutional Planning and Strategy
	Latest review date	August 2025
	Review outcome	Added Head of Department role
	Next review date	August 2026
Cross-reference/related documents:		UAE Labour Law Contract of Employment 1.0 Policies & procedures manual 4.0 Staff handbook 1.12 Sustainability and community engagement 6.4 Academic advice careers guidance and pastoral support 6.8 Supervision for doctoral students 10.2 Research conduct

2.0 Rationale and principles which this policy seeks to uphold

- The University will appoint capable academic staff, able to deliver the University's educational and research mission to internationally recognised standards.

3.0 Scope

3.1 To provide guidance on the roles and responsibilities of academic staff holding appointments at the University.

4.0 Definitions

4.1 The role of a member of the University's academic staff is to promote enquiry and to advance human knowledge, and to disseminate it to students, peers, and society.

4.2 The University defines an academic staff member's responsibilities across three domains: teaching; research; and service internal and external to the University.

4.3 The balance of responsibilities may differ across Faculties and programmes, and by the contractual terms of an academic staff member's appointment.

4.4 Members of academic staff are bound by codes of conduct contained within the Policies and Procedures Manual.

4.5 The University operates workload principles that manage the balance of responsibilities with proportion and equity.

5.0 Policy

Responsibilities

5.1 Teaching: academic members of staff disseminate knowledge to students and assist them with developing understanding of that knowledge and the ability to apply it. Academic members of staff are expected to maintain their expertise and knowledge in line with current developments in their field. The University encourages new pedagogical approaches that enhance the effectiveness of the teaching and learning process. Teaching includes classroom practice, student support, curriculum development, module development, supervision of dissertations and projects.

5.2 Research: the University defines research in the relevant policy. Academic members of staff create knowledge, develop and interpret principles and practices, and transfer their expertise in application to Dubai, the UAE, and international contexts. In this role academic members of staff are bound by the University's policy on research conduct.

5.3 Internal and external service:

- 5.3.1 Academic advising: academic members of staff serve as personal tutors to a number of individual students, to assist them throughout their studies to graduation;
- 5.3.2 Administration: all academic members of staff will be involved in University statutory bodies and in relevant committees of their Faculty, as assigned by the Vice Chancellor and the Dean of Faculty. In addition, academic members of staff will be assigned to other administrative duties according to the needs of the University;
- 5.3.3 Community service: the University engages with and contributes to the communities of Dubai and the UAE, to enhance its sustainability in a number of meaningful ways. Academic members of staff are expected to contribute to the University's practice of sustainable development and community engagement through the application of their scholarly expertise in a variety of ways, including but not limited to consulting, training, public speaking, service to government bodies and voluntary organisations, conferences, participation in councils and boards, and serving in public fora.

Expectations of academic staff members of different rank

5.4 Instructor: a holder of a minimum of a Master's degree with a major in the discipline taught, and one of the following:

- 5.4.1 five years of teaching experience in the discipline;
- 5.4.2 a combination of five years of experience in teaching and other employment related to the field;
- 5.4.3 the equivalent of eighteen semester credits of graduate study in the field beyond the Master's degree;
- 5.4.4 an internationally recognized professional credential (such as certification as a public accountant).

5.5 Instructors are appointed for a fixed term of up to 2 years to teach general education courses included as part of the undergraduate curricula as well as support in research activities. Instructors may be assigned relevant administrative tasks and asked to contribute to the

training activities provided by the Doctoral Training Centre as appropriate, in line with the relevant Ministry of Education Standard. Instructors are not eligible for promotion regardless of the period they spend at BUiD. They may apply for a permanent academic post if a vacancy becomes available at BUiD.

5.6 Lecturer: a holder of a terminal degree. Lecturers at BUiD are equivalent to Junior Lecturers in UK higher education and Assistant Professors in US higher education. They are appointed for a fixed term. Lecturers are mainly involved in teaching, and they are encouraged to:

- 5.6.1 become effective team members in their Faculty and the University;
- 5.6.2 facilitate learning and the advancement of knowledge;
- 5.6.3 be actively involved in the development of innovative approaches to the curriculum;
- 5.6.4 pursue a programme of research as directed by the Head of Programme and/or Dean;
- 5.6.5 contribute to the training activities provided by the Doctoral Training Centre;
- 5.6.6 contribute to the professional training programmes organised by the Professional Development and Examinations Centre.

5.7 Academic Associate: holder of a Master's degree or equivalent professional qualification. Academic Associates are appointed primarily to provide research support, but may also provide learning and teaching support as appropriate for the academic success of students and educational research projects. They may also support the work of the Doctoral Training Centre.

5.8 Teaching and/or Training Associate: holder of a Master's degree or equivalent professional qualification. Teaching and/or Training Associates are appointed primarily to provide learning and teaching support, but may also provide research support as appropriate for the academic success of students and educational research projects. They may also support the work of the Doctoral Training Centre.

5.9 Teaching Assistant: holder of a Master's degree or equivalent professional qualification. Teaching Assistants are appointed primarily to provide assistance to faculty members in teaching, learning, and administrative activities as well as conducting tutorials, evaluation of projects and exams.

5.10 Assistant Professor: a terminal degree holder with, normally, two years of experience after obtaining the terminal degree. Assistant Professors are equivalent to Junior Lecturers in UK higher education. Assistant Professors are appointed to become effective team members in their Faculty and the University, to facilitate learning and the advancement of knowledge, and:

- 5.10.1 to be actively involved in the development of innovative approaches to curricula;
- 5.10.2 to pursue a programme of research;
- 5.10.3 to enhance the research profile of the University;
- 5.10.4 to contribute to the professional training programmes organised by the Professional Development and Examinations Centre.
- 5.10.5 The detailed job description of an Assistant Professor is found in Appendix A.

5.11 Associate Professor: a terminal degree holder. Associate Professors are equivalent to Senior Lecturers in UK higher education. Associate Professors are appointed to serve in the same capacity as Assistant Professors, and in addition will:

- 5.11.1 demonstrate outstanding performance in research;

5.11.2 demonstrate a prominent role in the development of learning, teaching, and assessment;
5.11.3 make a significant contribution to programme management and consultancy/collaborative links.
5.11.4 The detailed job description of an Associate Professor is found in Appendix A.

5.12 Professor: a terminal degree holder. Professors are appointed to serve in the same capacity as Associate Professors, and in addition will:

5.12.1 chair committees and participate in University decision making and governance;
5.12.2 lead and coordinate research activity in their field, including development of research strategies and objectives;
5.12.3 prepare research proposals, lead bids for research and consultancy, and generate additional funds through other appropriate means;
5.12.4 participate and take lead roles in sustainability practices and community engagement activities.
5.12.5 The detailed job description of a Professor is found in Appendix B.

Typical recruitment criteria for academic positions

5.13 There are common recruitment criteria for all academic ranks, with appointment to a position related to the calibre of the applicant (the strength of performance against each criterion, measured in the recruitment process):

5.13.1 strong record of research and publication in reputable academic journals, and potential for further growth;
5.13.2 evidence of success in securing external funding for research and managing programmes of funded research;
5.13.3 teaching experience in higher education, both in the discipline and in areas of generic and academic skills;
5.13.4 interest or history of pedagogic innovation;
5.13.5 student centred approach to learning and teaching;
5.13.6 ability to develop curricula and instruction;
5.13.7 record of research student supervision;
5.13.8 demonstrated record of successful team work, effective communication, and ability to interact with a wide range of leaders/experts in academic, government, industrial, business, and community domains.

5.14 Additionally, knowledge and experience of Dubai, the UAE and the Gulf region is an advantage in applicants for academic positions, as is proficiency in the Arabic language.

Workload

5.15 Workload operations include:

5.15.1 management of the distribution of responsibilities carried by members of academic staff;
5.15.2 enabling transparency in allocation of work to individuals in the interests of achieving equity;

5.15.3 assisting individuals in organising their own performance effectively, in line with the expectations of the University.

5.16 The teaching workload on postgraduate and undergraduate programmes is planned and allocated in accordance with the Standards for Licensure and Accreditation determined by the UAE Ministry of Education – Commission for Academic Accreditation.

5.17 Workloads at the University are planned to provide academic staff members a balance in performing their academic duties of teaching, research and administration.

5.18 Workload operations should be reflected in the University's strategic plan, the Faculty Plan, individual Personal Research Plans and Professional Practice Plans, the Academic Staff Contract, and the Staff Handbook.

5.19 The assignment of workloads is organised on the following principles:

5.19.1 workload is calculated in UGE (undergraduate equivalent) credit hours;
5.19.2 for non-terminal degree holders teaching in the general education component of a programme, equivalent of 30 credit hours per academic year, including the summer period;
5.19.3 for terminal degree holders teaching in undergraduate programmes, equivalent of 24 credit hours per academic year.
5.19.4 if an exemption is granted by the Ministry of Education to allow faculty members without a terminal degree to teach major courses, the equivalent limit of 24 credit hours per academic year will be applied to these faculty members;
5.19.5 for faculty members only teaching in graduate programmes, the equivalent limit of 18 credit hours per academic year. The teaching load will be pro-rata for faculty members teaching a mix of undergraduate and graduate courses;
5.19.6 the maximum teaching load of part-time faculty members is equivalent to 6 credit hours per term not exceeding 12 credit hours in the academic year;
5.19.7 teaching during the summer term is calculated within the above limits;
5.19.8 the release time from teaching per academic year is 50% for the Deans of Faculty, 25% for the Heads of Programmes/ programme coordinators
5.19.9 the supervision workload will be divided among the supervisors of a postgraduate student as proposed by the supervisory team and agreed by the Head of Programme;
5.19.10 supervisory workload for supervisory teams will be allocated as per the following table:

Supervision type	Workload	Duration
PhD thesis supervision	2 credit hours per academic year per FT student	2 AYs
	1credit hour per academic year per PT student	4 AYs
	Capped at 4 FTE students or 6 headcount. (1 FTE = 2 PT students. However the headcount is capped at 6 students)	
Professional doctorate thesis supervision	2 credit hour per academic year per FT student	2 AYs
	1 credit hour per academic year per PT student	4 AYs
	Capped at 4 FTE students or 6 headcount equivalent	
1 student, Master dissertation, 9 credit dissertation supervision and pro rata for credits other than 9.	1 credit hour per student	1 term for FT students 2 terms for PT students
	Capped at 6 head count	
Capstone project UG	Every four students constitute one credit hour i.e 0.25 CHs per student; capped at 16 students per faculty member	

5.19.11 The number of thesis/dissertations students allocated to an academic staff shall be limited to a maximum 10 Credit hours per Academic year, providing the individual's overall workload is within the policy. This cap takes into account all PG supervision including the primary and secondary supervision loads. A faculty member may not receive more than 4 cr. hr. per term for supervision of graduate theses and dissertation.

5.19.12 faculty members who assume an overload in an academic year will be compensated financially. For overload this will be AED 3333 per credit hour.

5.20 academic members of staff maybe granted release time for research activities, ad hoc administration duties, or any other major tasks.

5.21 Flexibility is exercised within the framework to acknowledge the particular skills, experience, and capabilities of individual academic staff and in recognition of the sometimes different demands of specific disciplinary fields.

Academic leadership and administration

5.22 Academic members of staff may in addition to their academic responsibilities be assigned leadership and administrative functions.

Deans of Faculty

5.23 Deans report to the Vice Chancellor and are normally at professorial rank.

5.24 Appointments are made annually and may be extended for further periods of office. A responsibility allowance at a level determined by the University Council will be paid.

5.25 Deans of Faculty have overall responsibility for the management of the staff and resources in their Faculty. They are responsible for:

5.25.1 ensuring that the teaching, research and administration are regulated in accordance with the policies, rules and regulations of the University;
5.25.2 ensuring the high quality of the student experience for students within their Faculty;
5.25.3 exercising academic leadership of the Faculty in such a way as to enhance its academic reputation;
5.25.4 conducting themselves in a manner consistent with the highest standards of academic and public life and in accordance with the laws and customs of the UAE;
5.25.5 ensuring the interests of the Faculty are represented adequately within and outside the University;
5.25.6 serving as a member of the Senior Management Team and assisting with the formulation of the University's strategic planning;
5.25.7 preparing the strategic plans for the Faculty based on individual strategic plans of the programmes and ensuring the achievement of objectives and identified targets;
5.25.8 periodically reviewing the overall aims, goals, and general direction of the programmes under their purview in order to anticipate and respond to any changes required by the diverse aspects of the general environment which may indicate need for change;
5.25.9 preparing and submitting academic and resource plans to the Vice Chancellor for approval, after consultation with the Board of Studies (such plans to be in accordance with University's defined aims and objectives);
5.25.10 accounting for all monies and resources allocated to the Faculty;
5.25.11 coordinating efforts to promote the Faculty and its programmes, student recruitment, placement and internships;
5.25.12 convening relevant Faculty and programme related meetings and ensuring that proper records are kept;
5.25.13 admitting students to programmes of study in the Faculty, subject to such conditions as may be prescribed by the Senate;
5.25.14 ensuring that the Faculty's responsibilities to students in respect of admission, instruction, progress, examination and pastoral care are fulfilled;
5.25.15 ensuring the provision of programmes of study and their effective delivery;
5.25.16 presenting candidates for admission to degrees other than honorary degrees;
5.25.17 ensuring the proper management of staff located in the Faculty;
5.25.18 ensuring that staff are suitably equipped with the necessary resources to fulfil their duties;
5.25.19 ensuring the proper application of Health and Safety regulations in the Faculty;
5.25.20 liaising with other Deans of Faculty to develop and provide collaborative programmes and research and other activities;
5.25.21 ensuring the organisation of CPD modules and the provision of other services to business and the community in the region and the generation of external income;
5.25.22 ensuring that the regulations and procedures of the University are followed;
5.25.23 reviewing progress and/or concerns in the delivery of various programmes along with the Head of Programme or Programme Coordinators;

5.25.24 analysing the Module Feedback reports for all modules for general evaluation of progress and for use in the Annual Review sessions;
5.25.25 coordinating the various programmes within the Faculty;
5.25.26 leading and directing the Faculty towards achieving the mission and vision of the Faculty and the University;
5.25.27 undertaking such duties in relation to the Faculty and the University as the Vice Chancellor may determine.

Head of Department

4.25 Head of Department reports to the Faculty Dean.

4.26 Head of Department leads all academic and administrative activities associated with the Department.

4.27 Head of Department is specifically responsible for the following, in consultation with and/or under supervision of the Dean of Faculty:

4.27.1 Providing strategic and operational support to the Faculty Dean including assisting in the formulation and implementation of faculty-wide strategies, policies, and initiatives.

4.27.2 Leading and managing specific areas within the faculty involving overseeing teaching, research, student experience, or other key areas of the faculty's operations within the Department.

4.27.3 Leading the recruitment, selection, and induction of new faculty members, and supporting their professional development.

4.27.4 Ensuring fair and equitable workload distribution among the Department members and conducting performance reviews.

4.27.5 Working with Deans and other members of the faculty to ensure the successful delivery of faculty objectives and enhance student and staff experiences.

4.27.6 Operationalising strategic objectives and key performance indicators by translating strategic goals into actionable plans and monitoring progress towards achieving these goals.

4.27.7 Coordinating any efforts to promote the programmes within the department, student recruitment, placement and internships.

Head of Programme

5.26 The Head of Programme leads all academic and administrative activities associated with a programme of study.

5.27 The Head of Programme is accountable to the Dean of Faculty.

5.28 Heads of Programme are members of the Faculty's Board of Studies; they report to the Board of Studies as the authority for programme monitoring, development, review and approval.

5.29 The Head of Programme is specifically responsible for the following, in consultation with and/or under supervision of the Dean of Faculty:

5.29.1 Programme content and delivery:

5.29.1.1 to ensure that there is full consistency and coherence in module planning while also allowing for resourceful and creative action by individual instructors;

5.29.1.2 to ensure that all modules contain the appropriate set of thorough learning outcomes established at the appropriate level for the specific programme and reflecting best current knowledge and practice;

5.29.1.3 to review and ensure that each module contains the range, depth and relevance of assessment measures appropriate to the module and to the programme;

5.29.1.4 to stimulate and supervise instructors to ensure they utilise the most appropriate and effective instructional methods in the delivery of their modules;

5.29.1.5 to ensure that all module syllabi comply with the relevant standards as expressed by the UAE Ministry of Education – Commission for Academic Accreditation;

5.29.1.6 to ensure that all module materials are available in the relevant forms (library resources, purchasable resources, online resources, and other forms);

5.29.2 Programme administration:

5.29.2.1 to assist the Dean in convening the Board of Studies, for conducting the Academic Staff and Student Liaison Committee (ASSLC) meetings and for helping to organise the Board of Examiners for the programme at the appropriate moments;

5.29.2.2 to orient new students to the programme including organising induction workshops, providing any further information and orientation as needed at later stages in the degree;

5.29.2.3 to create adequate opportunities for student feedback on the content, delivery and administration of the programme, and ensuring that this input is taken into account in any development or review of the programme;

5.29.2.4 to oversee and coordinate completion of programme evaluations;

5.29.2.5 to coordinate the duties of individual Assistant and Associate Professors and supervisors.

5.29.3 Programme enhancement:

5.29.3.1 to request continuous feedback from all instructors in the programme concerning their impressions of progress and possible problems in teaching, scheduling, assessment, and communication;

5.29.3.2 to periodically review the overall aims, the goals, and the general direction of the programme, in order to anticipate and respond to any changes required;

5.29.3.3 to evaluate the effectiveness of the teaching methods and implement appropriate improvements;

5.29.3.4 to oversee and coordinate curriculum development and periodic and strategic reviews of the content and direction of the plan and supervise the preparation of new modules to be considered for the programme.

5.29.4 Marketing and outreach:

5.29.4.1 to coordinate any efforts to promote the programme, student recruitment, placement and internships;
5.29.4.2 to establish links with employers, government agencies, and industry partners.

Programme Coordinator

5.30 In specific cases, when the Head of Programme is in need of assistance due to the complexity/size of the programme, a Programme Coordinator may also be appointed who deals with academic matters of programme delivery such as module offering, student application screening, programme monitoring and other relevant tasks.

5.31 The Programme Coordinator reports to the Head of Programme.

5.32 In cases where the Head of Programme is not designated, the Dean takes up this additional responsibility. In such cases the Dean will have release of 25% teaching load (this is in addition to the 50% release load)

Admissions Tutors

5.33 The Dean of Faculty will normally delegate administration of student admissions to Admissions Tutors.

5.34 Admissions Tutors are permanent members of the academic staff, and are responsible for:

5.34.1 reviewing applications made to a programme and ensuring eligibility;
5.34.2 selecting applicants for admission;
5.34.3 liaising directly with the Student Administration department in order to support admissions into the relevant programme;
5.34.4 assigning students to a personal tutor.

Availability

5.35 Academic staff members will publish their office hours to meet the expectations set out in the University's policy on academic advice and pastoral support.

5.36 Academic members of staff are normally expected to be present on campus. They may occasionally work away from the campus with the prior agreement of their Dean of Faculty if such absence does not impair their responsibilities to students and the University. During such absence members of academic staff should be available for contact by the University, and should be able to return to the campus within 24 hours.

Academic Advisors

5.37 Refer to the University's policy on academic advising.

Academic freedom

5.38 Academic freedom is the right of members of the University community to study, discuss, investigate, teach, conduct research, and publish as appropriate to their respective roles and responsibilities. It is the policy and responsibility of the University to assure and protect these rights within the legislative framework and whilst recognising that the University operates within the context of the culture, mores and laws of the United Arab Emirates.

5.39 If any staff members have any issues concerning academic freedom they should report these to the Registrar and Chief Operating Officer in the first instance.

Professional ethics

5.40 One of the primary responsibilities of all academic staff is to ensure that the University operates an academic culture which is open and honest and which respects different viewpoints and cultural norms.

5.41 Academic members of staff are expected to maintain professional competence in their field of specialisation and to exercise such competence publicly in lectures, discussions, publications or other means whereby scholarly and professional stature are demonstrated and may be appraised.

5.42 When members of the University speak or write, they are expected to demonstrate in their actions their understanding that the public will associate their conduct with the standing of the profession and the reputation of the University. Thus they are therefore obliged at all times:

5.42.1 to be accurate;
5.42.2 to be professional;
5.42.3 to exercise appropriate restraint;
5.42.4 to show respect for the opinions of others.

5.43 The academic climate, which the University seeks to maintain, can only be achieved when academic members of staff regularly and conscientiously meet their fundamental scholarly responsibilities in the classroom, in their research activities and in the wider external environment.

5.44 The University's research policy further details the ethical requirements for conducting research.

Appendix A

RESPONSIBILITIES OF AN ASSISTANT PROFESSOR/ASSOCIATE PROFESSOR

This is an indicative list of responsibilities applicable to academic members of staff appointed as Assistant or Associate Professors.

The University expects academic members of staff appointed at the rank of Associate Professors to make a more significant contribution to the Faculty.

Research:

1. coordinate research activity in the subject including determining relevant research objectives
2. collaborate in partnerships with other educational institutions or other bodies
3. bid for research, consultancy, and other additional funds
4. contribute to publications or disseminate research findings using other appropriate media
5. seek practical application of research findings
6. make presentations at national and international conferences and similar events
7. carry out independent research
8. act as a referee and contribute to peer assessment

Learning and Teaching:

1. design and develop the overall curricula, and develop and deliver a range of modules of study (sometimes for entirely new courses) at various levels
2. adhere to the quality assurance framework within the University's framework, including the validation and revalidation of courses, and student admission and assessment
3. transfer knowledge including practical skills, methods and techniques
4. challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking
5. set, mark and assess work and examinations and provide feedback to students
6. ensure that the teaching content and methods of delivery are in accordance with the quality standards of the University

University service and community outreach:

1. propagate conceptual and complex ideas to a wide variety of audiences using appropriate media and methods to promote understanding
2. be routinely involved in complex and important negotiations both within the university and with external bodies
3. prepare and submit proposals and applications to external bodies, eg for funding and accreditation purposes
4. develop internal and external networks to foster collaboration and share information and ideas, promoting both the subject and the University
5. promote and market the work of the department in the subject area both nationally and internationally, and support University profile building
6. promote a collegiate approach, develop team spirit, and engage in peer review activities

7. act as personal tutor and provide first line support to determine the final allocation of resources within their own area of responsibility
8. support and be involved in strategic decisions at University level
9. develop new and creative approaches in responding to teaching and research challenges
10. take overall responsibility for health and safety in their own areas of responsibility
11. ensure that appropriate risk management processes are maintained
12. understand and apply the principles of equality of opportunity in an academic context
13. participate in University governance and decision-making committees as required
14. take on administrative roles as are required to fulfil the needs of the Faculty
15. undertake other such other duties as may be reasonably expected

Appendix B

RESPONSIBILITIES OF A PROFESSOR

This is an indicative list of responsibilities applicable to academic members of staff appointed as Professors.

The University expects academic members of staff appointed at the rank of professor to make a significant contribution to the University.

Research:

1. lead the development and implementation of research strategy
2. lead and coordinate research activity in the subject including determining relevant research objectives, and preparing research proposals
3. lead research and collaborative partnerships with other educational institutions or other bodies local and international
4. lead bids for research, consultancy, and other additional funds
5. write or contribute to publications or disseminate research findings using other appropriate media
6. seek practical application of research findings
7. make presentations at national and international conferences and similar events
8. carry out independent research and act as principal investigator and project leader
9. act as a referee and contribute to peer assessment
10. update knowledge and understanding in field or specialist area

Learning and Teaching:

1. oversee the design and development of the overall curricula, and develop and deliver a range of modules of study (sometimes for entirely new courses) at various levels
2. develop the quality assurance framework within the University's overall framework, including the validation and revalidation of courses, and student admission and assessment
3. transfer knowledge including practical skills, methods and techniques
4. encourage the development of innovative approaches to course design and delivery and ensure that teaching design and delivery comply with the quality and educational standards and regulations of the department
5. challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking
6. set, mark and assess work and examinations and provide feedback to students
7. ensure that the teaching content and methods of delivery are in accordance with equal opportunities, and respond to issues relating to staff and student needs

University service and community outreach:

1. disseminate conceptual and complex ideas to a wide variety of audiences using appropriate media and methods to promote understanding
2. be routinely involved in complex and important negotiations both within the University and with external bodies

3. prepare and submit proposals and applications to external bodies, e.g. for funding and accreditation purposes
4. contribute to University-wide planning and strategic development, and departmental-level strategic planning
5. chair committees and participate in University decision-making and governance
6. promote and market the work of the Faculty and University in the subject area both nationally and internationally and support University profile building
7. exercise academic leadership for all subject area teaching and research activities
8. plan and deliver research, consultancy or similar programmes and ensure that resources are available
9. contribute to the management of quality, audit and other external assessments
10. be responsible for dealing with referred issues for students within own educational programmes
11. act as personal tutor, giving first line support
12. provide first line support for colleagues, referring them to sources of further help if required
13. take overall responsibility for the organising and deployment of resources within their own areas of responsibility
14. act as a line manager, supervising the work of others, for example in research teams, projects, or as PhD supervisor when required
15. develop and communicate a clear vision of the Faculty's strategic direction
16. appraise and advise staff on personal and career development plans
17. promote a collegiate approach and develop team spirit and team coherence
18. foster inter-disciplinary team working
19. take overall responsibility for health and safety in their own areas of responsibility
20. ensure that appropriate risk management processes are operational
21. understand and apply the principles of equality of opportunity in an academic context
22. undertake other such other duties as may be reasonably expected

Document History

Policy Number/Version	Date	Update Information	Approval
(8.1/V02)	AY 2024-2025	Added Head of Department role	
(8.1/V02)	AY 2022-2023	Removed the role of Head of Programme Amended the role of Programme Coordinator Added the new role of Head of Department	Council
(8.1/V02)	AY 2021-2022	Added teaching assistant rank and role Added clause on UGE credit hours Added clause on supervision workload Added clause on overtime compensation	Council
(8.1/V02)	AY 2020-2021	Reference to faculty workload framework removed Criteria of placements upgraded to align with UAE Ministry of Education Standards 2019 Workload organisation upgraded to align with UAE Ministry of Education Standards 2019 Added instructor rank and role, Added lecturer rank and role	Council
(8.1/V01)	May. 2018	Version upgrade, Addition of two new ranks, Revision of workload table.	Council

Visiting staff

Policy number/version		8.1.1/V01
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Type		Staff policy
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	Latest review date	August 2025
	Review outcome	No changes
	Next review date	August 2026
Cross reference/related documents:		8.1.2 Adjunct staff

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University will appoint academic staff of high calibre, able to deliver the University's educational and research mission to internationally recognised standards.

1.2 By their appointment in a visiting capacity, the University will associate with leaders in professional, industrial, business, community, and academic domains; such associations will offer a significant contribution to the University's educational and research mission to complement that of its permanent staff.

2.0 Scope

2.1 Applies to individuals with whom the University would like to associate, including individuals who request access to the University's facilities for the purpose of scholarly activity.

3.0 Definitions

3.1 Visiting appointments are not honorary appointments (honorary appointments are titles conferred by the University on individuals external to the University, in recognition of their contribution to society in their own capacity and function).

3.2 Visiting appointments are not adjunct appointments as defined in the relevant policy on adjunct staff.

3.3 Visiting appointments are not temporary contract appointments.

4.0 Policy

General

4.1 The University Senate grants the Vice Chancellor authority to appoint individuals with suitable credentials to the positions of Visiting Professor, Visiting Lecturer, and Visiting Fellow (Research or Teaching).

4.2 The title will reflect the role the individual will undertake, and the rank will accord with their experience and qualifications.

4.3 Visiting staff may hold concurrent positions at other institutions (professional, academic, industrial, commercial, government, community) with the exception of the University itself.

4.4 Visiting staff may be retired.

4.5 Visiting staff may have primary residence outside the UAE.

4.6 Visiting staff are not remunerated; contracts may specify entitlement to an honorarium and/or reimbursement of agreed expenses.

4.7 Visiting staff may be charged for access to facilities if their association with the University is primarily for the benefit of the individual and not to give service to the University. Fees will reflect the facilities accessed, and are thus calculated on an individual basis.

4.8 Definition of titles:

4.8.1 Visiting International Faculty Staff (inbound): As defined by the United Arab Emirates Ministry of Education 'Standards 2019' document: "academic faculty staff contributing to teaching or research at University in the last annual reporting period who are visiting from an international institution for a minimum period of at least three (3) months". Responsibilities are generally similar to a full-time faculty member in the department where he/she is appointed.

4.8.2 Visiting Lecturer: appointees will hold a doctoral qualification. Appointees will normally have held (or still hold) a position of equivalent academic rank at an academic institution of rank and reputation. Individuals without previous appointment may bring at least two external references from qualified individuals/institutions confirming hypothetical suitability for such appointment.

4.8.3 Visiting Research Fellow: individuals requesting access to resources and whose contribution as a visitor is wholly or mainly in a research capacity.

4.8.4 Visiting Teaching Fellow: individuals requesting access to resources and whose contribution as a visitor is wholly or mainly in a teaching capacity.

Terms of contracts

4.9 Visiting Professors and Visiting Lecturers are generally expected to make periodic contributions to some or all of the following, without this necessarily being made explicit in their contract:

4.9.1 the delivery and development of the curriculum, and innovation in pedagogy;

4.9.2 giving public lectures;

4.9.3 student advice and guidance, in collaboration with their regular tutors, supervisors and the programme team;

4.9.4 professional development of academic and/or administrative staff, and the organisational development of the University;

4.9.5 after due consultation with relevant administrative officers, development of the external reputation of the University in professional, industrial, business, academic, government, and community domains.

4.10 Appointees of all titles may have terms of contract that specify leadership of specific projects within an educational or research programme.

4.11 Appointees of all titles may have terms of contract that specify specific collaboration with named members of the permanent academic staff of the University, if this is fundamental to the continuation of their association with the University.

4.12 Appointees of all titles may have terms of contract that specify administrative or other activity not directly related to teaching or research.

4.13 Appointees of all titles are obligated to comply with the University's policies governing standards of professional and academic conduct, and to show due regard and respect for its values and ethics.

Termination

4.14 An appointment is normally for three years with renewable term, or may be for a specific dated period of time. The term will be indicated in the letter of appointment.

4.15 Appointments will lapse as per term of contract, unless renewed.

4.16 Appointments will lapse within the term of contract if the appointee agrees a contract of employment at the University in any capacity.

4.17 Given reasonable cause, the University reserves the right to withdraw the appointment.

Privileges

4.18 Appointees may:

4.18.1 access University resources as stated in the contract and according to normal operations of the University;
4.18.2 use their entire title in internal and external correspondence and/or publication and/or publicity, on condition that the visiting nature of the appointment is clear;
4.18.3 make reasonable use of the official University logo in internal and external correspondence and/or publication and/or publicity;
4.18.4 use their title in applications for external funds on condition that applications are made known to the Vice Chancellor in advance, and on receipt any funds received are held and administered by the University subject to its own policy and procedures for oversight and use of research income.

5.0 Procedures

Appointments

5.1 Appointees will be nominated to the Vice Chancellor by a Head of Programme or Dean of Faculty.

5.2 Nominations must be accompanied by a current CV and certification of credentials claimed.

5.3 Nominations must include a clear outline of the role and responsibilities intended for the visiting appointment, including length of term.

5.4 Honoraria and expenses are processed on approval by the Vice Chancellor, and subject to compliance with or fulfilment of any specific terms of contract.

Review and renewal

5.5 The association will be reviewed by the Dean of Faculty with the Head of Programme or other relevant staff at least every six months, and reported to the Vice Chancellor, through the Programme, Faculty, or Academic staff review process as appropriate, on the effectiveness of the appointment with respect to the aims and expectations set out in contract.

5.6 The Dean of Faculty will recommend to the Vice Chancellor a decision to revise, renew, or terminate the appointment.

Document History

Policy Number/Version	Date	Update Information	Approval
(8.1.1/V01)	AY 2020-2021	Minor rewording Two irrelevant rationale points crossed out Added definition of 'Visiting Staff' as defined by MoE's Standard 2019"	Council
(8.1.1/V01)	Nov. 2019	Renumbering, Renaming, Restructuring, Rewording	Council

Adjunct staff

Policy number/version		8.1.2/V02
Section		HUMAN RESOURCES
Type		Staff policy
Date of creation		September 2017
Date of last revision		May 2021
Date of approval of current version		May 2021
Post/section with responsibility for implementation and monitoring		Head of Human Resources
Approved by		University Council
Policy review	Latest review by	Head of Human Resources
	Latest review date	August 2025
	Review outcome	No changes
	Next review date	August 2026
Cross reference/related documents:		8.1.3 Graduate teaching assistants

1.0 Rationale and principles which this policy seeks to uphold

1.1 By the appointment of adjunct staff, the University may supplement its existing complement of academic staff and thereby also enhance collaborations with external academic, professional, business, industry, government, and community bodies.

2.0 Scope

2.1 Applies to the appointment of adjunct academic staff, tutors, and assistants.

3.0 Definitions

3.1 An adjunct staff member is generally an individual who works under a fixed-term contract on a part-time basis.

3.2 An individual without a doctoral degree earned by examination will be appointed as an adjunct tutor on the basis of their professional credentials and demonstrated competence as a teacher.

3.3 An adjunct assistant contributes knowledge, skill, and professional experience in a specialist area and will have either an undergraduate or postgraduate degree, and a recognised professional credential in the relevant area.

3.4 A Graduate Teaching Assistant is appointed as per the University's Graduate Teaching Assistants policy.

4.0 Policy

Conditions of appointment

4.1 The University will appoint adjunct staff when there is insufficient expertise or capacity within its existing complement of staff.

4.2 Appointments are appropriate to an individual's expertise and experience.

4.3 The appointment of adjuncts follows recommendations by the Head of Programme through the Dean of Faculty, normally prior to the beginning of an academic year.

4.4 Adjunct staff are not on the staff roster and have no entitlement to permanent or continuing employment at the University.

4.5 Adjunct Faculty are hired in compliance with the Ministry of Education's teaching load standards (6 credit hours per term) and the ratio of part-time/adjunct to total faculty (maximum 25%).Their employment is subject to the same professional competence and experience standards as full-time employees.

4.6 Adjunct staff are bound by the University's policies for professional and academic conduct and are expected to demonstrate respect for the University's values and ethics.

Termination

4.7 Given reasonable cause, the University reserves the right to withdraw an appointment without explanation or notice.

Expectations

4.8 Adjunct staff may:

- 4.8.1 provide support for teaching, supervision, and invigilation;
- 4.8.2 lead a module under supervision of a member of the University's permanent academic staff;
- 4.8.3 collaborate with named individual members of the permanent academic staff in teaching and/or research;
- 4.8.4 attend the University as necessary to meet the terms of contract;
- 4.8.5 serve on the Board of Examiners, Board of Studies, Academic Staff and Student Liaison Committee and other Standing Committees of the University;
- 4.8.6 serve in the capacity set out in the contract of employment.

Privileges

4.9 Adjunct staff are entitled to:

- 4.9.1 access University resources as stated in their contract and according to normal operations of the University;
- 4.9.2 use their entire title in internal and external correspondence and/or publication and/or publicity, on condition that the adjunct nature of the appointment is clear;
- 4.9.3 make reasonable use of the official University logo in internal and external correspondence and/or publication and/or publicity;
- 4.9.4 use their title in applications for external funds on condition that applications are made known to the Vice Chancellor in advance, and on receipt any funds received are held and administered by the University subject to its own policy and procedures for oversight and use of research income.

5.0 Procedures

Appointments

5.1 Appointments are made by the Vice Chancellor on the recommendation of the Dean, and on the basis of credentials presented within a CV and at interview.

5.2 Decisions to interview are made following review of a CV submitted through Human Resources to the Dean and/or Module Coordinator/Head of Programme (where appropriate).

5.3 An interview panel normally comprises the module tutor, the Head of Programme, and the Dean of Faculty; at the discretion of the Vice Chancellor an additional member of academic staff or an academic appointed at another institution may be added.

5.4 Appointments are made by contract and letter issued by Human Resources. The terms will include payment, hours, and requirements in the role.

5.5 Appointments are normally for an academic term.

Reappointments

5.6 Reappointments are at the discretion of the Vice Chancellor on the recommendation of the Dean and/or Module Coordinator/Head of Programme (as appropriate), and on the basis of evidence of good performance. Such evidence will derive from feedback from students collected by the Module Coordinator, and the Module Review at the end of term. The evidence is presented in an Adjunct Staff Evaluation Form (Appendix A) completed by the Module Coordinator/Head of Programme (as appropriate).

Payment

5.7 Payment is processed by Human Resources on confirmation by the Dean of Faculty and/or Module Coordinator/Head of Programme (as appropriate) of fulfilment of the terms of contract to required standards.

Appendix A: Adjunct staff evaluation form

To be completed and submitted to HR by the Module Coordinator or Head of Programme upon completion by the Adjunct staff member of his/her tasks as per the employment contract.

ADJUNCT STAFF EVALUATION FORM

The Module Coordinator/Head of Programme should complete this form for each adjunct staff member. This should be done upon completion of the tasks as per the employment contract.

Adjunct staff name: _____ Evaluation period: _____

Programme: _____ Faculty: _____

Module code	Module name	Number of students

Summary of the students' evaluation of the adjunct staff member (please address module feedback report and the overall nature of student comments):

_____
_____
_____
_____

Additional comments by Dean/Head of Programme/Board of Examiners:

_____
_____
_____
_____

Recommendations to inform future adjunct engagement decisions, including any feedback to be provided to the adjunct:

_____
_____
_____
_____

_____ _____

Signed: Module Coordinator/Head of Programme **Date**

Document History

Policy Number/Version	Date	Update Information	Approval
(8.1.2/V02)	AY 2020-2021	Rationale and principles uphold is focused. Role of Module Coordinator added and defined. Major changes to adjunct staff evaluation form in appendix	Council
(8.1.2/V01)	Oct. 2019	Renumbering (4.13/V03), Restructuring, Rewording	Council

Graduate teaching assistants

Policy number/version		8.1.3/V01
Section		HUMAN RESOURCES
Type		Staff policy
Date of creation		September 2017
Date of last revision		October 2019
Date of approval of current version		5 November 2019
Post/section with responsibility for implementation and monitoring		Head of Human Resources
Approved by		University Council
Policy review	Latest review by	Head of Human Resources
	Latest review date	August 2025
	Review outcome	No changes
	Next review date	August 2026
Cross reference/related documents:		UAE Labour Law Contract of Employment 1.0 Policies & procedures manual 4.0 Staff handbook

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University will give appropriately qualified students the opportunity to gain experience of teaching and research within their disciplinary field.

1.2 The University wishes to afford students enrolled in a module/programme access to the widest range of support, including that of their peers.

2.0 Scope

2.1 Applies to the appointment of recent graduates of Masters programmes and students enrolled on doctoral programmes.

2.2 Graduate Teaching Assistants are normally drawn from the body of students enrolled at the University.

3.0 Definitions

3.1 A Graduate Teaching Assistant has completed a Masters degree, and is enrolled on a programme of doctoral study.

3.2 A Graduate Teaching Assistant is normally appointed to assist a senior member of academic staff with their teaching.

3.3 A Graduate Teaching Assistant may be primarily recruited to undertake administrative and/or research duties, and may also undertake teaching duties.

4.0 Policy

4.1 Graduate Teaching Assistants are appointed by the Vice Chancellor on the recommendation of the Dean of Faculty.

4.2 The Dean of Faculty is responsible for oversight of Graduate Teaching Assistants within the Faculty.

4.3 Graduate Teaching Assistants work under the supervision of a senior member of academic staff.

4.4 Graduate Teaching Assistants may not have sole responsibility for a module, a component of a module, or processes associated with learning, teaching, and assessment.

Responsibilities at the faculty level

- Each Faculty will have an induction programme which includes:

4.4.1 clear specification and explanation of their duties;
4.4.2 access to the module resources;
4.4.3 relevant policy and procedures.

- Each Faculty will provide oversight of the work of the Graduate Teaching Assistant(s) through review processes, meetings for feedback and reflection, and forward planning.
- Each Faculty will keep records of the performance of Graduate Teaching Assistants, and provide the Graduate Teaching Assistant(s) with appropriate professional development opportunities related to teaching, learning, and assessment in the subject area.

Responsibilities of the Graduate Teaching Assistant

4.5 Graduate Teaching Assistants:

4.5.1 may undertake teaching and research duties as specified on appointment;
4.5.2 may hold Office Hours for students;
4.5.3 may respond to student emails;
4.5.4 may support grading of assessed work;
4.5.5 may give instruction in the classroom;
4.5.6 may be present as required at meetings of the module or programme team;
4.5.7 will abide by the University's policies on standards of professional and academic conduct, and demonstrate respect for the University's values and ethics.

Privileges

4.6 Graduate Teaching Assistants will have access to:

4.6.1 University resources which may including some or all of the following: staff common rooms; office space; a computer; staff email ID; telephone; stationery; and office equipment.

4.7 Graduate Teaching Assistants are paid monthly in arrears based on an agreed and approved timesheet.

Document History

Policy Number/Version	Date	Update Information	Approval
(8.1.3/V01)	Oct. 2019	Renumbering (4.16/V01), Restructuring, Rewording Removal of references to undergraduate students	Council

Appointment of Professor of Practice

Policy number/version		8.1.5/V01
Section		HUMAN RESOURCES
Type		Staff policy
Date of creation		March 2024
Date of last revision		New policy
Date of approval of current version		November 2024
Post/Section with responsibility for implementation and monitoring		Head of Human Resources
Approved by		University Council
Policy review	Latest review by	Head of Institutional Planning and Strategy
	Latest review date	August 2025
	Review outcome	No Changes
	Next review date	August 2026
Cross-reference/related documents		8.1 Roles and responsibilities of academic staff

1.0 Rationale and principles which this policy seeks to uphold

1.1 The integration of practical or professional real-world expertise with the University's core activities, teaching, learning and research, focusing on skill-based education to promote the academic excellence and meet the needs of the industry and the economy is one of BUiD's strategic targets. Towards this, BUiD has taken a new initiative to engage the industry and other professional expertise into the academic activities through a new category of positions called "Professor of Practice".

1.2 This policy sets the procedures and guidelines for the appointment of Professor of Practice to bridge the gap between academia and industry, fostering a dynamic learning environment that prepares students for success in their fields.

2.0 Scope

2.1 This policy applies to BUiD academic programs for which the University Vice Chancelor has approved the hiring of individuals as Professors of Practice and the recognition and appointment of individuals as Professors of Practice.

3.0 Definitions

3.1 Professors of Practice: a non-tenure track academic staff who possess substantial professional expertise and applied experience, over a sustained period, to provide professional instruction in their discipline, in a manner that brings distinction to the appointing programme/faculty and the University.

4.0 Policy

4.1 Distinguished experts who have made remarkable contributions in their professions from various fields such as engineering, science, technology, education leadership, business management, finance and law are eligible for Professor of Practice appointment provided they fulfilled the following criteria:

4.1.1 A Master's Degree in a field related to assigned responsibilities is required and possession of a specific and relevant certifications and skills, including practical and/or teaching experience.

4.1.2

4.1.3 Individuals are required to have proven substantial professional expertise in their specific profession or role with at least 15 years of service/experience at a senior leadership position, preferably in world-class recognised multinational organizations.

4.1.4

4.1.5 They should possess the skills to carry out the duties and responsibilities required by the University such as the engagement in teaching, mentorship, and applied research.

4.2 A PhD qualification is not considered essential for this position if they have exemplary professional practice in lieu.

4.3 Prospective Professors of Practice will be exempted from the requirement of publications and other eligibility criteria stipulated for the recruitment of faculty members at the Professor level.

4.4 Professor of Practice can be engaged in one of the following categories of engagement:

4.4.1 Professor of Practice funded by Industries: Involving experts from industry in teaching will benefit both the industry and the University. For engaging industry experts and professionals in this category, the University may collaborate with the industries to support the Professor of Practice positions.

4.4.2 Professor of Practice funded by the University: based on the assessment of gap areas in different fields the Faculty may recommend engaging experts working in leadership positions within respective professional fields. In this category, the remuneration for the Professor of Practice is made by the University as mutually agreed between both parties.

4.4.3 Professor of Practice on Honorary basis: Experts may like to share their expertise with students and come forward to teach on honorary basis

provided fulfilling the eligibility criteria. The University may decide on the amount of honorarium to be paid to the Professor of Practice in this category.

4.5 The workload assigned to Professors of Practice will be commensurate with that of Associate Professor workload within their respective academic departments, including teaching, research, and service responsibilities, as outlined in their appointment contracts and in accordance with the university policies and procedures.

4.6 Professors of Practice shall enjoy the same rights and privileges as other academic staff members, including access to university resources, professional development opportunities, and participation in academic governance.

4.7 The engagement of Professor of Practice will be exclusive of the sanctioned posts of Faculty. It will not affect the number of sanctioned posts and the recruitment of regular faculty members.

4.8 The number of Professors of Practice appointed in the Faculty, at any point of time, should not exceed 10% of the sanctioned posts in this Faculty.

4.9 Professor of Practice is not open for those in teaching profession- serving or retired.

5.0 Roles and responsibilities

5.1 Provide excellence in teaching delivery and/or innovative practice which will greatly enhance and/or change the nature of learning and teaching in the applicant's field.

5.2 Involve in the development and designing of modules and curriculum.

5.3 Encourage students in innovation and entrepreneurship projects and provide necessary mentorship for these activities.

5.4 Focus on enhanced industry-academia collaborations and contribute to outreach or public engagement that advances the understanding of the discipline as well as the University mission.

5.5 Conduct, jointly in collaboration with BUiD regular academic staff members, workshops, seminars, deliver special lectures and training programmes.

5.6 Carryout joint research project or consultancy services in collaboration with the BUiD regular academic staff members.

6.0 Procedures

Nominations:

6.1 The Faculty Dean may nominate candidates for the position of Professor of Practice based on the Faculty needs, according to established criteria, on the discretion of the University Vice Chancelor.

6.2 Before the application is submitted, the Dean should ensure that it has been discussed widely within the Faculty, and with other relevant stakeholders in the University, including the University Vice Chancelor.

6.3 Due diligence will be expected to be carried out on all candidates before they are informed of their nomination.

6.4 The application requirements include the following:

6.4.1 A statement outlining the nominee's practical or professional achievements with their evidence of credentials, their significance to BUiD's mission, and their expected contribution to BUiD during their tenure.

6.4.2 The nominee's CV or similar biographical information if a CV is not appropriate.

Appointments:

6.5 Appointments are made by the Vice Chancellor on the recommendation of the Dean, and on the basis of credentials presented within a CV and at interview.

6.6 Decisions to interview are made following review of a CV submitted through Human Resources to the Dean and/or Head of Programme.

6.7 An interview panel normally comprises the Head of Programme and the Dean of Faculty; at the discretion of the Vice Chancellor an additional member of academic staff.

6.8 Appointments are made by contract and letter issued by Human Resources. The terms will include payment, hours, and requirements in the role.

6.9 Professors of Practice may be appointed on a full-time or part-time basis initially for one academic year, with renewable contracts up to three academic years subject to performance evaluation and the University needs and the total service should not exceed three years under any circumstances.

Evaluation:

6.10 Professors of the practice should be evaluated annually following the department/Faculty evaluation plan. All evaluations shall be based upon the appointee's teaching, service and achievement in professional practice as defined by the academic programs.

Document History

Policy Number/Version	Date	Update Information	Approval
(8.1.5/V01)	Nov. 2024	New Policy - Appointment of Professor of Practice	University Council

University staff role analysis

Policy number/version		8.2/V01
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Type		Staff policy
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Post/section with responsibility for implementation and monitoring		Head of Human Resources
Approved by		University Council
Policy review	Latest review by	Head of Human Resources
	Latest review date	August 2025
	Review outcome	No changes
	Next review date	August 2026
Cross reference/related documents:		BUiD administrative and academic offer contract 1.0 Policies & procedures manual 4.0 Staff handbook 8.5 Annual appraisal 9.1 Compensation 9.2 Benefits

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University operates according to clear lines of authority and reporting.
1.2 The University organises its operations by functional area.
1.3 The University defines roles of staff within functional areas in job descriptions.
1.4 Job descriptions list responsibilities for which staff are accountable.
1.5 Job descriptions enable the evaluation of skills and knowledge required to undertake a role, and thus guide recruitment, appraisal, and promotion.
1.6 The University makes transparent the basis for remuneration by evaluating job descriptions against criteria-referenced salary and grading scale.

2.0 Scope

2.1 Applies to all staff positions, academic and administrative.

3.0 Definitions

3.1 The University refers to The British University in Dubai (BUiD).
3.2 Academic staff are employees whose core functions are teaching and research; academic staff are organised into Faculties headed by Deans who report to the Vice Chancellor.
3.3 Administrative staff are employees whose core functions are professional services; administrative staff are organised into units headed by Heads of department who report to the Chief Administrative Officer.

3.4 Full time staff are permanent employees who work the normal working hours mandated by the UAE Labour Law and with the full time workload credits as per the standard of the Ministry of Education under a full term contract which is subject to the University's terms and conditions and shall continue until terminated by either party giving to the other one (1) month notice or as per the contract in writing at any time. They are paid on a monthly basis.

3.5 Part time staff are permanent employees who work half of the normal working hours mandated by the UAE Labour Law and with half of the full time workload credits as per the standard of the Ministry of Education with clearly defined job descriptions with a yearly contract which is subject to the University's terms and conditions and shall continue until terminated by either party giving to the other one (1) month notice in writing at any time. They are paid on a monthly basis.

3.6 Temporary staff are employees who work under fixed term contracts; they may be paid on an hourly basis or an agreed sum per contract.

3.7 The University's operating hours are normally between 0800 and 2200. The University's standard working week is Monday to Friday from 09:00 to 18:00; some academic and administrative staff may work on Saturdays according to teaching requirements. Full-time staff are expected to work for a minimum of eight hours with a statutory one hour break per five hours or more of continuous work as per the UAE Labour Law. Deans and Head of Departments are responsible for implementing the working hours and monitoring the attendance of their employees.

4.0 Policy

4.1 The University has four job families:

4.1.1 Research and Teaching;
4.1.2 Administrative/Professional;
4.1.3 IT/Technical;
4.1.4 Operational Services.

4.2 Each job family has grades of position where grade indicates the level of complexity, responsibility, autonomy, and variety involved in the work, and the requisite prior training and experience.

4.3 The descriptions of each grade enable the evaluation of a new position according to the job description drawn up.

4.4 The descriptions of each grade enable evaluation of an individual's range of work, and within the appraisal process guide decisions on whether that individual has grown their position such that the official job description should be changed and the position reflects a higher grade.

4.5 The descriptions of grades within each family are as follows (source, University of Oxford):

Grade	Research/Teaching Roles are focused on research and may also combine elements of teaching, leadership, and management.	Administrative/Professional Central and departmental roles in administrative functions, libraries, and museums.	IT/Technical Technical and IT roles in central and academic departments.	Operational Services Roles concerned with operating and running facilities and providing services.
1		Staff at this grade carry out defined clerical tasks in order to contribute to the day-to-day operation of a department. Tasks may include: filing; sorting mail; photocopying; and relaying messages; responding to straightforward requests for information. Role holders require basic numeric literacy, and the ability to work accurately. Knowledge of procedures and processes is gained on the job.	Staff at this grade provide routine technical support and carry out defined practical/operational tasks under instruction. Tasks may include: glass washing; preparation of simple solutions; general cleaning and tidying; and taking care of basic apparatus and equipment. No specific qualifications or experience are required prior to appointment, and equipment used will require the minimum of instruction for safe operation. This grade can be used as an entry -level grade for employees undertaking a training course leading to a qualification, and it is expected that staff would undertake a relevant day-release course at an appropriate training college. For those under training,	Staff at his grade deliver a well-defined customer service, which may involve cleaning, catering, invigilation, gardening, or pottering. Tasks tend to be practical and may include: replenishing vending machines; washing up; serving meals; reporting basic maintenance faults; moving furniture; controlling access to buildings; mowing; and hedge trimming. Role holders may provide routine assistance to staff, students, and visitors; and respond to straightforward requests for information. No specific qualifications or experience are required prior to appointment, and equipment used will require the minimum of instruction for safe operation. This grade can be used as an entry -level grade for employees

			complexity of task, personal responsibility, and the range of equipment used will increase according to experience and development.	undertaking a training course leading to a qualification, and it is expected that staff would undertake a relevant day-release course at an appropriate training college. For those under training, complexity of task, personal responsibility, and the range of equipment used will increase according to experience and development.

Grade	Research/Teaching Roles are focused on research and may also combine elements of teaching, leadership, and management.	Administrative/Professional Central and departmental roles in administrative functions, libraries, and museums.	IT/Technical Technical and IT roles in central and academic departments.	Operational Services Roles concerned with operating and running facilities and providing services.
2		Staff at this grade follow a general daily routine to carry out clerical tasks, which require some previous experience. Tasks may include: typing; data entry; routine record keeping; database searches; receiving visitors; answering the telephone; responding to general enquiries; processing invoices; and is suing books. Role holders require sufficient experience to work on day-to-day issues without continuous reference to others, and should have knowledge of standard office software packages.	Staff at this grade either work in a hazardous environment and carry out the tasks described in grade one or: follow a general daily routine to carry out a number of technical activities. Tasks may include: operating and cleaning duplicating equipment; testing and carrying out basic maintenance on technical equipment; and simple solution preparation. Role holders need to have sufficient experience to work on day-to-day issues without continuous reference to others, and require some certification, short courses, and/or practical training.	Staff at this grade deliver customer services to an agreed standard of quality. Tasks may include: receiving visitors; setting up displays and equipment; handling small amounts of cash; ordering routine stock; monitoring cctv; patrolling university premises; and driving. Role holders tend to be the first point of contact for customers, answering general enquiries. Role holders need to have sufficient experience to work on day-to-day issues without continuous reference to others, and require some certification, short courses, and/or practical training. A full driving licence may be required for some roles.

Grade	Research/Teaching Roles are focused on research and may also combine elements of teaching, leadership, and management.	Administrative/Professional Central and departmental roles in administrative functions, libraries, and museums.	IT/Technical Technical and IT roles in central and academic departments.	Operational Services Roles concerned with operating and running facilities and providing services.
3		Staff at this grade carry out a range of clerical or administrative tasks, which often require a greater level of attention to detail. Tasks may include: maintaining information on databases; running standard reports; assisting in the organisation of events; making travel arrangements; setting up meetings; taking minutes at team meetings; copy cataloguing; regularly dealing with reader enquiries and offering advice. Role holders follow standard office procedures, for example for processing payments and ordering stock, and carry out day-to-day liaison with established contacts and suppliers. Jobs at this grade tend to require some formal training and/or vocational qualifications, knowledge of relevant systems, processes, policies, and procedures, and an awareness of how to handle confidential information.	Staff at this grade carry out a range of technical activities within an agreed specification. Tasks may include: carrying out simple repairs to technical equipment; cleaning and boxing library materials; preparing slides; setting up experiments; preparing samples; recording and collating routine data; issuing apparatus; and testing electrical equipment. Role holders use standard as well as some more specialised equipment and require an appreciation of the basic principles of the relevant scientific/technical discipline.	Staff at this grade exercise some personal responsibility in the delivery of a practical support service. Tasks may include: preparing menus and a variety of food; planting; turf culture; applying herbicides and fertilizers; maintaining grounds, pitches, and all weather surfaces; conducting gym inductions; and life guarding. Role holders are required to plan so that equipment is available to carry out specified tasks, and the role may involve supervising and guiding less experienced colleagues. Jobs at this grade tend to require some formal training and/or qualifications.
Grade	**Research/Teaching** Roles are focused on research and may also combine elements	**Administrative/Professional** Central and departmental roles in administrative functions, libraries,	**IT/Technical** Technical and IT roles in central and academic departments.	**Operational Services** Roles concerned with operating and running facilities and providing services.

	of teaching, leadership, and management.	and museums.		
4		Staff at this grade work with minimum supervision to carry out more varied or specialized administrative work. Tasks may include: dealing with straightforward correspondence; chasing outstanding debts; creating documents and presentations for others; organising small events and activities; writing new straightforward office procedures; gathering, manipulating, and presenting data for payroll purposes; drafting agendas and minutes of meetings; foreign cataloguing; and answering specialist reader enquiries. Role holders may assign tasks to others and require the ability to prioritise activities within a general schedule. Jobs at this grade require some knowledge of professional practice and a detailed understanding of relevant systems and procedures.	Staff at this grade work with minimum supervision to carry out more varied or specialized technical activities. Tasks may include: carrying out straightforward tests and experiments; performing calculations and presenting results accurately; using, monitoring, and maintaining specialist/IT equipment; solving straightforward software or hardware problems; re-setting user accounts; setting up work stations; diagnosing and rectifying electrical faults; providing straightforward demonstrations of experiments. Jobs at this grade require post holders to have working knowledge of scientific/technical best practice. A higher certificate, diploma, or a comparable qualification OR substantial relevant experience and appropriate licenses and certificates are required. In addition, role holders will have well developed understanding of health and safety regulations and procedures.	Staff at this grade will be either skilled in their specialism or have formal supervisory responsibility for a team of staff. Specialist tasks may include: skilled horticulture and arboriculture; the implementation of landscape plans; plumbing; painting and decorating; and woodworking. Other tasks may include: coordinating responses to incidents; safekeeping master keys to university buildings; maintaining plant equipment; allocating tasks; cashing-up; and compiling rotas. Role holders use initiative to provide an agreed level of customer service, and make suggestions to improve the service, taking customer feedback into account. A higher certificate, diploma, or a comparable qualification OR substantial relevant experience and appropriate licences and certificates are required. In addition, role holders will have well developed understanding of health and safety regulations and procedures.

Grade	Research/Teaching Roles are focused on research and may also combine elements of teaching, leadership, and management.	Administrative/Professional Central and departmental roles in administrative functions, libraries, and museums.	IT/Technical Technical and IT roles in central and academic departments.	Operational Services Roles concerned with operating and running facilities and providing services.
5		Staff at this grade provide administrative support covering a range of departmental processes. Tasks may include: overseeing administrative processes; carrying out short –term projects; diary management for a senior manager; collating information and carrying out some initial analysis; organizing events and coordinating associated arrangements; managing small budgets; responding to specialist enquiries which require the interpretation of procedures; and drafting procedural manuals/handbooks. Role holders may be responsible for the day-to-day supervision of staff. Role holders require comprehensive understanding of relevant systems and procedures and demonstrate continuing professional development.	Staff at this grade draw on in-depth technical skills and knowledge to provide specialist technical support. Tasks may include: carrying out tests and experiments and identifying issues that need addressing; installing and configuring new equipment; diagnosing and resolving IT problems within a specified area; supervising the running of a workshop or laboratory; carrying out remedial and preventative conservation work, and constructing specialist conservation packaging for library materials. Role holders may be responsible for the day-to-day supervision of staff. Role holders require comprehensive understanding of scientific/technical procedures or IT systems, and demonstrate continuing professional development.	Staff at this grade will be either highly skilled in their specialism or have formal responsibility for managing a small operational service, for example a shop. Specialist tasks may include: joinery; French polishing; carpentry; and the preparation of fine food. Other tasks may include: resolution of operational problems; managing a small number of staff; managing a small budget; buying; and merchandising. Role holders interpret customer requirements in order to tailor a service to meet them. Role holders require comprehensive understanding of relevant regulations and procedures.

Grade	Research/Teaching Roles are focused on research and may also combine elements of teaching, leadership, and management.	Administrative/Professional Central and departmental roles in administrative functions, libraries, and museums.	IT/Technical Technical and IT roles in central and academic departments.	Operational Services Roles concerned with operating and running facilities and providing services.
6	Staff at this grade, assist a research team to acquire and interpret data and results, where the method and purpose have been defined by the Principal Investigator. Tasks may include: conducting fieldwork or complex experiments; contributing to the development of techniques and protocols; gathering, collating and analysing data; developing questionnaires and conducting surveys; carrying out administrative duties; writing up results of own research; contributing sections to substantial reports and publications; forming relationships for future collaboration. Role holders are expected to work on their own initiative and resolve issues independently. They will have relevant academic qualifications and a detailed knowledge of the subject area. In some cases staff will be working towards a PhD, and developing further skills in and knowledge of research methods and techniques.	Staff at this grade are responsible for managing a specialist administrative support function, or are at an early stage of a professional career working on associated specialist tasks and administrative projects. Tasks may include: supervising a team of staff; running a private office for a senior manager; managing administrative processes, including contributing to planning for the section, monitoring effectiveness and making improvements; researching, collating, organising, and drafting material for short reports; carrying out detailed analysis and manipulation of data/information; managing budgets and monitoring accounts. Role holders are expected to work on their own initiative and resolve issues independently. They require detailed knowledge of methods and systems and proficiency in their area.	Staff at this grade are responsible for managing a technical service, or independently providing technical/scientific expertise. Tasks may include: supervising a team of staff; managing technical systems and processes, including planning resources, monitoring effectiveness and making improvements; developing and constructing bespoke equipment; maintaining and updating software, hardware, and servers, and ensuring data security; running experiments, manipulating data and interpreting the results; developing protocols/user guides, and presenting data to others. Role holders are expected to work on their own initiative and resolve issues independently. They require detailed knowledge of methods and systems and proficiency in their area.	Staff at this grade manage a small operational service, or manage aspects of a broader service provision. Tasks may include: supervising a team of staff; dealing with customers, contractors and suppliers; managing delivery of the service, including planning the resources, managing the budget, monitoring service quality and making improvements. Role holders are expected to work on their own initiative and resolve issues independently. They require detailed knowledge of methods and systems and proficiency in their area.

Grade	Research/Teaching Roles are focused on research and may also combine elements of teaching, leadership, and management.	Administrative/Professional Central and departmental roles in administrative functions, libraries, and museums.	IT/Technical Technical and IT roles in central and academic departments.	Operational Services Roles concerned with operating and running facilities and providing services.
7	Staff at this grade are likely to be in the early stages of developing a research career, and to be carrying out specific research activities within an established programme. Tasks may include: day-to-day management of own research and administrative activities; providing guidance to more junior colleagues; contributing to writing bids for research grants; disseminating research findings and writing material for publication; researching complex issues and concepts; recognise extensive data, identifying the relationships between interdependent factors, and drawing conclusions on the outcomes; involvement in the assessment of student knowledge and development of research skills. Role holders will normally have a PhD, have some relevant research experience, sufficient knowledge of the discipline and of research methods and techniques to work within established research programmes.	Staff at this grade manage a small department or function, deputise in a larger department or function, or are professionals working in a specialist area. Tasks may include: managing a small team of staff, planning their work and reviewing performance; servicing and reporting to committees; providing welfare support; managing budgets and inputting to resource planning; personnel management; buildings management; making policy recommendations and drafting reports; gathering and recognise extensive data and information; short-term project management; designing and delivering training courses. Role holders provide advice and support based on a good understanding of their professional field. They require comprehensive knowledge of relevant policies, regulations, legislation, and codes of practice, plus an appreciation of wider university and HE issues. An academic qualification, e.g. a degree or diploma, and a period of relevant work experience are usually required. Broader sector/commercial awareness may be necessary for some roles.	Staff at this grade manage a small function or are professionals working in a specialist area. Tasks may include: managing a team of staff, planning their work and reviewing performance; overseeing the general maintenance of buildings/plant/equipment; short – term project management; providing specialist technical advice for research activity; managing departmental and/or project IT requirements; contributing to improvements and the development of IT systems on a university-wide basis; recognise user requirements and reviewing provision; systems analysis, development and programming; designing and delivering training courses. Role holders will have recognised technical ability, and broad knowledge and skills in their area of expertise. An academic qualification, e.g. a degree or diploma, and a period of relevant work experience are required.	Staff at this grade manage a small operational function, or deputise in a larger function. Tasks may include: managing a team of staff; managing facilities for a small department; coordinating or promoting university security; inputting to resource planning; managing contracts and the quality of service delivery; and marketing. Role holders require comprehensive knowledge and understanding of relevant work practices, regulations, legislation, and quality standards. For some roles a wider commercial awareness is required. Relevant vocational qualifications and significant experience demonstrating development through a series of progressively more demanding and related jobs are expected.

Grade	Research/Teaching Roles are focused on research and may also combine elements of teaching, leadership, and management.	Administrative/Professional Central and departmental roles in administrative functions, libraries, and museums.	IT/Technical Technical and IT roles in central and academic departments.	Operational Services Roles concerned with operating and running facilities and providing services.
8	Staff at this grade will have established a research career and have responsibility for their own area of research, or manage a research support facility. Tasks may include: supervising a team of staff; contributing to research proposals and writing bids for research grants; frequently writing for peer reviewed publications; developing research objectives, projects, and proposals within a discrete area of a wider research programme; assessing and evaluating the outcomes of research; undertaking collaborative projects with researchers in other institutions; monitoring research budgets; supervising PhD students. Role holders will have a relevant PhD and considerable research experience and achievement reflected by a growing reputation and demonstrated success. They will have recognised and substantial expertise and have developed an in-depth understanding of the theory in their own field of work.	Staff at this grade are experienced individuals with recognised professional competence, and are knowledgeable in their own field. Tasks may include: managing the operation of a facility/team of staff; ensuring that agreed policies and business plans are implemented; participating in committees; resource planning and small-scale project management; developing policies; providing expert advice and making recommendations through briefings, presentations and written reports; contributing to business and income development; financial forecasting and modelling; accounting; collections management and development. Role holders are generally professionally qualified with project and/or people management skills. They require detailed knowledge of the principles, policies, legislation, regulations, and procedures in their field, and generate innovative solutions to problems through the application of specialist know-how.	Staff at this grade are experienced individuals with recognised professional ability, and are knowledgeable in their own field. Tasks may include: dealing with complex system failures; planning the IT strategy for a department; analysing new developments in IT and how to apply them to the benefit of the department; specialist systems development; managing the operation of a team of staff and/or IT projects. Role holders require comprehensive knowledge of technological systems and their application coupled with an appreciation of its relevance to their specialist area.	Staff at this grade manage an operational function. Tasks may include: managing the operation of a significant service with a team of staff; business and resource planning; identifying additional service requirements and shortfalls; facilitating major service, operational or logistical changes; negotiating and managing service contracts. Role holders are experienced professionals with people management skills. They generate innovative solutions to problems through the application of specialist know-how.

Grade	Research/Teaching Roles are focused on research and may also combine elements of teaching, leadership, and management.	Administrative/Professional Central and departmental roles in administrative functions, libraries, and museums.	IT/Technical Technical and IT roles in central and academic departments.	Operational Services Roles concerned with operating and running facilities and providing services.
9	Staff at this grade have a recognised research reputation and are generally leading a significant research project within an overarching research programme. Tasks may include: generating the research direction; leading research into complex areas, approaching problems from different perspectives and contributing to the overall research strategy; promoting the research area; actively seeking secure research funding; developing new concepts and ideas to extend intellectual understanding; managing a team of researchers; developing networks and links with external contacts/leading thinkers in the research field. Role holders have a national reputation for their research, a significant publication record, and in-depth understanding of their own specialism to enable the development of new knowledge and understanding within the field.	Staff at this grade are professionals, managers, and specialists with high-level expertise, working with a significant degree of independent responsibility in their functional/specialist area. They are expected to provide expert guidance to colleagues, influence other senior managers, and contribute to university-wide policy. Tasks may include: leading projects which require specialist expertise and have wide-ranging impact; leading the investigation and resolution of complex and sensitive matters; strategic planning and determining the priorities for a department/functional area; providing expert advice to senior managers and committees; having overall responsibility for service delivery; playing a leading role in university committees. Role holders require relevant academic/professional qualifications and/or formal training, plus significant managerial or in-depth experience in a specialist area, demonstrating professional development in a series of more demanding and influential jobs.		

Grade	Research/Teaching Roles are focused on research and may also combine elements of teaching, leadership, and management.	Administrative/Professional Central and departmental roles in administrative functions, libraries, and museums.	IT/Technical Technical and IT roles in central and academic departments.	Operational Services Roles concerned with operating and running facilities and providing services.
10	Staff at this grade have a substantial reputation in their field and lead a significant research programme. Tasks may include: leading the development and implementation of research strategy; shaping the strategic direction of major research projects; leading research bids; directing research teams; developing new avenues of research, generating new concepts and methodologies; playing a key role in establishing collaborative (inter)national research initiatives; providing advice to external bodies; contributing to teaching programmes. Role holders are a leading authority in their subject, demonstrate and maintain research activity of a substantial external reputation, and possess breadth and depth of specialist knowledge in their discipline such as to develop research programmes and methodologies.	Staff at this grade are experienced senior managers, professionals, and specialists responsible for a range of activity in a large department, faculty or division, or for a significant functional area across the institution. Role holders are frequently called upon to contribute to divisional or institutional projects and activities, for example through membership of working groups or committees. Tasks may include: directing teams of professionals and/or specialists in areas of strategic importance to the University; managing major university-wide projects; developing and delivering strategic plans which have long lasting effects on significant parts of the University; shaping policy for their specific area/discipline and contributing to the University's overall goals and objectives; playing a leading role in external networks and cross-sector initiatives to benefit the institution. Role holders have an established reputation in their field or specialism within the University, have significant managerial experience and an awareness of (inter)national policy developments and their likely impact on the institution.		

Document History

Policy Number/Version	Date	Update Information	Approval
(8.2/V01)	AY 2020-2021	Definitions of full-time staff and part time staff augmented with UAE Labour Law and UAE Ministry of Education standards	Council
(8.2/V01)	Oct. 2020	Addition of definitions	Council

Recruitment

Policy number/version		8.3/V03
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Approved by		University Council
Policy review	Latest review by	Head of Human Resources
	Latest review date	August 2025
	Review outcome	Minor changes
	Next review date	August 2026
Cross reference/related documents:		1.5 Conflict of interest

1.0 Rationale and principles which this policy seeks to uphold

1.1. The University will appoint staff of the calibre required to deliver its mission.

1.2. The University will operate a systematic, transparent, efficient, and effective recruitment and selection process.

1.3. The University will operate a recruitment strategy that supports the University's strategic plans; recruitment is proactive and oriented to forecasted need.

2.0 Scope

2.1 Applies to the recruitment of all staff to the University.

2.2 Applies to all staff involved in the recruitment process.

3.0 Policy

3.1 The University's recruitment and employment practices are compliant with the laws of the United Arab Emirates.

3.2 The University is non-discriminatory in recruitment with respect to race and ethnicity, special needs, marital status, gender, age (notwithstanding retirement), or nationality (notwithstanding requirements of Emiratisation). Its recruitment is focused on recruiting staff of the highest calibre, able to deliver the mission of the University to the highest standards.

3.3 The University will maintain diversity in its workforce, in order to secure the widest range of perspectives and influences, and enable influx of ideas and innovation.

3.4 The University's policy on conflict of interest applies to the recruitment process.

3.5 The recruitment process begins with an evaluation of the requirements for the position, and confirmation of budget.
3.6 Vacancies will be published in a wide variety of venues, subject to condition of cost effectiveness within financial limits.
3.7 Job descriptions include requirements of the position, and required attributes of the position holder.
3.8 Joint appointments may be made across two or more Faculties or Departments; one Faculty or Department will be the budget holder and have primary responsibility for line management notwithstanding the need for consultation with the other Faculty/Department.
3.9 Shortlisting will be based on analysis of the attributes demonstrated by a candidate in their application and evaluation of these against the job description.
3.10 The Vice Chancellor will appoint a recruitment panel responsible for shortlisting, interview, and recommendation of appointment.
3.11 All appointments are subject to the approval of the Vice Chancellor.
3.12 Appointments are only offered on a fixed term basis when objective grounds exist for not making the appointment permanent.
3.13 Graduates of BUiD will not be appointed as permanent academic staff members for at least three years following the successful completion of the programme.

4.0 Procedures

4.1 An initial shortlist of academic candidates will be proposed by the relevant programme team before the start of interviewing.
4.2 The final Screening Panel for academic staff will include as a minimum:

4.2.1 Vice Chancellor and/or Dean

4.2.2 Head of Programme

4.2.3 one other academic member from the same Faculty

4.2.4 Head of Human Resources

- The final Screening Panel for administrative staff will include as a minimum:

4.2.5 Chief Administrative Officer

4.2.6 Head of Department

4.2.7 Head of Human Resources

4.3 The Vice Chancellor serves as the Chair of all academic staff interview panels; this authority may be delegated to the Dean of Research, or the Dean of the relevant Faculty.
4.4 The Vice Chancellor and/or the Chief Administrative Officer serves as the Chair of all administrative staff interview panels as appropriate. The interview panel will also include the Head of the Department and another member who might be an academic as appropriate.
4.5 The Head of Human Resources is in attendance at interviews and takes notes as appropriate.
4.6 Interviews may incorporate skills/aptitude tests where the requirements are directly related to the job description and person specification.
4.7 Interview questions will relate to the job description and person specification.

4.8 Recommendations to the Vice Chancellor on appointments should be consensual; the Vice Chancellor has final authority in cases where there is no consensus.

4.9 All documentation relating to the recruitment process will be held and circulated securely and sensitive to requirements for non-disclosure of personal information.

4.10 Paper/physical documentation will be kept to a minimum, with the process made paper-free where possible.

4.11 All documents must be kept by the Head of Human Resources for the required retention period (appendix A).

4.12 Offers of employment are subject to receipt of suitable references, satisfactory checks on credentials (submission of an attested copy of qualifications), and satisfaction of criteria for immigration to the UAE (where applicable).

4.13 Employment contracts are offered after the final candidate selection along with the terms of employment which remain valid until terminated by either party giving to the other a one (1) to three (3) months notice as per contract in writing any time. The terms of service for staff including probationary periods, length of contracts and procedures for contract renewal are mentioned in the employment contract.

4.14 The effectiveness of the recruitment process will be reviewed on a periodic basis by the Head of Human Resources.

4.15 Periodic reports on recruitment will be made by the Head of Human Resources to the University Council via the Chief Administrative Officer.

Appendix A: Required periods of retention for documents used in the recruitment process

Document	Period	Method
Job advertisement	One year	Soft copy
Job description &further particulars	Permanent (revised as required)	Soft copy
CVs &application forms of all applicants	One year	Soft copy
Screening grid respective to each vacancy	Three years	Soft copy
CVs &application forms of shortlisted and interviewed applicants	Three years	Soft copy
Interview notes/reports	Till appointment ceases and as required thereafter	Soft copy
CV &application forms of appointed candidate	Till appointment ceases and as required thereafter	Soft copy
Reference check form	Till appointment ceases and as required thereafter	Soft copy
Other documents related to appointment	Till appointment ceases and as required thereafter	Soft copy

Document History

Policy Number/Version	Date	Update Information	Approval
(8.3/V03)	AY 2021-2022	New clause added related to the recruitment of BUiD Graduates New clause added on the screening panel for administrative staff Minor change to the process of shortlisting academic candidates Version upgrade from 8.3/V02 to 8.3/V03"	Council
(8.3/V02)	Oct. 2020	Version upgrade Addition in Procedures	Council

Orientation and induction

Policy number/version		8.4/V01
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Cross reference/related documents:		1.0 Policies & procedures manual 4.0 Staff handbook Academic Staff Appraisal Form Administrative Staff Appraisal Form Offer Contract UAE Labour Law 2.7.2 Peer review procedure 4.5 Annual appraisal policy 8.6 Academic promotions 8.7 Mentoring 8.8 Professional development 9.1 Compensation

1.0 Rationale and principles which this policy seeks to uphold

1.1. The University will support newly appointed staff with the information and guidance necessary for the effective start in their position through a programme of induction.
1.2. The University will continue to offer advice to the newly appointed staff during an initial period of service, through the services of a mentor.
1.3. The University intends that the newly appointed staff is best positioned from the outset to make a substantial contribution to the delivery of the University's mission, and quickly learns how this expectation can be met simultaneously with their own career aspirations.
1.4. The University wishes to welcome all newly appointed staff to the community, and enable them to feel confident in contributing to the welfare of that community.

2.0 Scope

2.1 Applies to all new staff appointments, both full and part time.

3.0 Policy

Orientation

3.1 An existing member of staff is appointed as a mentor to all newly appointed staff members. The mentor will not be a member of the immediate department but will be familiar with the requirements of the position held. The mentor will buddy the newly appointed staff member throughout the initial orientation process, serve as conduit to the social networks of the University, and is available through the induction process.

3.2 The mentor works in confidence with the newly appointed member of staff, does not report to a line manager on issues arising in the induction process, and neither do they replace the line management responsibility of the Head of Department or Dean or the Chief Administrative Officer or the Vice Chancellor (as appropriate).

Induction

3.3 Induction is a formal process implemented and monitored by the line manager. The line manager will supervise the newly appointed staff member through the process of acclimatisation to the University and familiarisation with the requirements of the job.

3.4 Induction may commence before the start date of employment, will continue into a relationship of personal and professional development, and will be accommodated within the appraisal process.

3.5 The line manager will observe the need for induction meetings, a 6-month probation appraisal, and development and planning through to the annual appraisal.

Responsibilities for induction

3.6 Dean/Head of Department:

- 3.6.1 provides all relevant policies and procedures;
- 3.6.2 provides introduction to the Faculty/department/programme;
- 3.6.3 creates a programme of induction within the Faculty/Department to orientate the newly appointed staff to policies and procedures, organisation structure, and standard practices specific to the position;
- 3.6.4 ensures the newly appointed staff member attends the generic induction programme organised by Human Resources;
- 3.6.5 supports the newly appointed staff member through the probation period, advising them on policy, procedures, standards and expectations;
- 3.6.6 introduces the appraisal process.

3.7 For academic positions, the Dean is additionally responsible for:

- 3.7.1 drawing up a programme of research and setting research expectations;
- 3.7.2 setting expectations for standards of teaching;
- 3.7.3 introduction to:
  - 3.7.3.1 peer review of teaching;
  - 3.7.3.2 assessment regulations including faculty marking and moderation practices;

3.7.3.3 dissertation framework and associated responsibilities;
3.7.3.4 personal tutor responsibilities;
3.7.3.5 committee structures and decision making hierarchy within the Faculty and the University;
3.7.3.6 External Examiner links;
3.7.3.7 Advisory group links;
3.7.3.8 research practices and themes being followed within the Faculty;
3.7.3.9 student and staff feedback systems;
3.7.3.10 curricula revision and approval processes;
3.7.3.11 module review practices;
3.7.3.12 admission structures and regulations;
3.7.3.13 Faculty practices on teaching and feedback;
3.7.3.14 assignment submission processes;
3.7.3.15 community engagement expectations;
3.7.3.16 appraisal processes;
3.7.3.17 programme Review mechanisms;
3.7.3.18 UK Universities Alliance introductions.

3.8 Human Resources is responsible for:

3.8.1 management of the welcome and introduction;
3.8.2 management of the generic induction programme;
3.8.3 organisation of the probationary review process;
3.8.4 monitoring the impact and effectiveness of the induction process for an individual newly appointed staff member.

Probationary review

3.9 The probationary interview is conducted by the line-manager one month prior to the end of the probationary period.
3.10 The interview is based on the criteria set out in the Annual Appraisal policy.
3.11 Outcomes of the probationary interview are reported using the Annual Appraisal form.
3.12 Outcomes will include expectations for progress/a plan of work.

Appendix A: Probation Completion Form

Probation completion Form

Date:	
Name:	Date of joining:
Position:	Department:

1. Self-review of first six months' performance Please comment on your achievements during probation.
1. 2. 3. 4. 5.
2. Familiarity with BUiD policies Please indicate your familiarity with the following BUiD policies. If you are unclear about any of these please consult your line manager.
1. HR matters – attendance/annual leave/sickness and absence reporting/appraisal 2. Health and safety matters – First Aid, fire drill and evacuation procedures 3. Financial matters – salary payment/annual ticket/expense claims
3. Self-improvement Please detail any areas of concern/suggestions for improvement.

4. Self-development plans What skills do you need to develop yourself and your role? If any training is required for your development, please provide the details and the goals and objectives you will achieve after the training.
5. Aims for the coming year(s) Please detail: 1. your aims up to your first annual appraisal 2. your aims in the year after your first appraisal
6. Appraiser's review 1. Please comment on his/her performance during probation. 2. Please provide objectives for the appraisee in the period up to the first annual appraisal

Appraisee:
Date:

Appraiser:
Date

Document History

Policy Number/Version	Date	Update Information	Approval
(8.4/V01)	AY 2022-2023	Added new form: Probation Completion Form	Council
(8.4/V01)	Oct. 2019	Renumbering, Restructuring, Rewording	Council

Annual appraisal

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Cross reference/related documents:		Probation Completion Form Self-appraisal Form for Academics Academic Appraisal Form HR/19 Administrative Staff Appraisal Form HR/18

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University expects high standards of performance from its staff.
1.2 The University wishes to enable staff to plan and evaluate their performance against expectations and their own career aspirations.
1.3 The University expects communication between employees and their line managers to be effective with respect to identification of challenges and planning of priorities and goals.
1.4 The University wishes to recognise and reward outstanding performance.

2.0 Scope

2.1 Applies to all members of the permanent staff of the University.
2.2 Applies to all staff in their probationary period; the criteria and forms are used to review performance at the end of the probationary period.

3.0 Policy

3.1 Annual appraisal is mandatory for all permanent employees of the University.
3.2 If staff have been absent for long periods or have recently changed role, their appraisal will be postponed to a reasonable and agreed date.
3.3 Annual appraisal involves written evaluation and discussion between employee and line manager. The level of detail and length of discussion will be proportionate to the individual's grade (i.e. the complexity, level of responsibility, and variety of work in position).

3.4 The appraisal interview facilitates exchange of feedback on performance and discussion and agreement of priorities and goals for the coming year. It should:

3.4.1 Review currency of the job description, and identify change required;
3.4.2 evaluate strengths and areas in need of improvement;
3.4.3 make clear standards of expected performance in the role;
3.4.4 evaluate competence and attitudes against the University's framework;
3.4.5 detail support and development needs;
3.4.6 detail the employee's career aspirations.

3.5 Values, attitudes and behaviours required in the appraisal process include:

3.5.1 mutual trust in each other's best interests;
3.5.2 mutual respect for skills, competences, and experience;
3.5.3 partnership in building a constructive and meaningful discussion;
3.5.4 transparency and relevance of process and outcome;
3.5.5 joint responsibility for a fair, accurate, and useful outcome.

3.6 The employee is responsible for providing the line manager with a full, detailed, frank, and accurate evaluation of performance using the standard form. This may be supplemented with evidence. The evaluation may include reflective explanations on standards of achievement, and suggestions for resolving any challenges experienced.

3.7 The Annual appraisal will result in:

3.7.1 an evaluation of performance against goals set in the previous year, and of performance against the University's competences;
3.7.2 a plan of priorities and goals for the coming year;
3.7.3 an alignment of the employee's role against the Department/Faculty and University's goals;
3.7.4 a statement of training and development needs;
3.7.5 a record of evidence, evaluation, and decisions, that is signed by both parties to signal agreement.

3.8 The Annual appraisal will generate an accurate job description and an annual plan. However, it is likely that these will need continuous review and adjustment over the subsequent appraisal period.

3.9 It is the responsibility of both parties to ensure both the job description and the plan remain current and agreed.

3.10 It is the responsibility of the employee to alert his/her line manager to the likely failure of a priority or goal.

3.11 It is the responsibility of both parties to arrange appraisal discussions throughout the appraisal cycle, as needed.

3.12 Resolution of disagreement is primarily the responsibility of the employee and the line manager. Guidance and advice may be sought from the Chief Administrative Officer and/or the Vice Chancellor. These will determine any action necessary on a case by case basis; however, it is not normal practice to refer appraisal to a third party.

3.13 Human Resources is responsible for communicating the requirements of the annual appraisal, supporting colleagues in understanding the requirements of inputs, process, and outcomes, and receiving final signed records.

3.14 Human Resources will forward final signed records to the Chief Administrative Officer and Vice Chancellor, and/or bring to their attention cases of disagreement.

3.15 The Deans of Faculty and Chief Administrative Officer will recommend to the Vice Chancellor decisions on changes to job description and spine-points/grade, and any recognition or remediation required. The Vice Chancellor has final authority to take such decisions.

3.16 The employee and line manager observe confidentiality of process and outcome; no aspect of an individual appraisal should be discussed with any third party other than the Chief Administrative Officer and/or Vice Chancellor.

3.17 Human Resources is similarly bound by the rule of confidentiality and may bring to the attention of others only discrepancies in process, when these others are the line manager, the Chief Administrative Officer and/or the Vice Chancellor.

3.18 Human Resources will use statements of training and development needs to plan and budget a University-wide strategy in support of individuals' needs.

4.0 Procedures

4.1 The annual appraisal cycle runs from the beginning to the end of the academic year (i.e. 1 September to 31 August).

4.2 The timescale for the individual elements of the process is as follows:

Stage	HR	Appraiser	Appraisee	Date
1	Communicates start of formal evaluation; circulate forms		Reflects on performance, role requirements & developments	Early May
2		Schedules meetings		May/June
3			Completes and forwards appraisal form to appraiser 2 weeks before the scheduled meeting	
4		Reviews performance, role requirements & developments and plans the dialogue		
5		Appraisal meeting takes place		
6			May have to amend form based on discussion	
7		Reads proposed finalised version, checks for accuracy and includes comments where necessary		
8		Signs off		

Stage	HR	Appraiser	Appraisee	Date
9			Reads comments and signs off	
10		Forwards finalised form to HR		By 31 August
11	Processes documents for the VC/Chief Administrative Officer			Before 30 September

4.3 Documentation of the appraisal interview must be completed promptly, normally within two weeks.

4.4 All documentation (evaluation, appraisal report) should be held securely.

4.5 Final records should be deposited with Human Resources.

Document History

Policy Number/Version	Date	Update Information	Approval
(8.5/V01)	Oct. 2019	Renumbering (4.5/V02), Restructuring, Rewording Amendment for HR to use appraisal to plan and budget training	Council

Academic promotions

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	Next review date	August 2026
Cross reference/related documents:		UAE Labour Law Ministry of Education Standards and Regulations Offer Contract 1.0 Policies and procedures manual 4.0 Staff handbook 1.8 Statutory Bodies 8.8 Professional development 9.1 Compensation

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University will appoint academic staff of high calibre, able to deliver the University's educational and research mission to internationally recognized standards.
1.2 The University expects high standards of performance from its staff.
1.3 The University wishes to recognize and reward outstanding performance.
1.4 The University has a transparent process for promotion of academic staff to higher rank; the process is based on explicit and detailed criteria.

2.0 Scope

2.1 Applies to all academic staff of the University.
2.2 Applies to all involved in the process of academic promotion.

3.0 Definitions

3.1 The University will recruit and reward academic staff in terms of their role and responsibilities in teaching, research, and internal and external service.

4.0 Structures

4.1 The membership and terms of reference of the Academic Promotions Committee is set out in relevant University policy for Statutory Bodies.

5.0 Policy

General

5.1 The University recognises that an adequate length of service is necessary to provide an opportunity for faculty members to establish the required record of research; teaching and administration (for promotion). Therefore, applicants are normally required to serve a minimum of five years in the rank including a minimum of one year employed within the University before they are eligible to apply for promotion. Exceptionally, a candidate with less than five years in rank experience may seek special approval from the Vice-Chancellor, if non-academic experience or other factors are relevant.

5.2 The University supports the professional progress of their staff, and the prospect of promotion should form part of normal annual performance appraisal and development discussions.

5.3 Applicants may apply for promotion only to the level immediately above their current rank.

5.4 The University has established appropriate standards and criteria to evaluate applications for promotions. The candidate's promotion application must include a portfolio of research, teaching and administration. The promotion review concentrates on the faculty member's achievements in these areas with regard also to future potential and contribution to the University.

5.5 The Academic Promotion Committee will assess the research, teaching and administration achievements of the applicant. The Committee will scrutinise the applicant's portfolio, and achievements whilst in their current rank, and will seek input both internally and externally. In particular, the assessment of research output will include external reviewer reports written by a minimum of three academic professors of international repute, of which one will be from the UK University partner.

5.6 The Academic Promotion Committee is committed to ensure an effective assessment and decision-making process that is fair, equitable, professional, timely, and conducted with the intention to attract, retain, motivate and develop academic staff.

5.7 The Vice-Chancellor on the recommendation of the Academic Promotions Committee will make the final decision regarding the promotion application.

Criteria for promotion

5.8 Academic Research - this criterion concentrates on academic research and publications in the candidates' area of specialisation, which must meet international standards of research excellence consistent with the norms and practices of the discipline and specialist field of interest.

5.8.1 Minimum threshold requirements for applying for promotion to Associate Professor:

5.8.1.1 the applicant has spent five years as a full-time Assistant Professor, of which at least one year is at the University;

5.8.1.2 the applicant has submitted a minimum of five and a maximum of eight all of which are Scopus-indexed (or equivalent) original academic refereed papers

relevant to his/her area of specialisation. Two of the journal publications should be Q1;

5.8.1.3 he/she must be the first author of at least two of ranked journal publications, one of which would have to be Q1;

5.8.1.4 he/she should be the sole author of at least one of the journal papers;

5.8.1.5 the submission may include no more than 25% of papers which have been accepted in the previous twelve months;

5.8.1.6 the papers submitted for promotion must have been published or accepted for publication after obtaining a Doctorate degree. These papers must not be direct or significant extracts from the applicant's Master or Doctorate Dissertation or Thesis;

5.8.1.7 the applicant has at least two papers published or accepted for publication (with University affiliation), at least one of which would have to be a journal paper of Q2 quality or better;

5.8.1.8 only one paper (from the minimum number of five) may be in the form of published original work such as a peer reviewed indexed conference paper, unranked journal paper, a sole authored or co-authored book (but not textbooks or edited books), other specialised work such as design output in the case of architecture or a book chapter;

5.8.1.9 the applicant must have published at least one paper with a University student based on the work of a thesis/dissertation/assignment he/she supervised, and should be submitted within the minimum submission;

5.8.1.10 out of the minimum five Scopus-indexed publications, one publication should be co-authored with a student from the University;

5.8.1.11 the applicant must show successful application of research grants. External research funding will be highly considered;

5.8.1.12 citations will be highly considered.

5.8.2 Minimum threshold requirements for applying for promotion to Professor:

5.8.2.1 the applicant has spent five years as a full-time Associate Professor, of which at least one year is at the University;

5.8.2.2 the applicant has submitted a maximum of twelve, and a minimum of eight, all of which should be Scopus-indexed (or equivalent) academic refereed papers relevant to his/her area of specialisation. Five would have to be Q1 quality;

5.8.2.3 the applicant must be the first author of at least six of the ranked Journal publication out of which, at least three should be Q1. Two of the six have to be sole-author, one of which is Q1 publications;

5.8.2.4 no journal publication of quality less than Q4 would be counted in the minimum eight;

5.8.2.5 the submission may include no more than 25% of papers which have been accepted in the previous twelve months;

5.8.2.6 the papers submitted for promotion must have been published or accepted for publication after obtaining the rank of Associate Professor. These papers must not be direct or significant extracts from the Master or Doctorate Dissertations;

5.8.2.7 the applicant has at least two papers completed and published or accepted for publication (with University affiliation), at least one of them would have to be journal paper of Q1 quality;

5.8.2.8 only one paper (from the minimum number of eight) may be in the form of published original work such as a peer reviewed Scopus-indexed conference paper, unranked journal paper, a sole authored or co-authored book (but not textbooks or edited books), other specialised work such as design output in the case of architecture or a book chapter;

5.8.2.9 the applicant must have published at least one paper with a University student based on the work of a thesis/dissertation/assignment he/she supervised. This should be a peer-reviewed Scopus-indexed journal paper of Q2 quality or better, and should be submitted within the minimum submission;

5.8.2.10 the applicant must show successful application of research grants. The applicant must show a serious attempt for obtaining external research funding;

5.8.2.11 citations will be highly considered.

5.9 Teaching / Supervision - the assessment of teaching and other tutoring activities will be based on:

5.9.1 the Applicant's teaching portfolio ;

5.9.2 student evaluation including module feedback;

5.9.3 has contributed to multidisciplinary teaching and/or supervision across programmes and/or faculties;

5.9.4 the applicant has contributed to the development or enhancement of modules and/or programmes;

5.9.5 applicant to Professor rank must show evidence of leadership in teaching and supervision;

5.9.6 performance Appraisal;

5.9.7 supervision of Masters dissertations and Doctoral theses. For the promotion to the rank to Associate Professor, the applicant must show evidence of successful supervision of sufficient number of Masters dissertations. In the cases of promotion to Professor, the applicant must show evidence of supervision of acceptable number of Masters dissertations and doctoral theses;

5.9.8 other contribution to pedagogy and curriculum development.

5.10 Administration /Community Service(internal service, external including community service and leadership, and Professional development activities) - the assessment of administration will be based on:

5.10.1 The content of the applicant's portfolio relating to:

5.10.1.1 the Applicant's contribution in service activities, at faculty and university level;

5.10.1.2 the Applicant's association and contribution to national and international discipline-related and professional organisations;

5.10.1.3 the Applicant's contribution to social/policy or business/economic development of relevance to the discipline and university;

5.10.1.4 the applicant has shown sufficient Professional Development and CSR activities.

5.10.2 Annual Appraisal reports.

5.10.3 Contribution to the enhancement of BUiD reputation and brand will be highly considered.

Appeal

5.11 The applicant will receive a brief summary of the decision from the Vice Chancellor's office, which the applicant is required to acknowledge on receipt or forfeit appeal rights. In exceptional circumstances, such acknowledgement may request an extension of the appeal deadline, which will be at the sole discretion of the Vice Chancellor.

5.12 An Applicant may appeal only on grounds of:

5.12.1 procedural irregularity or breach of the policy;

5.12.2 such appeals must be lodged in writing with the HR within one week of the date of required acknowledgement of the decision letter and will be referred to the Vice Chancellor;

5.12.3 any further appeal will be referred to the Chancellor for consideration with a week from the outcome of the first appeal and the decision of the Chancellor will be final;

5.12.4 a final decision regarding any appeal will be made within six weeks from the date of receiving the appeal.

6.0 Procedures

6.1 The promotions process begins on the final working day of November, which is the deadline for the submission of applications. A timeline is presented in tabular form at Appendix A.

Promotions File

6.2 The Promotions File consists of:

6.2.1 covering letter;

6.2.2 application to the Dean;

6.2.3 portfolio.

6.3 The Portfolio should make clear how it addresses and satisfies the criteria for promotion as set out above. It should include:

6.3.1 summary of achievements in the current role consistent with the promotion requirements that the candidate is making an application (maximum length three pages of single spaced text)

6.3.2 full academic CV;

6.3.3 a brief clarification on the candidate's participation and contribution in all joint publications when the candidate is not the first author;

6.3.4 A list of external reviewers (stating a minimum of four people and indicating any potential conflict of interest relating in any way to the prospective external reviewers);

6.3.5 Form HR/20/A – A Summary of Research Publications;

6.3.6 Form HR/20/B – Achievement in Research and Creative Activity;
6.3.7 Form HR/20/C – Achievement in Teaching;
6.3.8 Form HR/20/D – Achievement in Administration and Leadership.

6.4 Individuals seeking promotion must submit their Promotions File to the Dean, with copy to Head of Human Resources by the final working day in November.

Review Process: Stage One

6.5 The Dean will review the Promotion File and confirm that the applicant has been in service for the required period.
6.6 The Dean will provide to the Vice Chancellor, with copy to the Head of Human Resources, a qualitative evaluation of the applicant's research, teaching, and external service (leadership and administration) based on written reports from the Head of Programme and other relevant sources. The Dean will also provide an assessment of the applicant's academic conduct (values and ethics), their contributions to the programme and Faculty goals, the results of annual appraisals, and their rapport with colleagues and students.
6.7 The Academic Promotions Committee will evaluate the Promotions File and Dean's report on the basis of the criteria for promotion.
6.8 If the Academic Promotions Committee deems the Promotions File satisfactory for further consideration, the Promotions File will be referred to a minimum of three external reviewers.
6.9 If the Academic Promotions Committee is not satisfied with the merits of the Promotions File the application process will terminate and the applicant informed, with written advice on how the Promotions File should be developed in order to be successful at a subsequent attempt, at least one calendar year ahead.
6.10 At this stage the applicant can submit an appeal in writing to the Vice Chancellor. The appeal is limited to 500 words, should state clearly the grounds for appeal, and should be submitted no later than one week after notification of the original decision. The Academic Promotions Committee will reach final decision on the merits of the appeal.

Review Process: Stage Two

6.11 The external review of research is conducted by three external evaluators nominated by the Vice-Chancellor from the lists provided by the candidate, the Dean and one from the UK University Partner. To ensure timely return of reports and in cases of ambiguity more than three external evaluators on the lists may be contacted.
6.12 The Vice-Chancellor makes the final appointment of the external evaluators from the Candidate's and the Dean's lists.
6.13 All external referees must be full professors holding current positions at a University of high academic standing.
6.14 Conflict of interest should be observed:

6.14.1 former colleagues or professors who have taught or supervised the candidate are disqualified;
6.14.2 external reviewers should detail any relationship with the applicant or interest in the result of the promotion;

6.14.3 the applicant may not discuss the Promotion File with the external reviewer;
6.14.4 the applicant may indicate any nominee with whom they have conflict of interest, providing detailed account why the nominee should be disqualified.

6.15 A formal request will be sent to the nominee by the Vice Chancellor setting out:

6.15.1 A deadline date (1 April) for submitting the full external review of the candidate.
6.15.2 Outline of the requirements, which are:
6.15.2.1 review of the extent to which the applicants scholarly record constitutes a significant contribution to the discipline, the impact of the candidate's work on the discipline, and the extent to which the publications have been recognised or cited by others;
6.15.2.2 comment on the applicant's future productivity;
6.15.2.3 evaluation on whether the applicant has met the University criteria for promotion;
6.15.2.4 statement of conflict of interest.
6.15.3 Offer of an honorarium.

6.16 On acceptance, the external reviewers receive:

6.16.1 the applicant's full academic CV;
6.16.2 the candidate's publications (A maximum ten for an application to Associate Professor and a maximum of 10 for an application to Professor);
6.16.3 the University Promotions Policy;
6.16.4 Form HR/20/A – A Summary of Research Publications;
6.16.5 Form HR/20/B – Achievement in Research and Creative Activity;
6.16.6 Form HR/20/C – Achievement in Teaching;
6.16.7 Form HR/20/D – Achievement in Administration and Leadership;
6.16.8 Form HR/21 – Summary Evaluation of Application for Promotion in Rank.

6.17 External Reviewers correspond with the Head of Human Resources.

Decision to recommend promotion

6.18 Reports received will be forwarded to the Vice Chancellor and made available to the Academic Promotions Committee at least three working days prior to the meeting convened to determine further action.
6.19 The Academic Promotions Committee will recommend the promotion decision to the Vice Chancellor.
6.20 The Dean provides written feedback to successful applicants, setting out recommendations made by external reviewers and the Academic Promotions Committee (unless the applicant is the Dean in which case the advice will come from the Vice Chancellor).
6.21 A successful applicant is placed on the first spine point of the grade promoted to and the revised salary and benefits are normally affected from the payroll of September of the same year.
6.22 An unsuccessful applicant is informed in writing by the Vice Chancellor.
6.23 The Dean provides written feedback to unsuccessful applicants, setting out recommendations made by external reviewers and the Academic Promotions Committee on

actions required before subsequent application (unless the applicant is the Dean in which case the advice will come from the Vice Chancellor).

6.24 The minimum period for re-application for promotion is normally one year on the first refusal, two years on a second refusal or to be recommended by the Promotions Committee. In exceptional cases, a candidate may seek the Vice-Chancellor's approval to apply before the recommended deadline.

Appendix A: Timeline of the Promotions Process

Procedure		Time
1	Formal application for promotion submitted as per procedures	Final working day of November
2	Dean's report and letter of recommendation from the Head of Programme	Mid-December
3	Academic Promotions Committee decide merits of the application Appeal against the decision within one week of notification of negative decisions Decision whether to accept the appeal within one week of receipt of the appeal	Mid-January
4	External Reviewers' Report Submission Deadline. (Failure to submit requires invitations to new reviewers)	Mid-April
5	The Academic Promotion Committee review meeting Recommendations to the Vice Chancellor	Last week in May
6	Vice-Chancellor notifies all candidates University announcement of successful promotions	Last week in June
7	Dean informs all successful and unsuccessful applicants of recommended development actions	Last week in July
8	Appointment to new title and position	1 September

Appendix B: Summary of Academic Research Promotions Criteria

Promotion to Associate Professor	Promotion to Professor
The applicant has spent 5 years as a full-time Assistant Professor, of which at least one year is at the University	The applicant has spent 5 years as a full-time Associate Professor, of which at least one year is at the University
The applicant has submitted a minimum of 5, and a maximum of 8 all of which are Scopus-indexed (or equivalent) original academic refereed papers relevant to his/her area of specialisation. Two of the journal publications should be Q1	The applicant has submitted a maximum of 12, and a minimum of 8, all of which should be Scopus-indexed (or equivalent) academic refereed papers relevant to his/her area of specialization. 5 would have to be Q1 quality.
He/she must be the first author of at least two of ranked journal publications, one of which would have to be Q1.	The applicant must be the first author of at least six of the ranked Journal publication out of which, at least three should be Q1. Two of the six have to be sole-author, one of which is Q1 publications.
No journal publication of quality less than Q4 would be counted in the minimum 5 publications.	No journal publication of quality less than Q4 would be counted in the minimum 8.
The submission may include no more than 25% of papers which have been accepted in the previous 12 months.	The submission may include no more than 25% of papers which have been accepted in the previous 12 months.

Promotion to Associate Professor	Promotion to Professor
The papers submitted for promotion must have been published or accepted for publication after obtaining a Doctorate degree. These papers must not be direct or significant extracts from the applicant's Master or Doctorate Dissertation or Thesis.	The papers submitted for promotion must have been published or accepted for publication after obtaining the rank of Associate Professor. These papers must not be direct or significant extracts from the Master or Doctorate Dissertations.
The applicant has at least two papers published or accepted for publication (with BUiD affiliation), at least one of which would have to be a journal paper of Q2 quality or better.	The applicant has at least two papers completed and published or accepted for publication (with BUiD affiliation), at least one of them would have to be journal paper of Q1 quality.
Only one paper (from the minimum number of five) may be in the form of published original work such as a peer reviewed Scopus-indexed conference paper, unranked journal paper, a sole authored or co-authored book (but not textbooks or edited books), other specialized work such as design output in the case of architecture or a book chapter.	Only one paper (from the minimum number of 8) may be in the form of published original work such as a peer reviewed Scopus-indexed conference paper, unranked journal paper, a sole authored or co-authored book (but not textbooks or edited books), other specialized work such as design output in the case of architecture or a book chapter.
The applicant must have published at least one paper with a University student based on the work of a thesis/dissertation/assignment he/she supervised, and should be submitted within the minimum submission.	The applicant must have published at least one paper with a University student based on the work of a thesis/dissertation/assignment he/she supervised. This should be a peer-reviewed Scopus-indexed journal paper of Q2 quality or better, and should be submitted within the minimum submission.

Promotion to Associate Professor	Promotion to Professor
The applicant must show successful application of research grants. External research funding will be highly considered.	The applicant must show successful application of research grants. The applicant must show a serious attempt for obtaining external research funding.
Citations will be highly considered.	Citations will be highly considered.

Document History

Policy Number/Version	Date	Update Information	Approval
(8.6/V01)	August 2025	Added clause on evaluating a candidate's work based on its academic quality and impact and explicitly including open-access publications and institutional repository deposits.	
(8.6/V01)	Sep. 2020	Renumbering (4.6/V01), Merger with Academic Promotions Procedures (4.6.1/V01) Referral to Standing Committees policy for membership and TOR for Academic Promotions Committee Rationalisation of the HR Forms required (made consistent across the two merged documents and across various parts of the process)	Council

Mentoring

Policy number/version		8.7/V01
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Type		Staff policy
Date of creation		September 2017
Date of last revision		October 2019
Date of approval of current version		6 November 2019
Post/section with responsibility for implementation and monitoring		Head of Human Resources
Approved by		University Council
Policy review	Latest review by	Head of Human Resources
	Latest review date	August 2025
	Review outcome	No changes
	Next review date	August 2026
Cross reference/related documents:		Academic Staff Appraisal Form Administrative Staff Appraisal Form Offer Contract UAE Labour Law 1.0 Policies & procedures manual 4.0 Staff handbook 8.4 Orientation and induction 8.5 Annual appraisal 8.6 Academic promotions 8.8 Professional development 9.1 Compensation

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University provides support for the professional development of all staff.

1.2 The University will have in place formal and informal mechanisms to monitor and guide academic staff in undertaking their role, and their responsibilities for research, teaching, and external and internal service.

2.0 Scope

2.1 Applies to all academic staff of the University

3.0 Definitions

3.1 Mentoring is a long-term relationship between two peers focused on professional development, in which the more experienced peer acts as mentor and in such capacity guides, advises, and assists their less experienced peer (mentee).

3.2 A mentor is neither the manager of the mentee nor are they responsible for the work of the mentee.
3.3 Mentoring is not an evaluative or judgmental process, and its outcomes are not reported.
3.4 Mentoring should:

3.4.1 provide opportunities for new and experienced members of staff to benefit from the mentoring relationship;
3.4.2 assist new academic staff to become familiar with the University's culture, goals, systems and procedures;
3.4.3 support new and inexperienced academics in the development of their teaching, masters & doctoral supervision and pedagogical context including skills needed to supervise a diverse student population;
3.4.4 assist academic staff with career development;
3.4.5 support academics in their role as researchers;
3.4.6 improve student evaluation of teaching through academic development and mentoring;
3.4.7 promote the understanding of transparent and equitable workload allocation;
3.4.8 develop a sense of belonging in an academic community of practice;
3.4.9 increase retention of academic staff.

4.0 Policy

Responsibilities of the Dean of Faculty

4.1 The Dean delegates responsibility for implementing the scheme to Heads of Programmes.
4.2 The Dean will also serve as mentor.
4.3 The Dean determines how a respectful and helpful relationship may be developed amongst peers who will inevitably have considerable experience and yet will still benefit from having a mentor. A peer mentoring approach is recommended where cross-Faculty or even cross-programme relationships are fostered.

Responsibilities of the Mentor

4.4 The mentor works with the mentee to guide them, giving constructive feedback and advice, in undertaking their responsibilities for research, teaching and internal and external service.
4.5 The range of roles a mentor fulfils will vary over time depending on the level of appointment and the circumstances and needs of the individuals involved.
4.6 The Dean of Faculty will in general expect each mentor to be:

4.6.1 keeping in touch regularly with their mentee through development of a schedule of planned meetings;
4.6.2 helping their mentee to clarify research, teaching and administration objectives within the framework of the Faculty and the University;
4.6.3 providing advice, particularly about long-term career goals, and how to achieve these during their employment with the University;
4.6.4 ensuring that the member of staff is fully aware of the criteria in relation to probation (where applicable);

4.6.5 giving advice to the member of staff when requested and offering advice when this is believed to be appropriate;

4.6.6 participating in peer review of their mentee's full range of teaching (lectures, seminars, tutorials classes), research (grant proposals, academic publication writing, dissertation/thesis supervision and marking, conference presentations) and administrative duties (routine streamlining of teaching and research and any special roles assigned by the Dean or delegate), and providing constructive feedback and advice;

4.6.7 discussing any evaluation of teaching through feedback obtained by the member of staff (e.g. student questionnaires, structured discussion groups with students, peer, Head of Programme, or Dean);

4.6.8 discussing performance with other researchers in the member of staff's area of expertise, with the agreement of the person being mentored, if the mentor is not an expert in the research area of the mentee, and providing constructive feedback;

4.6.9 offering to sample part of the administration work, discussing performance with peers and users of the service, and giving feedback to the member of staff.

Responsibilities of the Mentee

4.7 The mentee should take responsibility for the mentoring relationship by:

4.7.1 maintaining active contact with the mentor and meeting at agreed times;

4.7.2 seeking advice or support when necessary, without expectations that solutions will necessarily be offered;

4.7.3 providing mentors with open access to their research, teaching and administrative activities;

4.7.4 developing a career in research, teaching and administration in line with the Faculty and University goals in these aspects of academic work;

4.7.5 maintaining (optionally) a personal academic (e-)portfolio of evidence to support claims of activities, developments and innovation in research, teaching and administration;

4.7.6 working closely with the Dean, the Mentor and colleagues to meet the Faculty's and University's research, teaching, supervisory goals and administrative responsibilities.

Governance

4.8 The Dean of Faculty is accountable for assignment of mentors and the effectiveness and consistency of the mentoring process within their Faculty.

4.9 Concerns that may arise out of the mentee/mentor relationship must be resolved mutually in the first instance. In exceptional circumstances when a resolution is not reached it should be jointly referred to the Mentee's line manager.

4.10 The mentoring process is non-bureaucratic and no formal documentation is expected of or required from the Mentor.

Confidentiality

4.11 The mentoring process is normally confidential between the two individuals concerned, unless both deem it necessary to consult with the Dean of Faculty.

4.12 Under extreme circumstances either the mentor or the mentee may raise concerns with the Dean of Faculty.

Document History

Policy Number/Version	Date	Update Information	Approval
(8.7/V01)	Sep. 2020	Renumbering (4.22/V01), Restructuring, Rewording	Council

Professional development

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Post/section with responsibility for implementation and monitoring		Head of Human Resources
Approved by		University Council
Policy review	Latest review by	Head of Human Resources
	Latest review date	August 2025
	Review outcome	No changes
	Next review date	August 2026
Cross reference/related documents:		UAE Labour Law Offer Contract 1.0 Policies and procedures manual 4.0 Staff handbook 8.5 Annual appraisal 8.6 Academic promotions 9.2 Benefits 9.3 Leave 9.5 Conference and special visits

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University recognises that the quality, responsiveness and professionalism of its employees are inextricably linked to the achievement of its mission and strategic direction.

1.2 The University acknowledges that continuing professional development contributes to personal job satisfaction, workplace productivity, and recognition.

1.3 The University will have in place a framework that addresses individual aspirations and development needs.

2.0 Scope

2.1 Applies to all members of staff of the University.

3.0 Definitions

3.1 Staff development may be viewed as a continuous cycle which starts with recruitment and selection, induction, probation, guidance, mentoring, and practice. It is embedded in the annual appraisal process which provides feedback. It identifies further developmental needs and assesses career advancement opportunities either for lateral or vertical advancement in line with the organisational requirements and individual potential.

4.0 Policy

Responsibilities

4.1 The University:

4.1.1 expects all staff to keep abreast of developments in their own area and in higher education;
4.1.2 encourages professional development that is consistent with individual interests and those of the department or the faculty to meet the University's objectives;
4.1.3 provides appropriate support for staff seeking professional development, within its resource constraints;
4.1.4 supports the principles of equal opportunity that all staff are eligible for learning and development.

4.2 Members of staff of the University will:

4.2.1 strive to develop their capabilities as necessary to perform their role;
4.2.2 develop themselves and their careers, enhancing their performance in current positions and being prepared to assume additional responsibilities;
4.2.3 seek opportunities to upgrade the skills and knowledge and to constructively use the performance appraisal process to communicate developmental needs and strategies to their line manager;
4.2.4 adapt to change;
4.2.5 support the development of others.

4.3 Line managers will:

4.3.1 ensure that identified developmental activities are consistent with priorities and the requirements of the immediate job, the department or the Faculty, and the University;
4.3.2 offer leadership and support for professional development of staff reporting to them;
4.3.3 have primary responsibility for the management of professional development in their department or Faculty. To this end they will:

4.3.3.1 encourage and counsel staff to manage and identify their career developmental needs;
4.3.3.2 support them to pursue activities to meet those needs;
4.3.3.3 recommend, assess and monitor the effectiveness of the staff development plans.

4.4 Human Resources will:

4.4.1 conduct induction for new members of staff;
4.4.2 provide staff handbooks and relevant information to new members of staff;
4.4.3 produce a budgeted professional development plan for the University, based on statements of professional development need contained in the outcomes of Annual Appraisals;
4.4.4 coordinate applications to attend conferences and other similar forums.

Formal mechanisms for monitoring professional development

4.5 The annual appraisal provides an opportunity to discuss professional development needs and to create strategies for resolving needs.

4.6 Professional development activities related to specific areas of an individual's function are monitored by the line manager within the annual appraisal process.

4.7 The University provides regular training, seminars, and workshops geared to the professional development of its staff. Staff are expected to attend these events.

4.8 Expectations:

Academic staff	
Demonstrate effective teaching and learning skills/processes	Engage in Peer Review at least once per year Maintain course files for modules taught Maintain a portfolio of all teaching plans, resources, self-reflections and measures to be taken based on student feedback survey responses
Participate in professional development activities	Attend at least one professional development seminar/workshop arranged by the University Reflect on seminars/workshops attended and outline implementation of what is learnt in portfolio
Contribute to the University's professional development activities	Deliver/teach at least one professional development session for peers, or Deliver/teach one study skills session for students within the Doctoral Training Centre
Administrative staff	
Participate in and contribute to the University's professional development activities	Attend at least one professional development session delivered or arranged by the University
	Are encouraged to deliver one skills session to peers/students

Document History

Policy Number/Version	Date	Update Information	Approval
(8.8/V01)	Oct. 2019	"Renumbering (4.28/V01), Restructuring, Rewording Considerably shortened via elimination of repetition and text irrelevant to this policy as covered elsewhere. Include responsibility of HR to produce a budgeted professional development plan for the University.	Council

Staff code of conduct

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	Next review date	August 2026
Cross reference/related documents:		1.0 Policies and procedures manual 4.0 Staff handbook

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University sets high standards for the performance of its staff.
1.2 The University has an environment in which all can contribute and develop, to their full potential.
1.3 The University has in place a framework through which to guide staff in their conduct, monitor that conduct, and take action should staff fail to observe required standards of conduct.

2.0 Scope

2.1 Applies to all staff of the University.
2.2 Applies to relationships staff have with individuals within and external to the University.

3.0 Policy

Professional conduct

3.1 Staff are expected to:

3.1.1 comply with University policies and procedures;
3.1.2 provide high quality professional services;
3.1.3 develop an appreciation of the academic culture, of the traditions and values of the University, and of the roles of colleagues at all levels;
3.1.4 be sensitive to the multiplicity of clients served by the University and to the need to balance conflicting demands;

3.1.5 act with integrity, honesty, fairness, professional impartiality, diligence, and without discrimination;
3.1.6 observe due care, objectivity and respect for confidentiality;
3.1.7 be explicit and straightforward in their dealings with colleagues and clients;
3.1.8 ensure that personal interest does not override the needs of clients;
3.1.9 accept responsibility for their actions;
3.1.10 challenge existing practices and ideas when necessary;
3.1.11 be committed to their own personal and professional development by seeking new knowledge and skills to enhance professional performance;
3.1.12 foster the development of others by sharing expertise and good practice and by encouraging employers to support professional development.

Personal conduct

3.2 All staff are expected to:

3.2.1 conduct themselves courteously and with consideration for others;
3.2.2 be smartly presented (no jeans, no shorts,). Men are required to wear formal wear or local national dress. Women are required to dress modestly or wear national dress; On Fridays, staff may follow a more relaxed dress code. While professional attire is not required, clothing must remain respectful, modest, and appropriate for the workplace. The University reserves the right to advise staff if attire is deemed unsuitable.
3.2.3
3.2.4 refrain from making personal business or personal during business hours except in an emergency;
3.2.5 support team work and assist colleagues, always bearing in mind the effect of their behaviour on others, especially in open plan areas.

Attendance

3.3 The University's operating hours are normally between 0800 and 2200. Full-time staff are expected to work for a minimum of nine hours including a one-hour lunch break per day and such hours as are necessary to fulfil their duties. Staff may be expected, from time to time, to work different hours in accordance with the University's operating needs and as far as possible this will be by agreement.
3.4 Staff are expected to be present on campus, but may, with the prior written permission of their Dean of Faculty or the Chief Administrative Officer, work from home or elsewhere. However, staff must be contactable and able to come onto campus at short notice.

Collegiality

3.5 Staff are expected to:

3.5.1 maintain orderly workspaces that should be left in a tidy state every evening before leaving the office. All staff must maintain files in a clear and logical way that would facilitate access by others in the event of their absence;
3.5.2 keep other colleagues informed as necessary to help them fulfil their duties most effectively. Staff are expected to help others when necessary.

3.6 Any suggestions for improvement are welcomed at any time and can be either raised with the relevant officer, at periodic staff meetings or in writing to the Chief Administrative Officer.

Etiquette that observes the UAE context

3.7 Staff are expected to dress appropriately for an Islamic environment, which is as stated above.

3.8 No discussions should be entered into with students about local customs and their impact on society. This is out of respect for Emirati students. However, if an Emirati student raises the issue, then discussion may follow.

3.9 The auditorium should designate areas for women to sit apart from men, should they wish.

3.10 Male staff should not sit in the area designated for women, nor encroach on that space (they should leave several chairs or a row of chairs between).

3.11 In the University Common Room space should be provided for women to eat privately.

3.12 Sometimes a man or woman may not wish to shake hands with a person of the opposite gender. Men should not offer their hands to women. Men should wait to see if a woman offers her hand first.

3.13 The family name (tribal name) of Emiratis should not be published. The first name and father's name only should be used. Any designation such as Sheikh or Sheikha should always be used.

3.14 No mention should be made of a female student's appearance, particularly their eyes and face.

3.15 Staff should be aware of the following in relation to class activities:

3.15.1 male members of staff should knock on the classroom door and open it slightly, and announce their presence. The female students will tell the lecturer when it is clear to enter the room after they have adjusted their abayas/sheylas/hijabs.

3.15.2 If some female students wish to sit together in a specific area, male students should be encouraged to sit elsewhere;

3.15.3 caution in organising group work is recommended until the class members gain confidence and trust in each other;

3.15.4 a screen may be requested by a female student and should be provided without comment.

Document History

Policy Number/Version	Date	Update Information	Approval
(8.9/V01)	Oct. 2019	Renumbering (4.19/V03), Restructuring, Rewording	Council

HR records

Policy number/version		8.10/V01
Section		HUMAN RESOURCES
Type		Staff policy
Date of creation		September 2017
Date of last revision		May 2018
Date of approval of current version		9 September 2019
Post/section with responsibility for implementation and monitoring		Head of Human Resources
Approved by		University Council
Policy review	Latest review by	Head of Human Resources
	Latest review date	August 2025
	Review outcome	No changes
	Next review date	August 2026
Cross reference/related documents:		UAE Labour Law Contract of Employment 1.0 Policies & procedures manual 4.0 Staff handbook

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University will keep records of information relating to the employment of staff in accord with UAE Labour Law.

2.0 Scope

2.1 Applies to the Human Resources Department.
2.2 Relates to all staff of the University.

3.0 Policy

3.1 The University will retain accurate, relevant information about its members of staff.
3.2 The University will secure information it holds about its staff members securely, and have measures in place to prevent disclosure of such confidential information.
3.3 Each member of staff will have a personnel file containing personal information related to their employment, and their employment history, including records of employment.
3.4 Staff records will be maintained electronically in the Human Resources system.
3.5 Access to the personnel file is restricted to the Vice Chancellor, the Chief Operating Officer (Registrar), and the Head of Human Resources.
3.6 A member of staff may apply to access their personnel file, but does not have automatic rights of edit.

3.7 The Human Resources Department is responsible for maintaining the personnel files accurately and up to date.

3.8 The Human Resources Department will verify the personnel file for the purposes of processing payroll, leave, separation arrangements, and other financial requirements.

3.9 Information held:

#	List of Documents	Regulated by:	Held in:
1	Staff Contact Details	University Policy	HR system
2	Request for post/ Advert	University Policy	HR system
3	Job Description & Further particulars	University Policy	HR system
4	Application forms & Reference	University Policy	HR system
5	Employment Contract	UAE Labour Law	HR system
6	Attested Copies of Degree Certificates	UAE Labour Law	HR system
7	Passport copy/ work permit copy / Visa application/ Deposit Slip/ medical card	UAE Labour Law	HR system
8	Appraisal	University Policy	HR system
9	Holiday Record	University Policy	HR system
10	Correspondence & Miscellaneous including disciplinary, grievance matters	University Policy	HR system
11	Departure	UAE Labour Law	HR system
12	Payroll including salary, allowances, grading matters	UAE Labour Law	HR system

Retention of personnel files

3.10 Personnel files of former employees will be retained for a minimum period of five years from the date of departure.

Document History

Policy Number/Version	Date	Update Information	Approval
(8.10/V01)	May. 2018	Renumbering (4.7/V01), Restructuring, Rewording	Council

Staff Attendance Policy

Policy number/version		8.15/V01
Section		Human Resources
Type		Staff policy
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Post/Section with responsibility for implementation and monitoring		Head of Human Resources
Approved by		University Council
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	Latest review date	October 2025
	Review outcome	New policy
	Next review date	August 2026
Cross-reference/related documents		8.2 University staff role analysis 8.5 Annual appraisal 8.9 Staff code of conduct 8.13 Employment contracts 9.3 Leave

1.0 Rationale and principles which this policy seeks to uphold

1.1 This policy seeks to uphold clear guidelines for BUiD full-time staff members' attendance and working hours to ensure that job requirements are met, punctuality is maintained, and all local rules and regulations are followed for effective operations of the University.

1.2 This policy serves as a framework for establishing processes and procedures to manage full-time staff members' attendance and working hours as specified in their employment contract.

2.0 Scope

2.1 This policy applies to all full-time academic and administrative staff members employed by the University.

3.0 Definitions

3.1 Flexitime: A flexible working arrangement that allows full-time staff members to adjust their start and finish times within specified limits.

3.2 Work-from-Home: A remote work arrangement where employees perform their duties from a location other than the University's premises in lieu of physical presence.

4.0 Policy

Effective Working Hours:

4.1 The full-time staff member is required to work five days a week for a minimum of (8) hours on each working day.

4.2 The University's operating hours are normally between 8:00 a.m. and 22:00 p.m.

4.3 The University's standard working week is Monday to Friday; some academic and administrative staff may work on Saturdays according to teaching and operational requirements.

4.4 Due to the nature of teaching activities, some academic support staff members may be required to work late at night or during weekends. Given the operational requirements, they are asked to organise their work schedules with their line managers.

4.5 The official working hours are normally from 9:00 a.m. to 6:00 p.m. with a statutory one-hour break per five hours or more of continuous work as per the UAE Labour Law. This may vary according to business requirements of each faculty/department.

4.6 Deans and Head of Departments are responsible for implementing the working hours and monitoring the attendance of their team members.

4.7 Official working hours on Fridays are normally from 9:00 am to 6:00 pm including a two-hour fixed break.

4.8 Head of Department may adjust the schedule of any full-time staff member to meet the work requirements that may rise due to work necessities, and they must notify the staff member of any changes in work schedules, after notifying the Department of Human Resources.

4.9 Head of Department, in collaboration with the Department of Human Resources, may assign flexible working and/or remote working in line with BUiD policies to some staff members, depending on the nature of their work and/or as needed for the operational workflow.

4.10 Full-time staff members may be required to work additional hours to complete tasks set by their line manager. In such cases, overtime compensation will be calculated according to the Leave Policy.

4.11 Ramadan working hours are normally decreased by (2) hours, in accordance with UAE Labor Law. The Department of Human Resources will notify BUiD staff members before the start of the Holy Month of Ramadan.

Flexitime working arrangement:

4.12 Head of Departments, in collaboration with the Department of Human Resources, may assign flexible working to some staff members, depending on the nature of their work and/or as needed for the operational workflow.

4.13 Staff members on flexitime working must attend minimum of (6) hours per day with minimum of (40) working hours per week starting from Monday to Saturday.

4.14 Flexitime working arrangement agreement will need to be approved in advance by the University.

Work-From-Home arrangement:

4.15 Staff members are eligible for up to (10) days remote working per academic year with no more than (2) days a week, as an alternative to on-campus attendance, subject to the discretion and approval process outlined below.

4.16 Remote working is applicable under one of the following circumstances:

4.16.1 Job positions that don't require physical presence may be considered for remote work, considering factors such as the nature of the role, job responsibilities, and feasibility of performing duties remotely.

4.16.2 Other specific circumstances with compelling reasons may also be considered for remote work arrangements on a case-by- case basis.

4.17 Job positions that do not require in-person contact or physical presence are jobs involving administrative duties that can be automated with the proper presence of technological set up to be successfully completed remotely, on time and without affecting the quality. This includes all administrative grades from grade 1 to grade 7.

4.18 The decision to approve remote work is made based on recommendations from the line manager, in collaboration with the Department of Human Resources, and final approval by the Chief Administrative Officer (CAO) and/or the Vice Chancelor.

4.19 Full-time staff member who is carrying out remote working is responsible for having a suitable and equipped work environment and should consider the following:

4.19.1 ensuring to have a good quality, reliable internet connection when working remotely.

4.19.2 having a dedicated workspace when working remotely.

4.19.3 maintaining appropriate and sufficient equipment for working remotely.

4.19.4 the University is not responsible for the provision, maintenance, replacement, or repair of any personal equipment.

4.19.5 work remotely outside of the UAE is not permitted unless specifically agreed with the University.

4.20 Full-time staff members must adhere to BUiD's policies, procedures, and guidelines related to remote work, including maintaining regular communications and transferring landline, adhering to working hours, and ensuring data security and confidentiality.

4.21 The University reserves the right to revoke the remote work arrangement at any time, based on operational requirements, performance concerns, or changes in circumstances.

4.22 Remote work must have prior approvals according to the approval process outlined in this policy, which must be done through HRMS.

Attendance Expectations:

4.23 Punctuality: Staff members are expected to arrive at work on time and adhere to scheduled working hours.

4.24 Regular Attendance: Staff members are expected to maintain regular attendance, unless absence is due to approved leave or legitimate reasons.

4.25 Notification of Absence: Staff members must notify their Dean or department head and HR Department of any anticipated absence at least 24 hours in advance, whenever possible.

4.26 Not all working patterns such as flexitime working, or work-from-home options will be suitable for all departments or units.

5.0 Procedures

5.1 If a staff member is unable to report to work due to an emergency, they must inform the line manager within two (2) hours from the beginning of their shift.
5.2 Upon returning to duty, they must apply for a leave request through the HRMS.
5.3 They must advise their line manager of their extended absence and when they are expected to return to work.
5.4 Before submitting a request for flexitime work or work-from-home, employees are encouraged to discuss their request informally with their manager in the first instance.
5.5 Applications should be put in writing to the line manager using the HRMS.
5.6 Upon receipt of a request, the line manager will consider it carefully, taking into account the potential benefits and weighing them up against any adverse impact of the proposed changes and the decision will be based on whether or not a request can be granted on business grounds.
5.7 Once a decision is reached the manager will inform the staff member of the outcome in writing through the HRMS.

Appendix A: Work-From-Home Plan Application

Work-From-Home Plan Application

This document serves as an application and plan for remote work arrangements designed for monitoring and documenting the daily progress of assigned tasks during remote work. This form would be filled in by the staff members and reviewed by the line manager, this will help provide valuable insights into the quality of productivity and performance of the staff members during remote work.

A. Employee Information

Name:	
Position:	
Department:	
Start Date of Remote Work:	
Expected Duration of Remote Work:	

B. Remote Work Plan

SN.	Task	Time Frame	Deliverables	Progress (of 100%)	Remark
1.					
2.					
3.					

Staff Member Signature: _____ **Date:** _____

Line Manager: _____ **Date:** _____

Vice Chancelor/ Chief Administrative Officer: _____

Date: _____

Document History

Policy Number/Version	Date	Update Information	Approval
(8.15/V01)	Sep. 2024	New drafted policy to set clear guidelines for BUiD full-time staff members' attendance and working hours.	Draft

الجامعة البريطانية في دبي

The British University *in* Dubai

SECTION 9 | COMPENSATION

Benefits

Policy number/version		9.2/V02
Section		COMPENSATION
Type		Staff policy
Date of creation		September 2017
Date of last revision		September 2023
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Post/section with responsibility for implementation and monitoring		Head of Human Resources
Approved by		University Council
Policy review	Latest review by	Head of Human Resources
	Latest review date	September 2025
	Review outcome	
	Next review date	September 2026
Cross reference/related documents:		9.3 Leave 9.5 Conference and special visits

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University wishes to attract and retain academic staff of internationally recognised calibre, and an administrative staff with proficient and professional expertise.

1.2 The University will provide for the needs of its staff members with respect to some fixed and variable costs of living, wellbeing and career growth.

2.0 Scope

2.1 Applies to all staff holding fulltime and permanent appointments in the British University in Dubai.

3.0 Definitions

3.1 Federal Labour Law is enforced by the Ministry of Labour. It covers all aspects of employment and employer/employee relationships.

3.2 Entities in the Free Zones maintain their own contracts of employment under the policies of the Free Zones. However, these must not conflict with, and do not take precedence over Federal Labour Law.

3.3 University policy upholds both the Federal Labour Law and the policy of the Free Zone

4.0 Policy

4.1 Benefits to staff vary according to the Grades of their position. They are as follows:

University Benefits	Source of Benefit	Eligibility
Settling-in Allowance	Contract of Employment	Grade 8 to 10
Joining & End of Service Ticket & Excess Baggage	Contract of Employment	Grade 8 to 10
Contribution to Housing	Contract of Employment	Grade 8 to 10
Medical Insurance Repatriation of Mortal Remains from UAE to Home Country	UAE Labour Law & Contract of Employment	All employees as defined in individual contract of employment
Annual Leave	UAE Labour Law & Contract of Employment	All employees as defined in individual contract of employment
Annual Ticket	UAE Labour Law & Contract of Employment	as defined in individual contract of employment
Conference Attendance & Special Visits	Discretionary University Benefit	Faculty members & senior administrative staff
Education for children	Contract of Employment	Grade 8 to 10
University Fee Concession	Discretionary University Benefit	All employees eligible for continuing education
Car Parking Facility	Discretionary University Benefit	As required
End of service benefits for the deceased staff member	UAE Labour Law	All employees
Gratuity & Repatriation Benefits	UAE Labour Law & Contract of Employment	All employees

Duplication of Benefits

4.2 If the staff member's spouse is employed in the UAE and also entitled to the same category benefit as the employee, the employee is entitled to claim that benefit either through the spouse's employer, or through the University. The employee is entitled to claim that which is of greatest benefit. The employee must complete the Duplication of Benefits Form HR 13A, annually.

Joining the University

4.3 Travel: If specified in the Contract of Employment, a new member of staff will be compensated for travel to join the University as follows:

4.3.1 the selected candidate relocating to join the University is eligible for a one-way, economy class ticket;
4.3.2 if specified in the contract, the tickets are issued for the new member of staff, their spouse, and two dependent children (under the age of 19);
4.3.3 the port of departure is as specified in individual contracts;
4.3.4 tickets are purchased by the University unless the member of staff can obtain a more competitive fare than that quoted by the University travel agent.

4.4 Excess Baggage: If specified in the Contract of Employment, an excess baggage allowance of AED 5000 is payable for the relocation of the new member of staff and up to three family members. Payment is made on presentation of evidence of expense.

4.5 Settling In Allowance: Where specified in a Contract of Employment, the Settling In Allowance is payable by cheque in the first month of joining the University. Employees are liable to repay the sum pro-rata (calculated by month), should they leave the University's employ within thirty-six months.

4.6 Hotel accommodation: The new member of staff is entitled to request the University to arrange hotel accommodation, with costs deducted through the payroll in the first or subsequent month, by agreement.

Housing

4.7 Members of staff holding positions at Grades 8 to 10 are entitled to a University contribution to their housing costs. The contribution is as specified in individual contracts, and is settled monthly through the payroll.

Medical insurance

4.8 All permanent members of staff of the University are entitled to belong to the University's private medical insurance contract. Terms of entitlement are specified in the Contract of Employment and may include dependent spouse or children (up to 18 years of age calculated as of the start of the academic year in which this benefit is availed).

4.9 All individuals with Employment Visas or Residence Visas in the UAE are required to hold medical insurance.

4.10 If an employee's dependent spouse or children are not included in the University's medical insurance contract under the terms of their Contract of Employment, the employee may insure their dependent spouse or children who are under a BUiD employee's sponsorship. This excludes spouses who are employed locally by an entity in Dubai or have their own Dubai-based business. The premium will be determined by the University in each academic year and be deducted from the employee's salary.

4.11 All individuals covered by the University's private medical insurance contract are liable to adhere to the terms of the provider.

4.12 Original insurance claim forms, invoices and other relevant documentation must be presented to the insurance provider for reimbursements.

4.13 The University will not pay for any medical expenses directly and all medical claims should be made with the insurance provider only. The staff will have to oblige to the approval / rejection of claims subject to the terms and conditions of the provider.

4.14

Annual leave

4.15 Refer to relevant University policy for leave.

Annual ticket

4.16 If this benefit is specified in a Contract of Employment, the following applies:

4.16.1 eligibility for the cash in lieu of the annual ticket to the country of origin is subject to the provisions of the Duplication of Benefits;

4.16.2 the member of staff must complete the six-month probationary period to be eligible for the first annual leave tickets or the cash in lieu of the annual leave ticket;

4.16.3 annual leave travel benefits are normally reimbursed for travel between June and August unless specifically agreed by the Vice-Chancellor;

4.16.4 the University reimburses airfare at a fixed amount as specified in individual contracts. Staff who joined under previous arrangements may continue to be reimbursed in cash based on the economy class fare of a direct flight, using the lowest fare quoted by the authorised travel agent in March, or at a fixed amount as approved by the Vice-Chancellor;

4.16.5 members of staff who have terminated their contract with the University and are repatriating are not permitted to avail the cash in lieu of the ticket for that current year.

4.17 Members of staff who are repatriating are not entitled for annual leave in that academic year.

4.18 Members of staff who are repatriating and have availed the cash in lieu of the ticket prior to the termination of contract are required to return the ticket charges to the University. The deductions will be made from the departure settlement.

4.19 A member of staff terminating their employment to join another employer in the UAE or who have written notification that the University has 'no objection' to their joining another employer is not entitled to an annual leave ticket or the cash in lieu of the annual leave ticket.

Conference attendance and special visits

4.20 Refer to University policy on conferences and special visits.

Education for children

4.21 If specified in contracts of Employment, the following applies:

- 4.21.1 members of staff will be reimbursed against receipts, subject to the limits and conditions as specified below, and on approval by the Vice-Chancellor;
- 4.21.2 entitlement is normally that of the Vice Chancellor, the Chief Administrative Officer, and academic staff;
- 4.21.3 a maximum benefit of AED 44,000 per child for up to two children at any one time per academic year;
- 4.21.4 children must be resident in the United Arab Emirates and attend schools in the UAE; the benefit covers the normal school age i.e. starting from UAE grade 1 to grade 12 (normal completion of the school curriculum, generally up to the completion of the 18th year of age) to be paid against invoices as per the University's policies and procedures. Pre-school, such as KG1 and KG2, and year 13, such as A-level or equivalent, are not included.
- 4.21.5 in special cases the Vice-Chancellor may approve fees for special schooling, e.g. children with special needs, cases where home tutoring is required;
- 4.21.6 the payment of tuition fees for children is subject to the Duplication of Benefits Form, which the employee should get completed by his / her spouse's employer.
- 4.21.7 the fees payable under this benefit are:
  - 4.21.7.1 tuition fees;
  - 4.21.7.2 book fees;
  - 4.21.7.3 exam fees;
  - 4.21.7.4 uniform fees;
  - 4.21.7.5 medical fee;
  - 4.21.7.6 bus/transport fees;
  - 4.21.7.7 tablet (if it is a mandatory requirement by the school. Evidence should be provided. This will be reimbursed only once per child during the service of the staff in the University);

4.21.7.8 admissions fees, including advance registration / reservation fees. These fees are not in addition to the overall maximum limit. Advance registration / reservation fees will be reimbursed in the academic year that the tuition fees are payable.

4.21.8 The fees not payable under this benefit are:

4.21.8.1 annual fees;
4.21.8.2 capital fees;
4.21.8.3 first time joining fees;
4.21.8.4 extra support fees;
4.21.8.5 computer/music/physical education fees;
4.21.8.6 meal fees;
4.21.8.7 extra-curricular fee;
4.21.8.8 any other fees or costs.

4.21.9 All original invoices must be submitted to Human Resources. If the claim is received before 15th of the month, the payment will be made in the subsequent payroll.

University fee concession

4.22 Suitably qualified members of staff of the University, and in certain cases their spouse or children, may enrol on programmes of study offered by the University at a discount, at the discretion of the Vice-Chancellor.

4.23 Discounts are normally:

4.23.1 up to 100% when the programme of study has been recommended to them for reason of professional development;
4.23.2 up to 75% of the fee for a Master's programme when the staff member elects to enrol without recommendation;
4.23.3 up to 33% of the fee for a Doctoral programme when the member elects to enrol without recommendation;
4.23.4 up to 50% for a spouse and/or a child/children. These individuals would then not be entitled to a University scholarship.

4.24 Liability for repayment is as follows:

4.24.1 members of staff who receive a discounted tuition fee are expected to remain in employment for a minimum of two years following the successful completion of the programme. Staff members resigning from services within two years of completion of the programme, are required to pay the University a proportion of the discounted fee on a pro-rata basis;
4.24.2 members of staff terminating studies before completion of the programme, will be required to pay the full fee for the modules attended;

4.24.3 members of staff who terminate their employment in extenuating circumstances may be exempt for repayment, at the discretion of the Vice Chancellor;

4.24.4 any 50% discount extended to a spouse or children will continue irrespective of the termination of employment of the member of staff.

4.25 Applications for discounted fees are made through the Human Resources Department and must be supported by the line manager. In the case of members of the administrative staff, approval is at the discretion of the Chief Administrative Officer with the Vice Chancellor. In the case of members of academic staff, approval is at the discretion of the Vice Chancellor.

4.26 Members of staff and their dependents who are not exempt from the normal admissions criteria must apply through the normal admissions procedures and pay the required registration fees.

Car parking

4.27 DIAC provides limited car parking; entitlement to access the DIAC car park is at the discretion of the University.

4.28 Entitled members of staff who wish to use the parking facilities are liable to pay the DIAC fee. This is one-off and non-refundable.

4.29 DIAC issues an access card for the car park. This remains the property of DIAC and members of staff are liable for payment for a replacement, and for making the arrangements for the replacement. Cards must be returned to the University on termination of employment. Failure to do so will result in a deduction from the departure settlement.

End of service

4.30 Travel: if specified in the Contract of Employment, a member of staff terminating their employment will be compensated for repatriation travel as follows:

4.30.1 a ticket is one-way, economy class;

4.30.2 tickets are issued for the member of staff and if specified in the contract to their spouse, and two dependent children (under the age of 19);

4.30.3 the port of arrival is as specified in individual contracts;

4.30.4 tickets are purchased by the University unless the member of staff can obtain a more competitive fare than that quoted by the University travel agent;

4.30.5 a member of staff terminating their employment to join another employer in the UAE or who have written notification that the University has 'no objection' to their joining another employer is not entitled to a repatriation ticket.

4.31 Excess Baggage: If specified in the Contract of Employment, an excess baggage allowance of AED 5000 is payable for the departing member of staff and up to three family members (spouse and two children up to the age of eighteen). Payment is made on presentation of evidence of expense.

End of service benefits for the deceased staff member

4.32 In case of a full-time staff member death during his/her term of contract with BUiD, the following benefits will be transferred to the staff member's bank account:

4.32.1 Full salary of the month in which death occurs in addition to gross salaries of the three successive months.

4.32.2 A provisional end of service gratuity shall be paid through a bank transfer to the staff member's bank account.

4.33 All benefits (except the education allowance, if applicable) of the deceased staff member shall stop at the day of death, including the end-of-service gratuity calculation.

4.34 The instalment of education allowance due to the staff member shall not be reimbursed back to the University. If the instalment became due but not yet paid, it shall be payable and treated similar to all other payable benefits the legal beneficiaries of the deceased staff member.

4.35 The university will cover expenses of preparing of the mortal remains and transportation to his/her home country if his/her family so requested.

Gratuity and repatriation

4.36 On termination of employment, the employee will receive end of service gratuity in accordance with the UAE Labour Law or as specified in the individual contract of employment, subject to deduction for all outstanding liabilities.

Document History

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(9.2/V02)	Nov. 2024	Clauses on provisions made in case of the staff member's death during the term of the contract have been added.	Council
(9.2/V02)	AY 2022-2023	Amended clauses on medical insurance coverage for dependents Amended clauses on education benefits for dependents Policy version upgrade from V01 to V02	Council
(9.2/V01)	Oct. 2019	Addition of benefits	Council

Leave

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Date of last revision		September 2023
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Post/section with responsibility for implementation and monitoring		Head of Human Resources
Approved by		University Council
Policy review	Latest review by	Head of Human Resources
	Latest review date	September 2025
	Review outcome	
	Next review date	September 2026
Cross reference/related documents:		UAE Labour Law Offer Contract 1.0 Policies & procedures manual 4.0 Staff handbook Leave Application Form – Academic & Admin Staff Conference Attendance & Special Visit-Application Form

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University believes that its members of staff should be able to maintain a life-work balance, have opportunity for rest and relaxation, and have time to attend to personal matters.

2.0 Scope

2.1 Applies to all members of staff of the University.
2.2 Defines the types of leave, criteria applicable, and procedures.

3.0 Policy

Annual leave

3.1 Entitlement to Annual Leave is stated in Contracts of Employment. The standard lengths of annual leave are:

3.1.1 25 working days for members of staff on grades 1-7;
3.1.2 40 working days, as a minimum for members of staff on grades 8-10.

3.2 The University's annual leave calendar runs with the academic year, i.e. from 1 September to 31 August.

3.3 Academic staff:

3.3.1 the university will announce the academic year calendar annually. Academics will be guaranteed a minimum of 40 working days. The annual leave will normally be as follows:

3.3.1.1 ten (10) working days in December between terms 1 and 2;
3.3.1.2 five (5) working days in March/April 2021 between terms 2 and 3;
3.3.1.3 twenty-five (25) working days in the summer.

3.3.2 all academics tasks of the year will have to be completed before the start of the summer leave. This particularly includes all BoEs of the third term and announcement of the results.

3.4 Administrative Staff:

3.4.1 members of staff should use their leave entitlement within each academic year. They may:

3.4.1.1 carry forward up to 20% of any unused entitlement into the subsequent academic year;
3.4.1.2 draw from the subsequent academic year up to 20% of the entitlement for that year.

3.4.2 members of staff should spread the leave entitlement across the academic year ensuring that leave is not taken at critical periods in the University cycle.;
3.4.3 annual leave may be taken only with prior approval of the line manager; the final authority to grant leave rests with the Chief Administrative Officer;
3.4.4 line managers should produce a plan of annual leave for their department to ensure that leave does not impair normal operations and that absence can be covered by remaining staff.
3.4.5 special considerations:

3.4.5.1 members of staff serving probation are not permitted annual leave, with exceptions granted by the Vice Chancellor/ Chief Administrative Officer on recommendation of the line manager in exceptional circumstances.
3.4.5.2 the annual leave entitlement for those members of staff on secondment from the University will be calculated in proportion to the days worked in the University, if not defined under the terms of the secondment.
3.4.6 for members of staff who commence employment during a public holiday or if the employment terminates during a public holiday, the annual leave entitlement is proportionate to the period worked;

3.4.7 members of staff who resign, or whose employment has been terminated, will be paid for their leave entitlement on a pro-rata basis up to the last working day, including leave carried forward;

3.4.8 members of staff serving notice are only permitted to take annual leave after they have completed their responsibilities and given due hand-over, with exceptions granted by the Vice Chancellor/ Chief Administrative Officer on recommendation of the line manager;

3.4.9 members of staff who resign, or whose employment is terminated for any reason, and have taken their entitlement before it accrues must repay the value of the leave. The University will deduct this amount from the member of staff's final salary and/or departure payment.

Sick leave

3.5 Members of staff whose illness prevents them from work are expected to notify their line manager and Human Resources through the Employee Self-service System (ESS) before the normal working day commences. In the event that the staff member is not able to apply through the system, he/she is required to exhaust other means to inform the line manager who will thereafter inform Human Resources and colleagues affected.

3.6 Members of staff taking sick leave for more than 1 day are required to submit medical certificates.

3.7 Repeated sickness or patterns of sickness will result in the employee being required to meet with their line manager or Human Resources to discuss their condition and identify resolution.

3.8 Abuse of sick leave will result in disciplinary action.

3.9 No member of staff is entitled to paid sick leave during the probationary period. Thereafter employees in continuous employment will be entitled to sick leave not exceeding 90 days, successive or otherwise, in respect of each year of service to be calculated as below:

3.9.1 first 15 days full pay;
3.9.2 next 30 days half pay;
3.9.3 beyond 45 days no pay.

3.10 If a member of staff is ill during annual leave the days of illness will be considered as part of the individual's annual leave.

Conference leave

3.11 Academic and senior administrative staff members are permitted paid leave for the purposes of conference attendance or other substantial collaborative activity related to their research interests (refer to relevant policy on staff conference attendance & special visit).

3.12 Conference leave is calculated in days. Leave may commence 1 day before the start and will end 1 day after the end of the conference.

Compassionate leave

3.13 The University will grant compassionate leave with pay to members of staff in cases of critical illness or the death/burial of an immediate family member in the specific cases of father, mother, brother, sister, spouse, or child. In the event of critical illness or death/burial the University will grant the following:

3.13.1 up to three calendar days paid leave from the date of the incident, if the incident occurs within the UAE;

3.13.2 up to five calendar days paid leave if the incident occurs outside the UAE and it requires overseas travel;

3.13.3 up to three calendar days if the incident occurs outside the UAE and it does not require overseas travel.

3.14 Additional days may be granted on request by the member of staff and at the discretion of the Vice Chancellor/ Chief Administrative Officer.

3.15 Paid absences will not normally be granted more than twice for the critical illness of the same relative and only once within any twelve-month period.

3.16 In the event of death of an immediate family member (specified above), leave will be granted regardless of the number of absences previously allowed due to critical illness.

3.17 Members of staff may be requested to produce evidence of the illness or a death certificate, upon the member of staff's return to work.

3.18 Compassionate leave applies only when the member of staff is in service and not while on leave.

Maternity and paternity leave

3.19 The University adopts the UAE Labour Law for maternity and paternity Leave.

Leave for attendance at examinations

3.20 Administrative staff undertaking programmes of professional development that require attendance at examination will be granted one full-day leave on the date of the examination. Staff must request such leave in advance and provide evidence of attendance.

Pilgrimage

3.21 Members of staff are permitted to leave without pay once in the period of service for performing pilgrimages provided they give advance notice. This leave should not be longer than 30 days, and will not be subtracted from any other leave entitlement.

Sabbatical leave

3.22 Members of academic staff with 5 or more years of service at the University may apply for leave to engage in study or research relevant to their position, on condition that it does not prevent them carrying out their regular responsibilities.

3.23 Members of academic staff so qualified shall submit a proposal to the relevant Dean of Faculty. The consideration for sabbatical leave is subject to the Dean's support. The Dean will recommend the application for the Vice Chancellor's consideration subject to the availability of resources to adequately cover the absence of the individual on sabbatical leave. Final approval of sabbatical leave is at the discretion of the Vice Chancellor.

3.24 Members of academic staff on paid or unpaid leave are not allowed to undertake other paid employment or hold external positions without the recommendation of the Dean of Faculty and approval of the Vice Chancellor. Any members of academic staff undertaking approved paid employment whilst on sabbatical leave are required to declare their earnings. The University will determine whether part or all of the additional earnings during sabbatical leave may be retained by the member of academic staff.

3.25 The maximum absence for any member of academic staff is 250 days inclusive of any annual leave taken.

3.26 Members of academic staff cannot take any other type of leave during the sabbatical leave period.

3.27 Any unpaid absence during the sabbatical leave period will be considered as unpaid leave as per the UAE Labour Law.

Unpaid leave

3.28 Unpaid leave is not a standard entitlement and is subject to the exceptional approval of the Vice Chancellor/ Chief Administrative Officer on a case-by-case basis.

Emergency leave

3.29 Emergency leave allows staff members to request for time off for unforeseen evidence-based crises or circumstances.

3.30 Emergency leave is subject to the exceptional approval of the Vice Chancellor and/or Chief Administrative Officer on a case-by-case basis.

3.31 If sanctioned, the duration of emergency leave can be negotiated with the line manager and the final approval rests with the Vice Chancellor and /or Chief Administrative Officer.

3.32 Eligible staff member must adhere to the leave procedures, including staying connected during their absence.

3.33 The emergency leave can be granted for up to 10 days as follows:

3.33.1 The initial 5 days paid at full salary and not be subtracted from any other leave entitlement.

3.33.2 The subsequent 5 days at half pay, however, the staff has the option to subtract this period from his/her annual leave by the same portion.

3.34 Beyond this period defined in 3.33, any additional leave is unpaid.

Compensation leave

3.35 A line manager may require a member of administrative staff to work outside normal contracted hours. The member of staff is entitled to decline the request. Agreements are notified to Human Resources.

3.36 Members of administrative staff who work hours outside their contract are compensated with leave for those hours.

3.37 Compensation leave normally should be taken within a month from the date of approval or else forfeited.

3.38 Compensation leave cannot be added to annual leave

3.39 Members of academic staff who are required to work on a weekend to meet University commitments will be compensated for the time worked. Other academic commitments will not be compensated.

3.40 Members of staff may take up to four hours leave to resolve personal commitments provided these are agreed with the line manager in advance, and subsequently compensated to the University. Adequate compensation is notified by the line manager to Human Resources. Any commitment that requires more than a four-hour absence will be compensated by the deduction of one day's annual leave.

4.0 Procedures

4.1 The following procedures apply in addition to those set out within the policy's clauses.

4.2 Line managers are expected to inform all relevant colleagues of the dates a member of staff will be absent. Long annual leave should be planned at least 2 (two) months in advance in coordination with the Head of Department and the Chief Administrative Officer.

4.3 Members of staff are expected to:

4.3.1 agree reasonable measures with their line manager to ensure their responsibilities are covered in their absence, or feasibly postponed;

4.3.2 set an 'out of office message' on their email that signals whether they will be accessing emails, and if so whether they will reply. They should indicate also who will stand in in their absence;

4.3.3 leave a voice message on their telephones to indicate their absence, the date of return and the name and contact details of the staff member who will be responsible during their period of absence. Employees are expected to remove the email and telephone out of office messages on their return.

4.4 The University will announce blackout periods after consultation with the Heads of Department. No annual leave can be taken during these blackouts.

4.5 No annual leave is permitted during Graduation, except for those members of staff graduating in person.

4.6 All leave applications must be applied, approved and processed through the Employee Self-service System (ESS).

Document History

Policy Number/Version	Date	Update Information	Approval
(9.3/V03)	AY 2022-2023	The notice period for short leaves has been terminated. Clause on number of consecutive leave days allowed for administrative staff has been terminated. Added clauses on blackout periods.	Council

		Policy version upgrade from V02 to V03 Clauses on Emergency leave have been added.	
(9.3/V02)	AY 2021-2022	Added new conditions for administrative annual staff leave Revised conditions for all staff sick leave Added new conditions for compensation leave Changed notice period for leave from calendar days to working days	Council
(9.3/V01)	Mar. 2020	Version upgrade, Restructuring, Rewording	Council

Business travel

Policy number/version		9.4/V01
Section		COMPENSATION
Type		Staff policy
Date of creation		September 2017
Date of last revision		September 2019
Date of approval of current version		9 September 2019
Post/section with responsibility for implementation and monitoring		Head of Human Resources
Approved by		University Council
Policy review	Latest review by	Head of Human Resources
	Latest review date	September 2025
	Review outcome	No changes
	Next review date	September 2026
Cross reference/related documents:		9.2 Benefits 9.5 Conference and special visits 5.1.1 Appointment role and expectations of external examiners

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University will make effective use of its financial resources, where such use is in pursuit of its educational and research mission.

1.2 The University sets guidelines for acceptable business travel expenses.

2.0 Scope

2.1 Applies to travel necessary for the pursuit of University business.

3.0 Policy

General

3.1 The University will fund travel in pursuit of University business under the terms set out in this policy.

3.2 The University will provide travel insurance for members of staff and access to 24-hour emergency medical assistance.

3.3 All travel on University business must be approved in advance by the Vice Chancellor or Chief Administrative Officer.

3.4 Members of staff are expected to travel using the most economically efficient means possible, and to keep associated expenses to a minimum.

3.5 The University awards a subsistence allowance to guests who travel to the University on business; the sum includes hotel and related expenses. The University will purchase travel tickets on behalf of the guest.

3.6 Annual Leave Travel: See relevant University policy on benefits.

3.7 Repatriation Travel: See relevant University policy on benefits.

3.8 Conference Travel: See relevant University policy on conferences and special visits.

3.9 External Examiners Travel: See relevant University policy on external examiner and academic advisors.

Local travel

3.10 Private Vehicles:

3.10.1 members of staff who are required to travel on the University business in private vehicles within the UAE will be reimbursed at the rate of AED 0.5 per kilo-metre of travel. If travel is required frequently, the member of staff may be paid a monthly allowance as specified in the contract of employment;

3.10.2 members of staff may use private vehicles outside the UAE if this is more economical, and may claim for fuel supported by an invoice;

3.10.3 members of staff using private vehicles for business travel must possess a valid driver's license and are personally responsible for current comprehensive auto insurance, including liability as appropriate in the country of travel;

3.10.4 members of staff using vehicles that do not have valid documents that are required for travel in the respective country will be doing so at their own risk. The University will not be responsible for any contingency;

3.10.5 members of staff will be liable for parking or traffic fines;

3.10.6 members of staff who are using private vehicles must follow the road regulations of the country in which they are travelling. It is the member of staff's responsibility to be aware of the regulations;

3.10.7 members of staff must have their medical insurance cards readily available.

3.11 Taxis, bus and metro:

3.11.1 members of staff who use taxis, bus, the metro or car hire within or outside the UAE are required to provide evidence of expenditure incurred where possible;

3.11.2 members of staff who are required to conduct regular classes outside the University are eligible to claim the agreed fee to cover additional expenditure involved (e.g. evening class in Abu Dhabi).

3.12 Rail & Air:

3.12.1 members of staff who undertake rail travel should book the cheapest 'class' ticket available for the travel;

3.12.2 members of staff are encouraged to use coach services if provided or available;

3.12.3 long-term or overnight parking expenses incurred at stations or airport are not payable;

3.12.4 the retention of Air Miles or similar reward schemes by individual travellers is permitted but staff are not permitted to book other than the lowest appropriate fare in order to obtain such rewards;

3.12.5 members of staff who confirm bookings online may retain all benefits from frequent flyer club memberships. All dues for such clubs must be paid by the member of staff.

Insurance

3.13 Members of staff travelling on University business are covered under the Business Travel Insurance. Medical insurance will be on the terms and conditions as offered by the provider.

Visa and consular services

3.14 The member of staff is required to organize the documents required for overseas travel with the relevant consular office.

3.15 Visas required for University guests in the UAE will be arranged by the University.

Hotel accommodation

3.16 Members of staff are encouraged to use hotels that offer value for money. These hotels would normally not exceed a three-star rating or equivalent.

3.17 Accommodation for guests being invited to the University is normally arranged in the University's authorised hotels. Exceptions are approved by the Vice-Chancellor and normally on the condition that additional charges are borne by the guest.

3.18 Personal expenses for e.g. laundry charges, telephone calls, liquor or other entertainment charges will not be reimbursed by the University.

Preferential rates for family members

3.19 A member of staff who will travel with an immediate family member is entitled to the preferential fares or tariffs obtained by the University. However the full marginal costs incurred are to be borne by the member of staff. Deductions will be made from the salary of the current or subsequent payroll.

4.0 Procedures

Claims

4.1 Staff who travel on University business should seek approval in advance from the Vice Chancellor / Chief Administrative Officer using the Staff Special Visit Application through the Human Resources department. The Human Resources Department will initiate the appropriate travel and accommodation arrangements.

4.2 Visits by invited guests that incur travel and accommodation expenses should be approved in advance by the Vice Chancellor in order for the Human Resources Department to then initiate arrangements.

4.3 Online bookings may be made by members of staff after having verified that the fare/rate is cheaper than that otherwise quoted to the Human Resources Department.

4.4 Members of staff claiming the cash in lieu of the tickets are required to provide proof of travel by submitting a copy of the purchased ticket to the Head of Human Resources.

4.5 The lowest cost of the actual ticket (to another location) or the fare to the destination port as specified in individual contracts will be reimbursed.

4.6 All claims are to be submitted and are to be supported with invoices.

4.7 The claim forms are to be authorised by the Line Manager, the Head of Programme or the Dean and then directed to the Head of Human Resources before the 15th of each month for obtaining the authorisation of the Chief Administrative Officer and the approval of the Vice-Chancellor. The approved claims are then directed to the Accounts Department for reimbursement with the payroll.

4.8 In exceptional circumstances, where it is necessary for larger amounts to be spent, the approval of the Vice-Chancellor / Chief Administrative Officer must be obtained in advance. In each and every case where a greater sum is claimed, reasons supporting the excess must be given.

Document History

Policy Number/Version	Date	Update Information	Approval
(9.4/V01)	May. 2018	Renumbering (4.12/V02), Restructuring, Rewording	Council

Conferences and special visits

Policy number/version		9.5/V01
Section		COMPENSATION
Type		Staff policy
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Approved by		University Council
Policy review	Latest review by	Head of Human Resources
	Latest review date	September 2025
	Review outcome	No changes
	Next review date	September 2026
Cross reference/related documents:		1.8 Statutory bodies

1.0 Rationale and Principles which this Policy Seeks to Uphold

1.1 The University recognises the importance of participation in academic conferences to the development of the disciplinary field and members of its academic community.

1.2 The University wishes to make its own contribution to the development of academic disciplines and communities by supporting participation in academic conferences by members of its staff.

2.0 Scope

2.1 Applies to all members of the academic staff of the University and to senior members of its administrative staff.

3.0 Structures

3.1 Applications to attend conferences must be submitted through the HR system and will be reviewed by the Scientific Conference Travel Committee, whose membership and terms of reference are outlined in the University policy on statutory bodies.

4.0 Policy

4.1 The University permits attendance at up to 3 conferences per academic year. It will fund attendance at one international conference, one regional conference, and one local conference.

4.2 Attendance at conference should result in submission of an article for publication in an academic journal. Intention to write and present a paper at a conference will be an important criterion for approval of attendance.

4.3 Travel, expenses, fees, and a subsistence allowance will be paid, subject to the approval of the Vice Chancellor.

4.4 Members of staff are not permitted to attend conferences when these clash with the university examination period and meetings of the Boards of Examiners.

4.5 A second International conference may be permitted by using the combined Regional and Local allowances with an overall cap of AED 18,000.00, on condition that there will be no request for attendance to a 3rd conference in that academic year. However, all the allowances may not be combined into one to attend a single conference. Expenses incurred above the annual budget of AED18, 000.00 will be borne by the participant.

4.6 An allowance not used in any academic year cannot be carried over to the next academic year.

4.7 The academic staff member will need to prove that the conference is of international reputation, with the full papers peer-reviewed by a scientific program committee or equivalent body.

4.8 No funding will be provided for attendance of gala events, conducted tours etc. Commercial or other conferences not supported by a scientific community will not be funded, except with the express written approval of the Vice-Chancellor, as an exceptional case.

4.9 Special Visits are travel and participation in events that are not academic conferences but may be worthwhile in the interests of networking and relationship building. These are approved by the Vice Chancellor by application through the Human Resources Department.

4.10 These provisions are to be used for the benefit of The University staff members only. If a staff member has resigned from his/her post, then they may not attend a University sponsored conference during their notice period.

5.0 Procedures

Destinations

5.1 The classification of conference destinations is:

5.1.1 International: North and South America, Europe, Japan, Australia and South Africa;
5.1.2 Regional: Asia (excluding Japan), Middle East and Africa (excluding South Africa);
5.1.3 Local: UAE.

Applications

5.2 The date for receipt of the application is two months prior to the early bird. Any application submitted after this deadline will not be guaranteed approval.

5.3 The application should include proof of acceptance of a full conference paper. Papers other than full papers such as poster papers will not be accepted.

5.4 Papers accepted on the basis of a review of an abstract or paper proposal will not be accepted as sufficient criteria by the Scientific Conference Travel Committee. In such instances (which should be exceptional) a special case for attendance needs to be submitted to the Head of Human Resources for the Vice-Chancellor's consideration and will be subject to special approval on

condition that one outcome of the attendance will be the publication of a paper. These outcomes will be considered in future applications.

5.5 The Scientific Conference Travel Committee makes recommendations for approval to the Vice Chancellor. Upon approval of the conference application by the Vice Chancellor, the flight tickets are booked by the University on the most competitive fare. The conference registration and hotel should be booked by the attendee, unless explicitly agreed by the Department of Human Resources.

5.6 The attendee will be reimbursed for:

5.6.1 the visa fees if applicable;
5.6.2 the registration fees;
5.6.3 a subsistence allowance of AED 700.00 per day (which includes the hotel and other expenses) for the conference participation days. Allowance for an extra day may be reimbursed only if required;
5.6.4 please note that for a staff member making his/her own booking/payment arrangements flights will only be reimbursed up to the level securable by the University.

5.7 A staff member wishing to spend more days in the host city before or after the end of the conference needs to apply for leave. UAE weekends coinciding with conference attendance will not be compensated by granting of lieu days.

5.8 Within two weeks of the conference, the Conference Attendance Form must be submitted to the Head of Human Resources together with claims for expenses.

5.9 The conference report must be submitted by the employee to the Vice Chancellor, Dean, and Head of Programme. A summary should also be submitted to the Communications and Corporate Relations Department for publicity purposes.

5.10 Conference attendees are requested to share relevant papers, contacts, links etc. with colleagues in addition to their formal report.

Document History

Policy Number/Version	Date	Update Information	Approval
(9.5/V01)	May. 2018	Renumbering (4.3/V02), Restructuring, Rewording	Council

الجامعة البريطانية في دبي

The British University in Dubai

SECTION 10 | RESEARCH

Research strategy

Policy number/version		10.1/V01
Section		RESEARCH
Type		University-wide policy
Date of creation		September 2017
Date of last revision		September 2019
Date of approval of current version		9 September 2019
Post/section with responsibility for implementation and monitoring		Research Committee
Approved by		University Council
Policy review	Latest review by	Dean of Research
	Latest review date	August 2025
	Review outcome	No changes
	Next review date	August 2026
Cross reference/related documents:		1.0 Policies and procedures manual

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University is guided by a unique vision, mission, and set of goals.

1.2 The University sets high standards for its academic and operational outcomes.

1.3 The University's strategic planning process secures congruence between those outcomes and the University's vision, mission, and goals.

1.4 The University's Research Strategy is central to this framework.

2.0 Scope

2.1 Applies as direction to the research work of the University, and as a framework for evaluation of the University's effectiveness in delivering its Mission and Vision with respect to research.

2.2 This strategy supports interdisciplinary and mission-oriented research, with particular emphasis on digital transformation, artificial intelligence, climate resilience, and alignment with UAE's national research and innovation agenda.

3.0 Definitions

3.1 Mission: The University will provide world class scholarship, education, and research that make a distinctive British contribution to supporting the Government of Dubai's aspiration to become a hub for higher education and research in the region.

3.2 Vision: The University will be recognized and supported as Dubai's premier resource for the reflective pursuit of scientific, academic, and professional knowledge, and an accessible focus for its effective transfer and liberal application.

3.3 Research: The Frascati Manual is the internationally recognised methodology for collecting and using R&D statistics. It defines research as follows:

3.3.1 "Research and experimental development (R&D) comprise creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications.

3.3.2 The term R&D covers three activities: basic research, applied research and experimental development.

3.3.3 Basic research is experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundation of phenomena and observable facts, without any particular application or use in view.

3.3.4 Applied research is also original investigation undertaken in order to acquire new knowledge. It is, however, directed primarily towards a specific practical aim or objective.

3.3.5 Experimental development is systematic work, drawing on existing knowledge gained from research and/or practical experience, which is directed to producing new materials, products or devices, to installing new processes, systems and services, or to improving substantially those already produced or installed. R&D covers both formal R&D in R&D units and informal or occasional R&D in other units."

The Measurement of Scientific and Technological Activities Frascati Manual 2022. Proposed Standard Practice for Surveys on Research and Experimental Development. OECD Publishing, Publication date: 11 Dec 2002

4.0 Policy

4.1 . While the strategy is reviewed every five years, interim updates may be incorporated annually to reflect significant developments in technology, funding priorities, or global research policy shifts

Document History

Policy Number/Version	Date	Update Information	Approval
(10.1/V01)	Sep. 2019	Renumbering (10.1/V03), Insertion of a Preamble/Restructuring	Council

Research conduct

Policy number/version		10.2/V02
Section		RESEARCH
Type		University-wide policy
Date of creation		September 2017
Date of last revision		February 2019
Date of approval of current version		November 2022
Post/section with responsibility for implementation and monitoring		Research Committee
Approved by		University Council
Policy review	Latest review by	Dean of Research
	Latest review date	August 2025
	Review outcome	Clauses in AI Use in Academic Writing and Research have been added
	Next review date	August 2026
Cross reference/related documents:		1.8 Statutory Bodies

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University is guided by a unique vision, mission, and set of goals including *research integrity*, *open science*, *interdisciplinarity*, and *impact on society* in alignment with UN Sustainable Development Goals (SDGs) to reflect global research responsibility.

1.2 :

1.2.1 Mission:.

1.2.2 Vision:.

1.3 The University sets high standards of performance for its staff and students in delivering the mission and vision of the University.

1.4 The University has a framework of good conduct, with respect to professional conduct, academic conduct, ethical conduct in research, and personal conduct.

2.0 Scope

2.1 Applies to all students and staff of the University who are engaged in research activity.

3.0 Definitions

3.1 Research: The Frascati Manual is the internationally recognised methodology for collecting and using R&D statistics. It defines research as follows:

3.1.1 “Research and experimental development (R&D) comprise creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of

man, culture and society, and the use of this stock of knowledge to devise new applications.

3.1.2 The term R&D covers three activities: basic research, applied research and experimental development.

3.1.3 Basic research is experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundation of phenomena and observable facts, without any particular application or use in view.

3.1.4 Applied research is also original investigation undertaken in order to acquire new knowledge. It is, however, directed primarily towards a specific practical aim or objective.

3.1.5 Experimental development is systematic work, drawing on existing knowledge gained from research and/or practical experience, which is directed to producing new materials, products or devices, to installing new processes, systems and services, or to improving substantially those already produced or installed. R&D covers both formal R&D in R&D units and informal or occasional R&D in other units."

The Measurement of Scientific and Technological Activities Frascati Manual 2002. Proposed Standard Practice for Surveys on Research and Experimental Development. OECD Publishing, Publication date: 11 Dec 2002

4.0 Structures

4.1 The University Research Committee is the central body administering the Research activities of the University. Its membership and terms of reference are contained in University policy on statutory bodies.

4.2 The role of the University Research Committee is to:

4.2.1 Draw up and keep under review a Research Policy and Strategy for approval by the Senate and annual research plans.

4.2.2 Maintain compliance with national and international research ethics frameworks.

4.2.3 Oversight of research data management plans, data protection compliance, open access and non-open access publishing mandates, and BUID research journals and conference proceedings.

4.2.4 Ensure coherence between Faculty and University research strategies.

4.2.5 Identify opportunities for, and facilitate, cross-Faculty research.

4.2.6 Stimulate and target external funding for research.

4.2.7 Support the professional development of research staff.

4.2.8 Create, oversee and allocate a University research budget.

4.2.9 Monitor proposals to undertake funded research

4.2.10 Stimulate research interaction with UK university partners and other agencies.

4.2.11 Monitor proposals to form research partnerships with external bodies.

4.2.12 Oversee the approval of PhD proposals and supervision arrangements.

4.2.13 Ensure that arrangements are in place for research to be conducted safely to the highest international standards and in accordance with the relevant international standards for ethics.

4.2.14 Advise the University Senate and University Council on any matters concerning research.

5.0 Policy

Research by academic staff

5.1 Members of the University's academic staff are required to conduct research and engage in scholarship and to publish their findings.

5.2 It is the expectation of the University that all academic staff, where appropriate, shall seek research funds in support of their research.

5.3 The Career progression of the Academic Staff is dependent on their research achievements along with discharge of their other duties i.e. teaching and learning as well as any administrative obligations.

5.4 The University maintains an internal research fund to support the research within the University. This fund is granted through the approval of Research Committee which also oversees the progress of all such project being funded internally.

5.5 The University supports research that is aligned closely with University strategic priorities as identified in the University Strategic Plan and elaborated in the University Research Strategy. Each Faculty is required to prepare and align its Faculty strategic plan and research strategy to the University Research Strategy.

5.6 The University assists its academic staff to become better researchers by focusing on development processes in the following areas:

5.6.1 Generic research skills, such as statistics, experimental design
5.6.2 Interpersonal skills e.g. networking, presentation, grant-getting
5.6.3 Organisation, e.g. running conferences, managing research grants
5.6.4 Research technology

5.7 Processes to meet these needs may include: funding to attend workshops and training courses external to the University, the University-internal workshops and seminars, selected compendia of on-line resources, and mentoring relationships with more experienced academic staff.

Postgraduate student research

5.8 The University recognizes the fact that Postgraduate research students make a vital contribution to the research environment and output of the University.

5.9 Deans or their delegated nominees are responsible for ensuring that the management of postgraduate research degrees complies with University policy.

Principles of good research practice

5.10 The University expects those engaged in research to act with the highest standards of integrity whether they are employees of the University, students or researchers, and irrespective of the source from which their posts or research is funded, whether this is internal or external to the University.

5.11 It is important that a culture of honesty and integrity in research should be fostered and maintained within the University. This culture should be inculcated in inexperienced researchers and students.

5.12 The principles of good research practice include the following aspects:

5.12.1 Fundamentals of research such as: maintaining open and honest professional standards, documenting results, and questioning one's own findings
5.12.2 Acknowledging honestly the contribution of others
5.12.3 Leadership, organisation and cooperation in research groups
5.12.4 Taking special account of the needs of inexperienced researchers
5.12.5 Securing and storing primary data
5.12.6 Taking appropriate measures to protect intellectual assets
5.12.7 Acting in accordance with the University Ethics Policy

AI Use in Academic Writing and Research

5.13 Academic staff, students and researchers remain ultimately responsible for the intellectual content, accuracy, and ethical implications of their work, even when GenAI tools are used. AI should be considered an assistive tool, not a substitute for human intellect and judgment.

5.14 Any use of AI in academic writing and research must be explicitly disclosed. This includes details about the specific AI tools used, the purpose for which they were employed, and the extent of their involvement.

5.15 GenAI tools must NOT be used to bypass the fundamental requirements of academic integrity, such as original thought, critical analysis, proper attribution, and avoidance of plagiarism or fabrication.

5.16 All AI-generated outputs, especially factual information, citations, and data, must be thoroughly verified by human researchers against reliable sources.

5.17 AI-generated proposals should be utilised as an initial framework, but they require substantial human involvement and adjustment to guarantee originality and compliance with ethical guidelines.

5.18 AI can be a valuable assistant in various stages of the research process. Here are key areas where GenAI tools are generally considered acceptable, provided it's accompanied by full disclosure and rigorous verification:

5.19 Using GenAI in the initial literature review and scouting to rapidly identifying pertinent research papers or identifying potential gaps in existing literature.

5.20 Using GenAI tools for initial data processing, identifying patterns, or suggesting statistical tests. The interpretation and validation of results must be human-driven.

5.21 AI can assist in generating potential hypotheses based on existing data or literature, but the formulation and refinement of testable hypotheses are human tasks.

5.22 Generating or debugging code for data analysis or simulations.

5.23 Condensing complex research findings into accessible summaries for specific audiences.

5.24 During the writing process, GenAI tools should only be used to improve readability and language of the work.

5.25 GenAI tools must NOT be used to create or alter images in manuscripts. This may include enhancing, obscuring, moving, removing, or introducing a specific feature within an image or figure.

5.26 Academic staff, students and researchers must be aware of potential biases in GenAI tools outputs and take steps to mitigate them to ensure fairness, equity, and inclusivity in their work.

5.27 Academic staff, students and researchers should disclose in their manuscript the use of AI and GenAI tools and a statement will appear in the published work.

5.28 Researchers must disclose AI assistance in their work to maintain credibility through the following:

- 5.28.1 A clear statement in the methods, acknowledgements, or a dedicated "AI Use Statement" section of the document.
- 5.28.2 Detail how and why AI was used (e.g., "ChatGPT 4.0 was used to brainstorm outline ideas for Section 2," or "Grammarly AI was employed for proofreading and grammatical corrections").
- 5.28.3 Include the name and version of the GenAI tool(s) used.
- 5.28.4 Maintain drafts that demonstrate the human-led development of the work, distinguishing it from AI-generated content.

5.29 Academic staff, students and researchers should NOT list GenAI tools as an author or co-author, nor cite GenAI tools as an author as authorship implies responsibilities and tasks that can only be attributed to and performed by humans.

Honesty

5.30 At the heart of all research, regardless of discipline or institution, is the need for researchers to be honest in respect of their own actions in research and in their responses to the actions of other researchers. This applies to the whole range of work, including experimental design, generating and analysing data, publishing results, and acknowledging the direct and indirect contributions of colleagues, collaborators and others. All individuals in The University's employment, or working within The University, must refrain from plagiarism, infringement of intellectual property or the fabrication of results.

Openness

5.31 While recognising the need for researchers to protect their own research interests in the process of planning their research and obtaining their results, The University encourages researchers to be as open as possible in discussing their work with other researchers and with the public having due regard to any intellectual property which requires protection for commercial or other reasons. Once results have been published, researchers should make available relevant data and materials to others on request for appropriate purposes.

Accountability

5.32 Researchers, and in particular those named as principal investigators or grant holders, must ensure that the research that they are undertaking is consistent with the terms and conditions as defined by the sponsoring body and / or covered by agreements between The University and the sponsor. This includes, but is not restricted to:

5.32.1 Ensuring that the research programme carried out is as defined in the original proposal to the sponsor, unless amendments have been agreed in writing

5.32.2 That finance is used solely for the purpose that it was intended and is appropriately accounted for in accordance with the appropriate audit requirements

5.32.3 That reports are both accurate and produced on time and that conditions relating to publication and ownership of Intellectual Property are adhered to

Conflict of interest

5.33 In addition, researchers must be honest about conflict of interest issues, whether real, potential or perceived, when reporting results.

The need for a critical approach

5.34 Researchers should always be prepared to question the outcome of their research. While acknowledging the pressures - of time and resources - under which researchers often have to work, The University expects research results to be checked before being made public. It is important that ideas can be challenged and tested. Equally, it is important that researchers or research groups should not become subject to such commercial pressures that the normal processes of research inquiry cannot be enforced, eg by constraints imposed by the source of funding of the research. This is particularly the case where the individual researcher(s) could be perceived to have an interest in the research results, eg where they might have equity share of the funding source or may be involved in consultancy with the funding source.

Publishing results

5.35 The issue of authorship is important in the context of good research practice, and the University expects the matter to be taken seriously. The University expects anyone listed as an author on a paper to accept personal responsibility for ensuring that they are familiar with the contents of the paper. All named individuals should be able to identify their contributions to the paper. The practice of honorary authorship is unacceptable, ie only those who have contributed intellectually to the research should be listed.

5.36 The standard position of the University is that research be published when appropriate and wherever possible. This is a necessary adjunct to making research available to the public and is frequently a condition of funders. Delays in publication should be avoided except, eg in relation to proprietary information of the sponsor incorporated in the research results or where journals require amendments or modifications. The University also acknowledges the legitimate interest of the University and/or sponsor in securing patent protection for inventions made in the course of research. Accordingly short delays in publishing are acceptable to allow patents to be filed, but unless there are exceptional reasons, which have

been reported to and approved by the Vice-Chancellor these delays should be limited to a maximum of 90 days.

Acknowledging the role of collaborators and other participants

5.37 In all aspects of research, the contributions of formal collaborators and all others who directly assist or indirectly support the research must be properly acknowledged. This applies to any circumstances in which statements about the research are made, including provision of information about the nature and process of the research, and in publishing the outcome. Where appropriate, the sponsors of the research should be acknowledged.

Research misconduct

5.38 It is the responsibility of individuals engaging in research activities associated with the University to comply with research good conduct and avoid research misconduct.

5.39 Unacceptable conduct of research or research misconduct includes (but is not limited to) the following:

5.39.1 the fabrication of research findings, research data, research documentations (such as participant consent), or research testing;
5.39.2 the manipulation, tampering, misrepresentation, or falsification of research data, processes, results, or testing equipment;
5.39.3 the fraudulent use of research funds;
5.39.4 the appropriation (plagiarism) of other researchers' work without due acknowledgement or permission;
5.39.5 the willful damaging or harming of a research effort for a personal gain;
5.39.6 the breach of confidentiality between researchers, participants, and others involved in research;
5.39.7 the coercion of participants, research assistants, contributors, benefactors, and others involved in the research;
5.39.8 negligence that results in serious departure from legal and ethical practices, procedures, and protocols;
5.39.9 collusion by involvement or being complicit in practices of research misconduct;
5.39.10 failure to disclose conflict of interest;
5.39.11 abuse or misuse of material provided in confidence for the purpose of peer review.
5.39.12 Conducting the data collection without an approved ethics form.
5.39.13 Violation of the conditions required by the research ethics committee as evidenced in the approved ethics form.

5.40 Individuals engaging in research misconduct will be subject to investigation and disciplinary procedures as follows:

5.40.1 an allegation of research misconduct is made in writing and supported with evidences.

5.40.2 the allegation will be sent to the secretary of the Research Committee. The secretary will review the allegation and make sure that it is complete, clear, and comprehensive.

5.40.3 the secretary of the Research Committee will then send the allegation to the Dean of Research. The Dean of Research will determine if the allegation is genuine and serious:

5.40.3.1 If no misconduct is found, the allegation will be dismissed.

5.40.3.2 If misconduct is found, the Dean of Research will prepare a report on the alleged misconduct case and send it to the secretary of the Research committee. The secretary will then circulate it to the Research Committee for review.

5.40.3.3 If necessary, immediate action will be taken to prevent any further damage or risk of damage from the alleged misconduct.

5.40.4 the secretary of the Research Committee will then call for a meeting of the Research committee to discuss the alleged case of misconduct. The complainant may be invited to the committee to answer questions and provide clarifications.

5.40.5 the Research Committee may decide that they need to meet more than once. This depends on the alleged misconduct case. They may also require to meet with the individual(s) accused of the misconduct allegation.

5.40.6 the Research Committee will then rule if the misconduct was malicious or accidental:

5.40.6.1 If the misconduct is found to be intentional and malicious, then the accused will be subject to disciplinary action. The disciplinary action will be decided by the Research Committee;

5.40.6.2 If the misconduct is accidental, then the accused may be subject to disciplinary action, depending on the case;

Sustainable responsibility in research activities

5.41 All research activities at the University will take necessary steps to integrate and demonstrate a sustainable approach. A sustainable approach is that which meets the needs of the present without compromising the ability of future generations to meet their own needs. That is, it considers the environmental, social, cultural and economic implications of how the research is undertaken so that a sustainable impact is minimised.

Document History

Policy Number/Version	Date	Update Information	Approval
(10.2/V02)	August 2025	Clauses in AI Use in Academic Writing and Research have been added	Council
(10.2/V02)	AY 2022-2023	Section on research misconduct added Added clause on sustainability in research activities Policy version upgrade from 10.2/V01 to 10.2/V02"	Council
(10.2/V01)	Sep. 2019	Renumbering (10.2/V01), Restructuring, Rewording	Council

Ethics in research involving human subjects, personal data, and/or confidential material

Policy number/version		10.3/V01
Section		RESEARCH
Type		University-wide policy
Date of creation		September 2017
Date of last revision		August 2023
Date of approval of current version		26 August 2019
Post/section with responsibility for implementation and monitoring		Dean of Research
Approved by		Senate
Policy review	Latest review by	Dean of Research
	Latest review date	August 2025
	Review outcome	Minor rewording
	Next review date	August 2026
Cross reference/related documents:		1.8 Statutory Bodies

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University wishes to set clear guidelines for rules and regulations of the appropriate ethical approaches in alignment with key international standards to the conduct, supervision, and utilisation of research involving human subjects, personal data, and/or confidential material and how ethical principles apply to emerging research methods such as AI, machine learning, and online behavioral studies

2.0 Scope

2.1 Applies to all members of University staff and students engaged in research with human subjects, personal data, and/or confidential material.

2.2 This policy also applies to collaborative research involving external entities or international partnerships

3.0 Definitions

3.1 Three basic ethical principles underpin ethics in research involving human subjects, personal data, and/or confidential material:

3.1.1 Respect for persons: that is, that persons should be treated as autonomous individuals, and that persons with diminished autonomy are entitled to protection;

3.1.2 Beneficence: that is, that there is an overriding obligation to maximise possible benefits and minimise possible harms. Harm, in this context, includes psychological or emotional distress, discomfort, and economic or social disadvantages. Researchers exercise beneficence in assessing the risks of harm and potential benefits to participants, in being sensitive to the rights and interests of people involved in their research, and in reflecting on the social and cultural implications of their work;

3.1.3 Justice: that is, that the question of whom should receive the benefits of research and whom bear its burdens should be explicitly addressed.

3.2 These principles apply to all forms of research involving human subjects, personal data, and/or confidential material, including research involving the use of tests (including cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, and observation of public behaviour.

4.0 Structures

4.1 The University has a Research Ethics Committee whose membership and terms of reference are set out in the University's list of statutory bodies.

5.0 Policy

Considerations in data collection

5.1 Researchers should take special care to avoid research activity in which the information collected is recorded in such a manner that:

5.1.1 participants can be identified, directly or through identifiers linked to the subjects;

5.1.2 any disclosure of the participants' responses outside the research could reasonably place the participants at risk of professional liability or be damaging to the participants' financial standing, employability, or reputation;

5.1.3 the research deals with sensitive aspects of the participants' own behaviour, such as sexual preference, illegal conduct, use of alcohol and/or drugs, or confidential information about health status.

5.2 Researchers should:

5.2.1 ensure confidentiality;

5.2.2 not use data of a confidential nature for the advantage of themselves or of a third party;

5.2.3 obtain the free and informed consent of human subjects.

Informed consent

5.3 The principle of obtaining informed consent, including digital consent, and the use of electronic signatures, from the participants in research is considered to be one of the most important ethical issues in research involving human participants. In almost all cases participants should be provided with a written summary of the research procedure, its benefits, harms and risks,

and participants should be able to retain this information. What is provided to potential participants should be brief and clearly written, and expressed from their point of view. When consent is obtained from research participants, it should be voluntary, competent, informed, and understood.

5.4 The decision of a person to consent to participating in a research project should always be based upon their knowledge of the research proposal and the requirements for their participation (as participants) in the project.

5.5 Aspects of informed consent include the following:

5.5.1 consent to participate in the research is given freely and without coercion;
5.5.2 subjects have the capacity to understand the research project;
5.5.3 the information given to research subjects is understandable and has taken consideration of the anticipated level of competence of potential research subjects;
5.5.4 inclusion of a clear explanation of the likely risks to the research subject arising from participation in the research project;
5.5.5 the information includes a clear explanation of the likely benefits of the research project itself;
5.5.6 proper communication by the investigator of the risks and benefits of the research project to potential subjects;
5.5.7 confirmation that the consent of the research subject is not influenced by financial inducement, improper pressure, or any form of misrepresentation, and that the research subject is competent to consent. It is the responsibility of the researcher to place the issue of payment within the context of the particular research project and determine as best he/she can at what point the incentive becomes an inducement that puts undue pressure on participants to take part;
5.5.8 assurance that a research subject may withdraw at any time from the research without loss of benefit or penalty;
5.5.9 the need to exercise special care in cases where subjects are unable to consent for themselves.

Responsibilities to participants

5.6 Research involving treatment and control groups should be evaluated in terms of the benefit of the research and the individuals' overriding right to know and to have access to the best educational practice available in all circumstances.
5.7 The methods should not result in harm to the participant.
5.8 In assessing covert or deceptive research, the following guidelines should be observed:

5.8.1 participants should not be subject to any procedure which is reasonably likely to cause physical harm, psychological harm (which is distinguished from temporary embarrassment, mild alarm, etc.), or enduring educational disadvantage;
5.8.2 participants should be fully informed at the conclusion of the study as to its nature and the disposition of results;

5.8.3 the full benefits of the intervention should be made available to all participants as part of the outcome.

5.8.4 Special considerations should be taken to guarantee diversity, equity, and inclusion, e.g., research with gender-diverse, culturally diverse, or linguistically diverse groups.

Retention of research records

5.9 Unless otherwise specified by the Research Ethics Committee, researchers are required to retain the following research records securely in accordance with BUID Cyber security policies and practices :

5.9.1 primary and secondary empirical data in all their forms;
5.9.2 research notes;
5.9.3 records of the process of data analysis (including digital simulations);
5.9.4 earlier versions of hypotheses, theories, assumptions, and conceptual frameworks;
5.9.5 any material related to the managing, planning, and execution of research activities (eg literature review tracking sheet, supervisory meeting schedule, Gantt charts etc.)

5.10 Unless otherwise specified by the Research Ethics Committee, researchers are required to retain their research records, including data collected, data analyses, surveys and survey data, recorded interviews, etc., for a time period as follows:

5.10.1 academic staff carrying out funded research projects should keep their research records saved and to be submitted alongside the final report;
5.10.2 students carrying out research for a module assignment should keep their research records saved for at least one year after the assignment is graded;
5.10.3 students carrying out research to fulfil their Master's degree research project should keep their research records saved for at least three years after the award of the degree;
5.10.4 students carrying out research to fulfil their Master's degree dissertation should keep their research records saved for at least five years after the award of the degree;
5.10.5 students carrying out research to fulfil their doctoral degree thesis should keep their research records saved for at least ten years after the award of the degree.

6.0 Procedures

Research ethics overview

6.1 No research involving human subjects, personal data, and/or confidential material can proceed without the explicit and recorded approval of the Research Ethics Committee; failure to adhere to this rule may lead to disciplinary action against the student and/or staff involved in the research and/or its supervision.

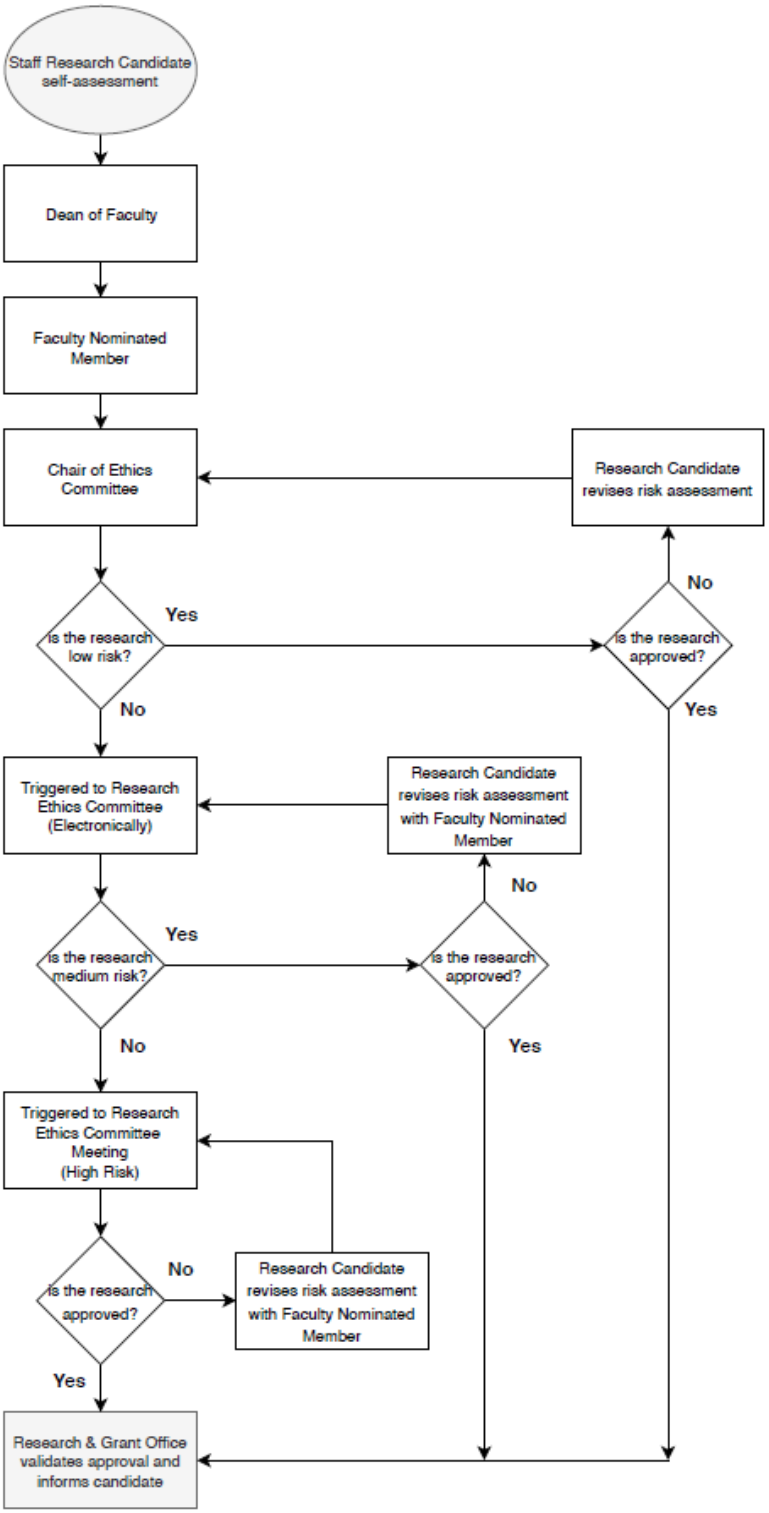
6.2 All research activity should have a lead academic monitor, who should normally be:

6.2.1 the module tutor for routine on-course academic research;

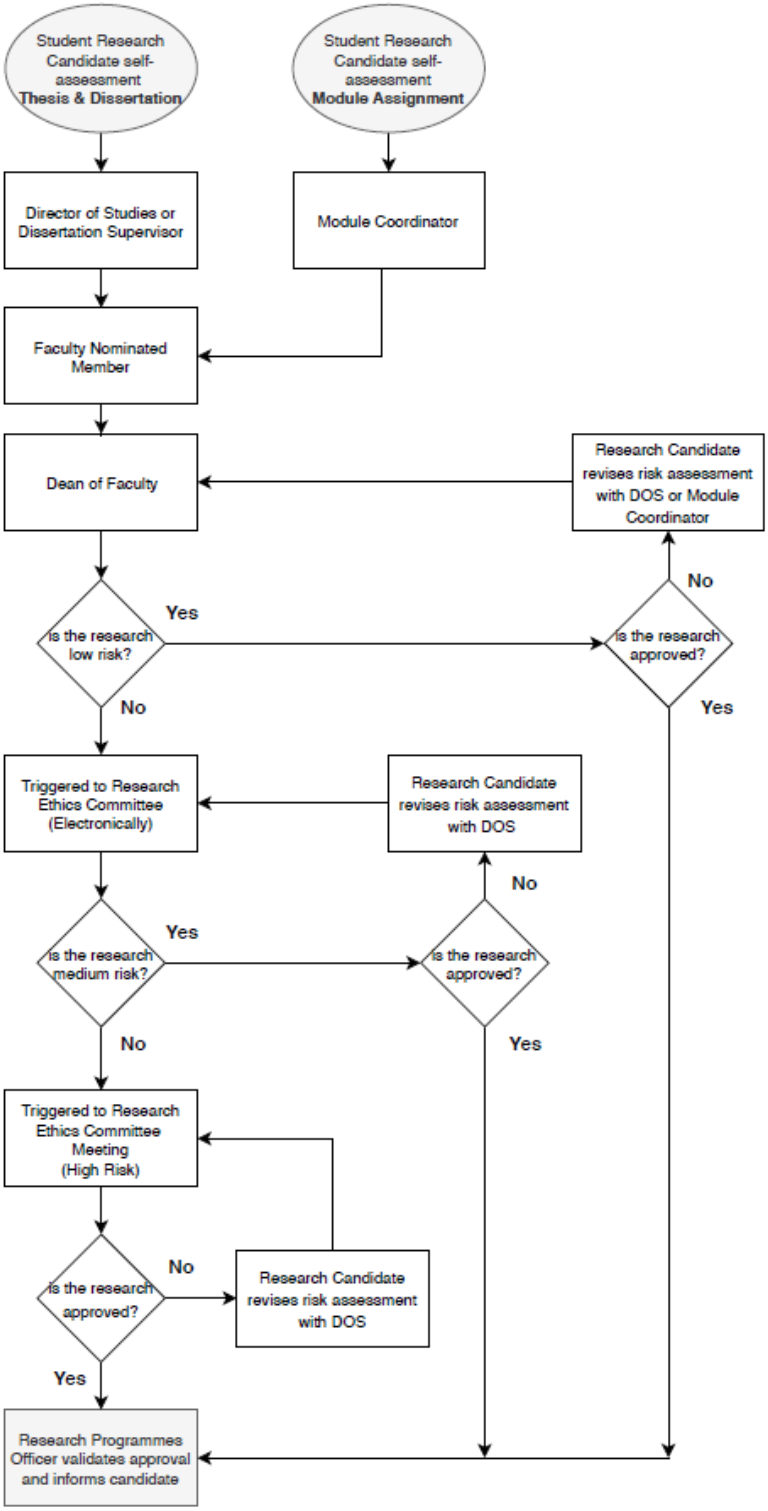
6.2.2 the principal investigator or dissertation supervisor for low risk research activity;

6.2.3 the Dean's nominated Faculty representative on the Research Ethics Committee for medium and high risk research activity.

6.3 The following figure outlines the process for research ethics approval for University staff:



6.4 The following figure outlines the process for research ethics approval for University students:



Appendix A: Research ethics form self-assessment

Research and Grant Office

Research ethics form self-assessment

Application for approval of research activity involving human subjects, personal data, and/or confidential material

This application form is to be used by researchers seeking approval from the Research Ethics Committee.

Research that involves human subjects, personal data, and/or confidential material, and is associated with The British University in Dubai, cannot begin until ethical approval has been obtained from the Research Ethics Committee.

Section I is a general research identification table.

Section II is for the details of the ethical matters your research might involve and the necessary steps you are planning to take to address them.

Section III is an ethics checklist that will help you identify your research risk level. If you answer 'Yes' to any one of the high risk statements, then your research is High Risk. If you answer 'Yes' to any one of the medium risk statements, and 'No' to all high risk statements, then your research is Medium Risk. If you answer 'No' to all high risk and medium risk statements, then your research is Low Risk.

If you have documents related to the ethical considerations of the research such as, for example, a consent letter, evidence of external approval, questionnaire samples or interview questions, you can enclose them with this form before submission.

I. Research identification

Name	
Faculty/Programme	
Contact number	
Email	
Research type	□ Research project □ Doctoral/Masters research □ Module assignment
Research title	
Date	
Submitted to (name)	□ Faculty nominated member (research projects): □ Director of Studies (doctoral research): □ Dissertation supervisor (Masters research): □ Module coordinator (module assignment):

II. Research ethics details

Background and rationale for study (this should be sufficient to justify the proposed research). Aims and objectives of the research (or the research question/s) and potential benefits of proposed research: 500 words max)
Main ethical consideration(s) of the research (the ethical matters your research may involve)
Methods of data collection (outline in detail how data will be collected and attach a copy of any questionnaires, interview schedules or observation guidelines to be used: 400 words max)
Recruitment of participants (outline the number and type of participants involved; give details of how potential participants will be identified and invited to take part in the study; and how informed consent will be obtained: 300 words max)
Please attach a copy of your information sheet(s), draft materials such as interview questions etc. and consent form as well as indication of planned time of issue/use. If you are not using a consent form, please explain why.

□ Attached
Potential adverse effects on participants and steps to deal with them (outline if you anticipate any potential harm or negative consequences including psychological stress, anxiety or upset which may be induced by the study, and the steps to be taken to address them)
Steps to be taken to ensure confidentiality of data (outline steps to ensure confidentiality, privacy and anonymity of data during collection, storage and publication. Specifically identify any confidential or personal information, and/or any other party's protected intellectual property which you need to use and safeguard)
Steps to be taken to ensure financial and commercial propriety (specifically identify any external funding or significant third-party financial involvement with the research)
Other plans to address a particular ethical matter not mentioned above

III. Research ethics checklist

If you answer 'Yes' to any one of the high risk statements, then your research is High Risk. If you answer 'Yes' to any one of the medium risk statements, and 'No' to all high risk statements, then your research is Medium Risk. If you answer 'No' to all high risk and medium risk statements, then your research is Low Risk.

High Risk	
Will consent be coerced out of participants by those who would likely benefit from the research?	□Yes □No
Will it be necessary for participants to take part in the study without their knowledge and consent at the time?	□Yes □No
Will the study involve some form of invasion of privacy?	□Yes □No
Is discomfort or harmful impact to participants likely to result from the study?	□Yes □No
Is there a possibility that the safety of the researcher may be in question?	□Yes □No
Will the research require the researcher to be deceptive or dishonest with the participants?	□Yes □No
Will financial inducements (other than reasonable expenses and compensation for time) be offered to participants?	□Yes □No
Will the research have negative intrusive physical or psychological effects on the participants?	□Yes □No
Will the names of the participants or the institution appear in the research?	□Yes □No
Does the research involve the condition of destroying recorded data after it is used?	□Yes □No
Medium Risk	
Will the research involve governmental institutions or participants such as, for example, the military or the judiciary?	□Yes □No
Will the study involve discussion of sensitive or potentially sensitive topics and issues?	□Yes □No
Does the research involve potentially vulnerable participants (for example children, prisoners, or people with disabilities)?	□Yes □No
Does the research involve participants that are unable to give consent?	□Yes □No
Will the research involve administrative or secure data that requires permission from the appropriate authorities before use?	□Yes □No
Will research involve the sharing of data or confidential information beyond the initial consent given?	□Yes □No

Risk level identified	□ Low	□ Medium	□ High

The researcher undertakes not to deviate from the original consent granted by the University's Research Ethics Committee. The researcher bears full and sole responsibility for any deviation from this consent and all consequences arising from such deviation. The researcher waives all right of appeal in the event of any penalties applied by the University arising from such deviation.

Declaration by the Researcher:

Having read the University's Research Policy I declare that the information contained herein is to the best of my knowledge and belief accurate.

I am satisfied that I have attempted to identify all risks that may arise in conducting this research and acknowledge my obligations as researcher and the rights of participants. I am satisfied that all researchers (including myself) working on the project have the appropriate qualifications, experience and facilities to conduct the research set out in the attached document and that I, as the lead researcher, take full responsibility for the ethical conduct of the research in accordance with subject-specific and University Ethical Guidelines (Policies and Procedures Manual), as well as any other condition laid down by the Research Ethics Committee. I am fully aware of the timelines and the study's content for participants' information and consent.

Name: _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY
LOW RISK RESEARCH

Staff	
Chair of Ethics Committee Name:	
□ Approved □ Not approved	
Signature:	Date:

Students	
Dean of Faculty Name:	
□ Approved □ Not approved	
Signature:	Date:

Authorisation for conducting research (only if approval is obtained):

The Committee has confirmed that this project fits within the University's Policies for Research and I authorise the low risk research proposal on behalf of BUiD's Research Ethics Committee.

Name: _____

Signature: _____ Date: _____

(Chair of the Research Ethics Committee)

FOR OFFICE USE ONLY
MEDIUM RISK RESEARCH

Staff and Students	
Endorsement by the Faculty's Research Ethics Committee member after electronic referral to all Research Ethics Committee members Name:	
□ Approved □ Not approved	
Signature:	Date:

Authorisation for conducting research (only if approval is obtained):

The Committee has confirmed that this project fits within the University's Policies for Research and I authorise the medium risk proposal on behalf of BUiD's Research Ethics Committee.

Name: _____

Signature: _____ Date: _____

(Chair of the Research Ethics Committee)

FOR OFFICE USE ONLY
HIGH RISK RESEARCH

Staff and Students	
Endorsement by the Faculty's Research Ethics Committee member after meeting of Research Ethics Committee members Name:	
□ Approved □ Not approved	
Signature:	Date:

Authorisation for conducting research (only if approval is obtained):

The Committee has confirmed that this project fits within the University's Policies for Research and I authorise the high risk proposal on behalf of BUiD's Research Ethics Committee.

Name: _____

Signature: _____ Date: _____

(Chair of the Research Ethics Committee)

Document History

Policy Number/Version	Date	Update Information	Approval
(10.3/V01)	AY 2020-2021	Removed table process of research ethics approval Added flowchart figure process of research ethics approval Name change to 'Ethics in research involving human subjects, personal data, or confidential material'	Council
(10.3/V01)	Apr. 2018	Renaming (Guidelines for Ethics in Educational Research) Renumbering (10.2.1/V01), Restructuring, Rewording Incorporation of 10.2.2/V01 Framework for Research Ethics Approval	Council

Budgets in proposals for externally funded research

Policy number/version		10.4/V01
Section		RESEARCH
Type		University-wide policy
Date of creation		September 2017
Date of last revision		February 2019
Date of approval of current version		9 September 2019
Post/section with responsibility for implementation and monitoring		Research Committee
Approved by		University Council
Policy review	Latest review by	Dean of Research
	Latest review date	August 2025
	Review outcome	The research grant staff costs have been amended
	Next review date	August 2026
Cross reference/related documents:		13.0 Policies and procedures manual 4.0 Staff handbook 10.2 Research conduct 8.1.4 Consultancy 9.1 Compensation

1.0 Rationale and principles which this policy seeks to uphold

1.1 This policy provides guidance on the preparation, approval, and allocation of budgets in proposals for externally funded research projects to ensure financial sustainability, transparency, and alignment with the University's strategic research objectives.

1.2 The University is guided by a unique vision, mission, and set of goals.

1.3 The University sets high standards for its academic and operational outcomes.

1.4 The University's strategic planning process secures congruence between those outcomes and the University's vision, mission, and goals.

1.5 The University's Research Strategy is central to this framework.

1.6 The University defines the management of funded research activities, in the interests of delivering its vision, mission, and goals, and maintaining the highest professional standards.

2.0 Scope

2.1 This policy applies to all permanent academic staff, research staff, and administrative personnel engaged in preparing or managing externally funded research proposals..

3.0 Policy

3.1 The University encourages its staff to obtain external funds for research, and to engage in funded research activities.

3.2 The University encourages its staff to engage in externally funded research in a manner that is consistent with the discharge of their contractual responsibilities to the University.

3.3 The University will recognise and reward these activities by providing effective support for staff, and in its criteria for promotion.

3.4 Research grants are aimed at supporting a particular project or set of projects. These projects may be placed under a unified banner, such as a research lab or a research centre.

3.5 In some cases, research grants may be given to establish a research centre with a general set of objectives, without specifying the particular projects that would operate within it. In either case, the costing of research must be based on the resources needed in order to achieve the objectives of the funded research centre or project(s).

Costing

3.6 A research grant must typically cover the following main costs:

3.6.1 Staff cost, which includes the following:

3.6.1.1 The direct cost of time spent by permanent academic staff towards the project;
3.6.1.2 The direct cost (salaries, benefits etc.) of additional project-specific research staff, such as research assistants and post-doctoral fellows;
3.6.1.3 The direct cost of additional project-specific administrative staff, such as fund-raising officers, marketing executives for large projects etc.;
3.6.1.4 An overhead that covers the cost of services provided by the University in support of researchers (e.g. working space, library resources, communication facilities, administrative support, liability insurance)
3.6.1.5 The cost of trips to conferences related to the project;
3.6.1.6 The cost of other travel associated with the project, including trips among project stakeholders, field trips for data collection etc.;

3.6.2 Additional specialised equipment or software beyond what is already available at the University.
3.6.3 Marketing and communication, including advertisements to recruit staff, additional fund-raising activities, book facilities for presenting research results etc.
3.6.4 Miscellaneous project-related costs.

3.7 Student scholarships: a research grant may have provision for scholarships to support MSc or PhD students that work within the project. Scholarships may include the following costs:

3.7.1 Tuition fees;
3.7.2 Stipends to cover living expenses;
3.7.3 Conference travel money, to enable students to present their work;
3.7.4 Note: No overhead is calculated on scholarships, since the expenses incurred by the University are already included in the tuition fees;

4.0 Procedures

4.1 The above costs will be calculated according to the following table:

<table>
<tr><td rowspan="5">Staff Cost</td><td colspan="2" rowspan="4">Direct Cost of Permanent Staff

(as of January 2006)</td><td></td><td>Per hour</td><td>Per annum</td></tr>
<tr><td>Assistant professor</td><td>AED 300</td><td>AED 500,000</td></tr>
<tr><td>Associate professor</td><td>AED 330</td><td>AED 550,500</td></tr>
<tr><td>Professor</td><td>AED 360</td><td>AED 600,000</td></tr>
<tr><td colspan="2">Direct cost of additional project-specific research & admin staff</td><td colspan="3">Depends on individual project</td></tr>
<tr><td colspan="2">Overhead on staff cost</td><td colspan="3">40% of staff cost</td></tr>
<tr><td rowspan="3">Student Scholarships</td><td colspan="2">Tuition</td><td colspan="3">Depends on BUiD’s current tuition fees</td></tr>
<tr><td colspan="2">Stipend</td><td colspan="3">Typically, AED 10,000 per month</td></tr>
<tr><td colspan="2">Conference travel</td><td colspan="3">Up to AED 10,000 per conference</td></tr>
<tr><td colspan="3">Conference travel & registration</td><td colspan="3">Up to AED 10,000 per conference</td></tr>
<tr><td colspan="3">Other travel costs</td><td colspan="3">Depends on individual project</td></tr>
<tr><td colspan="3">Specialised equipment & software</td><td colspan="3">Depends on individual project</td></tr>
<tr><td colspan="3">Marketing and communication</td><td colspan="3">Depends on individual project</td></tr>
<tr><td colspan="3">Miscellaneous expenses</td><td colspan="3">Approximately 2% of total cost</td></tr>
</table>

4.2 The cost of each individual staff is therefore calculated according to Appendix Two of the relevant University policy on compensation.

4.3 The direct cost of full-time academic staff (excluding the overhead) would be allocated to the staff’s Faculty and, subject to agreement by the Dean of Faculty, would be allocated towards alleviating teaching and/or administrative duties (e.g. by hiring adjuncts or teaching assistants). This should be done in accordance with the University’s Academic Work Load Model. Moreover, the Dean of Faculty must take into account the Ministry of Higher Education’s guidelines on the hiring of adjuncts.

4.4 The full 40% overhead collected on research grants should be credited to central university funds.

4.5 An example of a Research Grant Budget is given in Appendix A.

Appendix A: Example Research Grant Budget

Suppose the project requires the following:

- 20% of one lecturer's time, for a period of 3 years;
- 2 project-specific full-time research assistants, employed for a period of 3 years, with a total package of AED 16,000 each;
- travel to attend 6 international conferences throughout the project's lifetime;
- a budget of AED 50,000 to cover additional project-related travel;
- a marketing and communication budget of AED 40,000
- a budget of AED 25,000 for purchasing specialised software;

This project could be budgeted as follows:

Academic Staff Time: Suppose that (as of Dec 2005) a lecturer has a direct cost of AED 300,000 per annum. Therefore, 20% of the lecturer's time over 3 years, including the overhead, will cost:

((0.2 * AED 300,000) * 3) * 1.4 = **AED 252,000**

Project-Specific Research Assistants: Over 3 years (36 months), the 2 research assistants will incur a total cost of (including overhead):

(2 * (36 * AED 16,000)) * 1.4 = **AED 1,612,800**

Adding the other expenses and the 2% miscellaneous expenses on the total, the total cost can be summarised as in the following table:

Lecturer time total cost (3 years)	(0.2 * (300000 * 3)) * 1.4 =	252000
Research Assistant2 total cost	2 * (36 * 16,000) * 1.4 =	1612800
Conference attendance	10,000 * 6 =	60000
Additional travel		50000
Specialised software		25000
Marketing & Communication		40000
Miscellaneous (2%)		39996
Total		**2079796**

Workload: Suppose that 20% of the lecturer's time is equivalent to the teaching of 2 modules per annum.[7] Hence, the cost paid by the research grant towards 20% of the lecturer's time may be allocated, by the Dean of Faculty, to cover an adjunct lecturer to teach 2 modules per year (1 per term), thus alleviating part of the teaching duties of the lecturer and making time for overseeing the project. Note that in most cases, the cost of adjuncts' time would be less than that of full-time faculty. In such cases, the difference could be used to alleviate other duties or be retained by the Faculty to support general research activities.

[7] Note that this is only an example. The exact calculation of workload should be conducted according to the University's most recent workload policy.

Document History

Policy Number/Version	Date	Update Information	Approval
(10.4/V01)	August 2025	The research grant staff costs have been amended	Council
(10.4/V01)	Feb. 2019	Renumbering (10.3/V01), Renaming, Restructuring, Rewording	Council

Copyright and intellectual property

Policy number/version		10.5/V01
Section		RESEARCH
Type		University-wide policy
Date of creation		September 2017
Date of last revision		January 2018
Date of approval of current version		26 August 2019
Post/section with responsibility for implementation and monitoring		Research Committee
Approved by		University Council
Policy review	Latest review by	Head of Library and Learning Resources
	Latest review date	August 2025
	Review outcome	No change
	Next review date	August 2026
Cross reference/related documents:		1.0 Policies and procedures manual 4.0 Staff handbook 5.0 Student handbook 2.3.2 Reading lists 7.1 Library and learning resources

1.0 Rationale and principles which this policy seeks to uphold

1.1 Copyright and Intellectual Property (IP) govern the commercial exploitation, usage rights, and the distribution of benefits derived from creative and scholarly work.

1.2 The University wishes to manage the ownership, protection, and commercialisation of its Copyright and Intellectual Property.

2.0 Scope

2.1 Applies to the Copyright and Intellectual Property created by employees and students of the University as well as the interface with others who may fund or collaborate with the University in the creation of intellectual property and know-how.

3.0 Definitions

3.1 Copyright is the ownership of the intellectual property in original works of authorship and is subject to copyright law. It does not have to be applied for or registered. Copyright applies to any literary or artistic works, publications recordings, films or computer programs and is held by the author, publisher, broadcaster or the employer if the work is done under employment.

3.2 Intellectual Property (IP): Includes patents, trademarks, industrial designs, and proprietary technologies in addition to copyrights. IP protects creations of the mind used in commerce and academia.

4.0 Policy

4.1 The University is committed to safeguarding the rights of creators while enabling the responsible commercialisation and dissemination of intellectual outputs.

4.2 Before entering into any collaboration with a company or organisation, it is vital to have reached an agreement on the assignment and security of intellectual property. Once established intellectual property is a form of property like any other and can be bought, sold, hired, or licensed in the conventional ways.

Module/programme materials

4.3 Any academic material produced by any academic staff member for the delivary of modules and training while being an employee of the University, and particular to the work of the University will be the property of the University or as agreed in advance

4.4

Research and consultancy work

4.5 The University will support both research and consultancy work entered into through commercial agreement and that done in the interests of science and knowledge transfer. All consultancy agreements must explicitly state the terms of IP ownership and the rights to publish academic outputs derived from the engagement.

4.6 The University will encourage research links with external organisations, for instance, in industry, commerce or non-profit sectors. While such links can lead to a variety of indirect benefits, not least by expanding the experience of academic staff and promoting their professional competence, it is to be ensured that the University and its academic staff are properly compensated for services rendered.

4.7 The University shall ensure that an increasing element of its income is obtained through contract work, but it must also maintain a balance between its commercial and academic activities - having regard to the primary purpose of the University.

4.8 It is up to the Dean of Faculty to determine whether research or consultancy activity will be undertaken in the belief that the outcomes of the work will be treated as scientific contributions, and made available to the research community and/or public at large, or whether intellectual property of the academic staff member will be exploited commercially by the University.

Materials shared with the University's UK University Partners

4.9 Module materials originating from any of UK University Partners shall remain the intellectual property of the UK institution.

4.10 If the materials are developed within the University by its academic staff, The University and the associated institution will hold the intellectual property rights jointly. This arrangement will remain until such time as the agreement between The University and the partner institution is terminated.

Student materials

4.11 Material produced by students in the course of their studies as an assessment or relating to any service of the University or done under supervision of University staff or particular to the work of the University will be the property of the University.

5.0 Procedures

Student materials

5.1 When students submit their dissertations/thesis to the Library they are required to sign the following undertaking:

5.1.1 I warrant that the content of this dissertation/thesis is the direct result of my own work and that any use made in it of published or unpublished copyright material falls within the limits permitted by international copyright conventions;

5.1.2 I understand that one copy of my dissertation/thesis will be deposited in the University Library for permanent retention;

5.1.3 I hereby agree that the material mentioned above for which I am author and copyright holder may be copied and distributed by The British University in Dubai for the purposes of research, private study or education and that The British University in Dubai may recover from purchasers the costs incurred in such copying and distribution, where appropriate;

5.1.4 I understand that The British University in Dubai may make that copy available in digital format if appropriate;

5.1.5 I understand that I may apply to the University to retain the right to withhold or to restrict access to my dissertation/thesis for a period which shall not normally exceed four calendar years from the congregation at which the degree is conferred, the length of the period to be specified in the application, together with the precise reasons for making that application.

5.1.6 I am abiding with the Generative AI Usage Guidelines policy and shall sign BUiD AI Usage Declaration Form for Students

5.2 When students submit an assignment they are required to sign the following undertaking:

5.2.1 I confirm my assignment contains no sensitive or commercial-in-confidence material and if required, it may be e-published as part of the University's commitment to dissemination of research.

5.3 Students may opt out of this requirement with good cause.

5.4 The University Research Committee shall monitor implementation and investigate any alleged breaches. Breaches may result in disciplinary actions as per University policies.

5.5 The University recognises the evolving landscape of IP, including issues related to artificial intelligence-generated content, digital media, and collaborative virtual environments. This policy will be reviewed periodically to adapt to such developments.

Document History

Policy Number/Version	Date	Update Information	Approval
(10.5/V01)	Jan. 2018	Renumbering (9.1/V02), Restructuring, Rewording	Council

Registration and commercialisation of intellectual property rights of creative work

Policy number/version		10.6/V01
Section		RESEARCH
Type		University-wide policy
Date of creation		March 2022
Date of last revision		New policy
Date of approval of current version		April 2023
Post/Section with responsibility for implementation and monitoring		Dean of Research
Approved by		University Council
Policy review	Latest review by	Dean of Research
	Latest review date	August 2025
	Review outcome	Minor Changes
	Next review date	August 2026
Cross-reference/related documents		10.5 Copyright and intellectual property

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University encourages its staff and students to contribute to the UAE and the wider society by engaging in the creation of creative work and then transforming it into practical industrial and commercial applications.

1.2 The University aims to commercialise intellectual property (IP) owned or co-owned by itself for the benefit of itself.

1.3 The University wishes to define the operations, procedures, and roles of those involved in obtaining intellectual property or capitalising on intellectual property that carries the University's name.

2.0 Scope

2.1 This policy is limited to intellectual property and commercialisation rights of creative work. It does not include copyright matters related to educational materials (such as module slides and student assignments), or the University's operational documentation (such as the factbook and student catalogue); these are covered in another relevant University policy.

2.2 This policy applies to University staff and students, including when collaborating with third parties.

2.3 The policy aims to ensure that such activities are conducted in alignment with national innovation strategies and international best practices.

3.0 Definitions

3.1 Creative work: a creative work is any invention or discovery that is novel (new and original), useful (has a practical application, whether industrial, technological, or societal.), and non-obvious (not considered easily realisable to a person with expertise in the field of the invention). Examples of this include mechanical inventions, chemical formulas, industrial designs, computer software, literary works, and artistic works. Creative works can be an output of scientific research or of other methods.

3.2 Originator: the originator is the author, inventor, designer, maker, programmer, discoverer etc. responsible for the creation or discovery of the creative work. Typically the originator holds the full or a partial percentage of ownership of their creation. The originator need not always be an individual; it could also be a group or an organisation.

3.3 Protection: a creative work is protected by outlawing the copy, use, re-use, selling, re-selling, utilisation, consumption, and recreation of the creative work without the permission of the owner(s) of the creative work. This way, the owners' right to the moral and physical interest resulting from the creative work is preserved to them.

3.4 Intellectual Property (IP): when the ownership of the intangible knowledge of a creative work is protected by a local, foreign, or international law, it becomes intellectual property. Intellectual properties protection laws are classified into several types, the best known of which are patents, copyrights, and trademarks.

3.5 Registration of IP: the registration of IP is the process of registering the intangible knowledge of a creative work to be legally owned by a party of one or many. The laws of registration of IP are different for different countries and jurisdictions. The UAE laws of IP and registration of IP is set out by the UAE Ministry of Economy.

3.6 Commercialisation of IP: the legal process by which intellectual property is directly or indirectly utilised or capitalised on for generating financial income. Commercialisation of IP involves the establishment of a business model of a product or a service (that is built based on the intellectual property) for the purpose of selling, leasing, distributing, supplying, hiring, outsourcing, contracting etc.

3.7 More than incidental use of University resources: use of University resources that is not normally provided for job or study related purposes. More than incidental use is the excess use of such resources for the specific purpose of creating or developing a creative work which has a high potential of being registered as intellectual property.

4.0 Policy

Ownership of IP

4.1 If the originator is an employee of the University, then he/she must enter an IP ownership agreement with the University if the creative work was developed with one or more of the following:

4.1.1 in the course of the employee's duties as described in his/her employment contract;
4.1.2 as a result of the employee exceeding incidental use of University resources;
4.1.3 pursuant to a sponsorship agreement with a third party (such as external funding of a research project). In this case, the IP ownership agreement will involve three parties: the originator, the University, and the third party.

4.2 If the originator is a student at the University, then he/she must enter an IP ownership agreement with the University if the creative work was developed with one or more of the following:

4.2.1 if the student collaborates with a staff member on a creative work such that 4.1 applies to that staff member;
4.2.2 if the student is also a staff member such that 4.1 applies to him/her;
4.2.3 as a result of the student exceeding incidental use of University resources;
4.2.4 pursuant to a sponsored studentship agreement with a third party (such as academic scholarships). In this case, the IP ownership agreement will involve three parties: the originator, the University, and the third party.

4.3 The University will typically not enter into IP ownership agreements with its staff or students if one or more of the following applies:

4.3.1 the creative work is created or developed by a member of staff outside the course of their employment;
4.3.2 the creative work is created or developed by a student outside the course of their University-based studies.

4.4 The University or the originator may invite other external organisations who are interested in the creative work to invest in it for a share of the ownership of the IP.

Confidentiality principles

The University will have an obligation to protect the confidentiality of information related to Intellectual Property that is in full or shared ownership or control.

4.5 Institutions or persons who hold or are tasked with confidential information on Intellectual Property with shared possession, ownership, or control with BUiD are obligated to comply with the confidentiality rules that are agreed upon.

4.6 At any stage of registering creative work into intellectual property or commercialising a registered intellectual property, non-disclosure agreements (NDAs) may be drawn as a legally binding contract between parties involved with a vested interest in confidential information of the creative work or the intellectual property that is partially or fully possessed, owned, or controlled by the University. All NDAs must adhere to the University's legal compliance standards and must be archived by the Legal Affairs Office.

Granting of funds and available resources to creative work

4.7 Where it is agreed that the University will fully or partially own IP of a creative work of an originator, the University may provide funds and/or mobilise available resources for one or more of the following:

4.7.1 to support originators in the creation or development of the creative work;
4.7.2 to support originators in the process of obtaining legal IP rights from the local, foreign, or international institutions that grant them; such as, the UAE International Centre for Patent Registration, the Gulf Cooperation Council Patent Office, the European Patent Office, and the World Intellectual Property Organisation;
4.7.3 to support the originators by providing them with the permission to use the University's brand;
4.7.4 to support originators in the process of commercialising the IP, provided that the originator and all parties involved enter legal product development and commercialisation agreements.

5.0 Procedures

Creative work disclosure

5.1 The process of registration of creative work begins when the originator(s) fills out the Creative Work Disclosure Form (appendix A) and submits it to the Head of Institutional Planning and Strategy. An originator must submit the Creative Work Disclosure Form if:

5.1.1 the creative work was developed in the course of circumstances described in clauses 4.1 or 4.2;
5.1.2 the originator wishes to gain the support of the University as described in clause 4.8.

5.2 The Head of Institutional Planning and Strategy will first review the form to make sure that it is complete. He/she shall then forward the form to the Research Committee.

5.3 The Research Committee will review the content of the form and conduct a prior art search. They will then assess the protection potential and the commercial potential of the creative work. If the protection or commercial potential of the creative work are established, the Research Committee will inform the Head of Institutional Planning and Strategy of their decision to move forward with it. The Head of Institutional Planning and Strategy will then inform the originator(s) of the outcome.

5.4 The originator(s) will next enter a non-disclosure agreement with the University. Once a non-disclosure agreement is signed, it cannot be modified or changed unless all involved parties agree to make the changes.

Registering a creative work with legal IP institutions

5.5 After the signing of the non-disclosure agreement, the Research Committee will work with the originator(s) to investigate and determine the best strategy for protecting the creative work. This strategy will include decisions related to the class/type of protection and the legal type and jurisdiction of protection so that commercialisation potential is maximised.

5.6 Once a strategy for protection is reached, the originator(s) will enter an IP ownership agreement. Once the IP ownership agreement is signed, it cannot be modified or changed unless all involved parties agree to make the changes.

5.7 The Research Committee will then work with the originator(s) to file for the issuance of intellectual property rights to the creative work from recognised IP institutions such as the UAE International Centre for Patent Registration, the Gulf Cooperation Council Patent Office, the European Patent Office, and the World Intellectual Property Organisation.

5.8 The share of rights of ownership between the creators and the University is registered with the IP institution as per the IP ownership agreement signed.

Commercialisation of IP

5.9 The commercialisation of IP process can only start after the IP ownership rights is awarded to the creative work under the applicable law.

5.10 The Research Committee will then work with the originator(s) to explore and determine the best strategy for commercialising the IP. This includes matters related to incubation, licensing, the involvement of third parties, and the possibility for further research and development of the creative work.

5.11 The originator(s) and other involved parties will then enter with the University into different legal agreements depending on the commercialisation strategy outlined. This includes, but is not

limited to, product development and commercialisation agreements, investment agreements, revenue shares and distribution agreements, and license-to-use agreements.

5.12 All procedural steps must be documented and stored in the University's central IP registry.

5.13 A single IP ownership right may be used to create more than one commercial product or service.

Option for placing University-owned IP in the public domain

5.14 The University recognises that it is sometimes in the best interests of knowledge transfer to make IP legally available as open source in the public domain. Such cases must be determined and mutually agreed by all parties involved in the ownership of the IP before a final decision is taken by the University.

Disputes

5.15 Disputes arising between the involved parties on signed agreements shall first be resolved internally through negotiation and/or mediation.

5.16 If no resolution is reached, or if it is determined that one of the parties is purposefully holding-up the resolution, the involved parties shall resort to filing the case in the Dubai Courts.

5.17 Whenever possible, all matters related to disputes and dispute resolution must be kept confidential by all parties involved.

Appendix A: Creative Work Disclosure Form

Research and Grant Office

Creative work disclosure form

This application is used to disclose creative work that has the potential to be protected as intellectual property or the potential for commercialisation. The University will assert right of ownership and ethical and financial benefit of creative work pursuant to the University policy on intellectual property and commercialisation of creative work.

This form is STRICTLY CONFIDENTIAL.

When completed, please send the form to Naglaa.Ghonim@buid.ac.ae (Head of Institutional Planning and Strategy).

SECTION ONE: Originator(s) Identification

Originator name:	
Nationality:	
Contact no.:	
Email:	
Home address:	
Name of current employer:	
Contribution to creative work as a percentage:	
Originator name:	

Nationality:	
Contact no.:	
Email:	
Home address:	
Name of current employer:	
Contribution to creative work as a percentage:	

You can copy/paste the table above to add as many originators as you want to.

SECTION TWO: Creative Work Identification

Creative work title:	
Creative work developmental stage *(select one)*:	☐ **Stage 1: Discovery or research output** The basic principle or concept of a new creative work is clearly defined, described, explained. ☐ **Stage 2: Proof of concept** The creative work has a functioning prototype that has not yet been tested and validated. ☐ **Stage 3: Technology** The creative work requires no further or little technological or scientific development. The creative work is already fully operational.
Creative work technology class *(you can select one or more)*:	☐ Advanced materials and manufacturing ☐ Aerospace ☐ Biotechnology and genetics ☐ Chemical engineering ☐ Clean and renewable energy ☐ Economics and law ☐ Education technology ☐ Electronics and mechatronics ☐ Environmental resource management ☐ Healthcare ☐ Information and communication technology ☐ Management tools and technology ☐ Robotics, AI, and data science ☐ Supply chain and logistics ☐ Others, please specify_____

Background and summary of the creative work.

(Provide detailed information on the creative work, describe the technical problems the creative work is solving, the advantages over existing technologies, and the limitations of the creative work.)

Commercial potential of the creative work.

(If this creative work is commercialised, describe the anticipated use, the application, the end product, the target customers, the market sector, companies that might be interested etc.)

Development stage of the creative work.

(What work has been done? What more work should be done? What resources will be needed? How much will that cost approximately? How long will it take to become ready for registration for IP?)

Prior art search.

(Are there any existing publications, patents, or commercial products/services that are similar to your creative work? Explain in what ways are they similar and in what ways are they different? List some keywords for prior art searching)

State of public disclosure.

(State any prior and/or all planned public disclosure of the invention. For example: journal publication, posters, conferences and seminars, blogs and vlogs, oral presentation, news stories, patents etc.)

Additional comments/information.

SECTION THREE: Third Party(ies) Identification

Complete the following section only if you have collaborated with a third party to develop the creative work. Third parties are organisations or institutions that are not associated with the University. Identifying third parties is important because the University needs to determine their rights to the creative work based on their role and level of involvement.

Name of the third party institution:	
Name of the third party key personnel who collaborated with you to develop the creative work:	
Email of the third party key personnel who collaborated with you to develop the creative work:	
Contact of the third party key personnel who collaborated with you to develop the creative work:	
Explain in details the nature of input effort of the third party in the conception and/or development of the creative work: *(e.g. equipment, laboratory, funding, software, personnel, office space etc.)*	
Contribution of the third party to creative work as a percentage:	

You can copy/paste the table above to add as many third parties as you want to.

By signing below, I hereby assign my rights, title, and interest of my creative work to the University pursuant to the University intellectual property and commercialisation policy. I authorise the

University to pursue the intellectual property protection of the creative work on my behalf. I further agree to cooperate with the University in the protection of any resulting intellectual property.

Originator name:	
Originator signature:	
Date:	

Originator name:	
Originator signature:	
Date:	

Originator name:	
Originator signature:	
Date:	

For Research and Grant Office Use Only

Creative work Identification

Title:	BUiD Code:

Research Committee notes and recommendations

Research Committee Chair:	
Signature:	Date:

Appendix B: Samples of agreement forms

B(i): Non-disclosure agreement sample (source: United Arab Emirates University)
B(ii): Intellectual property agreement sample (source: New York University)
B(iii): Commercialisation of IP agreement sample (source: Concordia University)
B(iv): Assignment of IP sample (source: The University of Manchester)

Appendix B(i): Non-disclosure agreement sample (Source: United Arab Emirates University)

RECIPROCAL CONFIDENTIALITY AGREEMENT

[DATE]

UNITED ARAB EMIRATES UNIVERSITY

And

[NAME]

THIS AGREEMENT is dated [INSERT DATE]

BETWEEN:

UNITED ARAB EMIRATES UNIVERSITY being a university established according to Federal Law No. 4 of 1976 of the United Arab Emirates, whose principal address is P.O. Box 15551, Al-Ain, United Arab Emirates ("**University"**); and

(2) [full details of second party] ("[name]")

(hereinafter also referred to either individually as a **Party** or collectively as the **Parties)**.

WHEREAS:

(A) The Parties recognise that it may be necessary or desirable to provide each other with certain Information in line with, or for, the Purpose.

(B) This agreement sets out the terms upon which the Parties agree to provide each other with such Information.

NOW, THEREFORE, it is agreed as follows:

1. INTERPRETATION

In this agreement:

an **Affiliate** means any person directly Controlling, Controlled by or under direct or indirect Common Control of either of the Parties;

Authorised Recipients means, in relation to ISIS, each of ISIS's respective employees, officers, directors, professional advisers, to the extent that they need to know the Information for the purposes of, or in connection with, the Purpose and in relation to the University, the University's, directors, officers, employees and professional advisers;

Control (including the terms **Controlling**, **Controlled by** and **under Common Control**) with respect to the relationship between two or more persons, means the possession, directly or indirectly by equity ownership, contract or otherwise, of the power to direct the management or policies of the specified person;

a Party's **Group** means, in relation to that Party, it and its Affiliates;

Information means all information of whatever nature relating wholly or partly to the Purpose or the affairs of a Party (or a member of a Party's Group) which either before the date of this Agreement or thereafter:

(a) is supplied by or on behalf of a Party (or a member of that Party's Group) to the other Party or its respective Authorised Recipients whether orally, in writing or otherwise (including fax and other forms of electronic submission) and whether before, on or after the date of this agreement;

(b) is obtained by a Party or its Authorised Recipients or Group members in writing or orally, through or following discussions with the management, employees, agents or advisers of the other Party;

(c) is acquired by observation or attendance by a Party or its Authorised Recipients at the offices or other premises of the other Party (or a member of that other Party's Group); or

(d) consists of any reports, analyses, compilations, notes, studies, memoranda or other documents prepared by, on behalf of or for a Party (or member of that Party's Group), to the extent derived from, containing or otherwise reflecting any information described in (a), (b) or (c) above;

Provider means, in relation to any Information, the Party who (either directly or indirectly) provides (or otherwise makes available) that Information, or on whose behalf that Information is provided (or otherwise made available), to the other Party or its Authorised Recipients; and

Purpose means [give description of purpose for disclosure being made e.g. to assess potential further collaboration, for peer review etc.]

References to a **person** shall be construed, as the context requires, as references to any natural person, University or other legal or governmental entity.

References to a schedule shall mean a schedule to the Agreement and such schedules shall form part of this Agreement.

2. CONSIDERATION

This agreement is made in consideration of the mutual disclosure of Information between the Parties in relation to the Purpose. The undertakings given by each Party in this agreement are, where relevant, given for the benefit of the Provider of the Information in question.

3. DUTY OF CONFIDENTIALITY

3.1 Each Party will keep the Information secret and confidential and will not without the prior written consent of the Provider of the relevant Information (which may be withheld, in the Provider's absolute discretion), disclose, copy, reproduce or distribute any of it:

a) for any reason other than set forth in Clause 3.2 below; or
b) to any person other than an Authorised Recipient (on condition that they will not disclose, copy, reproduce or distribute it to any person who is not an Authorised Recipient).

3.2 Each Party will use the Information solely for considering, evaluating, negotiating or completing the Purpose and not for any other purpose.

3.3 Each Party will procure that each Authorised Recipient to whom Information is disclosed is made aware (in advance of disclosure) of the undertakings and other terms of this agreement, and will use its commercially reasonable endeavours to procure that each such person adheres to those undertakings and other terms as if that person were a party to this agreement. Each Party will be responsible for any breach of the undertakings and other terms of this agreement by any of its Authorised Recipients.

3.4 Each Party will keep the Information securely and properly protected against theft, damage, loss and unauthorised access (including access by electronic means) by any third party.

3.5 Without prejudice to the provisions of Clause 3.4, each Party shall inform the Provider immediately if it becomes aware that Information has been disclosed to an unauthorised third party.

3.6 [name of second party] fully indemnifies and holds the University harmless in respect of any claim, action, damage, loss, liability, or cost that the University suffers or may foreseeably suffer as a result of any breach of this Agreement by [name of second party].

3.7 Clause **3** shall not apply to Information which:

a) at the time of its supply by (or on behalf of) the Provider is in, or subsequently comes into, the public domain, except through breach of any of the undertakings or other terms set out in this agreement;

b) is already in the lawful possession of a Party, its Authorised Recipients or a member of its Group prior to disclosure under this agreement;

c) following disclosure under this agreement, comes lawfully into the possession of a Party, its Authorised Recipients or a member of its Group from a third party (as can be demonstrated by such Party's written records or other reasonable evidence), provided however, that this exception shall not apply to the extent the source of such Information was bound by a confidentiality agreement with the Provider (or any member of that Provider's Group); or

d) is required to be disclosed by law, regulation or any governmental or competent regulatory authority, provided that, so far as it is lawful and practical to do so prior to disclosure, the disclosing party shall promptly notify the Provider of the relevant Information of such requirement with a view, so far as is reasonably practical, to providing the opportunity for the Provider to (i) contest at its own cost and expense such disclosure or (ii) agree the proposed form, timing, content and purpose of the disclosure.

4. ANNOUNCEMENTS

4.1 Each Party undertakes that neither it nor any of its Authorised Recipients will, without the prior written consent of the other Party, reveal to any person (other than an Authorised Recipient) or otherwise announce that the Purpose is (or was) under consideration, that negotiations or discussions are (or were) taking place between the Parties, the status or progress of such negotiations (including termination of negotiations) or that Information has been provided or received.

4.2 The restrictions in Clause 4.1 above will not apply if, and to the extent that, an announcement is required by law, regulation or any governmental or competent regulatory authority; provided that, so far as it is lawful and practical to do so prior to disclosure, the announcing Party shall promptly notify the other Party in advance of such requirement with a view, so far as it is reasonably practicable, to providing the opportunity for the other party to agree the form, timing, content and purpose of the announcement.

5. RETURN/DESTRUCTION OF INFORMATION

5.1 Upon the written request of the relevant Provider, and except as provided by law, each Party will (and save as otherwise provided in Clause 5.2):

a) Return to the Provider or, at the Provider's option, destroy with such destruction certified in writing to the Provider, all documents containing Information provided (or otherwise made available) to it by or on behalf of the relevant Provider;

b) destroy all analyses, memoranda or other documents derived from the Information provided (or otherwise made available) to it by or on behalf of the Provider;

c) to the extent reasonably practicable, expunge all Information provided (or otherwise made available) to it by or on behalf of the Provider from any computer, word processor or other device, electronic or otherwise, containing such Information; and

d) if so requested by the Provider, deliver to the Provider a certificate signed by an authorised individual confirming that the obligations contained in this Clause 5 have been complied with.

5.2 Without prejudice to the provisions of Clause 5.1, each Party may retain one copy of all Information provided to it and one copy of any analysis, memoranda, or other documents derived from such information for the sole purpose of retaining a definitive record of the Information actually provided and as long as:

a) such retained Information is treated as confidential at all times in accordance with the provisions of this agreement; and

b) the copy of that Information is not duplicated or otherwise copied, reproduced or summarised (in each case, in whole or in part) by the Party retaining that Information.

6. NO REPRESENTATION OR WARRANTY

6.1 Each Party acknowledges and agrees, that (except as may otherwise be provided in any future agreement regarding the Purpose):

a) the Information provided to it does not purport to be comprehensive and that no representation or warranty, express or implied, is made by the Provider of any Information as to the accuracy, reliability or completeness of that Information;

b) no Provider shall:

i. have any liability to the other Party or to any other person resulting from the use of Information by that other Party or person or its Authorised Recipients; or

ii. be under any obligation to provide further Information, update Information or correct any inaccuracies in Information.

This paragraph does not exclude any liability for, or remedy in respect of, fraudulent misrepresentation.

6.2 Except as expressly set out in this agreement, each Party acknowledges and agrees that no other Party shall have any duty of care to it or to its Authorised Recipients or to any other person.

7. GENERAL

7.1 Without affecting any other rights or remedies that the Parties may have, each Party acknowledges that a person with rights under this agreement may be irreparably harmed by any breach of its terms and that damages alone may not necessarily be an adequate remedy. Accordingly, each Party hereby acknowledges without proof of actual damages that injunctive relief, specific performance or other equitable relief in favour of the relevant Party is an appropriate and necessary remedy for any threatened or actual breach of the terms of this agreement.

7.2 No failure or delay in exercising any right, power or privilege under this agreement will operate as a waiver of it, nor will any single or partial exercise of any right, power or privilege under this agreement preclude any other or further exercise of it or any other right, power or privilege under this agreement or otherwise.

7.3 If any provision of this agreement is held to be illegal, invalid or unenforceable, that provision shall (so far as it is illegal, invalid or unenforceable) be given no effect and shall be deemed not to be included in this agreement, but that shall not affect the legality, validity or enforceability of any other provision of this agreement.

7.4 Save as expressly set out in this agreement, a person who is not party to this agreement shall have no right to enforce any of its terms.

7.5 This agreement may be executed in any number of counterparts. This has the same effect as if the signatures on the counterparts were on a single copy of this agreement.

7.6 Each Party shall pay the costs and expenses incurred by it in connection with entering into this agreement.

7.7 The undertakings of each Party under this agreement are given for the benefit of (and shall be enforceable by) each member of the other Party's Group without prejudice to any other remedies available to that other Party (or its Group members).

8. GOVERNING LAW AND JURISDICTION

8.1 This agreement and the relationship between the Parties shall be governed by, and construed in accordance with, the laws of the United Arab Emirates as applicable in the Emirate of Abu Dhabi.

8.2 The Parties agree to submit to the exclusive jurisdiction of the Courts of Abu Dhabi in resolving any disputes arising out of this Agreement.

THEREFORE, the Parties have caused their duly authorised representatives to execute and deliver this agreement on the date first above written.

Signatories

For and on behalf of **United Arab Emirates University** by:

.....

Name: **Prof. Reyadh Al Mehaideb** ---------- (Authorised Signatory)

Title: Deputy Vice Chancellor for Research and Graduate Studies.
On behalf of United Arab Emirates University, UAE Al Ain.

Date:

Stamp:

For and on behalf of [**name of second party**] by:

.....

Name: [ ] ---------- (Authorised Signatory)

Title: [ ]
On behalf of [**name of second party**], [**Location**]

Date:

Stamp:

_____ End of Agreement _____

Appendix B(ii): Intellectual property agreement sample (Source: New York University)

NYU INTELLECTUAL PROPERTY AGREEMENT ("AGREEMENT")

I have read and understand New York University's ("NYU's") Statement of Policy on Intellectual Property, including NYU's Patent Policy, Copyright Policy and Tangible Research Property Policy (the "Statement of Policy on Intellectual Policy" or "Statement"). I understand that in consideration of my being a member of the University Community, as defined in that Statement, and in consideration of my rights under that Statement that I am bound by all the provisions of the Statement of Policy on Intellectual Property.

I understand that NYU has the right to ask me to confirm in writing that I am bound by all the provisions of the Statement of Policy on Intellectual Property. I hereby:

A. acknowledge and confirm that I have assigned to NYU all of my right, title and interest in and to: any Invention (including any Copyrightable Works, Tangible Research Property and/or Research Data closely associated with the Invention or necessary or useful for the Invention's protection, development or application thereto), including all right, title and interest in and to any copyrights, patent applications, patents or inventors certificates for such Inventions, any Copyrightable Work, and any Tangible Research Property I create, conceive and/or reduce to practice, that is subject to NYU ownership under the terms of the Statement of Policy on Intellectual Property and/or grants or agreements under which research or other activities I participate in is funded or otherwise supported;

B. agree to cooperate as reasonably requested by NYU, and in every necessary way, but at no out-of pocket expense to me, with NYU's efforts to evaluate an Invention, Copyrightable Work and/or Tangible Research Property, to seek patent, copyright or other protection for it, and to undertake commercialization and/or otherwise introduce it into public use, including, without limitation, executing confirmatory assignments or agreements documenting NYU's ownership as contemplated by this Agreement and the Statement of Policy on Intellectual Property, executing documents necessary or useful for prosecuting or enforcing patents, patent applications or copyrights in the US or in any other jurisdiction or with respect to the commercialization of the Invention, Copyrightable Work and/or Tangible Research Property or its introduction into public use, meeting and cooperating with NYU and its attorneys and agents regarding the prosecution and enforcement of patents or patent applications, and providing reasonable advisement regarding it to companies who have acquired rights to it pursuant to this Statement of Intellectual Property.

C. agree to disclose fully to NYU's Office of Technology Opportunities & Ventures, promptly after discovery, conception, reduction to practice, and/or creation, any Invention I conceive and reduce to practice and any Copyrightable Work I create that may be subject to NYU ownership under the terms of the Statement of Policy on Intellectual Property and/or the agreements under which research or other activities I participate in is funded or otherwise supported, even if I believe at that time that NYU has no ownership rights to the Invention or Copyrightable Work. For Invention disclosures, I agree to make the disclosure to NYU's Office of Technology Opportunities & Ventures prior to any public disclosure of the Invention and I

agree to ensure that the disclosures are sufficient to ensure that NYU is: (a) fully informed of the scope, extent and usefulness of the Invention; (b) able to make a proper determination of Inventorship and ownership; (c) able to fulfill reporting obligations to governmental and other research or other sponsors; and (d) able to timely file patent applications. An Inventor's or Creator's obligation to disclose as set forth herein continues after the Inventor or Creator ceases to be a member of the University Community with respect to Inventions or Copyrightable Works covered under the Statement of Policy on Intellectual Property.

D. agree to disclose fully to NYU's Office of Technology Opportunities & Ventures, at the earlies opportunity practicable, any Tangible Research Property ("TRP") I create that may be subject t NYU ownership under the terms of the Statement of Policy on Intellectual Property and/or th agreements under which research or other activities I participate in is funded or otherwise supported, even if I believe at that time that NYU has no ownership rights to the TRP, when (a I wish to transfer the TRP outside of NYU; (b) I believe, in my reasonable judgment, that the TR has commercial potential, or (c) the TRP is subject to contractual rights or obligations (e.g. funding agreements).

E. certify that I do not have any consulting or other agreements with any third person or organization pursuant to which I grant rights that are in conflict with this Agreement or with my obligation under the Statement of Policy on Intellectual Property, and warrant that I will not knowingly enter into any such agreement.

If I am a director or principal investigator of a sponsored project, I agree to secure signatures to an NYU Intellectual Property Agreement in the form of this Agreement from all members of the University Community working on the project at the time of their appointment and file the signatures with NYU's Office of Sponsored Programs.

I agree my responsibilities hereunder continue after termination of my employment or association with NYU.

I agree that this agreement is governed by and construed in accordance with the laws of the United States of America and the State of New York.

NAME: _____
SIGNED: _____
DATE: _____
WITNESS NAME: _____

Appendix B(iii): Commercialisation of IP agreement sample (Source: Concordia University)

(Member-led Commercialization of a Qualifying Invention)

BY AND BETWEEN:

CONCORDIA UNIVERSITY, a body corporate, duly constituted by Special Act of the National Assembly of Québec, having its principal establishment located at 1455 de Maisonneuve Boulevard West, in the City and District of Montreal, Quebec, H3G 1M8, herein represented by the Director of the Office of Research;

Referred to as the "University"

AND

domiciled and residing at_____
domiciled and residing at _____

(together referred to as the "Inventor" and together with the University the "parties")

WHEREAS the Inventor has produced an invention entitled " " (the "Invention");

WHEREAS in accordance with Article 27.11 of the CUFA Collective Agreement, the Inventor has disclosed the Invention to the Office of Research by completing and signing a Declaration of Invention, (insert Concordia Reference File No. DOI 20XX-XX);

WHEREAS the Declaration of Invention has been received and signed by the Director of the Office of Research of Concordia on (insert date from page 8 of DOI)

WHEREAS in accordance with the provisions of Articles 27.14 and 27.16 of the CUFA Collective Agreement the Inventor desires to develop and commercialize, where possible, the Invention without the assistance of the University and in that regard the parties wish to provide for:
(i) the assignment of rights and/or licensing of the Project Intellectual Property and its development and marketing;
(ii) the allocation and payment of expenses incurred in obtaining, maintaining and defending patent protection for the Project Intellectual Property; and
(iii) the receipt and division of royalties, fees, equity interests, revenues and other consideration received or derived from the licensing, sale or other Commercialization of the Project Intellectual Property in proportion to their respective interests;

WHEREAS The Declaration of Invention, the present preamble and the Patent-Only Schedule, where applicable, form part of this Agreement (the "Agreement");

WHEREAS the Effective Date (the "Effective Date") of this Agreement shall be the date on which the last party signed;
NOW, THEREFORE, IN CONSIDERATION FOR THE MUTUAL COVENANTS, WARRANTIES AND FOR OTHER VALUABLE CONSIDERATION THE SUFFICIENCY OF WHICH THE PARTIES ACKNOWLEDGE, THE PARTIES AGREE TO THE FOLLOWING:

1. DEFINITIONS

All terms, unless otherwise defined herein, shall have the meaning assigned to them in the CUFA Collective Agreement.

CUFA Collective Agreement means the agreement entered into between the University and the Concordia University Faculty Association (CUFA) that is in effect as at the Effective Date.

Effective Date means the latest date on which a party to this Agreement has signed and all references to the Effective Date shall mean the date on which the last person to sign affixed his or her signature.

Inventor includes the plural and refers either to a single Inventor or more than one CoInventor.

Project Intellectual Property means the Qualifying Invention and legal rights relating to the Qualifying Invention described in this Agreement, and any patent applications, patents, copyrights, trademarks, trade secrets, and any other legally protectable information, including computer software, which form part of the Qualifying Invention or result from the Project Intellectual Property but that do not constitute a new and separate Invention.

2. PURPOSE OF THIS AGREEMENT

2.1 This Agreement applies only to matters relating to the Project Intellectual Property.

2.2 This Agreement governs the protection through patenting, copyright or other relevant applicable legislation regarding intellectual property, as well as the development and potential Commercialization of the Project Intellectual Property.

3. PATENT ONLY

3.1 Sections 3.1, and 3.2 of this Agreement shall apply where the Inventor has given notice in writing to the University of his/her intention to patent the Project Intellectual Property, but has no immediate plans to seek to commercialize the said Project Intellectual Property, whether with or without the assistance of any third party; further the Inventor has no intention to transfer, assign, alienate or by any other means relinquish any interest in the Project Intellectual Property. Where the Inventor wishes to take advantage of the right not to undertake immediate Commercialization, he/she and the University shall sign the present Agreement, together with the Patent-Only Schedule, attached hereto. By signing this Agreement and the Patent-Only Schedule, the University and the Inventor acknowledge and agree that there is no obligation on the part of the Inventor to proceed to Commercialization. The parties further agree that, in compliance with Articles 27.09 and 27.14 1 (c) of the CUFA Collective Agreement, that the Inventor who has chosen only to patent, has the sole discretion to determine whether to Commercialize and is entitled to choose the time when such Commercialization will occur.
3.2 The Patent-Only Schedule, once signed by the Inventor and the University, shall continue in effect so long as no steps are taken by the Inventor or any other person acting on behalf of the Inventor to commercialize the Project Intellectual Property. Section 4.7 of this Agreement shall not apply, unless and until such time as any step towards Commercialization of the Project Intellectual Property is initiated by the Inventor. Where the Inventor undertakes any act or takes any step which can be reasonably construed to initiate Commercialization, the Patent-Only Schedule shall immediately become null and void and of no effect and the Inventor shall notify the Office of Research in writing of the change in intention. The member may, in such notification, alter his or her option and select Employer-led Commercialization as set out in Article 27.14 1 (b) and the provisions of Article 27.15 of the CUFA Collective Agreement shall then apply.

4. ASSIGNMENT

4.1 The Inventor hereby agrees and covenants that any development, Commercialization, licensing or other exploitation of the Project Intellectual Property shall provide for and preserve the University's interest. The Inventor further agrees that any third party, to whom the Project Intellectual Property may be assigned, conveyed or transferred, shall be approved by the University, in accordance with Article 27.16 of the CUFA Collective Agreement, prior to any such assignment, conveyance, transfer or licence. The said third party shall be bound to acknowledge, preserve and protect the University's interest in and to the Project Intellectual Property and to join the present Agreement as a signatory.

4.2 The University, in consideration for the sharing of Net Proceeds, the representations, warranties contained in this Agreement and for other good and valuable consideration, the sufficiency of which the parties acknowledge, hereby assigns to the Inventor its right, title and interest throughout the world in and to the Project Intellectual Property, as well as all corresponding right, title and interest in and to any patent which may be accorded with respect to the Project Intellectual Property, and to all divisions, reissues, continuations, continuationsin-part and extensions thereof.

4.3 The parties hereby agree that in the event the University does not approve a Commercialization plan, or any third party participating in the Commercialization of the Project Intellectual Property in accordance with Article 27.16 of the CUFA Collective Agreement the assignment of the University's interest shall be deemed null and void as regards such unapproved Commercialization plan or third party participation. Where the member has failed to comply with the conditions of Article 27.16 of the CUFA Collective Agreement, or has otherwise violated the provisions of this Agreement, the assignment of the University's interest shall forthwith become null and void.

4.4 In consideration of the right, title and interest granted in section 4.2 of this Agreement, the Inventor and the University agree that, subject always to the University's right of approval set out in section 4.1 of this Agreement, the Inventor has complete authority to apply for patents on the Project Intellectual Property and to take such other action as may be necessary or desirable to sell, assign, license or otherwise deal in the Project Intellectual Property.

4.5 The parties also agree to sign and require all Co-Inventors to sign all documents, to execute all oaths and to do everything else that may be required to obtain and enforce patent protection and any other protection that may be reasonably necessary for the Project Intellectual Property.

4.6 The University agrees, subject to sections 4.1, 4.2 and 4.3 of this Agreement, that the Inventor shall have control of the working, selling, assigning, or licensing or otherwise dealing with the Project Intellectual Property; however, the Inventor or any third-party assignee or licensee of the Project Intellectual Property, as the case may be, shall consult with the University and carefully consider any information or requests made to it concerning the Project Intellectual Property before proceeding with the working, selling, assigning or licensing.

4.7 Where the Inventor has not initiated any reasonable action or has not diligently pursued the Commercialization of the Project Intellectual Property or has not taken any reasonable steps toward protection through patenting, copyright or under other relevant applicable legislation regarding intellectual property or toward Commercialization, within one (1) year of the Effective Date, the Inventor shall be deemed to have abandoned the Commercialization of the Project Intellectual Property, and shall assign right, title and interest of the Project Intellectual Property back to the University, and shall not claim any costs or disbursements from the University.

4.8 Under the circumstances contemplated in section 4.7 of this Agreement, where the University does proceed to the protection through patenting, copyright or other relevant applicable legislation regarding intellectual property or the Commercialization of the Project Intellectual Property, Appendix 10 A shall be signed and the sharing of Net Proceeds shall be that set out in, Article 27.18(a) of the CUFA Collective Agreement.

5. PROTECTION AND COMMERCIALIZATION OF THE PROJECT INTELLECTUAL PROPERTY

5.1 Upon the signing of this Agreement, subject to section 4.1 of this Agreement, the Inventor or any third-party nominee shall use best efforts and take reasonable measures for the protection of the Project Intellectual Property.

5.2 The University shall be informed in writing by the Inventor of any third-party interest in the Project Intellectual Property, and the provisions of sections 4.1, 4.2 and 4.3 of this Agreement shall apply.

5.3 The University shall be informed in writing by the Inventor of any material development in any negotiations with third parties involved in the Commercialization of the Project Intellectual Property.

5.4 The University may assist the Inventor in Commercializing the Project Intellectual Property and in this regard, by way of example but without limitation, by suggesting names of potential licensees and discussing the technical aspects of the Project Intellectual Property and/or its improvements with any potential licensee or partner that may show interest in obtaining license or other rights to the Project Intellectual Property.

5.5 A copy of all agreements in final draft with any third party involved in the Commercialization of the Project Intellectual Property shall be provided to the University ten (10) days prior to signature of any such agreement. All agreements with any third party shall be consistent with the rights of the University and the Inventor as set out in Article 27 of the CUFA Collective Agreement and this Agreement or, as the case may be, with the provisions of any grant, contract or other form of research support agreement through which the development of the Project Intellectual Property was funded either in whole or in part.

5.6 Subject to the foregoing condition, the University shall cooperate fully with the Inventor by signing all documents required to confirm or give full effect to any such agreement with third parties. Where the terms of any such agreement with third parties conflict with the terms of this Agreement or as the case may be, with the terms of any grant, contract or other form of research support agreement through which the development of the Project Intellectual Property was funded either in whole or in part, the University may refuse to permit the Commercialization to proceed until its rights and, as the case may be, the provisions of any grant, contract or other research support connected with the Project Intellectual Property are protected to its satisfaction, the University acting reasonably. Where the third-party agreement does not so conflict, the University will cooperate fully with the Inventor by signing all documents required to confirm or give full effect to any such agreement with third parties. The University shall notify the Inventor in writing within the ten (10) day delay provided in section 5.5 above of its acceptance or rejection, and as the case may be, the reasons for such rejection of the third-party agreement. In the event the parties fail to resolve the matter within forty (40) days of receipt by the University of the third-party agreement, unless otherwise agreed by the parties, the matter shall be subject to the dispute resolution provisions of this Agreement.

5.7 The University understands and agrees that although best reasonable efforts will be used to Commercialize the Project Intellectual Property, the Inventor does not guarantee that such Commercialization or licensing efforts will be successful.

5.8 The University agrees that the Inventor may use the Project Intellectual Property nonexclusively and without compensation in connection with research or grant applications or other development activities, including inclusion in project reports and any other applications for continued funding. However, the Inventor shall ensure that any use of the Project Intellectual Property for any purpose referred to in this section or any similar purpose shall be protected by a confidentiality agreement drafted in the form set out in section 8 of this Agreement.

5.9 The Inventor and any third-party nominee shall keep accurate records and books of accounting in accordance with good accounting practice with respect to the Project Intellectual Property, including an account of all (i) costs and expenses incurred in obtaining, maintaining and defending patent protection for the Project Intellectual Property and (ii) all moneys or other consideration received during the calendar year for which it is accounting and all other information necessary for the accurate determination of charges and payments hereunder. The Inventor and any third-party nominee shall provide the University with reports in accordance with the provisions of Article 27.19 of the CUFA Collective Agreement, the names of the parties adapted *mutatis mutandis*.

6. SHARING OF REVENUES

6.1 Subject to the terms of any third-party relationship established in accordance with section 4 hereto, all Net Proceeds related to the Commercialization, licensing or other form of exploitation of the Project Intellectual Property shall be allocated between the University and the Inventors in accordance with Article 27.18(a) of the CUFA Collective Agreement as follows: 50% to the Inventors in the proportions identified under Section 3 of DOI 20XXXX ; AND 50% to the University.
6.2 In the event the Commercialization of the Project Intellectual Property leads to the establishment of a legal person (body corporate) or other entity, whether incorporated or otherwise in any jurisdiction whether Canadian or foreign, (the “Company”) for the exploitation or licensing of the Project Intellectual Property, the University, the Inventor and any third party shall negotiate their respective participation in the Company. Such negotiation shall be subject to the terms of this Agreement, and shall acknowledge this Agreement by signing it. Further, the amount of any development funds made available and the relevant mechanism through which it is repaid, the participation of any other parties, together with any other matter which the parties consider relevant, shall be subject to the terms of this Agreement.

6.3 All Net Proceeds shall be distributed in accordance with Articles 27.18 (a) and 27.19 of the CUFA Collective Agreement.

7. REPRESENTATIONS AND WARRANTIES

The Inventor makes the following representations and warranties, in the understanding that the University is relying upon them:

7.1 In the case of a sole Inventor, he or she hereby warrants and declares that he or she possesses all right, title and interest in the invention and that to the best of his or her knowledge the invention does not infringe the right, title or interest of any third party; and that further, he or she is able to assign, transfer or in any other manner deal with the invention, free from any lien, claim, pledge, charge, mortgage, hypothec, debt or any other security interest of any kind.

7.2 In the case of Co-Inventors, each of the Co-Inventors, hereby warrants and declares that he or she possesses all right, title and interest in the invention in the proportions set out in Section 3 of DOI 20XX-XX and that to the best of his or her knowledge the invention does not infringe the right, title or interest of any third party; and that further, he or she is able to assign, transfer or in any other manner deal with the invention, free from any lien, claim, pledge, charge, mortgage, hypothec, debt or any other security interest of any kind.

7.3 Where any background intellectual property has or will be used in connection with the Project Intellectual Property, that the Inventor hereby warrants and declares that he or she is entitled to use the background intellectual property.

8. CONFIDENTIALITY AND DISCLOSURE

8.1 The whole of this section 8 shall survive the termination for any reason of this Agreement. The parties agree not to disclose and to maintain in confidence the Project Intellectual Property and any improvements.

8.2 Confidential information includes all of the following: all material, including any text, letter, memorandum, sound recording, videotape, film, photograph, chart, graph, map, survey, diagram, model, sketch, book, technical data, research documentation and generally any information relating to the Project Intellectual Property that is recorded or stored by means of any device (the “Confidential Information”).

8.3 The parties promise:

(a) to maintain the secrecy and confidentiality of the Confidential Information;
(b) not to disclose any Confidential Information to a third party, except where the disclosing party has entered into a written agreement with such third party which binds the third party to obligations of confidentiality and restricted use which are no less onerous than those imposed upon the parties hereunder before any such disclosure;
(c) not to use any Confidential Information for any purposes other than the purposes of this Agreement; (d) Only to disclose the Confidential Information to their employees, work colleagues and assistants (together, "Representatives"): (i) who have a need to know the information for academic purposes and (ii) who have been informed of the confidential nature of the Confidential Information. The receiving parties warrant that they will take reasonable steps to prevent the Representatives from acting in a manner inconsistent with the terms of this Agreement.

8.4 The obligations of confidentiality set out above do not apply to information that:
(a) has been published or has otherwise entered the public domain without a breach of this Agreement; (b) is obtained from a third party who has no obligation of confidentiality; or
(c) is independently developed or obtained by the receiving party without breach of this Agreement.

8.5 It is not a breach of this Agreement to: (a) disclose Confidential Information required to be disclosed by law or judicial process or governmental authorities; or (b) disclose Confidential Information that is disclosed with the prior written consent of the parties to this Agreement.

9. NOTICE

Unless otherwise agree by the parties, all notices required to be given pursuant to this Agreement shall be in writing and shall be considered as duly delivered when sent by registered mail, or

messenger to the other party at the address stated below or such other address as either party shall advise the other in writing:

Concordia
ADDRESS
Attention: [ ]

Inventor
ADDRESS
Attention: [ ]

or to such subsequent address as any party hereto may furnish the other party hereto in writing.

Third Party
ADDRESS
Attention:

10. TERM AND TERMINATION

10.1 Where the Inventor or any third-party nominee ("Nominee") or legal person ('Legal Person") who has control of any rights over the Project Intellectual Property has been declared bankrupt, filed for bankruptcy or where a creditor has filed a claim in bankruptcy against the Inventor, Nominee or Legal Person, which results in the bankruptcy of the Inventor, Nominee or Legal Person, or where the Inventor, Nominee or Legal Person files for creditor protection or makes an arrangement with creditors which results in the bankruptcy of the Inventor, Nominee or Legal Person, then the University may terminate the present Agreement against the Inventor, or Nominee or Legal Person having control of any rights over the Project Intellectual Property as the case may be. The University may terminate the present Agreement with respect to any Nominee or Legal Person, except for the Inventor, that ceases to pursue its normal business operations, ceases to exist legally or files for creditor protection or makes an arrangement with creditors which does not result in the bankruptcy of the said Nominee or Legal Person, as the case may be. Any notice of termination shall be in writing and delivered to the Nominee or Legal Person in default under this section and the termination shall be effective on the date of receipt of the termination notice.

Where the University terminates this Agreement acting under this section 10, any assignment, transfer, conveyance or licensing of the Project Intellectual Property shall be immediately null and void and of no effect as if it had never taken place. Any agreement entered into by the Inventor and any Nominee or other Legal Person involving the Project Intellectual Property shall make reference to this section 10 and include it as a binding obligation.

10.2 This Agreement may otherwise be terminated by either party in the event of default upon thirty (30) days written notice to the defaulting party. Such termination occurs where a party has defaulted or failed to comply with the terms of this Agreement and, following receipt by the defaulting party of a written notice of default, has failed to cure any such default within that period of thirty (30) days.
10.3 The provisions relating to confidentiality, dispute resolution and all waivers shall survive the expiry or termination of this Agreement.

11. DISPUTE RESOLUTION

Any dispute relating to the interpretation or the applicability of any of the provisions of this Agreement shall be referred to the PACO in accordance with Articles 27.03 to 27.08 of the CUFA Collective Agreement. This section 11 dealing with dispute resolution shall survive the termination for any reason of this Agreement.

12. ENTIRE AGREEMENT

It is understood that this Agreement contains the entire agreement between the parties hereto. This Agreement shall be binding on and shall inure to the benefit of the parties hereto, their respective assigns and successors in interest.

13. GOVERNING LAW AND JURISDICTION

The Agreement shall be governed and interpreted in accordance with the laws applicable and in force in the Province of Quebec. The parties hereby attorn to the exclusive jurisdiction of the competent courts of Quebec sitting in the judicial district of Montreal.

14. LANGUAGE

This Agreement is drawn up in English at the request of the Parties. Les parties aux présentes ont expressément convenu que ce contrat soit rédigé en anglais.

15. AMENDMENTS

No modifications to this Agreement shall be binding unless agreed to in writing by the duly authorised representatives of the parties and the Concordia University Faculty Association and formalized through a written amendment to this Agreement signed by the duly authorized representatives of the parties hereto.

IN WITNESS WHEREOF THE PARTIES HAVE SIGNED:

THIS AGREEMENT shall take effect as of the date of the last signing party

CONCORDIA UNIVERSITY

_____
Signature

_____
Typed Name

_____
Title

_____
Date

INVENTOR

_____
Signature

_____
Typed Name

_____
Title

_____
Date

INVENTOR

_____
Signature

_____
Typed Name

_____
Title

_____
Date

THIRD PARTY ACKNOWLEDGEMENT

_____
Signature

_____
Typed Name

_____
Title

_____
Date

Appendix B(iv): Assignment of IP sample (source: The University of Manchester)

ASSIGNMENT

THIS ASSIGNMENT is made on

BETWEEN

(1) The University of Manchester (a Royal Charter corporation registered under number RC000797, an exempt charity) of Oxford Road, Manchester, M13 9PL ("University")

(2) [*NAME* OF *ASSIGNEE(S)*] of [*ADDRESS*] ("The Assignee").

OPERATIVE PROVISIONS

1. **INTERPRETATION**

1.1 In this Assignment the following expressions have the following meanings unless inconsistent with the context:

"Assigned IP"	the Intellectual Property specified in **Schedule 1**
"Business Day"	any day other than Saturday and Sunday or a bank or public holiday in England
"Claimant"	has the meaning set out in **clause 4.6**
"Commercialise"	the realisation of commercial or financial benefit through any use of the Assigned IP including, without limitation, the rental, lease or license of the Assigned IP in whole or in part and/or the sale of Products and **"Commercialisation"** shall be construed accordingly
"Effective Date"	the date of this Agreement
"Intellectual Property"	patents, trade marks, copyright, database rights, design rights, registered designs, know-how, and all other intellectual property rights, in each case whether registered or unregistered and including applications or rights to apply for them and together with all extensions and renewals of them, and in each case all rights and forms of protection having equivalent and similar effect anywhere in the world
"Net Receipts"	the received amount in respect of all licences or assignments of any of the Assigned IP, granted by the Assignee or any vehicle set up by the Assignee to Commercialise the Assigned IP (excluding value added tax), including any of the following: (a) upfront, milestone (whether at the stage of development, marketing or otherwise), success, bonus, maintenance and period (including annual) payments, royalty and minimum royalty payments; (b) payment in respect of the funding of research or development activities related to any relevant Product, to the extent that such payments exceed a reasonable level of payment for such activities; (c) any loan, guarantee or other financial benefit made or given other than on normal market terms; (d) any shares, options or other securities obtained from a third party but excluding Net Sales Value
"Net Sales Value"	the received sales price of the Products supplied by the Assignee or any vehicle set up by the Assignee to Commercialise the Products (or such other price as is deemed to be the Net Sales Value pursuant to **clause 3**) after deduction of the following: (a) any normal trade discounts actually granted by the Assignee or any vehicle set up by the Assignee to Commercialise the Assigned IP;

(b) any rebates, discounts or credits for returned or defective Products actually given by the Assignee or any vehicle set up by the Assignee to Commercialise the Assigned IP;
(c) any costs of packing, insurance, carriage, freight, export/import duties incurred by the Assignee or any vehicle set up by the Assignee to Commercialise the Assigned IP in relation to such supply of the Products (in each case where separately designated on the relevant invoice); and
(d) any value added tax or any other applicable sales tax or government levies charged in respect of such price

provided that such deductions do not exceed reasonable and customary amounts in the markets in which such supplies occurred

"Products" any and all products and services that are manufactured, performed, sold or otherwise supplied by the Assignee or any vehicle set up by the Assignee to Commercialise the Assigned IP using any of the Assigned IP

"Year" the period of 12 consecutive months commencing on the Effective Date and each consecutive period of 12 months thereafter, or any shorter period commencing on a day immediately following the end of a Year and ending on the termination of this Agreement; and "Yearly" shall be construed accordingly

1.2 References in this Assignment to a statute or statutory provision shall, unless the context otherwise requires include any statute or statutory provision which the referred to provision amends, re-enacts, extends, consolidates or replaces. References to a statutory provision also extend to any subordinate legislation made under it.

1.3 References in this Assignment to clauses and the Schedule are to clauses of and the Schedule to this Assignment.

1.4 The headings to the clauses are for ease of reference only and shall not be taken into account in its interpretation.

2. **ASSIGNMENT**

2.1 In consideration of the Assignee agreeing to make the payments to the University set out in **clause 3**, the University assigns to the Assignee:

2.1.1 all such right, title and interest as the University has in the Assigned IP absolutely;
2.1.2 all the University's rights and powers arising or accrued from the Assigned IP up to the Effective Date including any right to sue for damages and other remedies including without limitation any right to have the benefit of any remedy obtained on any supposed infringement of all or any of its rights in the Assigned IP before the Effective Date; and
2.1.3 all the University's rights (if any) to apply for prosecution to obtain patent or similar or other registered protection throughout the world in relation to all or any of the Assigned IP, including any right it has to apply for renewals and extensions and the right to claim priority from earlier applications so that the grant of any patent or similar or other registered protection shall be in the name of and vest in the Assignee.

2.2 The Assignee grants to the University a non-exclusive, world-wide, irrevocable, royalty-free licence for the life of the Assigned IP to use the Assigned IP for research purposes only and to sub-license the Assigned IP to wholly-owned subsidiaries of the University for research purposes only.

2.3 The University agrees that it will, at the Assignee's request and cost, execute all documents, take all such actions, do all such things and provide all reasonable assistance as the Assignee may reasonably require in order to secure the right, title and interest in the Assigned IP assigned to the Assignee by this Assignment.

2.4 In the event that the Assignee requires access to any third party material to use in conjunction with the Assigned IP, it shall be the responsibility of the Assignee to obtain appropriate permission to use such third party material.

3. **ROYALTIES**

3.1 In consideration of the rights granted under **clause 2.1**, the Assignee shall pay to the University royalties in respect of any Commercialisation of the Assigned IP as follows

3.1.1 [ ] of Net Receipts; and
3.1.2 [ ] of Net Sales Value,

3.2 If Products are:

3.2.1 rented, leased, let out or hired or otherwise disposed of to a customer other than by way of sale by the Assignee or any vehicle set up by the Assignee to Commercialise the Assigned IP;
3.2.2 used by the Assignee or any vehicle set up by the Assignee to Commercialise the Assigned IP for their own commercial purposes;
3.2.3 supplied in conjunction with other products or services or in any way as part of an arrangement whereby the other party to the transaction acquires other products or services,
then the Net Sales Value of each such Product will be deemed to be equivalent to the Net Sales Value which would have been applicable under this Agreement had such Product been sold to an independent arm's length purchaser on its own unconnected in any way with any other supply.

3.3 Any dispute between the parties about the Net Sales Value or will, at the request of either party, be referred to an expert under **clause 3.4**.

3.4 The expert will be a single, independent chartered accountant to be agreed between the parties, or in default of agreement between the parties within 5 Business Days, to be selected at the request of either of them by the President for the time being of the Institute of Chartered Accountants in England and Wales ("**Expert**"). Any dispute to be referred to the Expert will be decided upon in a final and binding manner by the Expert acting as a technical expert and not as an arbitrator. Any actions, decisions, awards or payments to be made or taken pursuant to the determination of the Expert will be made or taken within 20 Business Days of notification of the same to the relevant parties. The costs of the Expert will be borne by the parties as determined by the Expert.

3.5 All sums due under this Agreement:

3.5.1 will be made in pounds sterling to the credit of a bank account to be designated in writing from time to time by the University. Where the sum upon which payment is to be based is in a currency other than pounds sterling such sum will be converted into pounds sterling at the spot rate of exchange offered by National Westminster Bank Plc (or such other bank which the University nominates from time to time in writing) to the University for that conversion ("**Spot Rate**") on the last day of the Year in respect of which the payment is due provided that if such bank is not open for business on the relevant day, then the applicable Spot Rate will be the Spot Rate on the next day such

bank is open for business. Where any payment is made after the date required in this Agreement, conversion will be at the Spot Rate at the date of payment if this is more favourable to the University
3.5.2 are exclusive of any value added tax which will be payable in addition by the Assignee on the rendering by the University of an appropriate value added tax invoice. The Assignee will pay any costs, interest and penalties due and incurred by the University directly due to the Assignee's late payment of any such value added tax; and
3.5.3 will be made in full without deduction of taxes, charges and other duties (including any withholding or other income taxes) that may be imposed, except where the Assignee is required by law to make such deduction or withholding, in which event the Assignee will:

3.5.3.1 ensure that the deduction or withholding does not exceed the minimum amount legally required;
3.5.3.2 pay to the applicable taxation or other authorities within the period for payment permitted by law the full amount of the deduction or withholding (including, but without prejudice to the generality of the foregoing, the full amount of any deduction or withholding from any additional amount paid pursuant to this **clause 3.5.3.2**);
3.5.3.3 furnish to the University, within the period for payment permitted by law, either an official receipt of the applicable taxation or other authorities for all amounts deducted or withheld as aforesaid or, if such receipts are not issued by the taxation or other authorities concerned on payment to them of amounts so deducted or withheld, a certificate of deduction or equivalent evidence of the relevant deduction or withholding.
3.6 Payments due under **clause 3** will be made within 30 days of the end of each Year in respect of royalties accrued during that Year.

3.7 The Assignee will send the University a report within 30 days at the end of each Year showing the Net Receipts and Net Sales Values accrued in such Year, and a calculation of the royalties due for that Year.

3.8 If any sum payable under this Agreement is not paid when due, then that sum shall bear interest from the due date until payment is made at 3 per cent per annum over LIBOR from time to time, both before and after judgement, where "LIBOR" means the three month Sterling BBA LIBOR as quoted on page 3750 of the Telerate screen or if such page is unavailable the interest rate at which Sterling deposits are perceived to be generally available by leading banks in the London Interbank Market at or about 11.00 a.m. on the first day of that period for delivery on that day.

3.9 The Assignee will keep complete and accurate records and accounts of all Products manufactured and supplied and Net Receipts received and will permit the University or its agents on reasonable prior notice during the Agreement and for 12 months afterwards to audit and take copies of those records and accounts solely for the purpose of determining the accuracy of the royalty reports and payments. If any audit reveals a discrepancy of more than 5% in any report supplied under **clause 3.7** to the detriment of the University, the Assignee will reimburse the University for the costs of that audit and pay any accrued underpayment together with any interest accrued under **clause 3.8**.

3.10 The provisions of this **clause 3** shall remain in effect notwithstanding termination or expiry of this Agreement until the settlement of all outstanding royalty payments by the Assignee.

4. **WARRANTIES AND LIABILITY**

4.1 Each of the parties acknowledges that, in entering into this Assignment, it has not relied on any warranty, representation or undertaking except those expressly set out in this Assignment and each

party waives any claim for breach of any representation (unless made fraudulently) which is not specifically contained in this Assignment as a warranty.

4.2 The University does not give any warranty, representation or undertaking:

4.2.1 as to the efficacy or usefulness of the Assigned IP; or
4.2.2 that any of the Assigned IP is or will be valid or subsisting or (in the case of an application) will proceed to grant; or
4.2.3 that the use of any of the Assigned IP, the manufacture, sale or use of any products using any of Assigned IP or the exercise of any of the rights granted under this Assignment will not infringe any Intellectual Property or other rights of any other person.

4.3 The Assignee will indemnify the University, and keep it fully and effectively indemnified, against each and every claim made against the University as a result of the Assignee's manufacture, use, sale of, or other dealing in any products or services using or comprising the Assigned IP.

4.4 Subject to **clause 4.7**, and except under the indemnity in **clause 4.3**, the liability of either party to the other for any breach of this Assignment, for any negligence or liability arising in any other way out of the subject matter of or in connection with this Assignment will not extend to any indirect damages or losses, or any loss of profits, loss of revenue, loss of data, loss of contracts or opportunity, whether direct or indirect, even if the party bringing the claim has advised the other of the possibility of those losses or if they were within the other party's contemplation.

4.5 Subject to **clause 4.7**, the aggregate liability of the University to the Assignee for all and any breaches of this Assignment any negligence or liability arising in any other way out of the Assigned IP or the subject matter of or in connection with this Assignment, will not exceed in total the payments received by the University from the Assignee under **clause 4.1** aggregate (excluding VAT) during the 12 months preceding the date upon which the claim is first notified to the University.

4.6 Subject to **clause 4.7**, any claim under or arising in any other way out of the Assigned IP or the subject matter of or in connection with this Assignment must be notified in writing by the party making the claim ("**Claimant**") within 12 months of the date when the Claimant became aware or ought reasonably to have become aware of such claim and in any event within 2 years of the date of this Assignment, and proceedings in respect of such claim must be issued and served on the other party within 12 months of the date of such notification.

4.7 Nothing in this Assignment limits or excludes either party's liability for:

4.7.1 death or personal injury; or
4.7.2 any fraud or for any sort of liability that, by law, cannot be limited or excluded.

5 ABANDONMENT OF ASSIGNED IP

5.1 In the event that the Assignee no longer wishes to maintain any of the Assigned IP, the Assignee will inform the University and the Assignee shall give at least 20 Business Days written notice (an "Abandonment Notice") of its intention to the University and shall first offer the University the right to assume responsibility for the filing, prosecution and maintenance of the relevant Assigned IP. In the event that the University does not wish to take over the filing, prosecution and maintenance of such Assigned IP, the Assignee shall be entitled to abandon the Assigned IP at the expiry of the relevant Abandonment Notice. The University shall have the right at any time following the Assignee giving an Abandonment Notice to compel the Assignee to assign the relevant Assigned IP to the University and

the University will take responsibility for filing, prosecution and maintenance of the Assigned IP. Such assignment shall be at the expense of the University.

6. **NOTICES**

6.1 Any demand, notice or other communication given or made under or in connection with this Assignment shall be in writing and in the English language and shall be given to the University or to the Assignee, as the case may be, either personally, by post, by facsimile appropriately addressed and marked for the attention of the relevant individual as follows:

University
The University of Manchester
c/o UMI3
Core Technology Facility
Grafton Street
Manchester
M13 9NT
0161 603 7307
For the attention of: CEO, UMI3

Assignee

or to such other address or facsimile number and marked for the attention of such other individual as the prospective recipient may from time to time designate by notice to the other.

6.2 Notices and communications so designated, shall be deemed to have been duly given or made:

6.2.1 if delivered by hand, upon delivery at the address of the relevant party;
6.2.2 if sent by prepaid, air mail post, 2 Business Days after posting;
6.2.3 if sent by fax, at the time of transmission (provided a confirmatory letter is sent by prepaid, first class post).

where in accordance with the above provisions any notice or communication would otherwise be deemed to be given or made on a day which is not a Business Day or after 4.00 pm on a Business Day such notice or other communication shall be deemed to be given or made at 9.00am on the next Business Day.

7 **MISCELLANEOUS**

7.1 Each of the parties shall bear its own legal, accountancy and other costs, charges and expenses connected with the negotiation, preparation and execution of this Assignment.

7.2 Neither party may use the other’s name or logo in any press release or product advertising, or for any other promotional purpose, without first obtaining the other's written consent.

7.3 This Assignment constitutes the entire agreement between the parties relating to the subject matter of this Assignment and supersedes all prior communications, drafts, agreements, representations, warranties, stipulations, undertakings and agreements of whatsoever nature,

whether oral or written, between the parties and all implied conditions and warranties are excluded so far as permitted by law.

7.4 The failure to exercise or delay in exercising a right or remedy under this Assignment shall not constitute a waiver of the right or remedy or a waiver of any other rights or remedies, and no single or partial exercise of any right or remedy under this Assignment shall prevent any further exercise of the right or remedy or the exercise of any other right or remedy.

7.5 The parties to this Assignment do not intend that any of its terms will be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person who is not a party to it.
7.6 This Assignment and any non-contractual obligations arising out of or in connection with it shall be governed by and construed in accordance with the laws of England. The courts of England will have exclusive jurisdiction to settle any disputes which may arise out of or in connection with this Assignment. The parties irrevocably agree to submit to that jurisdiction provided that nothing shall prevent either party seeking injunctive relief in any appropriate jurisdiction.

SCHEDULE 1

Assigned IP

SIGNED by)
for and on behalf of)
THE UNIVERSITY OF MANCHESTER)
in the presence of:)
Witness signature:
Name:
Address:
Occupation:

SIGNED by)
)
in the presence of:)
Witness signature:
Name:
Address:
Occupation:

Document History

Policy Number/Version	Date	Update Information	Approval
(10.6/V01)	AY 2022-2023	New Policy	Council

Internal Research Projects and Grants

Policy number/version		10.7/V01
Section		RESEARCH
Type		Academic Policy
Date of creation		March 2024
Date of last revision		November 2024
Date of approval of current version		November 2024
Post/Section with responsibility for implementation and monitoring		Research Committee
Approved by		University Council
Policy review	Latest review by	Dean of Research
	Latest review date	August 2025
	Review outcome	No changes
	Next review date	August 2026
Cross-reference/related documents		10.1 Research Strategy 10.2 Research Conduct 10.3 Ethics in Research Involving Human Subjects 10.5 Copy Right and Intellectual Property Frascati Manual 2015 (see Appendix 1) 10.6 Conflict of Interest

1.0 Rationale and principles which this policy seeks to uphold

1.1 This policy governs The British University in Dubai's (BUiD) internal academic research fund allocation and administration.

1.2 The University is committed to ensure transparency, equity, consistency and practicality in the various areas of internal grants administration including grant applications, grant evaluation, grant awards, ethics compliance, and project life cycle monitoring as outlined in this policy.

1.3 The University also bears the responsibility of ensuring that all allocated research funds align with legitimate expectations, comply with the law, and serve the public interest.

2.0 Scope

2.1 Internal Research funding is open to all academic staff at BUiD. Non-academic staff who wish to apply for academic research funding should seek the consent of the Dean of Research and subsequently that of the Research Committee.

2.2 The categories of research projects include:

i) Internal Research Grant (IRG)
ii) Interdisciplinary Research Grant (IDRG)
iii) Multidisciplinary Research Grant (MDRG)
iv) Transdisciplinary Research Grant (TDRG)
v) Collaborative Research with partner universities (CRPU)

2.3 This policy has the exclusive remit with regards of the funding and administration of internal research projects.

3.0 Definitions

3.1 Research Committee: BUiD Research Committee is the overarching body that approves, rejects, or requests amendments to research proposals and their budgets which would include research conference travel funding (RCTF). The committee membership consists of the Vice Chancellor (Chair), Dean of Research, Deans of all faculties, Chief Administrative Officer, and 2 academic representatives appointed by the VC as nominated by the Dean of Research. The Head of the Office of Research and Grants serves as secretary to the committee.

3.2 Internal Research Grants (IRG): Research Grants that is funded by BUiD internal budget. External Research Grants: Research grants which are provided by organisations or entities external to the university.

3.3 Interdisciplinary Research Grants (IDRG): Internal research grants that fund academic research projects that span across various disciplines where researchers from different disciplines work closely together, often blending their expertise to generate new insights and solutions that are beyond the scope of any single discipline.

3.4 Multidisciplinary Research Grants (MDRG): Internal research grants that fund academic research from different core disciplines where researchers from various disciplines contribute their expertise independently, maintaining their disciplinary perspectives while addressing different aspects of the same problem. Each discipline contributes its own insights and methods, but there is limited interaction or integration between them.

3.5 Transdisciplinary Research Grants (TDRG): incorporating external academics or stakeholders such as community members, governmental entities, or policymakers. It aims to create a holistic understanding of complex issues by integrating academic and practical knowledge.

3.6 Collaborative Research with partner universities (CRPU): Funding provided for the purpose of academic research projects executed in collaboration with BUiD's United Kingdom partner universities.

3.7 Research Conference Travel Funding (RCTF): Funding provided for the purpose of presenting academic research at peer reviewed local, regional, international conferences and online conferences.

3.8 External Research Grants (ERG): Funding provided by external organisations or entities, such as government agencies, private foundations, industry partners, or non-profit organisations, to support specific research projects.

3.9 Principal Investigator (PI): An individual who is responsible for the overall design, execution, and management of a research project.

3.10 Co-Investigator (Co PI): An individual who shares the responsibilities and/or leadership role with the Principal Investigator (PI) in managing and execution of a research project.

3.11 Research Assistant (RA): An individual or a student employed to support and assist in the execution of routine research and administrative activities. Priority would be given to BUiD students and alumni.

4.0 Policy

4.1 Academic staff are eligible and encouraged to apply for research grants either on an individual basis or by forming research teams, including interdisciplinary, multidisciplinary, and transdisciplinary teams within the university, with members of UK partner universities, with individuals from international and local universities of good standing, and other external stakeholders. Such grants will be recognised in the annual appraisal of the faculty member.

New academic staff who are within their probationary period will have research grants placed on hold until their probationary period has been completed.

4.2 Academic staff are not compensated financially for their role in the project. However, compensation for the purpose of collecting data or field/lab testing will be provided to research assistants (RA).

4.3 The Dean of research shall propose the annual internal research budget to the Research Committee for its approval prior to the approval of the Vice Chancellor and University Council.

4.4 The Office of Research and Grants shall follow systematic, transparent, and uniform procedures to evaluate the submitted proposals.

4.5 Preference in fund allocation will be given to proposals with the following characteristics/criteria:

(i) Originality: Proposals that present exceptional originality in the research topic and scientific content.

(ii) BUiD relevance: Projects that are relevant to the scope of funding and thematic priorities of the university. Yearly lists of thematic priorities will be published in the call for proposals

(iii) Applicants track record: Applicants that have a good standing with respect to past performance in research projects.

(iv) Translational potential/value: Projects that have potential publications in journals of high impact factors or high-quality category (such as Scopus indexed Q1 and Q2 quality publication), proceedings of prestigious research conferences or potential patents.

(v) Projects that are likely to receive external funds for subsequent phases in the near future.

(vi) Projects with high local and regional impact as well as those aligning with the UAE and Dubai visions and strategic plans.

(vii) Any other criteria that the RC sees relevant.

5.0 Applications for Internal Research Grant (New proposals)

5.1 Applications must be made through the requisite new proposal application form (see Appendix 2).

5.2 The application for funding will be announced at least once and at most twice per academic year by the Office of Research and Grants through a call for Proposals. CRPU and RCTF applications can be submitted anytime during the academic year.

5.3 The research projects may include, in their budgets, an allocation for the purchase of components, equipment, software, or other resources necessary for the successful completion of the project.

5.4 The maximum duration for the completion of research projects is 24 months, unless otherwise requested and justified by the PI and approved by the research committee.

5.5 The Research Committee will consider and approve higher grants for Interdisciplinary Research Projects (IDRG), Multidisciplinary Research Grants (MDRG), and Transdisciplinary Research Grants (TDRG). This is to encourage collaborations between faculties and with external parties.

5.6 All new research proposal applications, irrespective of category, should be carefully reviewed by the Programme Coordinator before formally endorsed by the respective faculty's dean and subsequently by the Dean of Research before presentation to the Research Committee. The Dean of the faculty shall make a valued judgement of the application (e.g. prioritisation in

order of relative departmental strategic priority) prior to submitting it to the Dean of Research.

5.7 Applications involving the use of departmental resources and/or staff should be formally approved by the Head of programme/Department and Dean.

5.8 All new proposal applications must be accompanied by an ethics application. Ethics applications, however, will only be considered and approved by the Dean of Research/Ethics committee once the overall project has been approved by the Research Committee. Applicants are advised to consult the Ethics policy to ensure they are in compliance.

6.0 Applications for Research Conference Travel Fund (RCTF):

6.1 RCTF applications will only be considered if they are part of a budget of a research project or of a recently finalised project (within a year of completion).

6.2 Conference travel will only be considered in the final stages of the project based on the evaluation criteria or within a year of the completion of the project.

6.3 The award of RCTF (RCTG) shall not exceed 9,000 AED for international conferences, 6,000AED for regional conferences and 3,000 AED for local and international/regional online conferences. Where applicable, funding shall cover conference fees, airfare (economy class), visa cost (as applicable) and fixed allowance to cover accommodation cost and subsistence expenses as per BUiD policies.

6.4 The travel dates for RCTF, must be selected carefully in close consultation with the Head of programme/Department and the Dean of the faculty. The applicants must ensure that this visit does not affect the teaching or other responsibilities within the University.

6.5 For RCTF consideration The Research Committee's evaluation criteria may consider, among other factors, the following. These factors may also be altered based on the recommendation of the dean of the faculty and agreement of the Dean of research

(viii) quality of research publication

(ix) Quality of the Conference and proceedings

(x) Scopus-index conferences

(xi) research outcomes.

(xii) track record of the applicant in participation at internally organised research conferences

(xiii) the likelihood of the establishment or significant strengthening of a genuine and ongoing international linkage as an outcome of this RTCF

(xiv) the applicant's record of commitment to BUiD's publication efforts.

7.0 Evaluation of applications

7.1 Transparent, equitable and succinct criteria for the award of funds (see 4.5) will be applied to new research proposals and made available to applicants through the Call for Proposals as part of the guidance for the application process.

7.2 All new proposal applicants irrespective of category are expected to present their new research proposals to the Research Committee as part of the evaluation process.

7.3 The Research Committee shall meet when all presentations have been concluded to evaluate proposals based on the criteria specified above.

7.4 The evaluation process requires that each new proposal be reviewed by at least two reviewers, appointed by the Research Committee where the combination of reviewers should vary from application to application. The scores shall be moderated by the Research

Committee. Allocation of projects to reviewers will consider balance between subject specialism and a more generic approach as the basis for assessment. Conflicts of interest shall be declared by the reviewer before commencement of the review process (see Conflict of Interest Policy).

7.5 Should the Research Committee need additional expertise during the evaluation process, the Chair of the Research Committee in consultation with the Dean of Research will make the necessary appointments.

7.6 Reviewer scores and supporting comments will be discussed at a face-to-face meeting of all the Research Committee members in order to reach final decisions collectively. Final decisions shall fall in one of the below categories: (i) APPROVED, (ii) NOT APPROVED or (iii) REQUIRES AMENDMENTS.

7.7 Review outcomes along with the Research Committee comments will be communicated in writing to new proposal applicants by the Dean of Research.

7.8 Feedback shall be provided to all new proposal applicants, whether successful or unsuccessful. In cases where the applicant is not successful, the feedback shall be clear and constructive with a recommendation on whether the project can be resubmitted in the future.

7.9 In instances where new proposal applications require amendments and resubmission to the Research Committee; resubmissions will follow the same procedure for evaluation by the Research Committee until it is approved or not approved.

8.0 Award of grants

8.1 Award of grants will be made in writing to new proposal applicants by The Dean of Research.

8.2 Approved grants will be awarded when only when the corresponding ethics form has been approved by Ethics Committee and ratified by the Dean of Research.

8.3 Successful applicants shall be provided with a clear statement of the terms and conditions pertaining to their award. These include:

(xv) The project assigned code. This is the code used to reference the research project in all future communications with the Research Committee, Office of Research and Grants, Finance, and the Human Resource department.

(xvi) The project commencement and expiry dates.

(xvii) Reporting cycles. A six-month report shall be submitted to Research Committee.

8.4 The grant recipient shall follow BUiD Code of Practice on Research Integrity and Ethics.

8.5 Specifically, the grant recipients shall provide accurate records of expenditure.

8.6 In instances where grants are in operation take longer time than expected The Research Committee may consider suspension of the eligibility of the research team to submit new applications.

9.0 Monitoring of projects

9.1 The Research Committee will monitor the progress of funded research projects through the Office of Research and Grants through the use of the below forms and in accordance with the stage of the project:

(xviii) Progress form (see Appendix 3)

(xix) Final Report form (see Appendix 4)

(xx) Follow up on publication form (see Appendix 5)

(xxi) Withdrawal form (see Appendix 6)

9.2 All forms shall be filled out and signed by PIs to report on ongoing projects. Any other means of reporting would not be accepted unless authorised by the Research Committee.

9.3 Follow up on ongoing projects are required every six (6) months or as stipulated by the Research Committee. It is the responsibility of the PI to keep track of project progress and report progress updates to the Research Committee.

9.4 Before submission to the Office of Research and Grants all forms must be checked and signed by the respective faculty dean.

9.5 When forms are signed off by the Dean of the faculty, they shall be submitted to the Office of Research and Grants for the approval of the Dean of Research and then presented to the Research Committee for further examination.

9.6 The respective faculty dean is responsible for providing comments, initiating, and leading discussions on the progress of their respective faculty research projects at all stages – progress, final, follow up on publication and withdrawal.

9.7 The Research Committee would then further review the project progression for the purpose of providing feedback to the PI or research team.

9.8 Progress outcomes communicated to PIs or research teams will fall under the following categories:

(xxii) SATISFACTORY PROGRESS with the corresponding comments.

(xxiii) UNSATISFACTORY PROGRESS with the corresponding comments or

(xxiv) FURTHER DETAILS NEEDED with the corresponding comments.

9.9 Project progressions outcomes along with the Research Committee comments and feedback shall be communicated in writing to PIs by the Dean of Research.

9.10 For progress outcomes that fall under the category of UNSTATISFACTORY PROGRESS or FURTHER DETAILS NEEDED, the Research Committee may request a face-to-face meeting with the PI or project teams for the purpose of further clarification.

9.11 PIs and research teams that receive feedback under the category of UNSTATISFACTORY PROGRESS or FURTHER DETAILS NEEDED must furnish the Research Committee with the requested information in the time frame communicated.

10.0 Roles and responsibilities of research staff

10.1 Principal Investigator (PI): The Principal Investigator (PI) is the project lead and is charged to conduct objective research that generates independent, high quality, and original outcomes. The PI is responsible for the full and holistic management and integrity of the design, conduct, and reporting of the research project and for managing, monitoring, and ensuring the integrity of any collaborative relationships. The PI is to be fully involved in the empirical work at all stages of the research project spanning data collection, analysis, discussion, and publication. Additionally, the PI is responsible for the direction and oversight of compliance, financial, personnel, and other related aspects of the research project and for coordination with faculty, department, and central administration personnel to assure research is conducted in accordance with the policies and procedures of BUiD and sponsoring agencies. The PI shall report to the dean of the faculty.

10.2 The specific roles and responsibilities of the PI includes:

(xxv) Manage research staff, including co-investigators, lab managers and research assistants.

(xxvi) Coordinate with faculty, department, and central administration to ensure that research grant activities are in accordance with all applicable regulations, policies, and procedures.

(xxvii) Review, prepare, and submit research results to the Research Committee and for publication as required by the Research Committee

(xxviii) Manage and coordinate budgets, administrative elements, and materials, including any subcontracted parts of the research.

(xxix) Submit all required reports to the Research Committee in accordance with policies and procedures.

10.3 Co-Principal Investigators (Co-PI): A Co-Principal Investigator (Co-PI) plays a crucial role in collaborative research endeavours, sharing leadership responsibilities with the Principal Investigator (PI). Their roles encompass various facets of project management and execution. Co-PIs typically contribute significantly to the conceptualisation and design of research projects, leveraging their expertise to ensure the project's scientific integrity and feasibility. The Co-PI could take charge of specific aspects of the project, such as data collection, analysis, or overseeing the work of research team members. The Co-PIs role could also involve participation in securing funding, drafting grant proposals, and managing budgetary aspects of the project. Additionally, a Co-PI may represent the project in professional and academic settings, presenting findings, and fostering collaborations within and outside the research team. Overall, the Co-PI is expected to share responsibility for the project's success, working closely with the PI to ensure efficient coordination, communication, and adherence to project timelines and objectives.

10.4 Research Assistants (RA): Research Assistants are hired by the university on a recommendation of the PI to assist in carrying out a particular research agenda. RA roles associated with internal grant projects and funding should normally be given to students and alumni of the University. RAs can be undergraduate or postgraduate students in accordance with the type of project being conducted and level of expertise needed. RAs need to be appointed after the approval of the research proposal.

10.5 While research assistants (RA) are expected to contribute in many ways to the research project, typical responsibilities include the following:

(xxx) Assist with literature reviews.

(xxxi) Engage in data collection.

(xxxii) suggest interview questions.

(xxxiii) Recruit and/or interview subjects.

(xxxiv) Maintain accurate records of interviews, safeguarding the confidentiality of subjects, as necessary.

(xxxv) Summarise interviews.

(xxxvi) Provide ready access to all experimental data for the faculty researcher and/or supervisor.

(xxxvii) Request equipment or supplies necessary for the project.

(xxxviii) Prepare, maintain, and update website materials.

(xxxix) Attend project meetings.

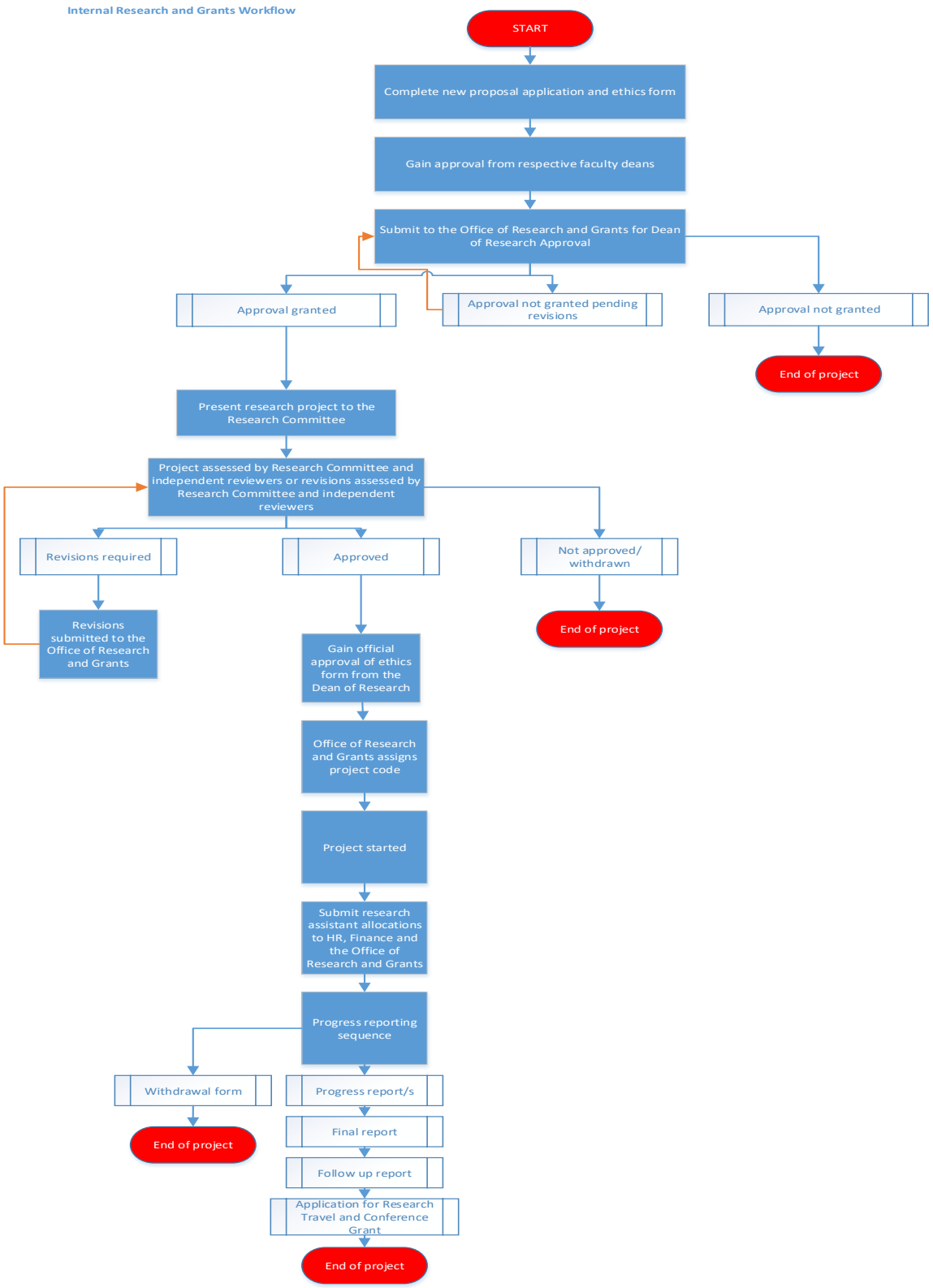
(xl) Attend seminars and other meetings as necessary.

(xli) Summarise project results.

(xlii) Responsibilities beyond the above outlined scope must be discussed with Dean of Research before being assigned to the RA.

10.6 Research assistants will not retain any intellectual property rights beyond the scope of their involvement in the research projects.

11.0 Procedures



12.0 Appendices

(xliii) Appendix I - Frascati Manual 2015

Appendix 2 – New proposal form.

Appendix 3 – Progress Form.

Appendix 4 – Final Report Form.

Appendix 5 – Follow up on publication form.

Appendix 6 – Withdrawal form.

Document History

Policy Number/Version	Date	Update Information	Approval
(10.7/V01)	Nov. 2024	New Policy – Internal Research Projects and Grant	University Council

الجامعة البريطانية في دبي

The British University in Dubai

SECTION 11 | OPERATIONS

Health and safety

Policy number/version		11.1/V01
Section		OPERATIONS
Type		University-wide policy
Date of creation		September 2017
Date of last revision		December 2021
Date of approval of current version		August 2019
Post/section with responsibility for implementation and monitoring		Chief Administrative Officer
Approved by		University Council
Policy review	Latest review by	Head of Operations
	Latest review date	August 2025
	Review outcome	Minor rewording
	Next review date	August 2026
Cross reference/related documents:		1.0 Policies and procedures manual 4.0 Staff handbook 5.0 Student handbook

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University is bound by legal duty of care to its members of staff, students, and visitors.

1.2 The University provides a safe and healthy working environment for its members of staff, students, and visitors who bear responsibility for compliance with University policy and for all reasonable attention to the welfare of themselves and others.

2.0 Scope

2.1 Applies to the University, its members of staff, its students, and those invited on its premises.

3.0 Policy

3.1 The University will act in compliance with policy and procedures of Dubai International Academic City and with health and safety regulations of the Dubai Municipality.

3.2 The University will ensure that all products and services purchased by the University are approved and listed by the Dubai Municipality or other UAE competent body.

3.3 When selecting and purchasing new equipment and consumables, energy and water conservation, as well as waste minimisation, will be taken into account.

3.4 The University will store supplies in accordance with Dubai Municipality rules.

3.5 The University will ensure that contractors and suppliers meet all legal requirements and are approved and licensed to offer their services.

3.6 The University will appoint a Health and Safety Officer.

3.7 The University will appoint a Fire Evacuation Coordinator.

3.8 The University will provide and maintain a safe and healthy working environment for its members of staff, students, and visitors.

3.9 The University will ensure technical and laboratory equipment are in good order and fit for use.

3.10 The University will brief its members of staff on health and safety policies on a regular basis.

3.11 The University will ensure members of staff, students and visitors have sufficient training and/or information with regard to safety and emergency procedures.

3.12 The University will review and evaluate its health and safety policy and procedures on a regular basis.

3.13 Responsibilities are as follows:

- 3.13.1 The University Council delegates responsibility to the Vice Chancellor for ensuring effective implementation of the Health and Safety policy, monitoring compliance, and for taking appropriate measures to redress omission or failure.
- 3.13.2 The Dean of Faculty is responsibility for the management of health and safety within the Faculty.
- 3.13.3 The Chief Administrative Officer is responsible for management of Health and Safety within the administrative departments, and for reporting to Council on effectiveness and compliance of health and safety at the University.
- 3.13.4 Members of staff and students will be held to account for their compliance with this policy, and the extent their actions secure their own health and safety and that of others.

4.0 Procedures

Emergency procedures

4.1 In the event of fire or other serious accident or incident requiring the attendance of the fire brigade or ambulance service:

- 4.1.1 dial Security, state your name, location and telephone number. Give details of the nature of the emergency service required. Wait for confirmation from the operator that the message has been understood. Security will call the Fire Brigade and/or Ambulance service as appropriate. If, after ten minutes, the appropriate Emergency Service has not arrived, repeat the emergency call;
- 4.1.2 if possible, arrange for someone to be at the main entrance to the building, to show the Emergency Services the way to the incident.

Fire

4.2 Everyone must make themselves familiar with the Fire Routine Procedures, the Fire Action Notices, the Fire Exit Routes, and the Emergency Evacuation Procedures (for self and others including disabled persons).

4.3 The Fire Evacuation Coordinator must communicate the Fire Routine Procedure and Fire Action Notices to staff on a routine basis. In addition, notices must be displayed in the student areas, notice boards and other common areas be displayed throughout the building.

4.4 Discovery of fire: on discovering a fire act in accordance with the Fire Action Notices:

- 4.4.1 sound the alarm by activating a break glass point; these are situated at entrances or fire exits;
- 4.4.2 evacuate the premises;
- 4.4.3 ensure that Security has been informed.

4.5 Emergency evacuation: on hearing the fire alarm you must leave the premises immediately and proceed to the assembly point. Do not return until the all clear is given. Remember:

- 4.5.1 fire exit routes must be kept clear of obstructions;
- 4.5.2 never tamper with the Fire Alarm System (or other alarm systems). It is a serious offence and the penalties are severe.

4.6 Emergency evacuation procedure for disabled persons: on hearing the fire alarm:

- 4.6.1 if on the ground floor, evacuate from the building;
- 4.6.2 if elsewhere in the building unless directed otherwise stay where you are. Use the internal telephone and call Security, give them your location, name, and any detail they may ask for;
- 4.6.3 remain in your location unless absolutely necessary that you move. Should you move, inform Security of your new or intended location;
- 4.6.4 await the arrival of the Emergency Services and follow any instruction given.

First aid

4.7 The University will have designated, trained First Aiders. Their names and location will be shown on notice boards and held within safety manuals held on site. The location of First Aid equipment will be similarly shown and held.

Accident/incident reporting

4.8 All accidents/incidents will be reported to the Head of Operations and logged in an accident/incident report to and held by the Chief Administrative Officer.

Display screen equipment

4.9 Members of staff and students should take due care to adopt correct posture, working methods, and organisation of their workstation.

4.10 Users of display screen equipment should be directed to information on the risks of that use, how to assess these risks, and how to reduce possibility of accident, incident, or ill-health.

Manual handling of loads

4.11 The University will ensure that no member of staff or student handles loads that may cause injury unless full risk assessment and remediation has been undertaken.

4.12 Members of staff and students must use common sense in handling of loads and advise their line-manager or Dean of Faculty should they have any concern over their individual capability or safety.

Electrical equipment

4.13 Electrical circuits must not be overloaded by the use of adapters serving several appliances, and plugs must be correctly fused for the power rating of the appliance.

4.14 Amateur electrical repairs on electrical equipment must never be attempted and the removal of service panels from such equipment only undertaken by trained personnel.

4.15 All items of portable electrical equipment must be regularly inspected and tested for electrical safety. Personal electrical items used within the University must also be included in this inspection. For further information on testing contact your Dean of Faculty/area safety adviser.

4.16 The University's IT equipment (laptops, computers) should be shut down when the University is closed, and during periods of construction and/or maintenance.

Laboratory health and safety

4.17 Members of staff with responsibility for activities in laboratories must undertake and publish risk assessments in appropriate venues, including module descriptors.

4.18 Both the Dean/Head of Programme and the University Safety Officer must make periodic audit of risk assessment statements.

4.19 Students must be regularly advised of these rules:

- 4.19.1 Unsupervised student access to the laboratory is not allowed. There must be a faculty member, teaching assistant, lab engineer, or a designated supervisor present at all times. If no staff member is present, students must wait 15 minutes outside the lab and then contact the lab engineer or the University Safety Officer.
- 4.19.2 Register your attendance and listen to any instructions from the person in charge of the laboratory.
- 4.19.3 Wear appropriate clothing. A lab coat is compulsory for all students. Do not wear open-toed shoes, sandals, shorts, or shirts with dangling sleeves. Tie back long hair

and avoid dangling jewellery. Use Personal Protective Equipment such as goggles or appropriate safety eyewear, aprons, gloves etc. Bring your own if instructed or permitted; otherwise obtain them from your instructor or the University Safety Officer. Replace damaged safety wear promptly.

4.19.4 Respect the lab and your specific work area. If it is not clear and clean, take care with tidying any materials, spillages and equipment – if in doubt seek advice. Follow the rules for obtaining, using, disposing of and/or returning all equipment and materials to appropriate stations before leaving the lab.

4.19.5 Always listen to your instructor and read any labelled information or instructions. Do not remove information labels from equipment. If a label appears to be missing notify your instructor.

4.19.6 Do not eat, drink, smoke (which includes e-cigarettes and vaping), or apply cosmetics in the laboratory.

4.19.7 Observe sensible, calm, and routine behaviour in the laboratory.

4.19.8 Treat heat sources with caution.

4.19.9 If authorised or instructed to, use electrical and mechanical equipment and all power sources with care and attention.

4.19.10 Plug in electrical equipment under guidance

4.19.11 In the event of any accident, alert your instructor or if he/she is incapacitated or unavailable, contact the University Safety Officer immediately. Follow any directions from the instructor or the senior university staff member on the scene.

4.19.12 No equipment or components are to be removed from the laboratory at any time. Lending of equipment is only permissible with proper authorisation.

4.19.13 Missing equipment or components must be reported immediately to the laboratory engineer.

4.19.14 The computer configuration (software and hardware) of the equipment is not to be changed except by authorised members of staff.

Review and reporting

4.20 The Operations department will keep current awareness of legal obligations and technical guidance relating to health and safety.

4.21 The Operations in coordination with Human Resources department will organise training of individuals with formal position of responsibility for health and safety and will organise briefing sessions for members of staff and students.

4.22 The Head of Human Resources and the Head of Operations will regularly review the appropriateness of policy and procedure and monitor compliance. Regular evaluation reports and incident reports will be given to the Chief Administrative Officer for the attention of the Vice Chancellor and the University Council.

Health and safety offences

4.23 The following articles from the University Staff Disciplinary policy which relate to Health and Safety are repeated here:

4.24 Summary dismissal offences include:

4.24.1 Wilful irresponsibility leading to the injury (or potential severe injury) of another person while on BUiD premises.
4.24.2 Sustained disobedience of lawful orders given by a manager.
4.24.3 Being severely under the influence of drugs or drink while at work and thereby likely to endanger yourself or others in the performance of your duties or by your presence on the premises.
4.24.4 Wilful damage to the property of the University, staff, students, visitors, or any other property on BUiD premises.
4.24.5 Deliberate disregard of safety rules, in hazardous situations.
4.24.6 Wilful serious breach of a BUiD regulation, policy, code or similar document.

4.25 Serious offences include:

4.25.1 Being at work under the influence of drink or drugs to an extent which is considered likely to affect your ability to perform your duties.
4.25.2 Breach of a BUiD regulation, policy, code or similar document.
4.25.3 Misuse of BUiD property.
4.25.4 Smoking anywhere on BUiD premises except in designated smoking areas. Smoking includes shisha, e-cigarettes, vaping, and any other form of electronic tobacco products.
4.25.5 Tampering with safety, fire or first-aid equipment.
4.25.6 Deliberate disregard of safety rules.
4.25.7 Dangerous driving in BUiD areas.

4.26 Minor offences include:

4.26.1 Neglect of equipment for which you are responsible.
4.26.2 Failure to use safety equipment provided.

Document History

Policy Number/Version	Date	Update Information	Approval
(11.1/V01)	AY 2021-2022	Minor rewording Added new segment on health and safety offences Added new purchase regulations Added new laboratory regulations	Minor Changes
(11.1/V01)	Apr. 2018	Renumbering (7.5/V03), Restructuring, Rewording Specification of appointment of H&S Officer and Fire Coordinator Slight change to Review and Reporting section Merger with Laboratory Safety Procedures (7.5.1/V02)	Council

Off-campus safety

Policy number/version		11.2/V01
Section		OPERATIONS
Type		University-wide policy
Date of creation		September 2017
Date of last revision		April 2018
Date of approval of current version		26 August 2019
Post/section with responsibility for implementation and monitoring		Chief Administrative Officer
Approved by		University Council
Policy review	Latest review by	Head of Operations
	Latest review date	August 2025
	Review outcome	No changes
	Next review date	August 2026
Cross reference/related documents:		1.0 Policies and procedures manual 5.0 Student handbook Relevant programme handbook

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University is bound by legal duty of care to its members of staff, students, and visitors.

1.2 The University provides a safe and healthy working environment for its members of staff, students, and visitors; these bear responsibility for compliance with University policy and for all reasonable attention to the welfare of self and others.

1.3 The 'working environment' includes locations off-site, where work falls within the remit of the University and is under its control.

2.0 Scope

2.1 Applies to all activities that are organized or approved by the University, and which are part of the University's credit bearing academic programmes or a legitimate part of the student educational experience.

2.2 The policy does not cover activities over which the University exercises no direct control, including:

2.2.1 External activities, including consultancy, undertaken by members of staff or students that have not been organized or approved by the University;

2.2.2 Student activities that have not been authorized and/or funded by the University.

3.0 Policy

<u>The University</u>

3.1 The University's responsibilities include:

3.1.1 choice of suitable venues and providers;
3.1.2 coordination with third parties on behalf of students and members of staff;
3.1.3 travel and accommodation bookings;
3.1.4 undertaking/obtaining risk assessments for practical work to be undertaken by members of staff and students;
3.1.5 identification of competent individuals and of supervisors;
3.1.6 planning of communications, and coordination in emergencies;
3.1.7 training and briefing members of staff and students with respect to policy, including expectations for conduct;
3.1.8 meeting any special needs of students or members of staff in order to enable their equal access to the activity.

4.0 Procedures

Dean of Faculty

4.1 Before resources are released, the Dean of the Faculty governing the activity must:

4.1.1 ensure proper arrangements are in place;
4.1.2 sign off a written risk assessment.

Module Coordinator / designated staff member

4.2 If the activity is associated with a module, the coordinator of that module will be responsible for planning, undertaking, and evaluating the arrangements. In other cases the Dean or Vice Chancellor will delegate responsibility to one named member of staff. The Module Coordinator / other member of staff will:

4.2.1 liaise with third parties (hosts, resource providers) concerning safety;
4.2.2 obtain necessary authorisations and insurance;
4.2.3 carry out the risk assessment;
4.2.4 present documentation to the Dean of Faculty to enable his/her sign-off.

Participants

4.3 Participants are members of staff, students, and authorized volunteers involved in the activity.

4.4 Each participant is responsible for:

4.4.1 understanding and acknowledging the risks of, the particular off-campus activity;
4.4.2 attending preparatory briefings and completing all designated training sessions;
4.4.3 using the appropriate protective equipment and following the safety procedures;
4.4.4 acting safely and in a responsible manner and exercising good judgment at all times to prevent harm to himself/herself and to others;
4.4.5 bringing to the attention of the member of staff leading the activity or the Dean of Faculty any concern over aspects of health and safety;
4.4.6 providing post-activity feedback formally on request, or informally.

4.5 Participants with special needs will be accommodated so long as this does not cause unreasonable risk to others. Individuals should make known their competence, disability, medical condition and offer guidance to the member of staff leading the activity on how to make reasonable adjustments to enable their participation.

4.6 Although the University retains overall responsibility for the health and safety of its staff and students in all off-campus activities, the University may not be able to exercise management control in the same way as it can on campus and, in practice, responsibility will be shared with third parties, for example the organisation hosting the visit or providing the facilities. However, the University will take all reasonable steps to ensure that there is a safe system of work for the off-campus activity, and that the arrangements it makes with its own staff, students and any third parties are adequate to ensure the off-campus activity does not cause harm to them, or to anyone else who may be affected.

Risk levels and planning

4.7 The extent of advance planning, preparation and approvals required prior to embarking on an off-campus activity is commensurate with the level of risk associated with the activity and the category and experience of the participants.

4.8 Repetition of an activity in the same or a similar locality may reduce the level of advance planning required, but plans should still recognize that whilst staff expertise may increase with experience, students will be new to the activity.

4.9 Risk assessment requires the exercise of good judgment, based on expertise and experience, and, where necessary, consultation with suitably qualified individuals. Risk assessment is a process that involves:

- 4.9.1 identifying hazards associated with the activity;
- 4.9.2 analysing the risk related to the probability, severity and ability to manage each of the hazards;
- 4.9.3 determining how to prevent or mitigate the risks effectively;
- 4.9.4 requirements for and provision of adequate equipment, e.g. maps, protective headgear, boots, waterproofs, sunscreen;
- 4.9.5 emergency procedure and equipment (if applicable);
- 4.9.6 access permissions: it is the responsibility of the owner of the land or the premises which is being visited by the party to brief the party on any particular and unexpected hazards that they may be likely to encounter. Their obligation in this direction is often fulfilled by the display of appropriate signs or warning notices.

Information and instruction

4.10 Written guidance on the activity, including notes on health and safety, should be provided to participants in advance of the activity by as many and by the most effective means possible.

4.11 Participants may be asked to sign their receipt of information, and training where appropriate. This signature will also indicate that they have understood the risks involved, and agree to abide by codes set out for health and safety.

Post-trip review and evaluation

4.12 Participants should be given the opportunity for providing feedback and/or evaluation of off-campus activities, whether informally or formally.

4.13 If any critical or non-critical incidents occur during the course of the off-campus activity, the designated staff member leading the activity must make a report to the Head of Programme (where relevant) and the Dean of Faculty. This report should:

4.13.1 enable the circumstances and possible causes to be understood and taken into account by others when undertaking the same or similar activity;

4.13.2 serve as an audit trail should others wish to verify that the University has acted within its duty of care.

4.14 The Head of Operations will provide a written annual report to the Chief Administrative Officer on the operation of the Off-Campus Health and Safety Policy.

Document History

Policy Number/Version	Date	Update Information	Approval
(11.2/V01)	Apr. 2018	Renumbering (7.6/V02), Restructuring, Rewording	Council

Finance

Policy number/version		11.3/V02
Section		OPERATIONS
Type		University-wide policy
Date of creation		September 2017
Date of last revision		July 2023
Date of approval of current version		August 2023
Post/section with responsibility for implementation and monitoring		Chief Administrative Officer
Approved by		University Council
Policy review	Latest review by	Head of Finance
	Latest review date	August 2025
	Review outcome	No Changes
	Next review date	August 2026
Cross-reference/related documents:		

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University will comply with the laws of the United Arab Emirates with respect to the governance and management of finance:

1.1.1 the University will have in place effective financial controls;
1.1.2 the University will keep proper records of financial transactions;
1.1.3 the University will ensure effectiveness in the recognition and management of revenues and expenditures;
1.1.4 the University will follow international accounting standards to maintain its financial records;
1.1.5 the University will open itself to financial audit on a regular basis, and on request by competent authorities.

2.0 Scope

2.1 Applies to all financial activities and transactions within the University.

2.2 The policy:

2.2.1 establishes authority and responsibilities related to the University's budget and capital expenditure;
2.2.2 governs the annual closing of the financial records and accounts of the University and preparation of the University's financial statements;
2.2.3 establishes rules governing external events administered by the University;

2.2.4 establishes procedures for fee invoicing and cash collections and internal control to safeguard cash receipts and deposits against theft or loss;
2.2.5 assigns authority and responsibility and establishes procedures for procurement of goods and services;
2.2.6 provides guidelines for conducting financial transactions with registered students and students who have been suspended or withdrawn from their programme;
2.2.7 establishes rules for procurement and management of capital assets;
2.2.8 defines guidelines for the use and management of petty cash;
2.2.9 defines procedures for payment of payroll and non-payroll expenses;
2.2.10 outlines the financial authority and responsibilities of the Vice Chancellor, the Chief Administrative Officer, and the members of the University Council;
2.2.11 provides guidelines governing funds received as donations and grants by the University;
2.2.12 establishes rules to safeguard the University from fraud and financial irregularities.

3.0 Policy

3.1 The Finance department will account for all financial activities of the University in accordance with the International Accounting Standards and maintain adequate internal controls to safeguard the University's assets.

3.2 The Finance department will prepare the annual financial budget which will be reviewed by the Vice Chancellor and the Chief Administrative Officer and forwarded to the University Council for approval. The University Council is responsible for approving the budget.

3.3 The Vice Chancellor, the Chief Administrative Officer, and the members of the University Council are the authorised signatories for all financial approvals and have the authority to enter into contracts on the University's behalf.

3.4 The University contracts to provide training to third parties. Budgets and planned costing will be prepared by the organising Faculty and/or the Professional Development Institute for approval by the Vice Chancellor.

3.5 The Finance department will record any income when earned, issue invoices, collect receipts, record into the accounting system and prepare deposits on a regular basis. The deposits should be reconciled with the receipts every month.

3.6 The Finance department will audit invoices and prepare payments for approval of any two authorised signatories.

3.7 The Head of Finance will be responsible for all banking duties and for the management of individual funds, including petty cash.

3.8 The Finance department will maintain a Register of Fixed Assets which will be reconciled with the stock count at the end of the financial year.

3.9 The Finance department will prepare monthly budget reports and reconciliation of all accounts for the attention of the Chief Administrative Officer.

3.10 The Finance department will prepare quarterly financial reports to be submitted to the University Council.

3.11 The Finance department will maintain records of all financial transactions of the University and keep them for audit inspection. The audited accounts will be made available to the University Council, and the UAE Ministry of Education upon request.

3.12 The University is a non-profit organisation. Any funds received as student fees, grants and donations will be used for the maintenance and development of the University.

3.13 For the purpose of safeguarding the University from fraud and other financial irregularities, the University may conduct internal audits. The Chief Administrative Officer will be responsible for calling the audit.

4.0 Procedures

Accounting

4.1 The University's accounting practices will conform with the International Financial Reporting Standards.

4.2 The University uses double-entry bookkeeping and the accrual method of accounting to record business transactions.

4.3 Transactions for various purposes are classified for accounting and reporting based on activities and objectives.

4.4 The Finance department is responsible for maintaining accounting records for the control of fiscal activity against established fiscal budgets.

4.5 The University accounts are to be reconciled monthly for the purposes of:

4.5.1 accuracy and integrity of records;
4.5.2 protecting the interests of the University;
4.5.3 serving effective internal control;
4.5.4 aiding financial and administrative decisions;
4.5.5 quick detection and reporting of irregularities.

4.6 The Finance department will be responsible for reporting the University's financial performance through the Balance Sheet, the Income Statement and the Cash-flow Statement. Additional monthly reports are prepared to provide relevant management information.

Budget planning and control

4.7 After consultation with the Chief Administrative Officer and the Senior Management Team, the Vice Chancellor will determine a timetable for the planning and budgeting cycle. This timetable specifies responsibility and timeline for compilation of required financial and statistical data.

4.8 Sound financial projections inform Strategic Planning and enable individual Faculties and departments to undertake remedial action in unforeseen circumstances.

4.9 The Finance department is responsible for the preparation of the budget which includes:

4.9.1 quarterly forecasts of that year's projected income and expenditure;
4.9.2 comparative information based on the forecast and actual income and expenditure of the current year;
4.9.3 a commentary on the budget-setting process for the following year;
4.9.4 anticipated activities including assumptions and an evaluation of risks.

4.10 The financial information on which the forecasts are based will be based on the same accounting principles and conventions as the Annual Accounts.

4.11 The Finance department will liaise with Heads of department to obtain detailed and up-to-date information on all planned activities and their financial consequences to enable the compilation of the relevant financial data. All budget holders must provide such information as may be requested to facilitate the budgeting and financial planning process.

4.12 The Vice Chancellor has responsibility for the coordination of the University's Planning, Budgeting, Performance Review and Accountability cycle. The Chief Administrative Officer, the Head of Finance, and other staff may be called upon to assist.

4.13 Operational Plans will be produced based on the annual updates of the University's Strategic Plan. Operational Plans should be translated into budgets. Responsibility for the preparation of budgets lies with the Finance department.

4.14 A budget will be presented to the University Council annually with an updated risk register. Once approved by the University Council, this budget informs the spending in the year. If necessary, the budget will be revised during the year based on actual student recruitment and fee and other income.

4.15 Quarterly financial reports will be presented to the University Council comparing the forecast income and expenditure with the actual income and expenditure and explaining any significant variances.

4.16 The University Council will receive financial reports at each meeting.

Capital expenditure projects

4.17 All capital expenditure must be consistent with the strategic objectives of the University and procurement must conform to appropriate professional standards.

4.18 In considering special projects, the University must satisfy itself that:

4.18.1 the project is fully costed, to enable the production of a financial evaluation of the project, impact on revenue accounts, the capitalisation policy and its potential impact on University accounts;
4.18.2 the project has been subject to an approved investment appraisal analysis;

4.18.3 any restrictions or requirements that will result from the use of external funding have been taken into account.

4.19 The accountability of the project is the responsibility of the budget holder.

4.20 The Head of Finance will monitor and maintain records of the expenses against the allocated funds related to the project/consultancy.

4.21 The University will:

4.21.1 consider, where appropriate, methods by which projects might be funded (sponsors, donors etc. for consulting and research projects);
4.21.2 monitor and report on projects previously approved; and provide progress reports.

4.22 Upon the completion of a capital expenditure project a final report must be submitted to the Vice Chancellor recording actual expenditure against budget.

Financial reports

4.23 The Finance department is responsible for the preparation of the Annual Accounts.

4.24 The financial accounts will be prepared in accordance with the International Financial Reporting Standards.

4.25 Financial Accounts will be maintained using a computerised accounting information system and periodic reconciliations will be done to ensure accuracy and compliance.

4.26 No third party other than the appropriate authorities will be made aware of the University's financial position.

4.27 The accounts will be audited annually. The audit report and accounts will be presented to the University Council for approval and sign-off. They will be shared with relevant authorities as required.

4.28 The appointment of the auditors will be the responsibility of the University Council.

4.29 The auditor will be allowed to access all financial records and all staff will cooperate in providing information.

Events

4.30 The University may organise events outside its regular educational operations, including entering into training contracts with third parties.

4.31 The University will not hold financial liability for events which are hosted and administered for a third party. The University will act as an agent receiving income and paying invoices. The income and expenditure will be reported through the University's accounts.

4.32 The University will hold financial liability for events hosted and administered for itself.

4.33 In all cases a business case must be put for the approval of the Vice Chancellor and the Chief Administrative Officer.

4.34 The Finance department will assist in the preparation of costing for the event which will include all expenditure associated with the event and must include both the direct and indirect expenditure.

4.35 Costing and pricing:

4.35.1 Financial Regulations require that the price charged for external services must have regard to the full economic cost of the provision of that service;
4.35.2 The cost should include all expenditure associated with the event and must include both the direct and indirect expenditure. Direct expenditure is defined as the costs that can be directly assigned to the activity and indirect costs which inevitably arise from the activity;
4.35.3 A cost schedule must be produced so that a break-even point can be calculated which will give the minimum price to ensure that the event does not make a loss;
4.35.4 The price charged for the event should be that price which the market can bear and will depend on market forces operating in the activity concerned;
4.35.5 Market research is important in establishing the appropriate pricing level.

4.36 Year-end accounts for events:

4.36.1 The Finance department will prepare the financial year-end income and expenditure accounts for all events that have received income during the financial year. These accounts will include:

4.36.1.1 the incorporation on the basis of information from account holders, any outstanding debtors and creditors that must be included for the relevant financial year;
4.36.1.2 the appropriate deduction of overheads; and,
4.36.1.3 the determination of the carry forward balance on each account.

4.37 Completion of an event:

4.37.1 When an event has been completed it is the responsibility of the organiser to ensure that all income and expenditure has been accounted for and that:

4.37.1.1 the activity has been completed and that no further transactions will occur in the University ledger;
4.37.1.2 appropriate overheads on related to the event activities have been deducted; and,
4.37.1.3 the account can be closed.

4.37.2 The organiser is responsible for any accumulated surplus or deficit once an events account has been closed.

<u>Revenue and invoicing</u>

The term cash includes cash, cheques and credit card receipts.

4.38 The Finance department has overall responsibility for recording and banking of all income due to the University. Where income is received by other departments/Faculties that unit should provide adequate records to facilitate proper recording of income.

4.39 In order that income can be collected on a prompt basis the University must issue sales invoices on a timely basis.

4.40 All invoices/credit notes raised must include the following:

4.40.1 a sequential invoice/credit note number in the standard format prescribed by the Finance department;
4.40.2 date of invoice/credit note;
4.40.3 customer name and address (plus the name of the programme);
4.40.4 name and telephone number of the University;
4.40.5 description of goods/services being provided.

4.41 All cheques receivable must be made payable to The British University in Dubai.

4.42 All credit notes raised must, in addition to the above, include the reason for issue and a cross-reference to the original invoice. Any invoice raised incorrectly must be cancelled via a credit note.

4.43 Records of receipt must include:

4.43.1 date income received;
4.43.2 payer;
4.43.3 if the payment was made by cash, cheque, debit or credit card;
4.43.4 cheque number (if relevant);
4.43.5 amount;
4.43.6 invoice number (or, if no invoice was issued, the nature of the goods or services provided).

4.44 Cheques, postal orders and similar payment methods may be forwarded by post. Cash payments must not be sent through the post.

4.45 Delays in depositing income received to the University's bank account should be avoided. The deposit slips should be retained and filed along with receipts for easy reference.

4.46 A common receipt will be issued if payment is made by monthly post-dated cheques.

4.47 A monthly reconciliation of receipts against deposits will be carried out.

4.48 A copy of the receipt must be retained for the University's records. In all cases, the member of staff who accepts the cash payment must include their name (and sign the receipt).

4.49 A hard copy of the receipt will be retained in the Finance department. Payments will only be received by the Finance department. Cash and cheques will be securely kept in the Finance department's safe prior to deposit in the bank.

4.50 In moving cash across the campus or other buildings:

4.50.1 a minimum of one able bodied person is required to transport amounts of cash up to AED 50,000 in total;
4.50.2 a minimum of two able bodied people are required to transport cash amounts exceeding this limit.

Fees, payments and scholarships

4.51 General:

4.51.1 tuition fees are subject to annual review and are published on the University's website. Students or applicants may receive advice on the schedule of payments from the Student Administration department or the Finance department;
4.51.2 the tuition fee specified in the programme offer letter for a student will remain unchanged for the entire programme of study. Any revision in the tuition fees for the programme will only be applicable to new students;
4.51.3 a non-refundable advance payment for doctorate, Master's and Bachelor's programmes is payable upon acceptance of a place on a programme of study offered by the University. This payment is non-refundable and contributes towards the overall tuition fee for the programme. The exact amount will be recommended by the Vice Chancellor and approved by the University Council;
4.51.4 tuition fees for modules or term instalments become due at the beginning of each term upon registration;
4.51.5 students can pay the fees due for the term in monthly instalments over the duration of the term;
4.51.6 external scholarship awards, internal scholarships and discounts given to students will be spread equally over the modules or term instalments for their programme;
4.51.7 the University will engage with a student who experiences financial constraints to agree a payment plan that allows the student to continue with his/her programme of study. Students with financial difficulties will be allowed to make monthly payments subject to the approval either from the Vice Chancellor or the Chief Administrative Officer, in which case the student will give cheques post-dated per month at the beginning of the term;
4.51.8 other fees: the University will apply fees in addition to the programme tuition fee as stated in Annex A;
4.51.9 all fees charged and penalties levied by the University are subject to VAT at applicable rates.

4.52 Modes of payment:

4.52.1 cheques payable to The British University in Dubai to be made in person to the Finance department at the University;
4.52.2 bank standing order or deposits to the University's bank account;
4.52.3 cash payment to be made in person to the Finance department at the University;

4.52.4 credit/debit card payments to be made in person to the Finance department at the University or through the online payment portal.

4.53 Fee collection and control:

4.53.1 the Finance department will provide a schedule of fee payments to all students at the time of enrolment in the programme;
4.53.2 the Finance department will communicate and follow up with students about fees due via their University email account;
4.53.3 reminders are to be sent regularly to students with outstanding fees;
4.53.4 students with outstanding dues will be denied access to Library and IT facilities;
4.53.5 the University will withhold access to its resources, notification of grades, issue of award, graduation, and confirmation of award/transcript to external parties up to and until fees owed are paid in full.

4.54 Dishonoured cheques:

4.54.1 The University will levy a penalty (refer to Annex A) for every dishonoured cheque. Payment is due within 2 weeks of the dishonoured cheque.

4.55 Sponsorships:

4.55.1 For students who are sponsored by their employers, the Sponsorship Form must be completed, signed and stamped and given to the Head of Student Administration. Alternatively, a letter from the sponsoring company will suffice, if it is on company letter headed paper, signed and stamped. The University will then make arrangements with the sponsor for payment. In the case that sponsorship is withdrawn, the student is liable for all fees.

4.56 Scholarships:

4.56.1 Students who are awarded scholarships and discounts will have the value of the scholarship and discount deducted from the due tuition fees on a pro-rata basis.

4.57 Refunds:

4.57.1 refunds after a programme has started are at the sole discretion of the University.
4.57.2 the advance payment made at the time of admission is non-refundable;
4.57.3 students withdrawing before completing 30% of the module's class sessions will be fully refunded the module's fee;
4.57.4 students withdrawing after completing 30% of the module's class sessions and before surpassing 50% of it will be refunded 50% of the module's fee;
4.57.5 students withdrawing after completing 50% of the module's class sessions will not be refunded for its fee;
4.57.6 students registering for individual modules in Continued Professional Development programmes will not be granted any refund on withdrawal;
4.57.7 refunds will be made only after submission and approval of the Request to Withdraw Form;
4.57.8 suspension or withdrawal from the programme:

4.57.8.1 students wishing to suspend or withdraw from their studies do so according to the University procedures outlined in the relevant policies. Students suspending or withdrawing from the programme must settle their dues for the modules or terms that they have completed.

4.58 Failure and retakes:

4.58.1 if a student fails a module and has to retake the whole module then 100% of the full cost of the module will be charged, irrespective of whether the student has a scholarship or not.

4.58.2 students repeating the Project or Dissertation are required to pay the retake fees indicated in Annex A.

4.59 Dissertation extension:

4.59.1 Students who require extensions to complete their dissertation or students who resume their dissertation after suspension of their study will be charged additional fees as indicated in Annex A.

4.60 Re-admission:

4.60.1 Students who have withdrawn or been dismissed from a programme may be considered for re-admission to the programme in accordance with the University's readmission policy. A non-refundable readmission fee as indicated in Annex A is applicable upon re-admission.

4.61 Credit transfer:

4.61.1 students who have earned academic credits from an accredited degree of other universities may apply to transfer their credits for a similar programme offered by the University;

4.61.2 an application fee as indicated in Annex A will be charged to evaluate the credit approval for the module for the respective programmes. Decisions made by the Assessment Committee will be final;

4.61.3 students who are granted approval for credit transfer will receive a fee waiver only for the approved credits.

4.62 Waivers:

4.62.1 The University may waive all or part of the tuition fees for staff, as set out in the University's policy on benefits.

4.63 Non-payment and financial clearance:

4.63.1 Students who have not paid their fees in full will not be issued with their marks nor will they be allowed to graduate. The Finance department will not provide a Graduate Clearance to release the certificates and transcripts until their fees are

completely paid. Furthermore, the University will take appropriate steps to recover funds that are due to it.

Payments and expenditure

4.64 The University payment terms are thirty days from the date of invoice; any variation to this policy requires prior approval from the Finance department.

4.65 All credit application forms must be forwarded to the Finance department for approval. The University must not enter into credit agreements without prior approval from the Finance department.

4.66 A single purchase must never be divided artificially into two or more separate orders so that individually they fall below the various expenditure limits quoted in the paragraphs above.

4.67 The Finance department is responsible for processing all payments with the approval of the authorised signatories.

4.68 The Finance department should make sure that all invoices are matched against approved orders before processing any payment.

4.69 The Finance department is also responsible to disburse staff salaries as per the payroll instructions received from the HR department.

4.70 The Finance department should also monitor the expenditure against the annual budget.

Petty cash

4.71 The amount of petty cash held is as approved by the Vice Chancellor. The account will be reconciled and replenished as necessary.

4.72 The Finance department will keep the following records of income and expenditure:

4.72.1 the date and amount of the initial float issued and the reimbursements;
4.72.2 the date petty cash was issued, the name of the responsible officer and the name of the member of staff to whom it was issued;
4.72.3 full and complete details of the reason for each petty cash claim made by the member of staff (e.g., claims for taxi fares must include locations to/from and the reason for the journey, as well as an original receipt);
4.72.4 the total amount claimed; and,
4.72.5 the account code against which the expenditure should be charged.

4.73 The Head of Finance will request additional funds before the petty cash fund has been spent in order to retain a working balance.

4.74 An original receipt from the supplier must support each item of petty cash expenditure. A standard petty cash voucher recording the nature of the payment must be completed and signed by the officer issuing the cash and by the recipient as evidence of the cash exchange.

The supporting receipt should be attached to the petty cash voucher and retained by the person in charge.

4.75 The Head of Finance or another person nominated by him/her is the custodian of the petty cash and is personally responsible for its safe keeping. Petty cash must be locked in a secure place in compliance with the requirements of the University's insurers when not in use, and will be periodically reconciled.

4.76 At the end of each financial year, a certificate of the balances held should be completed by the member of staff responsible for the petty cash and accounts signed by the Finance department.

Salary and other payments to individuals

4.77 The Finance department will ensure that all members of staff receive payment as per their Contract of Employment and University policy, and in so doing comply with all statutory legislation.

Assets

4.78 Any purchases made by the University to provide its services or for administrative purposes that are expected to be used more than once and have a value equivalent to or above AED 1,000 will be capitalised.

4.79 The cost of the item includes purchase price, including import duties, non-refundable purchase taxes, and any directly attributable costs of bringing the asset to working condition of its intended use such as initial delivery and handling charges, installation costs, professional fees for consultants, and estimated cost of dismantling and removal.

4.80 Purchase procedures:

4.80.1 acquisition of fixed asset should observe the University's purchase policy;
4.80.2 capital Expenditure should be in line with the University's financial budget for the year as approved by the University Council;
4.80.3 the Finance department will maintain an asset register. Asset numbers to be allocated and labelled in all Fixed Assets of the University;
4.80.4 inventory of capital items to be taken every year;
4.80.5 items which are obsolete or fully damaged should be brought to the notice of the Finance department.

4.81 Depreciation method:

4.81.1 The University follows a Straight Line Depreciation Method as per asset category:

4.81.1.1 Furniture, Fixtures and Fittings – 3 years;
4.81.1.2 IT and Office Equipment - 3 years;
4.81.1.3 Library books – 3 years;
4.81.1.4 Leasehold – 3 years.

4.81.2 Depreciation will start from the following month after purchase.

4.81.3 Provision of depreciation will be done on a monthly basis in accordance with International Accounting Standards.

4.82 Inventories (asset registers):

4.82.1 Asset registers should provide a detailed description of each asset, together with a note of the location of the asset.

4.82.2 The register should be updated as and when assets are acquired or disposed. In the case of disposal, a note should be made on the register of the date and how the asset was disposed and any income that was received. The disposal of assets should be authorised by the Dean/Head of department, and the Vice Chancellor or the Chief Administrative Officer.

4.83 Assets on loan:

4.83.1 Assets should only be loaned to staff, students and other members of the University in association with that individual's work. In all cases it is the responsibility of the Dean/Head of department to determine whether assets might be used away from their normal place of work.

4.83.2 A full and proper record should be maintained of all equipment loaned and should include the following:

4.83.2.1 description of the item on loan;
4.83.2.2 name of the borrower;
4.83.2.3 details of the location of where the item will be held;
4.83.2.4 period of the loan, with return date;
4.83.2.5 signature of borrower; and,
4.83.2.6 the date when item is borrowed and returned.

4.83.3 Care should be taken to ensure that the individual borrowing the equipment is aware of any special requirements placed on its use (e.g., the need for insurance, health and safety restrictions) and the potential for inspection by University officers where the loan is likely to be of a long-term nature.

4.84 Asset management:

4.84.1 The assets' figure should be produced by carrying out a full stock count by a nominated member of staff, or by maintaining continuous stock records which have been undertaken on a cyclical basis. Such counts will be subject to audit checks. The Finance department must approve any method of valuing stock other than that outlined above.

4.84.2 Assets should be valued at the lower of cost or net realisable value on an item by item basis.

4.84.3 Assets must be reconciled to the University's financial records.

4.84.4 An inventory of Fixed Assets, books and stocks should take place at least once a year. The nominated officer for the stock count should not be responsible for the custody of the item. Such counts will be subject to audit checks.

4.84.5 The inventory sheets will be signed and dated by the nominated officer and supervisor. It should be retained in the Finance department.

Authority for signing cheques and entering into contracts

4.85 Cheques:

4.85.1 The Vice Chancellor, the Chief Administrative Officer, and members of the University Council are the authorised signatories for the University.

4.85.2 Payments can be authorised by the signatories either singly or jointly as per the limits authorised by the University Council.

4.86 Payroll:

4.86.1 Staff payroll needs to be approved by an internal and an external signatory.

4.87 Contracts:

4.87.1 All contracts will be certified as correct and approved for signature by the Finance department and may be signed on behalf of the University by the Vice Chancellor or the Chief Administrative Officer or the member of the University Council as authorised by the University Council.

4.87.2 Staffing levels will be approved by the University Council and, in accordance with these all full time and permanent contracts of employment will be signed by the Vice Chancellor.

4.88 Urgent action:

4.88.1 In the event of the absence of the Vice Chancellor and the Chief Administrative Officer and urgent action being required, one or more members of the University Council may authorise any payments or documents.

4.88.2 In each and every occasion when urgent action is taken, the circumstance will be recorded and retained on the relevant file.

4.88.3 The Finance department will maintain a list of signatories. A review must be undertaken at least once a year to ensure that only current members of the University are included and the list should be sent to the bank yearly to update their records.

4.88.4 Copies of documents for the creation of authorised signatories must be kept by the Finance department.

4.88.5 In accepting the role of an authorised signatory the individuals concerned must acquaint themselves with the Financial Regulations and Financial Procedures and ensure compliance thereto.

Other authorities and responsibilities

4.89 The University Council will be responsible for:

4.89.1 determining estimates of income and expenditure (referred to as the annual budget) and capital expenditure annually;

4.89.2 monitoring actual income and expenditure at least quarterly and approving variations as necessary;

4.89.3 the appointment of auditors;

4.89.4 approving a report and accounts for each academic year ending 31 August;
4.89.5 safeguarding the assets of the University;
4.89.6 authorising one or more members of the University Council to approve on behalf of the University Council expenses incurred by the Vice Chancellor and the Chief Administrative Officer on University business;
4.89.7 appointing one member of the University Council to be a first point of contact to which the Chief Administrative Officer can refer regarding financial matters;
4.89.8 determining the signatories for purposes of the issuing of contracts and the bank mandate and the limits of their authority;
4.89.9 approving the annual budget.

4.90 The Vice Chancellor is authorised to:

4.90.1 incur expenditure in accordance with the budgets approved by the University Council;
4.90.2 transfer sums from one budget heading to another, except from the contingency fund without first receiving the approval of the University Council;
4.90.3 make arrangement for the receipt of income and the payment of invoices;
4.90.4 establish, operate and account for the operation of a petty cash account.

4.91 The Vice Chancellor will:

4.91.1 prepare annual estimates of income and expenditure and capital expenditure and present these to the University Council for approval;
4.91.2 report at least quarterly to the University Council on the actual amounts of income and expenditure relating to the budgets determined by the University Council;
4.91.3 arrange for the preparation of an annual report and accounts for each academic year ending 31 August and the presentation of these to the University Council.

4.92 Members of the University Council may inspect the books and accounts of the University during office hours.

4.93 The Vice Chancellor is authorised to approve for payment any expenses incurred on University business by members of the University Council.

4.94 One or more members of the University Council will be authorised to approve for payment any expenses incurred by the Vice Chancellor and the Chief Administrative Officer on University business.

Conflict of interest

4.95 An authorised signatory must never sign:

4.95.1 their own claim form for fees and expenses;
4.95.2 an invoice or claims form where there is any conflict of interest, as defined in the relevant University policy.

Grants and donations

4.96 Sources of fund:

4.96.1 The University is a not-for-profit organisation. The fees paid by its students are not yet adequate to enable the University to operate without additional financial support. Hence, in pursuit of its objectives the University receives financial support from the Government of Dubai and donations from other organisations.

4.96.2 The University receives scholarship funds provided by external organisations. These scholarships enable students who are qualified for entry and highly motivated but lack financial means to take up places at the University.

4.97 Procedures:

4.97.1 All fund-raising activity must be of such a nature as to contribute to the educational, cultural, or social benefit of the University.

4.97.2 Contracts must be made between the University and sponsoring organisations.

4.97.3 The funds received should be interpreted against:

4.97.3.1 the purpose of the fund and the period during which the fund is received;

4.97.3.2 any requirement for splitting the grant into its elements;

4.97.3.3 the period to be benefited by the grant;

4.97.3.4 the nature of the grant (capital or revenue);

4.97.3.5 any commitments and repayment conditions;

4.97.3.6 the relationship of the fundraising entity to the University;

4.97.3.7 the financial integrity of the fund-raising process;

4.97.3.8 the comparative costs of fund-raising activities in relation to the funds raised.

4.98 The Finance department will record all funds received and deposit all monies received to assure donors that proper accounting and stewardship procedures are being maintained. All payments are to be made payable to The British University in Dubai and sent to PO Box 345015, Dubai, UAE. Formal acknowledgement and receipting will be utilised to ensure recognition of the donor and that the appropriate documentation is provided to the donor. The University should avoid any potential conflict of interest or cross-purpose solicitation of donors.

4.99 All the documentation related to the funds such as a report of cash grants, scholarships, or awards allocated to students of the University as a result of the fund-raising event will be held in the Finance department. No payment of funds from the fund-raising event may be made to any full-time employee without prior approval.

Fraud and other financial irregularities

4.100 Fraud can be defined as including any of the following: theft, bribery, corruption, money laundering, forgery, deception and collusion, or other financial malpractice.

4.101 The Finance department must be informed, as soon as is practical, of any irregularity or suspected irregularity concerning financial matters.

4.102 The Chief Administrative Officer will be responsible for the investigation of all such matters, but may delegate to the Finance department the responsibility for setting up such investigations.

4.103 The report that is produced from the investigations that are undertaken will be forwarded to the Chief Administrative Officer who will take such steps as are necessary to pursue the matter. This may, if any investigation confirms the irregularity, involve the commencement of action under the University's disciplinary procedures.

Annex A: Additional fees, which may change upon approval of University Council

Fees and charges	Amount (AED)
Certificate fee	100
Cheque return fee	200
Credit transfer fee per module (Master's and doctorate)	1,000
Credit transfer fee per module (Bachelor's)	500 (min 1,000 – max 2,500 for 12 modules)
Transfer out of concentration or programme fee	1,000
Dissertation extension fee	5,000
Dissertation re-registration fee	1,500
Dissertation retake fee	100% of module fee
Project retake fee for MBA (addition)	100% of module fee
Programme Extension Fee (Doctoral programmes - per term, maximum 1 year) (addition)	10,000
Graduation fee	As advised by the Marketing, Admissions, and Student Services department
Library fines	As advised by Library Services and Learning Resources department
Module retake fee (Bachelor's, Master's, and doctoral programmes)	100% of module fee
Proposal defence re-schedule – 1st reschedule	2,000
Proposal defence re-schedule – 2nd reschedule	5,000
Re-admission fee	1,000
Student letter fee	50
Student service fee	50
Transcript fee	100
Other applicable fees	To be determined as appropriate

Document History

Policy Number/Version	Date	Update Information	Approval
(11.3/V02)	AY 2022-2023	The cost of retaking a module has been changed The dissertation extension fees have been amended Transfer from concentration or programme fee has been added Version upgrade	Minor Changes
(11.3/V01)	AY 2021-2022	Added new costs for proposal defense reschedule	Minor Changes
(11.3/V01)	AY 2020-2021	External and internal scholarship rewards will go through the same financial process Audit reports to be shared with relevant authorities as required Conditions for module fees refund	Council
(11.3/V01)	Oct. 2019	Renumbering (8.1/V03), Renaming (Financial Policy), Restructuring Removal of all references to tuition fee amounts, schedule of payment (sums) and calculation of module fees	Council

Purchasing and inventory control

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	Review outcome	No changes
	Next review date	August 2026
Cross reference/related documents:		1.5 Conflict of interest

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University will make effective use of its financial resources by sourcing competitive prices for the goods and services it requires.

2.0 Scope

2.1 Applies to all purchases of goods and services made by all members of staff of the University in pursuit of the University's business.

3.0 Policy

3.1 The Vice Chancellor and the Chief Administrative Officer are responsible for authorisation of purchases.

3.2 All purchases are to be made within the budget approved by the University Council.

3.3 For any purchase of a value greater than AED 5000, three quotations have to be obtained.

3.4 Authorisation is given via purchase order signed by the Vice Chancellor.

3.5 The person receiving the ordered goods will be responsible for receipt and inspection.

3.6 Regular purchases of consumables (stationery, refreshments) may be ordered without reference to the Vice Chancellor and Chief Administrative Officer.

3.7 The relevant University conflict of interest policy applies to purchasing.

4.0 Procedures

Requisition and purchasing

4.1 All purchase orders shall be certified as correct by the Finance Office and signed by the Vice-Chancellor or in his absence by the Chief Administrative Officer.

4.2 The Finance Office shall ensure that good value for money is achieved. For all purchases of goods and services above AED 5,000, 3 written quotations shall be obtained and the purchase made at the cheapest price unless there are good reasons to do otherwise, which shall be recorded and retained on file.

4.3 The procurement to payment system shall have the following distinct stages:

4.3.1 Raising the requisition:

4.3.1.1 the University department or staff shall forward a purchase request to the Finance Manager. The request of this shall include details of the goods or services that are required, the price and quantity, the financial code to be debited and the name and address of the supplier.

4.3.2 Approving the requisition:

4.3.2.1 this shall be done by an authorised signatory (Vice-Chancellor/Chief Administrative Officer) for the financial code that is to be debited;
4.3.2.2 the Finance Office will raise the purchase order and forward it to the supplier – this will be done only after the requisition has been raised and approved;
4.3.2.3 the goods will be delivered to the University and the person accepting the goods will sign the delivery document and forward a copy to the Finance Department;
4.3.2.4 the Finance Office, up on receipt of the invoice, will record the receipt of goods and services into the accounting system;
4.3.2.5 the Finance Office will match the invoice to the requisition to allow payment of the supplier;
4.3.2.6 the member of staff who raises a requisition must never authorise that requisition. There shall be no exceptions to this rule;
4.3.2.7 the requisition and purchase order for goods and services should include the following details:

4.3.2.7.1 all written purchase orders must be headed with the University's full name and address;
4.3.2.7.2 provide the delivery and invoice address;
4.3.2.7.3 include the full name of the person placing the order;
4.3.2.7.4 show the description of the goods or services;
4.3.2.7.5 indicate the quantity of goods being ordered;
4.3.2.7.6 provide the price of the goods and/or services; and,
4.3.2.7.7 include the account code to be debited.

4.3.2.8 Every requisition must be approved by an authorised signatory before an order is issued; this confirms that the purchase is bona fide and does not breach Financial Regulations and Procedures.

4.3.2.9 All requisitions/quotations for goods and services should be valued for the following factors:

4.3.2.9.1 their acquisition;

4.3.2.9.2 their installation;
4.3.2.9.3 their operation;
4.3.2.9.4 the requirement for any maintenance services;
4.3.2.9.5 their performance;
4.3.2.9.6 their disposal.

4.3.2.10 Other important aspects, which must be considered, are:

4.3.2.10.1 capital costs;
4.3.2.10.2 firmness of price;
4.3.2.10.3 foreign exchange costs and risks;
4.3.2.10.4 terms of payment;
4.3.2.10.5 warranties;
4.3.2.10.6 operating costs;
4.3.2.10.7 any resource implications i.e. space, building or service alterations; and,
4.3.2.10.8 sale of or the scrap value.

4.4 Purchase of any kind will not be initiated unless funds have been appropriated in the annual budget and are available for the purchase.

4.5 Requests for any purchase not budgeted in the academic year will require a special approval from the Vice-Chancellor and the Chief Administrative Officer and will be reported to the Council during the earliest meeting.

4.6 Purchase of office stationery, cleaning & office supplies that are regularly used can be made by the Finance Office without the approval of the Vice-Chancellor and Chief Administrative Officer.

4.7 When purchases are made with suppliers, particular attention must be made to clauses on:

4.7.1 terms of payment;
4.7.2 delivery;
4.7.3 rejection of defective goods/unsatisfactory services;
4.7.4 insurance of the goods; and,
4.7.5 termination provisions

4.8 Staff should be aware that cancellation of a contract may make the University liable to pay compensation and possibly other costs.

4.9 All supporting documentation, such as quotations and tendering information must be kept in the Finance Office.

Receipt of goods and services from suppliers

4.10 Where possible, BUiD should specify that goods are delivered to one location where they should be physically inspected and agreed to the supplier's delivery note.

4.11 The delivery note must be signed and dated by the individual receiving the goods. If only part of an order has been delivered this must be indicated on the delivery note. Where it is not possible to inspect the goods at the time of delivery the person receiving the goods should

write “Goods unchecked” on the delivery note before signing for the receipt of the goods. The goods should then be checked to the delivery note as soon as possible thereafter.

4.12 The invoices must not be paid until the receipt of the related goods and services have not been recorded into the financial system. Any discrepancies or damaged or unsatisfactory goods must be noted and taken up with the supplier immediately.

4.13 Delivery notes must be retained for reference and must be available for inspection by the auditors.

Maintenance and repair

4.14 Maintenance arrangements should be arranged to take advantage of supplier's ability to undertake work on all equipment of a similar nature, with a view to reducing overall costs.

Inventory

4.15 The Finance Office will carry out a full stock count (including assets) and maintain a stock record. Such counts will be subject to audit checks. The inventory check will be carried out at least once a year at year end.

Retention of documents

4.16 Quotations and tenders must be kept for a minimum of five years after the end of the financial year in which the purchase was made and the action taken (giving reasons) must be adequately documented by an authorised signatory.

Personal use

4.17 The use of University procurement processes or resources for the purchase of personal items or services is not permitted.

Document History

Policy Number/Version	Date	Update Information	Approval
(11.4/V01)	Apr. 2018	Renumbering (8.3/V01), Restructuring, Rewording (largely nomenclature)	Council

Information technology

Policy number/version		11.5/V01
Section		OPERATIONS
Type		University-wide policy
Date of creation		September 2017
Date of last revision		June 2020
Date of approval of current version		October 2020
Post/section with responsibility for implementation and monitoring		Chief Administrative Officer
Approved by		University Council
Policy review	Latest review by	Head of Information Technology
	Latest review date	August 2025
	Review outcome	Rewording
	Next review date	August 2026
Cross reference/related documents:		11.6 Acceptable use of information technology

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University will have in place mechanisms that ensure safeguard of information held electronically. The University will ensure it is able to retrieve information held electronically in case of technological error or disaster.

1.2 The University will renew its computer hardware systematically, reflecting evolving device standards

1.3 The University will support students in the use of their own devices within resource constraints, aligning with modern BYOD practices and security standards.

1.4 The University has regulations for the safe and acceptable use of IT laboratories

2.0 Scope

2.1 Applies to the Information Technology infrastructure services, cloud solutions, cybersecurity frameworks, AI systems, and blockchain-based credentialing of the University.

3.0 Definitions

3.1 'Device' refers to a device, laptop, tablets, convertibles, and mobile devices.

4.0 Policy

Cloud and Systems Backup

4.1 The University will make periodic back up of its computer systems.

4.2 Backups serve to::

4.2.1 restore system integrity in the event of a hardware/software failure or physical disaster;

4.2.2 provide a measure of protection against human error or the inadvertent deletion of important files;

4.2.3 restore deleted files unless permanently deleted from standard restore locations like the recycle bin.

4.3 The systems backups will consist of regular full and incremental backups.

4.4 Systems backups will be performed on a regular schedule as determined by the Information Technology Services.

4.5 Systems backups are not intended to serve as an archival copy or to meet records retention requirements.

4.6 Backups will be stored in a secure off-site location or within secured cloud environments.

Replacement of hardware

4.7 The University maintains a structured hardware replacement policy to ensure consistency, performance, and reliability of IT equipment across all departments. The objectives of this are:

4.7.1 Maintain standardized device specifications for all staff to ensure compatibility, security, and supportability across the University's IT ecosystem.

4.7.2 Ensure devices meet minimum performance standards to support academic and administrative workloads.;

4.7.3 Minimize disruption caused by hardware failure by enabling quick replacement or redeployment that require no special configuration or custom setup.

4.7.4 Establish a predictable device lifecycle from procurement through disposal, enabling sustainable budgeting and resource planning.

4.7.5 Promote cost efficiency and streamlined support by standardizing device specifications across the University. While procurement will obtain multiple vendor quotes, preference will be given to vendors offering models that align with approved specifications to ensure consistency, ease of deployment, and maintenance.

4.7.6 Support reallocation/recycling of functional but outdated devices to roles requiring lower performance, where appropriate.

4.8 The University shall ensure that annual budgets include provision for procurement and timely replacement of devices each year to meet operational, academic, and strategic requirements. Priority shall be given to replacing end-of-life equipment—typically within a five-year lifecycle—addressing performance-critical needs and supporting technology upgrades aligned with institutional goals.

Support for devices owned by students

4.9 The University IT Services will provide basic troubleshooting for student-owned devices, including network connectivity issues, standard software installations, and minor operating system problems, subject to the following limitations:

4.9.1 IT Services do not perform repairs, servicing, or hardware replacements on BYOD or privately owned devices.

4.9.2 IT Services do not support improperly licensed or unlicensed operating systems and software applications. IT Services reserve the right to request proof of valid software licenses or ownership.

4.9.3 IT Services also do not support devices configured in languages other than English.

4.9.4 IT Services do not assume responsibility for loss of data during troubleshooting.

4.10 By requesting or receiving any form of support from IT Services, students acknowledge and accept that such assistance is provided on an "as-is" basis. IT Services does not offer any warranty, express or implied, and shall not be held liable for any direct, indirect, incidental, or consequential damages, including but not limited to data loss, device malfunction, or software issues resulting from the support provided to student-owned devices .

4.11 Students are responsible for backing up their own data prior to requesting IT Services support.

4.12 IT Services reserves the right to refuse service at any time due to workload associated with the University operations and priorities, the complexity of the issue, or limitations of available resources.

4.13 IT Services will not provide assistance for devices under warranty or sealed by the provider/manufacturer or devices owned and/or by managed by external organisations.

4.14 IT Services defines the defines the specific scope and limitations of service for student devices, aligning clearly with contemporary BYOD standards, cybersecurity best practices, and acceptable use policies.

4.15 Students must ensure that their devices meet minimum security requirements defined by IT services, including a current supported and operating system, and a functional Antivirus software.

5.0 Procedures

Systems Backup

5.1 Information Technology Services will perform regular backups of University-managed systems hosted on on-premises infrastructure that include servers, virtual machines, and databases.

5.2 Incremental backups will be performed daily and retained for a minimum of two weeks (14 days) before being overwritten or deleted, unless longer retention is explicitly requested and is required to support critical academic or administrative operations.

5.3 Full system backups will be performed weekly. Weekly backups will be retained for 30 days with the final weekly backup of each month preserved as a monthly backup/archive..

5.4 Monthly backups/archives will be retained for one year, after which they will be securely be recycled or destroyed.

5.5 All backups, full and incremental, will be stored in a secure off-site location or within an approved cloud-based backup environment. In case of a physical location, proper environment controls, temperature, humidity and fire protection, shall be maintained at the storage location.

5.6 All backup media that is not re-usable shall be destroyed in an approved manner. Backup media that is used for other purposes shall be erased before repurposing.

5.7 Backup restoration procedures shall be tested at least once annually to verify data integrity and to ensure effective system recovery when needed.

Hardware replacement

5.8 All hardware procurement or replacement must be initiated by submitting a formal request to the Dean of Faculty or Head of Department, accompanied by justification.

5.9 Devices for staff and student use shall be reviewed annually for performance, compatibility, and physical condition. Devices should be purchased with the intention of delivering acceptable performance for no less than three years and will typically be replaced by the fifth year unless a longer service life is justifiable and documented.

5.10 Where staff require devices with specifications exceeding the University's standard configuration, approval must be obtained from the Dean of Faculty, Chief Administrative Officer (Registrar), or Vice-Chancellor. The cost difference between the standard and requested model may be charged to the requesting unit's budget.

5.11 IT Services will prioritize the replacement of substandard devices currently used for resource-intensive tasks. Functional devices displaced from these roles may be reassigned to less demanding use cases (e.g., general admin, internet browsing, or email access) or retired if beyond economic repair.

5.12 Servers should be purchased with the intention of providing acceptable performance for no less than five years, with the goal of replacement by the sixth year.

5.13 Peripheral hardware such as monitors, docking stations, and keyboards will be evaluated on a case-by-case basis during workstation assessments or upon user request.

5.14 The University has agreed that purchasing devices from a single manufacturer may significantly reduce ongoing support and maintenance costs. This may also result in savings from volume discount on purchases.

5.15 The following criteria shall apply to laptop replacement:

5.15.1 a change in job roles necessitating a higher computing power and capacity in the laptop;

5.15.2 applications accessed by user demand more computing power; IT Services must verify this through performance assessment.

5.15.3 Device is experiencing frequent hardware issues and is deemed unrepairable or beyond economical repair (i.e., repair cost exceeds 50% of replacement cost), it is eligible for replacement. This must be confirmed by IT Services or an authorized vendor. The device model is obsolete (eg: unsupported by vendor, over 5 years old) or showing performance bottlenecks.

5.16 The Head of Human Resources will notify IT Services team of individual new staff who will need a device prior to the commencement of employment.

5.17 The Head of Department or Dean of Faculty is responsible for completion of a purchase or replacement request form.

5.18 IT Services team will make an assessment of the age of the device being replaced, the applications run on it and its performance. Occasionally it may be possible to overhaul without the need to replace the device by changes to the set-up or other fine tuning.

5.19 If a request warrants a new device then IT Services team will place the order with the approved supplier as soon as possible. Please note that no new devices are kept in stock and it can take up to 3 weeks or more for the delivery from the date of placing order.

5.20 The new or replacement device will have the standard software image installed by the IT Services team. The item to be replaced is removed and returned to the IT Services team for reassignment if it is appropriate, or disposal.

5.21 The user will be kept informed at all stages.

Support for devices owned by students

5.22 Services offered by IT Services to students include:

5.22.1 Wireless connectivity to student-owned devices;

5.22.2 installation of supported open source research software required for academic work;

5.22.3 basic troubleshooting of operating system problems;

5.22.4 system Updates on supported Operating Systems (Windows 10 & 11);

5.22.5 virus and spyware removal (Basic malware/spyware diagnosis and removal may be attempted. However, resolution is not guaranteed, and students may be referred to third-party service providers for severe infections.);

5.22.6 provision of recommended computer specifications;

5.22.7 limited support is provided for Mac products and Linux platforms;

5.22.8 Referral to external vendors for hardware repairs;

5.22.9 installation of licensed software purchased by students via the University for research purposes.

5.23 IT Services does not perform the following:

5.23.1 backup of personal data;

5.23.2 reformatting and factory restores;

5.23.3 installation of system disks and operating systems;

5.23.4 opening computer case/shell and performing or assisting with hardware replacement/repair;

5.23.5 registry editing or advanced system configurations;

5.23.6 providing service to devices that have multiple anti-virus software package installed;

5.23.7 provide service to devices that are unable to boot into their operating system normally;

5.23.8 provide service to devices using a non-English language operating system;

5.23.9 Provision of antivirus or spyware removal tools, software, or licenses to students.

Document History

Policy Number/Version	Date	Update Information	Approval
(11.5/V01)	Jun. 2020	Renumbering (7.2/V02), Restructuring, Rewording (largely nomenclature) Merger with 7.1/V02 - Hardware Replacement, in which 'computer' or 'PC' or 'laptop/notebook' is replaced with 'device' Merger with 7.3/V02 - Student Owned Computer Support, in which 'computer' or 'PC' or 'laptop/notebook' is replaced with 'device' Insertion of relevant text on laptop replacement drawn from Code of Conduct for Acceptable Use.	Council

Acceptable use of information technology

Policy number/version		11.6/V01
Section		OPERATIONS
Type		University-wide policy
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Post/section with responsibility for implementation and monitoring		Chief Administrative Officer
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	Latest review date	August 2025
	Review outcome	No changes
	Next review date	August 2026
Cross reference/related documents:		1.0 Policies and procedures manual 5.0 Student handbook

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University will offer students a supportive learning environment and a programme of study conducive to student achievement of graduation requirements.

1.2 The University will ensure that students have a clear understanding of their rights and responsibilities and the norms of good conduct that govern membership in its academic community and the pursuit of high standards of scholarship.

Will have in place a framework through which to guide staff in their conduct, monitor that conduct, and take action should staff fail to observe required standards of conduct.

2.0 Scope

2.1 Applies to the Information Technology infrastructure services, cloud solutions, cybersecurity frameworks, AI systems, and blockchain-based credentialing.

Applies to all stakeholders, including but not limited to faculty, administrative staff, students, vendors, guests, and other individuals who access or use the University's IT resources, regardless of role or purpose.

3.0 Policy

3.1 The University's IT systems are to be used for teaching, study, research and administration purposes only. They may not be used for playing games, activity connected to work outside the University, or similar. Limited use of facilities for personal email may be allowed provided it does not interfere with access for other users.

3.2 Any other use is subject to the permission of the Dean of Faculty or the Registrar and CAO.

3.3 In order to use the IT systems, the user must be authorised and/or registered. The Head of IT Services is responsible for issuing usernames and passwords to authorised users.

3.4 Commercial or distribution activities are prohibited unless formally sanctioned by the Vice-Chancellor.

3.5 Activities likely to damage the reputation of the University are prohibited.

3.6 Any breach of this policy will lead to an investigation and may lead to disciplinary action against the offender in accordance with the University's existing disciplinary policy and procedures.

3.7 The University reserves the right to report to the Police any action/activity considered to be unlawful. Criminal proceedings may follow as a result.

4.0 Code of Conduct

Internet/network

4.1 Gaining unauthorised access to any computer system anywhere using the University's IT systems is prohibited. It is a criminal offence to gain unauthorised access to a computer system to make any unauthorised modification of computer material (including the introduction of a computer virus) or to interfere with any computing system. This is commonly called hacking.

4.2 Users are not allowed to disseminate any information which:

4.2.1 enables others to gain unauthorised access to computer material (this includes instructions for gaining such access, computer codes or other devices which facilitate unauthorised access);
4.2.2 may lead to any unauthorised modification of computer materials (such modification would include activities such as the circulation of "infected" software or the unauthorised use of a password);
4.2.3 may incite or encourage others to carry out unauthorised access to or modification of computer materials.

4.3 The users must not use the facilities in a way that restricts the services available to others e.g. deliberate or reckless overloading of access links or switching equipment.

4.4 It is the personal responsibility of the user to ensure that only approved links are used while using the University's computer system to gain access to remote sites. It is also user's responsibility to ensure that your activities conform to the local regulations of the site.

4.5 Head of IT Services has the authority to permit:

4.5.1 change in the function or role of any system/network component within the University's network;
4.5.2 setting-up any network services (e.g. web servers, email servers etc.).

4.6 Users must not delete or amend the data or data structures of others without their written permission.

4.7 Users must take care not to introduce any harmful or nuisance programs, files or macros (e.g. viruses, worms, Trojan horses) onto any computer system. Any deliberate action to circumvent any precautions taken or prescribed to prevent this or cause any form of damage to any of the University's computer systems will be dealt through disciplinary policy.

4.8 Users are not allowed to register any domain name, which includes the name of the University, or any name which may mislead the public into believing that the domain name refers to the University.

4.9 The University is committed to the prevention of access to and publication through any of its computing services of any material that it may consider pornographic, violent or unlawful. Accordingly, the University prohibits users from:

4.9.1 generating, changing, using, storing, printing or transmitting information, programs or any other data that can reasonably be judged to be inappropriate or offensive to others. This includes material which is designed to or is likely to cause annoyance, inconvenience or needless anxiety, particularly if of a threatening nature or which is intended to harass, frighten, promote or encourage racism or any other discriminatory or offensive material;

4.9.2 placing links to sites which facilitate illegal or improper use, where copyright protected works, such as computer software, are unlawfully distributed or which display pornographic materials;

4.9.3 placing links to bulletin boards which are likely to publish defamatory materials or contain discriminatory statements.

4.10 All users of the Internet should be aware that firewalls create a detailed audit log reflecting every request for service, both in-bound and out-bound.

Security

4.11 The users are prohibited from:

4.11.1 revealing their password or username to anybody and to let other people user their accounts;

4.11.2 violating the privacy of others on the computer systems;

4.11.3 leaving their workstation logged in when unattended. Where practical, action will be taken against people who leave their station logged in and unattended.

4.12 Passwords must adhere to accept the applied password policy.

4.13 Users should take reasonable steps to ensure that their own computer systems, including personal email accounts, are kept secure and an up-to-date anti-virus programme is installed and run. Further advice is available from the IT Staff.

E-mail

4.14 Students and members of staff should communicate with IT Services using their University email.

4.15 Good Practice:

4.15.1 email messages should not ordinarily be composed in capital letters, as this can be interpreted as 'shouting';
4.15.2 for general good practice, email messages should be deleted regularly;
4.15.3 email messages, either internally or externally, are not guaranteed to be private and, therefore, sending a message by email should have the same amount of consideration and care as writing a letter. Please use disclaimers where appropriate. Do not use email in circumstances where permanent records need to be kept. Advice given by email has the same legal consequences as any other written advice;
4.15.4 emails should be labelled urgent when appropriate;
4.15.5 signatures should be accurate and conform to University norms;
4.15.6 emails should be kept short;
4.15.7 emails should not be used to completely replace other forms of communication;
4.15.8 users must take all reasonable care to ensure that data sent is virus free;
4.15.9 users must not pass on virus warnings to anybody unless they are sure that that they are not a hoax;
4.15.10 no email system is 100% reliable: users should not rely on email as the only means of communicating important messages;
4.15.11 users should remember that email can be used as court evidence and an agreement by email can create a binding contract.

4.16 Users of email must not:

4.16.1 send unwanted E-mail, e.g. spamming;
4.16.2 create or transmit chain letters, pyramid letters or similar schemes using email;
4.16.3 violate the privacy of other users on the computer systems;
4.16.4 use the facilities in a way that restricts the services available to other users e.g. deliberate or reckless overloading of access links or switching equipment;
4.16.5 create or transmit material that infringes the copyright of another person or institution;
4.16.6 attach inappropriate material such as pornography to outgoing emails.
4.16.7 include defamatory, libellous or sexually harassing statements or offensive comments based on gender, age, sexuality, race, disability or appearance;
4.16.8 falsify or attempt to falsify e-mails to make them appear to have been originated from someone else or to provide false information where senders' details are required or sought;

Web Pages

4.17 All official web pages must conform to the University stylistic or publishing guidelines.

4.18 Any unofficial web pages hosted on University web servers should:

4.18.1 not be linked directly to the University home page or linked directly to the Faculty homepages;
4.18.2 not include the University logo;
4.18.3 include a disclaimer stating, "The views and opinions expressed are those of the individual concerned and not necessarily those of the University".

Legal

4.19 The University will endeavour to conduct itself in accordance with the (UK) Data Protection Act 1998 which regulates the storage of personal information (i.e. any information that can be identified as relating to a particular person or persons) on computer systems. For more details, see http://www.dataprotection.gov.uk.

4.20 Libel is a civil wrong which, in proven cases, may incur substantial compensation. It is very complicated and therefore one of the easiest laws to contravene through ignorance. Facts concerning individuals or organisations must be accurate and verifiable and views or opinions must not portray their subjects in any way that could damage their reputation. Web pages and E-mail messages may be regarded as publishing by the University.

Copyright

4.21 The international copyright laws must not be infringed.

4.22 Downloading material from the Internet carries the risk of infringing copyright. International copyright conventions are applicable to all types of creations, including text, graphics and sounds by an author/artist and also include software which must be licensed. Material illegally copied in this country or elsewhere and then transmitted to another country via the Internet, will also infringe the copyright laws of the country receiving it. Any unloading or downloading of information through online technologies which is not authorised by the copyright owner will be deemed to be an infringement of her/his rights. The users are prohibited to make, transmit or store an electronic copy of copyright material on the University's computing systems without the permission of the owner or getting the appropriate license.

Software

4.23 The University supports strict adherence to software vendors' license agreements and copyright holders' notices. If users make unauthorized copies of software, they are doing so on their own behalf, since all such copying is strictly forbidden by the University. Users so doing shoulder the risk of penalties.

4.24 Presenting a licence agreement to the Head of IT Services may not be enough evidence to prove that the user is entitled to install, copy or disseminate the software on any of the University's IT systems.

4.25 Users must always comply with all valid regulations covering the use of software, whether those regulations are made by law, by the producer of the software, by the supplier of the software, by the University, or by any other legitimate authority.

4.26 The University has the right to remove any software from any of its IT systems after approval from the faculty Dean or Head of Department.

4.27 The making, use and possession of any copy of computer software without the licence of the owner of the program is illegal, and may leave both the user and the University open to legal proceedings. It is therefore of the utmost importance that all users comply with all software licensing regulations and laws.

4.28 Users are not authorised to install any third party software that is not licensed to the University on any of the University's IT systems without permission.

4.29 Unlicensed copies of computer software must not be brought onto University premises, uploaded to or downloaded from University machinery, or passed across University networks.

4.30 If any user is in doubt as to whether computer software in his/her possession is held under a valid licence, it should not be used until it is verified that it is legal copy. In addition to a valid licence, evidence that the software was purchased through the University's finance system may also be required.

4.31 Computer software may not be copied for the purpose of student study, research or criticism without the written permission of the copyright owner. IT Staff is to be contacted for requests to install certain licensed software programmes on to non-University computers.

4.32 Distribution, sale, hiring or otherwise dealing with any unauthorised copies of computer software is prohibited.

4.33 The Vice Chancellor, Registrar & Chief Operating Officer, and Deans of Faculty may order regular unscheduled audits of selected computers systems within their Faculty or Departments to ensure the legality of software installed or in use.

Laptops/Notebooks

4.34 Laptops are treated as IT assets. A laptop procured for a specific user should not be allocated to any another user, without written permission from Human Resource Services department.

4.35 When a laptop is issued to an existing PC user, then the user’s PC will be returned back to IT services office.

4.36 Laptop users should take responsibility for the security and care of the laptop and also for the information stored in the laptop.

4.37 Users should take all the reasonable precautions and necessary steps to protect against installation of any malicious or unlicensed software.

4.38 User will be held responsible for any consequence arising out of the installation of such software.

4.39 The User should:

4.39.1 comply with copyright requirements of software or data used;

4.39.2 avoid leaving the laptop unattended in public places;

4.39.3 ensure no sensitive information is not displayed in public places;

4.39.4 physically secure the laptop when it is not in use;

4.39.5 carry laptops as hand luggage while traveling;

4.39.6 choose a strong password to lock the laptop and also change the password at regular intervals;

4.39.7 backup all sensitive data on a regular basis.

4.40 Whenever possible all sensitive University information should be transferred to the University network.

4.41 If the laptop is stolen or lost, it should be reported to the respective authorities and police immediately.

4.42 Anti-virus software should be active all the time with latest antivirus signatures from Vendor.

4.43 Personal Firewall Security software is recommended to be used in laptops.

4.44 All significant concerns, incidents or issue relay to the possession and use of the laptop should be made known to IT Services and Human Resources, who shall maintain the relevant asset register and logs.

Password management

4.45 The minimum length of passwords must be set as 8 alphanumeric characters.

4.46 A password expiration period of 90 days will be set, so that users are forced to change their passwords on regular basis.

4.47 The system must force the user to change the password at the time of the initial logon.

4.48 User IDs must be locked after 5 incorrect password attempts.

4.49 Default passwords of all administrative login ids must be changed, if possible.

4.50 A password history of last 3 passwords must be maintained.

4.51 Releasing of high level password must be authorised by the Vice-Chancellor.

4.52 For system administrator or privileged accounts, two-factor authentication should be implemented wherever applicable.

4.53 Viruses:

4.53.1 users must not down-load software from electronic bulletin board systems, external electronic mail systems, external communication networks, or other systems outside the University. This prohibition is necessary because such software may contain viruses, worms, Trojan horses, and other software which may damage the University's IT systems;

4.53.2 because viruses have become very complex, users must not attempt to eradicate them from their systems. These efforts often end up with the virus being spread still further in addition to the destruction of data or programs;

4.53.3 if an infection by a computer virus is suspected, the user must immediately stop using the involved computer and notify IT Services. The User must not attempt to eradicate the virus personally.

Personal use

4.54 The University IT systems and Internet access are available for educational purposes. Incidental recreational or personal use is permissible if the use does not:

4.54.1 consume more than a trivial amount of resources that could otherwise be used for educational purposes;

4.54.2 interfere with student productivity;

4.54.3 pre-empt any educational activity.

Use of University IT laboratories

4.55 No food or drinks are allowed in the IT Laboratory.

4.56 Users are to keep the IT Laboratory and computer terminal area clean.

4.57 Users should not divulge their password to anyone.

4.58 The printing from the internet should be kept at a minimum.

4.59 Users are to logoff the computer after use.

4.60 All users must be considerate of others and behave in a quiet and orderly manner when using the computer facilities.

4.61 The users must follow the published times for access to the facilities.

4.62 IT Services may ask any user to show his/her staff or student ID card as proof of identity. The University has a right to ask user to stop using the facilities if he/she cannot show the ID card.

4.63 Users may not place any computer program on University workstations, on network servers, or on computers connected to the network unless this program has first been approved by IT Services. It will then be loaded by IT Services.

General

4.64 Users must only use equipment, and mains leads, at the University that have been checked by IT Services.

4.65 Users are not allowed to modify or delete files on the hard disks of the University computers.

4.66 Removal or interference with output belonging to others is prohibited.

4.67 Users must not interfere with others' use of computer systems.

5.0 Procedures

Monitoring and interception

5.1 If a member of staff has grounds for concern, he/she may apply in writing to the Chief Operating Officer (Registrar) for permissions to order the monitoring or interception of system logs, web pages, email messages, network account or any other data on any computer system owned by the University for the following reasons to:

5.1.1 prevent or detect crime;
5.1.2 ascertain compliance with regulatory standards;
5.1.3 monitor communications in order to establish whether they are business related;
5.1.4 to investigate or detect unauthorised use of telecommunication systems;
5.1.5 to secure effective system operation.

5.2 All such monitoring or interception will be performed in compliance with appropriate legislation, international practice, and all UAE laws which apply.

5.3 The University reserves the right to inspect and validate any items of University owned IT equipment.

5.4 Any other IT equipment connected to the University's network can be removed if it is deemed to be interfering with the operation of the network.

5.5 For security/legal purposes the University may record and keep audit data generated when users access IT resources of the University.

5.6 The University is legally obliged to report to the police the discovery of certain types of electronic data, if that data is found on University equipment, or transmitted across its networks.

Liability, warranty and related matters

5.7 The University will not be liable for any loss, damage or inconvenience arising directly or indirectly from the use of any facility provided. The University takes reasonable care to prevent corruption of information and strives to maintain effective security on all of its computer systems. However, the University cannot and does not give warranties about the integrity of information or about the security or confidentiality of data (including electronic mail) or other materials submitted or processed by the University or otherwise deposited or

left in reception, Common Room, University offices, or other areas. It may be necessary on occasions for specifically authorised members of University staff to gain access to password protection information stored on the IT systems.

5.8 Neither the University nor any University employees or bodies will be held responsible for the correctness or otherwise of results produced by using its IT resources.

5.9 While every reasonable endeavour is made to ensure that the IT systems are available as scheduled and function correctly, no liability whatsoever can be accepted by the University for any loss or delay because of any equipment malfunction.

5.10 If as a result of misuse of the IT systems an individual causes the University to be involved in legal action, the University reserves its right to take consequential action against the said individual.

Document History

Policy Number/Version	Date	Update Information	Approval
(11.6/V01)	May. 2018	Renumbering (7.4/V03), Renaming (Use of Technology Resources Policy), Restructuring, Rewording Merger with 7.4.1/V02 – Computer Lab Usage Rules Merger with 7.4.2/V01- Email guidelines	Council

Institutional relations

Policy number/version		11.7/V01
Section		OPERATIONS
Type		University-wide policy
Date of creation		September 2017
Date of last revision		September 2019
Date of approval of current version		9 September 2019
Post/section with responsibility for implementation and monitoring		Chief Administrative Officer
Approved by		University Council
Policy review	Latest review by	Head of Marketing, Admissions, and Student Services
	Latest review date	August 2025
	Review outcome	Policy name has been changed from "Institutional relations and Professional Development" to "Institutional relations"
	Next review date	August 2026
Cross reference/related documents:		1.0 Policies and procedures manual 1.8 Statutory Bodies 8.1.4 Consultancy 10.4 Budgets in proposals for externally funded research 11.8 Marketing and media relations

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University has links with a variety of commercial, non-commercial, and governmental partners. Its partners are national, regional, and international.

1.2 The University is concerned to maximise the breadth of its partnership network and the range of activities undertaken with partners.

1.3 The University's external relations extend brand recognition, stimulate dialogue and understanding of its academic purpose, character, and expertise.

1.4 External partners are also sources of valuable resource (financial, expertise, networking, research access).

1.5 In developing and implementing programmes of activity with external partners the University is concerned to manage and mitigate potential reputational and financial risks.

2.0 Scope

2.1 This policy is applicable to staff, students, members of the University Council and other associated individuals, groups or institutions which wish to associate an activity with the name and image of the University.

3.0 Definitions

3.1 Commercial activities comprise the exploitation for financial return of any facility, artefact, or resource over which the University has proprietary rights, whether physical, intellectual, or virtual.

3.2 Non-commercial activities do not seek financial return. They may be contracted or otherwise formalised. They may lead to future commercial activity. Typical activities include:

- 3.2.1 initiatives seeking to form partnership or develop network;
- 3.2.2 initiatives that secure recognition of the University as productive in higher education, professional, and business communities;
- 3.2.3 association with agencies or conference management organisations with mandate in domains related to higher education or the professions in which the University is engaged;
- 3.2.4 pursuit of Memoranda of Understanding;
- 3.2.5 initiatives to secure international collaboration;
- 3.2.6 community activities: relations with government institutions, public organisations, voluntary associations, or other body associated with the UAE community are of exceptional value and risk to the University. These activities maybe of commercial or non-commercial nature.

4.0 Policy

Commercial activities

4.1 Any commercial activity is managed according the University's policies on funded research and consultancy.

4.2 All commercial activities require approval by the Executive Office.

4.3 All commercial activities must be pursued under contract. Contracts may be formed only by individuals who have existing contractual relationship with the University.

4.4 Prior to contract a risk assessment must be undertaken and report produced, with the following matters considered:

- 4.4.1 financial exposure;
- 4.4.2 reputation;
- 4.4.3 deliverability;
- 4.4.4 legislative requirements;
- 4.4.5 impact of competition.

Non-commercial activities

4.5 Prior to engagement in non-commercial activities, a risk assessment must be undertaken and report made available, with the following matters considered:

- 4.5.1 financial exposure;

4.5.2 reputation;
4.5.3 deliverability;
4.5.4 legislative requirements;
4.5.5 impact of competition.

Community activities

4.6 Community activities are managed either as commercial or non-commercial activities.

4.7 Media and PR associated with these activities is managed by the Marketing, Admissions, and Student Services department under approval of the Executive Office.

5.0 Responsibilities

5.1 It is the responsibility of the Marketing, Admissions, and Student Services department to initiate, develop, and manage external relations and activities involving external partners.

5.2 All members of the university active in external activities must coordinate with the Marketing, Admissions, and Student Services department (media and PR) and the Events committee (organisation of events if required).

Document History

Policy Number/Version	Date	Update Information	Approval
(11.7/V01)	August 2025	Policy name has been changed from "Institutional relations and Professional Development" to "Institutional relations"	Council
(11.7/V01)	May. 2018	Change of location/numbering (2.5/V01), Restructuring and editing of text. Removal of flow chart, Removal of references to Professional Development Unit (PDU)	Council

Marketing and media relations

Policy number/version		11.8/V01
Section		OPERATIONS
Type		University-wide policy
Date of creation		September 2017
Date of last revision		September 2019
Date of approval of current version		9 September 2019
Post/section with responsibility for implementation and monitoring		Chief Administrative Officer
Approved by		University Council
Policy review	Latest review by	Head of Marketing, Admissions, and Student Services
	Latest review date	August 2025
	Review outcome	No changes
	Next review date	August 2026
Cross reference/related documents:		14.0 Policies and procedures manual 11.7 Institutional relations and professional development

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University is concerned to communicate its profile and activities pursuant of its mission, and to do so effectively across a diverse range of external stakeholders.

1.2 The University's Marketing, Admissions, and Student Services Department marketing function serves to:

1.2.1 create marketing communications strategies and plans;
1.2.2 develop consistent brand identity;
1.2.3 increase brand reach and profile;
1.2.4 increase brand engagement and loyalty;
1.2.5 communicate the University's key strengths and value proposition;
1.2.6 increase awareness of the University's expertise and activities;
1.2.7 develop and manage external relations with key partners;
1.2.8 develop and manage the University's Professional Advisory Groups;
1.2.9 develop and manage the University's Alumni Network;
1.2.10 sustain public awareness of the University's corporate commitment to sustainability and community engagement.

2.0 Scope

2.1 This policy is applicable to all external communications and public corporate relations, including but not restricted to:

2.1.1 creation of logos, marks/visual identity;
2.1.2 press and social media;
2.1.3 University website;
2.1.4 mass e-mail and CSR.

3.0 Definitions

3.1 MASS: Marketing, Admissions, and Student Services.

4.0 Policy

Corporate communications guidelines

4.1 MASS will develop and maintain guidelines for public corporate communications via the variety of media available (press, social media, website, email).

4.2 MASS will coordinate with other Departments in the fulfilment of its role, and assist Departments with compliance with guidelines for public corporate communications.

Public understanding of higher education and research

4.3 MASS will develop a strategy for the effective communication of the role of higher education and research.

Advertising

4.4 All advertisements are coordinated and contracted by MASS.

4.5 MASS has responsibility to ensure that University design and copy standards are met.

4.6 MASS will secure cost-effectiveness in advertising, seeking maximum value added for monies spent.

Website

4.7 The University will provide a discreet budget to enhance reach of the website (Search Engine Optimisation).

4.8 The University website is planned, constructed, and maintained by MASS.

Digital and social media

4.9 The University will provide a discreet budget to optimize the penetration of communications shared through Social Media.

4.10 The MASS Department will promote use of Digital and Social Media by staff to share content related to their area of expertise, and the activities of their Faculty, students and Alumni.

4.11 The University will not be held responsible for content or opinions shared through Social Media by parties external to the University.

Events

4.12 MASS will organise publicity, invitations/acceptances, and public relations for all University activities, held on or off campus.

4.13 MASS will participate in the identification of events in which it would be valuable for the University to participate in, with respect to brand identify, profile and awareness raising.

Crisis communications

4.14 MASS will issue official communications related to crisis issues.

Use of commercial agencies

4.15 External parties will be contracted following quotations/promotions by no less than three different suppliers.

4.16 Resources supplied will be specified in contract and verified by MASS and the Executive Office prior to sign-off and final payment.

5.0 Responsibilities

5.1 All corporate communications, marketing, external relations and professional development activity operate via MASS under the supervision of the Chief Operating Office (Registrar) and the Vice Chancellor.

5.2 Alumni, and Professional Advisory networks are developed and maintained in collaboration with Student Services, the Deans of Faculties, Heads of Programmes, and the Executive Office.

Document History

Policy Number/Version	Date	Update Information	Approval
(11.8/V01)	May. 2018	Change of Section/number (2.6/V02), Restructuring Editing of Language Insertion of Communications, Marketing & External Relations	Council

Office supplies

Policy number/version		11.9/V01
Section		OPERATIONS
Type		University-wide policy
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Date of last revision		August 2019
Date of approval of current version		26 August 2019
Post/section with responsibility for implementation and monitoring		Chief Administrative Officer
Approved by		University Council
Policy review	Latest review by	Head of Operations
	Latest review date	Augus 2025
	Review outcome	No changes
	Next review date	August 2026
Cross reference/related documents:		1.0 Policies & procedures manual 4.0 Staff handbook Contract of employment Letter of Appointment from the University awarding the Title Business Card Approval Form - HR/17

1.0 Rationale and principles which this policy seeks to uphold

1.1 The University ensures appropriate use of the resources provided to members of its staff for the conduct of their work.

2.0 Scope

2.1 Applies to all members of staff of the University.

3.0 Policy

Telephones

3.1 Landline phones are provided to enable staff members to perform their duties and to conduct University business.

3.2 Local calls made using landline phones are at the discretion of staff members and it is the responsibility of the staff member to ensure that calls are related to their work and are conducted efficiently.

3.3 Private local calls are permitted. It is expected that members of staff will use their discretion and keep calls brief in order that the lines are not kept busy which will hinder the performance of the University business.

3.4 Members of staff may receive personal calls provided that these calls do not adversely hinder the University's work requirements.

3.5 Internal telephone extensions should not normally be diverted to mobile phones as this escalates the cost to the university especially when the member of staff is travelling overseas.

3.6 Landlines are routinely barred from international dialling facilities. If staff are required to place international calls for business purposes or in a personal emergency, the call is to be placed through the Receptionist.

3.7 Personal long-distance calls will be charged to the staff member and deducted from the following payroll after the receipt of the invoice.

3.8 The University has the right to monitor the destination and length of out-going and in-coming calls.

Business cards

3.9 Business cards are automatically authorised for all members of the permanent staff of the University if their roles required them to directly represent or conduct business on behalf of the University.

3.10 Visiting faculty, part-time lecturers, research fellows, long-term adjuncts because of their limited renewal association with the University are only eligible for business cards on express approval of the Vice-Chancellor.

3.11 Adjunct staff on fixed terms contracts with the University may use their appointment titles on individual business cards.

3.12 Business cards will only be printed as per the University's approved standard format.

Stationery

3.13 Generic office stationery is for the use of members of academic and administrative staff, and adjunct faculty, for purposes that relate to the business of the University.

3.14 The use of University branded stationery and business cards is restricted to University business only; these should not be used to solicit or further private business.

4.0 Procedures

International telephone call requests

4.1 The International Call request timings are from 09:30 to12:45 hours and 14:15 to17:45 hours. In an urgent situation, request for calls will be accommodated out of these hours.

4.2 The completed 'International Call Request Form' is to be emailed to the Receptionist.

4.3 The 'International Call Request Form' should be submitted normally one day in advance. Please ensure you are available and be accessible on telephone when the line is being transferred. If you are then required to be away and will not have access to the landline, you are required to inform the Receptionist.

4.4 International Call requests are approved by the Dean of Faculty for members of academic staff and by the Chief Operating Officer (Registrar) for members of administrative staff.

Business cards

4.5 Requirements for letterhead, envelopes must be placed with the Head of Operation.

4.6 Requirements for business cards must be placed with the Communications and Corporate Relations Department on the Business Card Approval Form (HR/17) after this has been approved by the Head of Department or Dean of Faculty, and the Vice Chancellor or the Chief Administrative Officer.

4.7 The form must be recommended by the Dean or Admin Section Head and approved by the Vice-Chancellor or Chief Administrative Officer before it is forwarded to the Marketing Coordinator.

4.8 Business Cards will comply with the University's principles on named position titles:

4.8.1 indicate the function and main purpose of the position;
4.8.2 be simple and free of technical jargon;
4.8.3 be gender neutral;
4.8.4 appear consistently on all documentation for the position.

4.9 The artwork will be approved by the employee before it is sent for printing to the University's authorised printer.

Document History

Policy Number/Version	Date	Update Information	Approval
(11.9/V01)	Apr. 2018	Renumbering, Renaming (Merger of 4.21/V01 - 'Policy for Printing and Use of Official Stationery' and 4.17/V01 'Telephone Usage Policy', Restructuring, Rewording	Council

Cybersecurity

Policy number/version		11.10/V01
Section		OPERATIONS
Type		University-wide policy
Date of creation		November 2020
Date of last revision		March 2021
Date of approval of current version		March 2021
Post/section with responsibility for implementation and monitoring		Chief Administrative Officer
Approved by		University Council
Policy review	Latest review by	Head of IT
	Latest review date	August 2025
	Review outcome	Rewording
	Next review date	August 2026
Cross reference/related documents		1.0 Policies and procedures manual 5.0 Student Handbook 11.6 Acceptable use of information technology

1.0 Rationale and principles which this policy seeks to uphold

1.1. All University IT facilities and services will be protected by effective management of cybersecurity risks.

1.2. To ensure, as far as is reasonably possible, the confidentiality, integrity, and availability of all systems and services are adequately protected from known and unknown, anticipated and unanticipated threats.

2.0 Scope

2.1. Applies to the IT infrastructure and services of the University.

2.2. Applies to anyone who uses any of the University's IT resources in any capacity.

3.0 Policy

3.1. The University will control access to information systems, products or services in order to lower the risks and threats facing users, hosts, networks and business operations.

3.2. The University will follow best practices and processes by which individuals' access and permissions are activated (provisioned), reviewed and deactivated (de-provisioned) consistent with their roles and responsibilities.

3.3. It is the responsibility of the user to create a strong password and to safeguard its confidentiality. At no time should the user grant access to his/her account by providing someone else the password.

3.4. Knowing the correct username and password combination does not constitute authorisation for access; prior authorisation to access an account must have been granted.

3.5. All activity from a University username is the responsibility of the individual to whom the account is assigned. All activity from a University computer is the responsibility of the person logged onto that computer.

3.6. Network restrictions preventing unauthorised or illegal access to systems, services and resources will be applied.

3.7. All use of email must be consistent with the relevant University policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.

3.8. The University email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Users who receive any emails with this content should report the matter immediately.

3.9. Any breach of this policy will lead to an investigation and may lead to disciplinary action against the offender in accordance with the University's existing disciplinary policy and procedures.

4.0 Procedures

Account privileges and reviews

4.1. User accounts must be managed according to the principle of least privilege. Users should only be given the minimum access and permissions required to perform their assigned duties.

4.2. Account privileges should be reviewed any time users change position, job requirements, or when their employment is terminated. At a minimum, local system, application and SaaS accounts privileges must be reviewed on an annual basis to ensure only valid user accounts are active and permissions are appropriate to secure data and resources.

Account security

4.3. Users are prohibited from:

4.3.1. revealing their password or username to anybody and/or to let other people use their accounts;
4.3.2. violating the privacy of others on the computer systems;
4.3.3. leaving their workstation logged in when unattended. Action will be taken against people who leave their station logged in and unattended.

4.4. Passwords must adhere to the acceptable password policy.

4.5. Users who access the University systems using their personal devices (BYOD) must take reasonable steps to ensure that their own computer systems, including personal email accounts, are kept secure and an up-to-date anti-virus programme is installed and run. IT Services may provide guidelines upon request but does not offer support for personal devices beyond the scope defined in the IT Support Policy.

4.6. Administrator access on any University-owned device must not be granted to users to avoid accidental download/install of malware/ransomware or potentially harmful software on the device.

4.7. Password reset for all accounts should be done by users themselves using password reset tools and self-service portal with Multi-Factor Authentication (MFA) verification where applicable.

4.8. The IT department will reset a user password only when necessary to troubleshoot an issue and after seeking approval from the user, Head of department and Head of IT.

Internet and network

4.9. All University-owned devices will be installed with latest version of University-approved security software, such as antivirus or extended detection and response (XDR) tools like SentinelOne. These tools must be updated and monitotered on a regular basis to ensure device compliance and threat prevention.

4.10. Authentication will be required to access the University's wireless network; guest and personal devices must be isolated and will not gain access to University resources such as network drives or intranet applications. Web applications will however remain accessible.

4.11. The installation of network electronic equipment (that includes but is not limited to routers, remote access devices, modems, wireless access points, or any other devices that allow access to the University network) is prohibited.

4.12. Installation of servers (web, email, etc.) must be coordinated with the IT department. This includes devices with web interfaces for management. The use of centrally provided resources is strongly encouraged; however, if the centrally provided resources are unable to satisfy the need, a local server may be considered with the approval of the Head of IT.

4.13. Systems that do not require internet access should use private addressing and and restricted from external access via firewall or VLAN policies.. Examples of such systems are accounting application, HRMS core application, or other embedded systems that use IP for management.

4.14. Unauthorised network services such as DHCP, BOOTP, DNS, Proxy, etc. are prohibited; such services are centrally provided on the University network. University public IP addresses may not be registered with outside DNS authorities. Only the IT Services department is authorized to provision such services. Exceptions may be considered under exceptional circumstances with prior written approval from the Head of IT, relevant department head, and in compliance with applicable legal and regulatory requirements.

4.15. Access to certain areas of the University network from the internet will require the use of a Virtual Private Network along with Multi-Factor Authentication (MFA) to authenticate and encrypt the communication.

4.16. Users must not install any software on University computing devices without the prior approval of the IT department.

4.17. Users must adhere to the internet and network code of conduct defined under the Acceptable Use of Information Technology policy.

Email security

4.18. The University will apply industry-standard spam and threat filtering for all incoming external emails.

4.19. User email accounts will be protected with sender authentication, DMARC, DKIM, SPF, and Multi-Factor Authentication (MFA), to reduce risk of phishing, account hijacking, and unauthorized access.

4.20. The University will apply mechanisms such as but not limited to uch as name spoofing detection, domain reputation checks, and anomaly-based email filtering to prevent abuse of University identities/emails in internal and external communications, and to prevent email or employee name spoofing

4.21. Users must report all suspected phishing attempts immediately using the built-in "Report Phishing" feature in Microsoft Outlook. Reports are automatically forwarded to the to the IT department. for investigation. If Outlook reporting is unavailable, users should notify IT Services via email, MS Teams message or the official service desk phone system.

4.22. Users must adhere to the email code of conduct defined under the Acceptable Use of Information Technology policy.

Cybersecurity incident management

4.23. A cybersecurity incident is an event involving an actual or potential malicious actor that threatens the confidentiality, integrity or availability of information assets or otherwise breaches the University's Cybersecurity Policy. The source of a cybersecurity incident may be accidental, malicious or from significant exposure to a known threat.

4.24. Incidents should be reported immediately to the IT department in order to defend and minimise harm to impacted individuals and minimise damage and other risk.

Cybersecurity vulnerability testing

4.25. Security testing will be performed against systems, processes and people to determine vulnerability to cyber threats. The results of these test processes will only be used to measure and improve service quality and protection against cyber threats.

4.26.

Document History

Policy Number/Version	Date	Update Information	Approval
(11.10/V01)	Mar. 2021	New Policy	Council

Professional Development Institute (PDI) Training Procedures

Policy number/version		11.7.1/V01
Section		Operations
Type		University-wide policy
Date of creation		August 2024
Date of last revision		New Policy
Date of approval of current version		February 2025
Post/section with responsibility for implementation and monitoring		Head of Professional Development Institute
Approved by		Executive Office
Policy review	Latest review by	Head of Institutional Planning & Projects
	Latest review date	New Policy
	Review outcome	New Policy
	Next review date	August 2025
Cross reference/related documents:		3.8 Recognition of Prior Learning

1.0 Rationale and principles which this policy seeks to uphold

1.1. The British University in Dubai (BUiD) recognizes the importance of high-quality vocational education and professional development in contributing to individual growth, organizational success, and national economic development.

1.2. This policy outlines the procedures for designing, delivering, and evaluating vocational educational programmes and professional development courses offered by the Professional Development Institute (PDI) at The British University in Dubai (BUiD), ensuring compliance with the National Qualifications Centre (NQC) and Knowledge and Human Development Authority (KHDA) requirements. This policy supports the strategy, quality and consistency of professional development education and vocational education at BUiD.

2.0 Scope

1.3. This procedure applies to all locations and vocational educational programmes and professional development courses offered by the PDI at BUiD, regardless of delivery mode (e.g., face-to-face, online, blended), duration, or target audience. This includes but is not limited to:

1.3.1. micro-credentials

1.3.2. short courses

1.3.3. professional development

1.3.4. executive courses

1.3.5. boot camps

1.3.6. seminars; and

1.3.7. tailored training programmes.

1.4. This procedure does not apply to the following:

1.4.1. commercial services of a non-educational nature provided by BUiD to external parties.

1.4.2. BUiD staff members teaching at another institution under external contractual arrangements.

3.0 Definitions

1.5. Vocational Education: Education and training designed to provide learners with the knowledge, skills, and competencies required for specific occupations or trades.

1.6. Professional Development: Activities undertaken by individuals to enhance their existing skills, knowledge, and competencies, or to acquire new skills for career advancement or personal growth.

1.7. NQC (National Qualifications Centre): The UAE federal body responsible for the development, implementation, and quality assurance of the national qualifications framework.

1.8. KHDA (Knowledge and Human Development Authority): The regulatory authority for the education sector in Dubai, responsible for quality assurance and licensing of educational institutions.

1.9. PDI (Professional Development Institute): The dedicated arm of BUiD responsible for the design, delivery, and evaluation of vocational education and professional development programmes.

1.10. Programme/Course: A structured learning experience with defined learning outcomes, assessment methods, and duration.

1.11. Micro-credential: A certification of specific skills or competencies, typically smaller and more focused than a traditional degree or diploma. Micro-credentials validate the acquisition of knowledge and abilities in a particular area, often aligned with industry needs and demonstrable through assessments. They can be stacked or combined to build towards larger qualifications.

4.0 Policy

1.12. The PDI's operations are guided by the following principles:

1.12.1. Learner-centeredness: Programmes and courses are designed to meet the needs and aspirations of learners.

1.12.2. Quality assurance: Rigorous quality assurance processes are implemented throughout the programme lifecycle.

1.12.3. Relevance and responsiveness: Programmes are aligned with industry needs and current best practices.

1.12.4. Accessibility and inclusivity: Efforts are made to ensure programmes are accessible to a diverse range of learners.

1.12.5. Continuous improvement: Regular evaluation and feedback mechanisms are used to enhance programme effectiveness.

1.12.6. Compliance: All programmes and activities comply with NQC and KHDA regulations and guidelines.

1.13. PDI's training programmes can be assessed or non-assessed.

1.14. Assessed programmes mandates participants to formally demonstrate the achievement of the learning outcomes of the programme.

1.15. Certain PDI programmes may have minimum eligibility requirements (e.g. work experience, academic qualifications, English language proficiency), subject to the approval of the programme accrediting body (if applicable) or the programme instructor.

5.0 Procedures:

PDI Programmes Design and Development:

1.16. The programme design and development process include the following:

1.16.1. Needs Analysis: Conduct thorough needs assessments to identify skill gaps and training requirements.

1.16.2. Curriculum Development: Design curriculum aligned with learning outcomes, industry standards, and NQC/KHDA requirements.

1.16.3. Resource Allocation: Allocate appropriate resources, including qualified instructors, learning materials, and facilities.

1.16.4. NQC/KHDA Approval (where applicable): Secure necessary approvals for programmes requiring accreditation or licensing.

1.17. Programmes that are offered in collaboration between two or more faculties require the endorsement/approval of all parties.

1.18. Approved PDI programmes must be registered with the local authorities – KHDA and NQC (as applicable) for recognition and attestation purposes.

1.19. A proposal for a new PDI programme must address the following aspects, and the faculty may require other aspects to be addressed in addition to these:

1.19.1. strategic rationale for the programme;

1.19.2. target audience;

1.19.3. industry links, where relevant;

1.19.4. financial viability;

1.19.5. fee structure;

1.19.6. educational design and deliverability

1.19.7. terms and conditions; and

1.19.8. qualifications of instructors.

1.20. Before endorsing/approving a PDI programme, the academic dean (or delegate) and the Head of PDI must approve the programme to ensure the viability and value.

1.21. The design of a programme will specify the following, where relevant:

1.21.1. eligibility requirements and prerequisites

1.21.2. terms and conditions of participant registration

1.21.3. learning outcomes

1.21.4. volume of learning (in hours), including structured learning activities and self-directed learning

1.21.5. details of any credit towards and/or pathways into BUiD courses

1.21.6. accreditation by professional bodies

1.22. PDI programmes may be offered with the involvement of a third party under the following conditions:

1.22.1. The third party must have demonstrated credibility suitable to the type of arrangement.

1.22.2. The third party must show a strong commitment to the intended partnership arrangement.

1.22.3. the arrangement is likely to attract an agreed minimum number of students within an agreed period.

1.22.4. Third-party arrangements must be established under a formal agreement.

Programme Delivery:

1.23. The programme delivery process includes the following:

1.23.1. Instructor Selection: Recruit and train qualified instructors (this includes any certifications as required by accrediting bodies for approval of the individual as an instructor on the course) with relevant expertise and pedagogical skills.

1.23.2. Learning Environment: Create a conducive learning environment that supports learner engagement and interaction.

1.23.3. Assessment (where applicable): Implement appropriate assessment methods to measure learner progress and achievement of learning outcomes.

1.23.4. Learner Support: Provide adequate learner support services and access to learning resources.

1.24. PDI programmes can be offered at times and venues (including online) appropriate to the programme and are not limited to the university's teaching periods or facilities.

Governance and Management

1.25. Head of PDI: Oversees the development, implementation, and evaluation of all PD courses, micro credentials and examinations and reports directly to the Vice Chancelor.

1.26. The Head of PDI is responsible for

1.26.1. providing strategic leadership and planning for PDI.

1.26.2. quarterly monitoring and reporting on quality and financial performance of PDI programmes.

1.26.3. interacting with faculties for the design and delivery of PDI courses

1.26.4. maintaining a central register of all PDI programmes/courses.

1.27. Course Coordinators: Responsible for the day-to-day management of individual courses, including, logistics, and participant support.

1.28. Instructors: Deliver high-quality instruction aligned with course objectives and learning outcomes as per NQC/KHDA standards and shall be responsible for maintaining professional certifications as required

1.29. Participants: Actively engage in learning activities and provide feedback on course effectiveness.

Programme Evaluation:

1.30. The programme delivery process includes the following:

1.30.1. Data Collection: Collect data on learner satisfaction, programme effectiveness, and impact on learner outcomes.

1.30.2. Analysis and Review: Analyse evaluation data to identify areas for improvement and inform programme revisions.

1.30.3. Reporting: Report evaluation findings to relevant stakeholders, including BUiD management, NQC/KHDA (as required), and programme participants.

Quality Assurance:

1.31. The Head of PDI has overall responsibility for the quality of the programmes and for reporting on the quality and viability of programmes through the following activities:

1.31.1. ensure there is a process for collecting feedback from participants in each programme.

1.31.2. review the quality, viability and strategic value of each programme before the end of its approval period, unless the programme will cease

1.31.3. report the outcomes of the review to the Vice-Chancellor or his nominee.

1.32. The programme quality assurance process includes the following:

1.32.1. Internal Review: Conduct regular internal reviews of programmes and processes to ensure quality and compliance.

1.32.2. External Review: Participate in external quality assurance processes conducted by NQC/KHDA.

1.32.3. Continuous Improvement: Implement a continuous improvement cycle based on evaluation findings and feedback.

1.33. The programme/course quality evaluation including participant feedback, instructor evaluations, and achievement of learning objectives through:

1.33.1. Data Analysis: Analyse evaluation data to identify trends, strengths, and areas for improvement.

1.33.2. Continuous Improvement: Implement corrective actions and make necessary adjustments to improve course quality and effectiveness.

1.34. Compliance with NQC/KHDA Standards: Ensure compliance with all NQC/KHDA requirements for PDI courses, including quality assurance standards, licensing requirements, and reporting procedures.

1.35. programmes may be stopped if the demonstrated risk to the University in quality, financial viability or reputation on a recommendation from the Head of PDI.

Records Management:

1.36. Maintain accurate and up-to-date records of all PDI courses, including participant lists, attendance records, evaluation reports, and training materials.

1.37. Ensure the confidentiality and security of all participant information.

Review and Updates:

1.38. Regularly review and update this policy to ensure its relevance, accuracy, and compliance with NQC/KHDA requirements.

1.39. Conduct periodic reviews of all PDI courses to ensure their continued effectiveness and relevance.

Document History

Policy Number/Version	Date	Update Information	Approval
(11.12/V01)	AY 2025-2026	New Policy	Council

الجامعة البريطانية في دبي

The British University in Dubai

SECTION 12 | Revision and Updating History

Approvals

BUiD Policies and Procedures Manual Revision and Updating History

No.	Document History	Date	Revision and Updating History
1	1.0/V13. Policies and Procedures Manual	AY 2024-2025	**1. Revised Policies** ▪ 1.2 Mission and Strategy ▪ 1.7 Organisational Leadership ▪ 1.8 Statutory Bodies ▪ 2.1 Curricula approval and revision ▪ 2.4 Programme level study hour allocations ▪ 2.7.1 Programme review ▪ 2.9 Module descriptor ▪ 2.13 University Qualification Framework ▪ 3.1 Student records ▪ 3.2 Graduate admissions ▪ 3.2.1 Programme admission requirements V02 ▪ 3.6 Undergraduate admissions ▪ 3.6.1 Procedure for undergraduate admissions ▪ 4.2 Attendance ▪ 5.1.1 Appointment role and expectations of external examiners ▪ 5.1.4 Dissertation framework ▪ 5.2.1 Assessment regulations of doctoral degrees ▪ 5.3.1 Academic honesty and integrity ▪ 5.3.2 Academic Appeals ▪ 5.4 Undergraduate assessment regulations V02 ▪ 6.3 Student grievance ▪ 7.1 Library and learning resources ▪ 7.2 Library collection ▪ 10.2 Research conduct ▪ 10.4 Budgets in proposals for externally funded research ▪ 11.7 Institutional relations and professional development **2. New Policies** ▪ 11.7.1 Professional Development Institute (PDI) Training Procedures ▪ 8.15 Staff Attendance Policy ▪ 6.15 Students' Academic Recognition ▪ 5.8 Generative AI Usage Guidelines **3. Terminated Policies** -
2	1.0/V12. Policies and Procedures Manual	AY 2023-2024	**1. Revised Policies** ▪ 1.8 Statutory Bodies ▪ 1.15 Honorary awards

No.	Document History	Date	Revision and Updating History
			▪ 3.2 Graduate admissions ▪ 3.2.1 Programme admission requirements V02 ▪ 3.3 External credit transfer V02 ▪ 5.2.1 Assessment regulations of doctoral degrees ▪ 5.6 Proof-reading ▪ 9.2 Benefits ▪ 9.3 Leave V02 **2. New Policies** ▪ 1.1.1 University Council and Vice Chancellor Performance Evaluation Policy ▪ 3.8 Recognition of Prior Learning ▪ 6.14 Student Council ▪ 8.1.5 Appointment of Professor of Practice ▪ 10.7 Internal Research Projects and Grants **3. Terminated Policies** ▪ -
3	1.0/V11. Policies and Procedures Manual	AY 2022-2023	**1. Revised Policies** ▪ 1.7.1 Organisation structure ▪ 1.11 UK University alliance ▪ 1.15 Honorary awards ▪ 2.2 Graduation requirements ▪ 2.4 Masters level study hour allocations ▪ 3.2 Graduate admissions ▪ 3.2.1 Programme admission requirements ▪ 3.3 External credit transfer V02 ▪ 3.4 Transfer out of concentration or programme ▪ 3.6 Undergraduate admissions ▪ 4.2 Attendance ▪ 4.5 Suspension of study ▪ 5.1.4 Dissertation framework ▪ 5.2.1 Assessment regulations of doctoral degrees ▪ 5.3.2 Appeals ▪ 6.6 Doctoral training centre ▪ 6.8 Supervision for doctoral students ▪ 8.1 Roles and responsibilities of academic staff V02 ▪ 8.4 Orientation and induction ▪ 8.13 Employment contracts ▪ 9.1 Compensation ▪ 9.2 Benefits ▪ 9.3 Leave V02 ▪ 10.2 Research conduct ▪ 10.3 Ethics in research involving human subjects ▪ 11.3 Finance V2

No.	Document History	Date	Revision and Updating History
			2. New Policies ▪ 1.18 Equity and Diversity ▪ 1.19 Sustainability ▪ 1.20 Community Engagement ▪ 2.11 Degree Audit Policy ▪ 2.13 University Qualification Framework ▪ 2.14 Modes of study ▪ 5.7 Examination Hall Protocol ▪ 10.6 Registration and commercialisation of intellectual property rights of creative work ▪ 11.11 Internal audit ▪ 11.12 Anti-corruption and bribery **3. Terminated Policies** ▪ 1.12 Sustainability and community engagement
3	1.0/V10. Policies and Procedures Manual	AY 2021-2022	**1. Revised Policies** ▪ 1.6 Teach-out ▪ 1.7 Organisational Leadership ▪ 1.8 Statutory Bodies ▪ 1.9 Policy development and Approval Framework ▪ 1.10 Institutional Effectiveness ▪ 2.2 Graduation Requirements ▪ 2.7 Evaluation of Learning and Teaching ▪ 2.7.1 Programme Review ▪ 2.8 Programme Specification ▪ 2.10 Module File ▪ 5.5 Online Examination Policy ▪ 5.6 Proof-reading ▪ 8.1 Roles and Responsibilities of Academic Staff V02 ▪ 8.3 Recruitment V02 ▪ 8.11 Staff Disciplinary Procedures ▪ 9.3 Leave V02 ▪ 11.1 Health and Safety ▪ 11.3 Finance **2. New Policies** ▪ 1.14 University Centres, Institutes, and Hubs ▪ 8.13 Employment Contracts ▪ 8.14 Nepotism and Employment of Relatives ▪ 8.15 Anti-corruption and Bribery ▪ 11.10 Cybersecurity **3. Terminated Policies** ▪ 4.8 Undergraduate Programme Completion Requirements ▪ 8.15 Anti-corruption and Bribery

No.	Document History	Date	Revision and Updating History
			▪ 5.1.4.1 Submission of project reports ▪
4	1.0/V09. Policies and Procedures Manual	AY 2020-2021	**1. Revised Policies** ▪ 1.6 Teach-out ▪ 1.8 Standing Committees ▪ 1.10 Institutional Effectiveness ▪ 1.12 Sustainability and Community Engagement ▪ 2.4 Masters Level Study Hour Allocations ▪ 2.7 Evaluation of Learning and Teaching ▪ 2.7.2 Peer Review Procedure ▪ 3.2 Graduate Admissions ▪ 3.2.1 Programme Admission Requirements V02 ▪ 3.6 Undergraduate Admissions ▪ 4.1.2 Review of Doctoral Student Progression ▪ 5.2.1.1 Doctoral Assessment Criteria ▪ 5.3.2 Appeals ▪ 5.4.1 Undergraduate Marking Criteria Matrix ▪ 6.3 Student Grievance ▪ 6.6 Doctoral Training Centre ▪ 6.8 Supervision for Doctoral Students ▪ 8.1 Roles and Responsibilities of Academic Staff V02 ▪ 8.1.1 Visiting Staff ▪ 8.1.2 Adjunct Staff ▪ 8.2 University Staff Role Analysis ▪ 10.3 Ethics in Research Involving Human Subjects ▪ 11.3 Finance **2. Terminated Policies** ▪ 5.1.2 Appointment Role and Expectations of Programme Quality Consultants ▪ 5.2.2 UK Academic Advisors for Doctoral Degrees ▪ 5.2.3 Adjunct Co- supervisor Appointment Policy
5	1.0/V08. Policies and Procedures Manual	AY 2019-2020	BUiD Policies and Procedure Manual was updated, rearranged and restructured.

University Council Approvals History

Approvals History

Number/Version	Date	Update Information	Approval
(1.0/V13)	Oct. 2025 AY 2025-2026	Policies and Procedures Manual	
(1.0/V12)	Nov. 2024 AY 2024-2025	Policies and Procedures Manual	Council
(1.0/V11)	Oct. 2023 AY 2023-2024	Policies and Procedures Manual	Council
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(1.0/V09)	Oct. 2021 AY 2021-2022	Policies and Procedures Manual	Council
(1.0/V08)	Oct. 2020 AY 2020-2021	Policies and Procedures Manual	Council