



MASTER OF SCIENCE IN HUMAN NUTRITION

Department of Food, Nutrition and Health

College of Food and Agriculture

Student Handbook
2019-2020



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Dear Graduate Student,

Welcome to the Master of Science in Human Nutrition Program at the Department of Food, Nutrition and Health (DFNH), College of Food and Agriculture (CFA), United Arab Emirates University (UAEU).

We have prepared this Handbook to provide you with a reader-friendly guide on important matters related to graduate studies at the DFNH. We hope that you will find the information provided herein helpful as you adopt the graduate culture and pursue your studies in the degree program.

The information in this Handbook is assembled from multiple sources, which include the UAEU Policies and Procedures. We encourage you to familiarize yourself with the materials in this document, especially those pertaining to academic rules and regulations. Furthermore, we encourage you to seek clarification or assistance from your program coordinator or the Office of the Assistant Dean for Research and Graduate Studies in CFA, or from the staff in the College of Graduate Studies. We hope you will find this Handbook a valuable resource for your education at UAEU. In addition, you can seek further information by consulting the *Graduate Student Handbook*, published by the College of Graduate Studies, which is accessible via this link: <https://www.uaeu.ac.ae/en/cgs/publications.shtml>

We wish you an enjoyable and productive academic journey with us and we look forward to being of service for your success

The United Arab Emirates University (UAEU) is the first national university in the UAE. Since its establishment in 1976, it has continued to be at the forefront of higher education. As a research-intensive university of international stature, UAEU works with its local and international partners to provide research solutions to challenge faced by the nation, the region and the world. The university has established Research centers of strategic importance, which are advancing knowledge in critical areas ranging from water resources to cancer treatments.

UAEU is currently ranked number one in the UAE, 5th among GCC universities and top 500 globally. UAEU continuously strives to provide the best education in the Middle East. Its extensive degree programs challenge students to excel in their respective fields on an international level through its globally renowned faculty members and innovative and extensive curricula. In 2010, the university moved to a new state-of-the-art campus situated in the Garden City of Al Ain. The -80hectare Campus is a showcase of modern architecture, high-tech laboratories, and specialized research centers, cutting-edge IT infrastructure and twenty-first century classroom technology.

The university enrolls approximately 14,000 students from sixty countries and seeks to provide an outstanding experience for every student. Today, UAEU is recognized by the global Community for its academic excellence, intercultural environment, and commitment to Scientific Research. Our continuing investment in facilities, services, and staff consolidate its efforts to serve as a model of innovation and excellence.

UAEU is licensed by the UAE Ministry of Education and accredited by the Commission of Academic Accreditation (CAA) of the Ministry. Furthermore, academic programs in some of the Colleges have obtained specialized accreditation from various international bodies, which include ABET (Accreditation Board for Engineering and Technology) for Engineering, AACSB (Association to Advance Collegiate Schools of Business) for Business and Economics, and CQAIE (Center for Quality Assurance in International Education) for Education.

In February 2016, UAEU was awarded initial institutional accreditation for a period of six years from the WASC Senior College and University Commission ([WSCUC](#)), considered one of the most prestigious academic accreditation institutions in the world. UAEU was awarded this prestigious accreditation for upholding the highest international academic standards of higher education in teaching, scientific research, and community service as well as for its commitment to three core values: student learning and success outcomes, quality and improvement, and institutional integrity, sustainability and accountability.

UAEU's academic programs have been developed in partnership with employers, so our graduates are in high demand. UAEU alumni hold key positions in industry, commerce, and government throughout the region. Our continuing investments in facilities, services, and staff ensure that UAEU will continue to serve as a model of innovation and excellence.

OVERVIEW OF THE MASTER OF SCIENCE IN HUMAN NUTRITION PROGRAM

United Arab Emirates University (UAEU) enrolled its first students in 1977 and produced its first graduates in 1981. UAEU is currently organized into eleven academic Colleges. Together, these colleges offer a total of more than 80 degrees at undergraduate and graduate levels (MSc, PhD, and DBA). All colleges are research-active and operate at undergraduate and postgraduate levels. The Master of Science in Human Nutrition program is housed in the College of Food and Agriculture (CFA).

Although the Master of Science in Human Nutrition is a relatively new program in the CFA, the college has a legacy of offering quality undergraduate and graduate education since 1980. The Master of Science in Human Nutrition Program will be offered by the Department of Food, Nutrition and Health (DFNH). The establishment of the Master of Science in Human Nutrition will generate qualified graduates with high credentials and will contribute significantly in raising the academic standards through specialized research in the field of nutrition and dietetics. It is anticipated that graduates of this program will contribute significantly to the advancement of the profession in various hospitals, research institutions, universities, industries, at national and international level.

Our students are served by a world-class and highly diverse faculty. Full-time students have access to an array of competitive scholarships, fellowships, and assistantships sponsored by the University and industry partners. They also benefit from specialized professional development activities tailored to their educational and research needs.

Our high academic standards, nationally and internationally accredited programs, and engaging partnerships provide ample opportunities for students of all walks of life to learn, develop and flourish for their own good and the goods of the nation and the society at large.

We welcome the opportunity to be of service to you and to help you reach your aspirations of higher learning.

PROGRAM DESCRIPTION

The Master of Science in Human Nutrition Program will be a full-time program delivered through a duration of 2 years. However, a part time option can also be considered. Students can be enrolled in the Program in every Fall semester of the academic year. The first 2 semesters (first academic year) courses will be delivered in the UAEU, on the 3rd semester students will be based in United Kingdom (UK) and courses will be delivered in the University College London (UCL), while the 4th semester students will be back in UAEU to carry on their remaining courses and will also be conducting their thesis research which will be co-supervised by one faculty member from UAEU and another faculty from UCL. Please, note that the UCL courses can be undertaken in Al Ain, UAE, under exceptional circumstances, which are decided in coordination with the student's UAEU and UCL supervisors.

This program will be offered with one option. It will be with a thesis research option, which will be carried out at the last semester of the study. The program requires a total of 32 credits. The thesis will be based on experimental original research. The program is of interdisciplinary nature and will be taught by the faculty members of Nutrition and Health Department at UAEU and Division of Medicine at UCL as per the signed agreement between the two universities.

In consultation with the Master of Science in Human Nutrition student advisor(s), the coordinator of the program may require individual students to complete additional courses or requirements according to their needs for preparation. Such requirements become conditions for the completion of the degree.

Further information on student life, the resources available to students and policies, rules and regulations can be found in the graduate student handbook, published by the College of Graduate Studies, which is accessible via the following link:

<https://www.uaeu.ac.ae/en/cgs/publications.shtml>

The Master of Science in Human Nutrition Program Mission

The Master of Science in Human Nutrition program is designed to provide highly specialized professionals who wish to pursue a successful career or more advanced degree in nutrition and related fields.

This mission statement is derived from and supports the missions of the United Arab Emirates University (UAEU), College of Food and Agriculture (CFA), Department of Food, Nutrition and Health (DFNH), and University College London (UCL).

The United Arab Emirates University mission

The UAEU Mission is to “continue its positive contribution to the advancement of UAE by delivering undergraduate and graduate education that meets international standards, engaging effectively with the community and the world to foster knowledge creation and dissemination, and enhancing the research capacity of the country.

The College of Food and Agriculture mission

The CFA mission falls into three main points:

- To offer high quality programs and provide the country with qualified needed graduates
- To conduct high quality research to better meet national needs and international standards
- To establish effective partnerships with public and private sectors.

The Department of Food, Nutrition and Health mission

To contribute to the UAE, the region, and the globe through progressive high quality education, and through innovative research in the prevention and management of chronic diseases, in food safety and quality, in the development of novel and functional foods, while enhancing the understanding of the population on the important links between food and health through effective and creative outreach programs.

The University College London mission

The UCL mission is stated as “a diverse intellectual community, engaged with the wider world and committed to changing it for the better; recognized for our radical and critical thinking and its widespread influence; with an outstanding ability to integrate our education, research, innovation and enterprise for the long-term benefit of humanity”.

Program Goals

- To equip students with advanced knowledge, scientific research and problem-solving skills in human nutrition at the individual, family and community levels.
- To provide students with comprehensive educational experience to perform outcome-based research, as well as prepare graduates to pursue more advanced degree.

Program Learning Outcomes

- To evaluate the impact of nutrition on health status of individuals and communities.
- To design nutrition interventions using scientific evidence in improving health and well-being of individuals and communities.
- To complete outcome-based research by using ethical guidelines and appropriate research methods of assessments and analysis

- To demonstrate advanced writing and oral communication skills using the scientific literature

WHO IS WHO IN MASTER OF SCIENCE IN HUMAN NUTRITION AT THE DFNH

The CFA Assistant Dean for Research and Graduate Studies manages the graduate affairs of the college in collaboration with the College of Graduate Studies. The Academic Advisor, in cooperation with the Program Coordinator, advises and assists the student in their day-to-day endeavors.

Assistant Deans for Research and Graduate Studies

The Assistant Dean for Research and Graduate Studies is a faculty member of the CFA, who is appointed to serve the graduate communities of the college and liaise with the College of Graduate Studies (CGS) on all graduate matters.

Program Coordinator

Program Coordinator is a faculty member who is appointed to coordinate all matters related to the master's graduate degree program in collaboration with the Department Chair and the Assistant Dean of the CFA. The name of the Coordinator is listed in the program directory.

Faculty Advisors

Every student has an academic advisor for the Master of Science in Human Nutrition program. The Advisor is responsible for guiding the student on all academic matters concerning the Master's program. Students must choose their advisors, or have advisors assigned to them, by the end of their first semester of enrollment. The College records the advisors' designation in the Banner Student Information System. A student may change his/her advisor by submitting a "Request to Change Advisor". For the thesis component the students will choose their main supervisor from the DFNH and a co-supervisor from UCL.

Graduate Student Ambassadors

The Graduate Student Ambassadors (GSA) is a group of graduate students who serve as a liaison between the graduate student community and the College of Graduate Studies on matters related to graduate education and related activities. In addition, GSA will play a role in the program advisory board as well as be the voice for the student needs.

Master of Science in Human Nutrition Program Directory

Assistant Dean for Research and Graduate Studies:

Dr. Sajid Maqsood (Tel: +971 3 713 4591; Email: Sajid.M@uaeu.ac.ae).

Name	Position, Title, and Contacts	Research Area
Department of Food, Nutrition and Health, CFA, UAEU		
Faculty		
Dr. Ayesha Salem Obaid S. Al Dhaheri	<i>CFA Vice Dean, Program Coordinator Professor Tel: +971 3 713 6020 Email: Ayesha_Aldhaheri@uaeu.ac.ae</i>	Glycemic Index of local foods Management and prevention of diabetes Growth assessment Dietary intake interventions Metabolic syndrome assessment
Dr. Habiba Isse Ali	<i>Department Chair Associate Professor Tel: +971 3 713 6556 Email: HabAli@uaeu.ac.ae</i>	Nutrition Education Diabetes Education Weight management Nutrition and Bariatric Surgery
Dr. Liliana Stojanovska	<i>Professor Tel: +971 3 713 6568 Email: Lily.Stojanovska@uaeu.ac.ae</i>	Nutritional and physical activity modalities in prevention of chronic diseases, including diabetes, cardiovascular and obesity Women's Midlife Health Nutritional and immunological modalities in mental health
Dr. Carine Platat	<i>Associate Professor Tel: +971 3 713 6558 Email: PlatatCarine@uaeu.ac.ae</i>	Insulin resistance Physical activity to prevent/manage chronic diseases Oxidative stress associated to chronic diseases Functional ingredients Polyphenols
Division of Medicine, UCL		
Faculty		
Dr. Nathan Davies	<i>Professor Program Director Tel: +44 (0) 2078392614 Email: Nathan.Davies@ucl.ac.uk</i>	
Staff, Department of Food, Nutrition and Health, CFA, UAEU		
Mrs. Aisha Matar	<i>Administrator 1 Tel: +971 3 713 6568 Email: A.Matar@uaeu.ac.ae</i>	
Ms. Sara Aljunaidy	<i>Senior Academic Advisor Tel: +971 3 713 4569 Email: Sara.Aljunaidy@uaeu.ac.ae</i>	

MASTER OF SCIENCE IN HUMAN NUTRITION ADMISSION REQUIREMENTS

The Master of Science in Human Nutrition is an affiliated program offered by the DFNH (75%) in collaboration with the Division of Medicine at University College London (UCL) (25%) in United Kingdom (UK). Thus, students should meet entry criteria of both Institutions.

UAEU Admission Requirements

The general master's program admission requirements at UAEU are set out on the University's website and are presented below:

- A cumulative Grade Point Average (GPA) of 3.0 on a 4.0 scale or equivalent, in all undergraduate work;
- A Bachelor's degree or its equivalent from an accredited university recognized by the UAE Ministry of Education; and
- A score of at least 6.0 on the IELTS (International English Language Testing System) Academic exam or equivalent, for all disciplines delivered predominantly in English. This test score must be less than two years old at the time of application, with the following exceptions:
- A native speaker of English who has completed his/her undergraduate education in an English-medium institution and in a country where English is the official language (see list of eligible native English-speaking countries); or
- An applicant with undergraduate degree from an English-medium institution who can provide evidence of acquiring a minimum TOEFL score of 500 on the paper-based test, or its equivalent, at the time of admission to his/her undergraduate program.

An applicant with a Bachelor of Science degree recognized by the UAE Ministry of Education may be granted conditional admission into the master's program in one and only one of the following cases:

- An applicant with an IELTS score of 5.5, or its equivalent. Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal (Preparation Course to Improve IELTS Course)
- Must achieve a minimum IELTS score of 6.0, or its equivalent, by the end of the student's first semester of study;
- May take a maximum of six (6) credit hours in the first semester, not including intensive English courses;
- Must achieve an overall GPA of 3.0 on a 4.0 scale in the first 9 credit hours of credit-bearing courses studied in the master's program.

An applicant with an undergraduate cumulative GPA less than 3.0 but equal or higher than 2.5, or its equivalent. Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal:

- May take a maximum of nine (9) credit hours in the first semester of study;
- Must achieve an overall GPA of 3.0 on a 4.0 scale in the first 9 credit hours of credit-bearing courses studied in the master's program.

An applicant with an undergraduate cumulative GPA less than 3.0 but with relevant work experience factored into the calculation of the GPA to become equal or higher than 2.5. Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal:

- May take a maximum of nine (9) credits hours in the first semester of study;
- Must achieve an overall GPA of 3.0 on a 4.0 scale in the first 9 credit hours of credit-bearing courses studied in the master's program.

UCL Admission Requirements

The student currently enrolled in the Master of Science in Human Nutrition program that is affiliated with UCL requires a CGPA 3.5, earned on the courses undertaken in UAEU in the first two semesters prior to enrolling in the UCL courses in the third semester, as well as a minimum score of 6.5 IELTS or equivalent score in any of the language proficiency tests listed below.

Language Requirement

Listed below are three of the English language qualifications and tests that are recognised by UCL to satisfy UCL's English language requirement for graduate study.

Either

- International English Language Testing System (IELTS) Academic Version:
This test is UCL's preferred English language qualification.
A minimum overall grade of 6.5 with a minimum of 6.0 in each of the subtests.

OR

- Test of English as a Foreign Language (TOEFL)
A minimum overall score of 92 with a minimum of 24/30 in reading and writing and 20/30 in speaking and listening

OR

- Cambridge Certificate of Proficiency in English
A minimum overall score of 176 with a minimum of 169 in all subtests

ACADEMIC ADVISING AND PLANNING

Academic advising is provided to graduate students by the designated faculty member who is associated with the Master of Science in Human Nutrition program in the CFA. The master's degree students who are interested in engaging in research projects are advised to consult with the CFA Assistant Dean for Research and Graduate Studies for guidance and information on the research areas of their faculty members.

Student Advisory Committee

Every graduate student must have an Advisory Committee, which consists of the student's faculty advisor and one or more faculty members. The Committee, which is headed by the student's Advisor, is responsible for monitoring the student's academic progress and provides guidance for the student's timely and successful completion of the degree requirements. The student acknowledges the formation of the Advisory Committee by signing the "Advisory Committee" form prepared specifically for the student.

Student Study Plan

Every graduate student needs a Study Plan, which is essentially a 'road map' of the requirements that the student must successfully complete in order to attain the degree. The Advisor along with the student and in coordination with the Advisory Committee prepare the Study Plan before the end of the first semester of the student's enrollment. The student indicates his/her acceptance of the plan by signing the "Study Plan" form prepared specifically for the student.

GRADES

At the end of every academic term, courses will be graded using letter grades to denote student performance. Final grades will be assigned and recorded only for students who are registered for the specific course. The academic performance expectations for graduate students are the B grade level (i.e., Very Good) or higher.

Grade Point Averages

The Grade Point Average (GPA) is a calculated value representing the student's academic performance for a specific period. The Office of the Registrar calculates, records, and reports a Semester GPA and a Cumulative GPA for each student at the end of each academic semester (regular semester or Summer session).

The GPA is a numerical average of the value of the student's final grades for the specific semester or cumulatively on a 4.00 quality point (QP) scale, weighted to reflect the credit hours assigned to each course and reported to two (2) decimal places. Grades in courses that do not carry University degree credit are not included in the GPA calculation.

The Semester GPA is the sum of quality points (credit hours x quality points for the letter grade assigned) for each course taken during the academic semester divided by the total number of credit hours attempted during the same academic semester.

The Cumulative GPA is the sum of quality points (credit hours x quality points for the letter grade assigned) for all courses taken at UAEU inclusive of the current academic semester, divided by the total number of credit hours attempted for all degree-credit courses taken at the University inclusive of the current academic semester. However, it should be noted that the UCL courses do not contribute to the CGPA calculation.

Both Semester and Cumulative GPAs may be affected by the exclusion of certain grades as provided under University policy. Grades excluded from GPA calculations are designated as such in the student's academic record and on all transcripts.

Academic Standing

The academic standing of a student is determined at the end of each regular semester, based on the grades received, as well as the student's cumulative graduate GPA. The student's semester or cumulative graduate GPA includes grades of courses at the 400 level or above which have been completed after enrolling in the graduate program at UAEU. Grades in graduate courses taken at other institutions and approved for transfer to the UAEU are not included in the student's graduate GPA.

Good Academic Standing

A graduate student whose cumulative graduate GPA is 3.00 or higher at the end of a regular academic semester is in Good Academic Standing.

Academic Probation

If a graduate student's semester GPA at the end of any semester is below 3.00, this student's registration for the subsequent semester will be put on a hold. The Advisor will remove a registration hold of his/her student after meeting with the student and developing a plan for the student to raise his/her GPA. The plan will restrict the student to enroll in a maximum of 9 credits hours for the semester and may include measures such as repeating courses with low grades and restricting registration to certain courses.

A graduate student whose cumulative GPA at the end of any semester is below 3.00 will be placed on Academic Probation, and this student's registration for the subsequent semester will be put on a hold that can be removed by the student's Advisor after a meeting with the student.

A graduate student who is on Academic Probation and whose semester GPA at the end of the semester is below 3.00 will receive second academic probation.

To minimize the risk of low grades, the program academic advisors will maintain constant contact with students to identify any potential threats, including monitoring each student's GPA. Furthermore, students will be encouraged to maintain their GPA at 3.2 or higher. In the case when a student's performance falls below a CGPA of 3.0 during the first year of his/her studies, he/she will not be able to continue for the 2nd year.

Repeating Courses

A student may repeat once no more than two different degree-credit courses in which the student has received a grade less than B. If the student's new grade in the repeated course is different than the old grade, only the higher grade will be included in the GPA calculation; however, the other grade will remain on the student's academic transcript.

Making Course Adjustments (Add/Drop)

Students may change their course registration for a semester by adding or dropping courses during the official Add/Drop period according to the Academic Calendar without any indication on their academic records or financial penalties.

Withdrawing from Courses

Students who wish to withdraw from a course after the Add/Drop period will have until the "Withdraw without Failure" deadline, which is the end of the fourth week of classes, to withdraw from courses without any grade or financial penalty. However, a student may still withdraw from courses after the fourth week and by the end of the sixth week of classes but will receive a grade of W and will have financial liability. Withdrawing from courses after the sixth week of classes will not be permitted. Therefore, if a student wishes to exit from a course for any reason, it is the sole responsibility of the student to officially withdraw from the course before the deadline. A student who stops attending the classes of a course without officially withdrawing from the course will receive a Failing grade in that course.

Course Registration

To meet the graduation requirements for the Master of Science in Human Nutrition Program, students must complete 32 Credit Hours (CrHs). These 32 CrHs are divided into 17 CrHs Required Courses, 6 CrHs of Elective Courses, and 9 CrHs of Thesis.

Except as stated in "Enrolling in Undergraduate Courses" Section below, master's degree students must register in graduate level courses.

- All continuing students must self-register through the on-line e-Services at the UAEU portal.
- Newly admitted students must register at the beginning of each semester during the period specified in the academic calendar. If newly admitted students are not registered at the start of the semester in which they have been admitted, their admission will be valid only for the following semester.

Enrolling in Undergraduate Courses

The Master of Science in Human Nutrition program students may enroll in undergraduate courses only in the following case:

To complete preparatory (or 'bridging') courses that are required for matriculation in the degree program. In this case, a maximum of 4 courses (or 12 credits) are allowed and the courses are recorded on the student's academic transcript but are not included in the GPA calculation.

REGISTRATION AND RECORDS

The UAEU's Registration Department in the Office of Enrollment Deanship is the trustee of all student records. The department supports students by providing the following services:

- Enrolling and registering students;
- Issuing official transcripts and diplomas;
- Issuing enrollment letters;
- Scheduling classes;
- Processing grades;
- Assessing and recording students' academic standing;
- Verifying and certifying degree completion;
- Preparing the academic calendar;
- Managing student academic records;
- Assist in processing student academic grievances and appeals;
- Managing student payments and maintaining student accounts;
- Maintaining the Student Information System;
- Preparing, updating, and publishing course schedules and class and exam timetables.

THE CURRICULUM

The Master of Science in Human Nutrition program students must complete 24 Credit Hours at UAEU and 8 Credit Hours at UCL, as shown in the table below.

Required Courses (17 Credits)				
Course Code	Type	Course Title	Credits	Institution
CMPH 602	R	Biostatistics I	2	UAEU
NUTR 635	R	Papers and Research Proposal Writing in Nutrition Related Subjects	1	UAEU
NUTR 615	R	Community Nutrition and Health Promotion	3	UAEU
NUTR 650	R	Current Topics in Nutrition	3	UAEU
NUTR 660 (UCL- GASNG001)	R	Disease-related malnutrition	2	UCL
NUTR 665 (UCL- GASNG002)	R	Fundamentals of Nutrition and Metabolism	2	UCL
NUTR670 (UCL- GASNG005)	R	Practical Nutrition Assessment	2	UCL
NUTR 675 (UCL- GASNG007)	R	Experimental Design and Research methods	2	UCL

Elective Courses (6 Credits)				
Course Code	Type	Course Title	Credits	Institution
NUTR 605	E	Advanced Nutrition Counseling Techniques	3	UAEU
NUTR 645	E	Advanced Nutrition and Chronic Diseases	3	UAEU
NUTR 625	E	Sport and Exercise Nutrition	3	UAEU
NUTR 630	E	Pediatric Diet Therapy	3	UAEU

Thesis (9 Credits)				
Course Code	Type	Course Title	Credits	Institution
NUTR 655	R	*Thesis Research	9	UAEU

R, Required

E, Elective

Model Study Plan for Full-time Students (32 CHs)

1st Semester (8 Credits)				
Course Code	Type	Course Title	Credits	Prerequisites
CMPH 602	R	Biostatistics I	2	
NUTR xxx	E	Elective	3	
NUTR xxx	E	Elective	3	
		TOTAL	8	

2nd Semester (9 Credits)				
Course Code	Type	Course Title	Credits	Prerequisites
NUTR 635	R	Papers and Research Proposal Writing in Nutrition Related Subjects	1	
NUTR 650	R	Current Topics in Nutrition	3	
NUTR 615	R	Community Nutrition and Health Promotion	3	
NUTR 655	R	*Thesis Research	2	CMPH 602, Concurrent NUTR 635 and NUTR650
		TOTAL	9	

3rd Semester (8 Credits) at UCL				
Course Code	Type	Course Title	Credits	Prerequisites
NUTR 660 (UCL-GASNG001)	R	Disease-related malnutrition	2	
NUTR 665 (UCL-GASNG002)	R	Fundamentals of Nutrition and Metabolism	2	
NUTR670 (UCL-GASNG005)	R	Practical Nutrition Assessment	2	
NUTR 675 (UCL-GASNG007)	R	Experimental Design and Research methods	2	
		TOTAL	8	

4th Semester (7 Credits)				
Course Code	Type	Course Title	Credits	Prerequisites
NUTR 655	R	*Thesis Research	7	CMPH 602, Concurrent NUTR 635 and NUTR650
		TOTAL	7	

R, Required

E, Elective. The student should get 6 Credits from the Electives Courses. The courses offered as electives are described in the application. Student may register up to 2 CH of elective courses from other major/program, upon the approval of the MSc Advisory Committee and in addition to the listed courses.

*The student may register 2 Credits per semester from Thesis Research (NUTR655) starting from the 2nd semester

Course Descriptions

The course descriptions below depict the code, name, allotted credit hours, main topics, and classification of the courses offered to the Master of Science in Human Nutrition students. Further, the descriptions indicate where the course is offered, at UAEU or UCL.

CMPH602	Biostatistics	2 Credits	Required
To introduce the basic statistical methods used in public health research. As part of this introduction, students will learn to make practical use of SPSS.			

NUTR 605	Advanced Nutrition Counseling Techniques	3 Credits	Elective
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This course is designed to assist students in developing advanced nutrition counseling skills. The course places great emphasis in practical skills in nutrition counseling using a variety of teaching methods and resources. Students are expected to engage in practical activities related to each topic covered both in-class and in the field (outside class). Peer evaluations of the practical activities will be applied throughout the semester. The course applies evidence-based theoretical models of behavior change and other techniques for effective nutrition counseling.

NUTR 615	Community Nutrition and Health Promotion	3 Credits	Required
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This course aims to provide students skills needed for the development and evaluation of community nutrition interventions for health promotion and disease prevention. Students will learn about types of epidemiologic studies and their applications in community nutrition and health. The course is designed to provide students skills in utilizing behavioral theory, conducting needs assessments, writing program objectives, developing intervention strategies, evaluating program implementation and effectiveness. The course also covers skills in grant writing and budget development for community nutrition interventions.

NUTR 625	Sports and Exercise Nutrition	3 Credits	Elective
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This course will focus on nutritional needs related to sport and exercise. Energy systems use will be considered according to the type of activity. The macronutrients, micronutrients and fluid needs will be examined. These sports nutrition concepts will be applied to recreational individuals and athletes. Ergogenic aids will be discussed. Special conditions affecting athletic performance and techniques for counseling athletes will be described.

NUTR 630	Pediatric Diet Therapy	3 Credits	Elective
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The course aims to provide a comprehensive understanding of the role of diet of infants, children and adolescents and their requirements in health and disease. This includes the treatment of disease with nutritional and dietetic therapy including obesity, diabetes, coeliac disease, allergy, cystic fibrosis, faltering growth, and nutritional support

NUTR 635	Papers and Research Proposal Writing in Nutrition Related Subjects	1 Credits	Required
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This course aims to provide the basic skills for writing research papers, searching and evaluating the scientific literature, summarizing information, identifying gaps, and finally writing research proposals in nutrition related subjects.

NUTR 645	Advanced Nutrition and Chronic Diseases	3 Credits	Elective
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This course covers issues in modern nutrition and chronic disease. The course will focus on the major non-infectious diseases present in Westernized countries that are caused by modifiable lifestyle choices and the role that diet plays in the maintenance of health or the risk of chronic diseases, including cardiovascular, hypertension, obesity, diabetes, cancer and respiratory diseases

NUTR 650	Current Topics in Nutrition	3 Credits	Required
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This course is aiming at discussing selective current nutrition issues about topics of interest for public, government and industry. Students will be prepared to analyze and criticize scientific data to provide evidence-based conclusions.

NUTR 655	Thesis Research	9 Credits	Required
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This course will focus on key skills students have to acquire to be able to conduct a research project in the right manner. This will include research design, research ethics, data collection and analysis as well as scientific data collection, reporting and presentation.

NUTR660 (UCL-GASNG001)	Disease Related Malnutrition	2 Credits	Required
Advanced analysis of the effect of disease on metabolism and nutritional status. Topics may include the metabolic response to starvation, injury and sepsis, how disease affects macronutrient and micronutrient requirements and antioxidant defenses, obesity - aetiology, pathogenesis in the short-term and long-term, nutrition and disorders of the intestine, liver, kidney and immune system, nutrition and intensive care.			

NUTR665 (UCL GASNG002)	Fundamentals of Nutrition and Metabolism	2 Credits	Required
The course will expand understanding of the biological roles of nutrients and their metabolism using basic knowledge in physiology, biochemistry, cell biology and molecular biology. It will integrate information on the roles of macronutrients in nutrition and health especially on their relationship to cardiovascular disease, diabetes and cancer, as well as provide a forum for discussing the experimental approaches to studying macronutrient metabolism and function.			

NUTR670 (UCL GASNG005)	Practical Nutrition Assessment	2 Credits	Required
This course will introduce students to the main techniques used to measure body composition and energy expenditure in clinical and community settings. One of the objectives will be to use simple experimental techniques to explore the relationship between lifestyle and body composition and between activity and energy expenditure.			

NUTR675 (UCL GASNG007)	Experimental Design and Research Methods	2 Credits	Required
The course will provide an introduction to the theory and skills required for the successful completion of a research project.			

Transfer of Credit

The University's policy on transfer students at the graduate level is publicly available on the website, and states that graduate credits earned at UAEU or another institution, which is recognized by the UAE Ministry of Education, within the preceding six years that have not been applied toward another degree (either at UAEU or elsewhere) may be eligible for transfer to the student's current degree program, considering the accreditation requirements of the program, if applicable. Up to a maximum of nine (9) graduate credits with a grade of B or higher in each course may be transferred from another institution provided they are not credits earned by internship, thesis or practicum.

A student transferring from another institution must have the required IELTS score, or its equivalent, and must be in good academic standing (a minimum cumulative GPA of 3.0 on a scale of 4.0, or equivalent). In programs offered jointly by UAEU and other universities, all graduate credits earned in the program at a cooperating university are eligible for transfer to UAEU.

A student who earns credits with a grade of B or higher in one UAEU graduate program and obtains a degree, and is later admitted to a graduate program at the same level, may transfer up to a maximum of nine credits from the previous program to the new program. All transfers must be initiated by the student at the time of admission to the program and require the approval of the Coordinator of the master's graduate program and the Assistant Dean. Course credits transferred from another university are listed in the student's transcript but are not included in the student's UAEU GPA.

Credit Hour Policy

The UAE University Credit Hour Policy can be found in the "Procedures of Policy No. (7) - Academic Calendar". It states that students will be awarded credit for a unit of study when they have demonstrated achievement of the learning outcomes defined for that unit, within an acceptable performance range. Learning outcomes defined for a unit of study must balance with UAEU expectations of the notional learning hours, a student should commit per credit hour weight assigned to that unit. Notional learning hours differ according to the type of unit – lecture, laboratory and internship – as follows (for a 15-week semester):

- A one credit-hour unit of study in a classroom or lecture course will require completion of 37.5 notional learning hours, including approximately 750 minutes of timetabled instruction and a minimum of a further 1500 minutes of independent study,
- A one credit-hour unit of study in a laboratory course will require completion of 37.5 notional learning hours, including 1500 minutes of timetabled instruction and a minimum of a further 750 minutes of independent study,
- A one credit-hour unit of study in an internship course will normally require the student to complete 45 notional learning hours, or 3 hours of internship-related assignments (workplace, preparation, post- internship tasks) for 15 weeks,
- The period over which the required hours of timetabled instruction and independent study are completed will be appropriate to the nature of a course and its learning outcomes, but should not be shorter than five 5 weeks for a course of 3 or more credit hours,
- The total learning hours exclude final examinations but include other student assessments planned as part of the learning in a course.

ATTENDANCE

Students are required to attend at least 85% of classes, including examinations related to the course in which they are registered. It is the responsibility of the College, in coordination with the relevant Department, to assign appropriate make-up work for the students to cover the classes that have been waived.

A student who misses 15% of the class meetings allotted for a course will receive a failing grade in the course (“FA” for Fail for Absences) unless the student has submitted a valid reason for the absence and has been approved by the Dean, in which case the student will be granted an “AW” (Administrative Withdrawal) grade. Students are responsible for checking and tracking their attendance records for each course using e-Services.

Students may take a leave of absence of up to 2 semesters. Subject to advising and other applicable requirements, students on a leave of absence are eligible to register for classes for the academic semester following their leave of absence.

GRADING SYSTEM

UAEU Grading Scheme

UAEU adopts the North American Credit System in which each course is assigned a certain number of credits. Students who enroll in credit-bearing courses receive letter grades for their performance in the course at the end of the term.

A student will be awarded credit for a unit of study when they have demonstrated achievement of the learning outcomes defined for that unit, within an acceptable performance range. Learning outcomes defined for a unit of study must balance with UAEU expectations of the notional learning hours a student should commit per credit hour weight assigned to that unit. Notional learning hours include timetabled class hours with an instructor, and study outside timetabled class hours independent of the instructor, such as reading, projects and homework, and preparation for classwork such as quizzes and presentations. Additional details on notional learning hours and how they differ from one type of study unit to another (e.g. for lecture, laboratory, and internship/practicum) are available in the Academic Calendar Policy and Procedures in the “Admissions and Enrollment” section.

The Grade Point Average (GPA) is a calculated value representing the student’s academic performance for a specific period. The Office of the Registrar calculates, records, and reports a Semester GPA and a Cumulative GPA for each student at the end of each academic semester (regular semester or Summer session).

The following are authorized as final course grades/marks with associated Quality Points (QP) for GPA calculation (Grades with QP denoted as “Not Applicable or NA” are not included in a student’s GPA calculation).

Performance	Grade	Score	Quality Points
Excellent	A	90 – 100	4.00
Excellent-	A-	87 – 89	3.70
Very Good +	B+	84 – 86	3.30
Very Good	B	80 – 83	3.00
Very Good-	B-	77- 79	2.70
Good +	C+	74 – 76	2.30
Good [MSc Pass (70%)]	C	70 – 73	2.00
Good- [MSc Fail (<70%)]	C-	67 – 69	1.70
Pass +	D+	64 –66	1.30
Pass	D	60 – 63	1.00
Fail	F	0 – 59	0.00
Failure for Absence	FA	00	0.00
Incomplete	I	-	-
Pass (in pass/fail courses only)	P	60 and more	Excluded
Not Passing (no credit awarded)	NP	0 – 59	Excluded
Continuing (satisfactory progress in a continuing course)		-	

Passing grade via proficiency or challenge exam		-	
Satisfactory	S	-	Excluded
Administrative Withdrawal	AW	-	Excluded
Withdrawal	W	-	Excluded

UCL Grading Scheme

Performance	Grade	Description
Exceptional performance – Distinction	91 - 100	An outstanding answer, work submitted publishable in current form.
High Distinction	81 – 90	An excellent answer, original and showing a deep and critical understanding of the question. Work potentially publishable.
Mid-range Distinction	76 – 80	Clear first-class answer: almost everything included that you can think of (containing critical discussion of facts or evidence). Well argued, to the point. No significant errors.
Low Distinction	70 – 75	A very good, correct answer, showing insight and well written.
High Merit	66 – 69	A well organized and well-expressed answer which shows clear understanding; a good number of correct facts, with no significant errors, but lacking the critical insight of a 1st class answer.
Mid-range Merit	65	
Low Merit	60 – 64	
High Pass	56 – 59	Undoubtedly sufficient to pass but not enough detail, and/or not sufficiently well constructed or well-argued to be considered for a 2:1. May have had potential for a higher grade but contains one or two significant errors.
Mid-range Pass	55	
Low Pass	50 – 54	MSc Pass (50%)
High Fail	46 – 49	MSc Fail (below 50%) Barely adequate number of relevant facts or a muddled presentation, important errors or very poor expression of material. Poor judgment about what is important.
Mid-range Fail	45	
Low-mid Fail	40 – 44	
Referrals	35 – 39	Inadequate information, small amount of good material with several errors. No judgement about balance of what is important or what is trivial. With a little extra work, candidate could pass.
Bad Fail	25 - 34	Tries to answer question set but has weak knowledge of subject/core concept. Numerous errors, poor presentation
Clear fail	15 – 24	Doesn't answer question set; little understanding of topic/core concepts but makes a few (2-3) relevant points.
Weak fail	1 – 14	Doesn't answer question set or is unacceptably brief, little/no understanding of the topic/core concepts but makes a single relevant point.
Zero	0	Irrelevant/unintelligible and/or doesn't answer question set or fail to provide an answer

RESEARCH PROPOSAL

The Research Proposal is a requirement that often comes immediately after the student successfully completes the Comprehensive Examination. In this case, a graduate student is required to prepare a concise and complete research proposal that clearly defines the research problem and objectives, as well as outlines the research methodology that the student plans to follow. The content and format of the research proposal should conform to the Proposal Preparation Guidelines, which are available on the CGS Intranet. Students are advised to check with their Program Coordinators on the logistics for submission and approval of research proposals.

Thesis

A Master Thesis presents scholarly work produced by a student who is pursuing the Master of Science in Human Nutrition degree. The thesis also demonstrates the student's familiarity with the literature of the field of study and reflects the student's reasoned selection and careful execution of research methodology. If the thesis is based on empirical research, it will show the student's ability to analyze and interpret research data.

A thesis documents must conform to the Guidelines for "Thesis and Dissertation Preparation", which are available on the CGS Intranet.

Copyright

The Copyright of a thesis is by the student, who is the author of the document. However, students are required to grant rights to the University to distribute their theses to users of the UAEU Library and to make limited copies, as well as make digital copies for library exchange or circulation. A complete "Declaration of Copyright License" statement is provided in the Thesis/Dissertation Preparation Guidelines document. The signed original Copyright License is submitted as a separate sheet to the CGS at the time of submitting the final thesis.

Declaration of Original Work

Every author of a thesis is required to declare that the thesis is an original research work that was done and prepared by the student under the guidance of his/her faculty advisor. A complete "Declaration of Original Work" statement is provided in the Thesis/Dissertation Preparation Guidelines document.

University Publishing of Thesis

All thesis of UAEU students are submitted in hard copy and electronic formats to the University Library where they are archived and made available to users of the Library. Furthermore, the Library makes every thesis available on the Internet through the ScholarWorks system (<http://scholarworks.uaeu.ac.ae>). Students who wish to delay the online publishing of their thesis for intellectual property reasons need to submit a request to impose an embargo for up to two years. The request form is available on the CGS Portal and must be submitted along with the Declaration of the Copyright License.

GRADUATION REQUIREMENTS

A typical student is expected to complete all requirements for the program in 2 years (4 semesters) for full time students and 4 years (8 semesters) for part-time students. Moreover, and as per university graduate studies policy on study periods, students from the Master of Science in Human Nutrition Program must complete all degree requirements within eight semesters after matriculation, excluding authorized leaves of absence.

Graduation Criteria

In order to graduate, students must fulfill the following criteria:

- Pass all required courses and complete a total of 32 credits,
- Maintain a cumulative GPA of at least 3.00,
- Obtain “Pass” for thesis evaluation and submit 5 bound copies of the thesis
- Have part(s) of the thesis published or accepted for publication in a peer reviewed journal or conference.

Graduation

Graduation is a culmination of a long process that begins with the student’s first enrollment in the degree program. A student is awarded the degree upon completing all the requirements of the degree program in which he/she is enrolled and in accordance with all applicable University policies. A graduate student must be in Good Academic Standing in order to be awarded a graduate degree.

In general, the final phase of the process, which occurs in the student’s last semester of enrollment, entails the following steps: (1) Applying for the degree, (2) completing all course requirements, (3) completing other applicable requirements (e.g. thesis), (4) and obtaining clearance for exit.

Applying for the Degree to Graduate

A graduate student who plans to graduate at the end of a particular semester (including Summer) must submit an application for graduation during that semester. The student must complete this step by applying to graduate online (via e-Services) before the end of the fourth week of classes in the semester. Failure to apply for the degree on time will result in delaying the student’s graduation until the following semester.

Note: A student must have an active registration during the semester in which he/she plans to graduate.

Exit Clearance

Upon completing all degree requirements at the end of the final semester, the graduate student must obtain clearances from various applicable units of the University, such as the Library, Hostel, Immigration and Student Accounts, by completing an “Exit Clearance Form” and securing all applicable signatures. This task is normally completed in the last few days of the semester.

Official Transcript, Attestation and Diploma

A graduate student can obtain an official academic transcript and an attestation of degree completion from the Registration Department upon the award of the degree, which is normally within three weeks after the end of the semester. However, the actual diploma will be available at the official graduation ceremony, which normally occurs in the Spring semester of the following academic year.

Steps Leading to Graduation for Students with Thesis

The following are detailed steps leading to graduation for students with a thesis in their final semester:

1. If the student has written a significant part of the thesis, the student meets with his/her advisor and assesses

progress and the status of completing all degree requirements and decides to prepare for graduation. [In the first 4 weeks of the semester]

2. Student submits an application to graduate by applying for the degree via e-Services early in the semester.
3. Student submits a complete draft of the thesis to the advisor for review by the Examination Committee.
4. Thesis must meet all requirements in the “Thesis and Dissertation Preparation Guidelines” document.
5. If the student is ‘cleared’ for the defense by the Examination Committee, then the student begins to prepare for the oral examination of the thesis to be held on a date agreed upon previously with advisor. Otherwise, the advisor provides the student with the Committee’s feedback/comments on the thesis and the student works with the advisor on addressing the Committee’s comments.
6. Student confirms defense date with the advisor and begins to prepare the defense presentation.
7. Student reviews draft of defense presentation with the advisor and rehearses it in preparation for the defense.
8. Student defends thesis before the Committee in a public session followed by a closed session with the Committee.
9. If the Committee’s decision is that the thesis is ‘Accepted’ or ‘Accepted with minor revisions’, then the student obtains the original signature of the External Examiner and the other Committee members on at least four (4) different copies of the Master Examination Committee Approval Page.
10. If the Committee’s decision is “Accepted with minor revisions”, then the student obtains the modifications requested by the Committee from the advisor and makes the necessary revisions and submits a revised copy of the thesis to the advisor for review.
11. Upon the advisor’s approval of the thesis, the student submits the complete final draft in hard copy, spiral-bound format to the College of Graduate Studies (CGS) for a final (format) review. [Within 7 working days of defense date]
12. The student makes requested changes and proceeds to print and bind at least four (4) original copies of the thesis.
13. Student secures remaining signatures on all bound copies of the Thesis.
14. Student delivers to the CGS the following: (1) all bound copies of the thesis, (2) the original, spiral-bound draft copy of thesis that was reviewed by the CGS, (3) the signed “Declaration of Copyright License” page, (4) a completed “Exit Clearance Form”, (5) the entire thesis as a single PDF file on a CD. [By the last day of final exams]

Note: It is the student’s responsibility to ensure that the final thesis conforms to all requirements stated in the “Thesis and Dissertation Preparation Guidelines” and the CGS reserves the right to reject theses that do not meet the stated requirements, which may lead to delay in the student’s graduation.

FEES AND FINANCES

Tuition Fees

Tuition is a charge for educational services that include teaching and instruction. It is assessed on a per credit hour basis at rates established by the University and may include purchase/rental of textbooks. Specific tuition charges can be affected by student classification, residency, academic program, and degree level.

Fees are charges for academic, personal, and related support services provided by or through the University, such as application processing, special course activities and services, housing, dining, direct services for individual students such as medical insurance and residency fees, academic records services, tuition installment payment fees, fines and late processing/late action fees, textbooks, and other fees as specified by the University.

Settling the Bills

General Information

Payments of fees are due by the end of the “Add/Drop” period of each semester. Invoices are issued to the students’ University email accounts. Students whose tuition charges are paid or guaranteed by a sponsor must submit a valid official letter of the financial agreement from the sponsor by no later than the second week of classes.

No grades or credits are given for a semester’s work until all charges have been satisfactorily settled. Failure to make the necessary financial arrangements can result in registration cancellation, denial of registration privilege, withholding of transcripts and documents, and a possible delay in graduation.

Payment Guidelines

Payment guidelines for all graduate programs are published on the University’s website under the Student Accounts Office.

Payment Methods

Payments can be made using e-payment, credit cards, checks and/or bank deposit slips to the University cashiers between the hours of 8am and 3pm, Sunday through Thursday, at the following location:

UAEU Cashier Office
Ground Floor
Crescent Building

Note: Cash payments at the Cashier are not accepted.

Bank details to be used for cash deposit to bank, or bank transfer:

Account Name: UAE University

Account Number: 012138845688

IBAN #: AE640450000012138845688

Bank: Abu Dhabi Commercial Bank, Al Ain, UAE (Formerly: Union National Bank)

Students submitting bank deposit slips are requested to write their full name and ID in the transfer instruction/deposit slip. A copy of the transfer confirmation/original deposit slip must be submitted to the cashier.

Installment Plan

Students wishing to arrange a tuition payment schedule must apply at the Student Account Office by the first week of classes. Applications must be submitted each semester individually and are subject to approval.

Refunds

Course Withdrawal Charges

Students who withdraw from courses after the Add/Drop period or have been approved to withdraw from the University may be entitled to a refund of charges. Students with such cases should check with the Student Accounts Office.

Delinquent Accounts

Students who do not pay their dues by the end of the Add/Drop period may be subject to several disciplinary actions, including but not limited to the following:

- Cancellation of current and/or future registration,
- Placing Hold on records,
- Denied academic services, and
- Requiring advance payment for future registration.

Financial Support

Graduate students have access to different types of support programs (e.g., scholarships, fellowships and assistantships) that provide financial assistance in various forms (e.g. tuition remission and stipend). The following is a list of the main programs offered by the university. Furthermore, students are advised to check with the CFA for other possible financial support opportunities that might become available on short-term or ad-hoc bases.

Chancellor’s Graduate Student Fellowships (Only Emiratis)

For more information and application: cgs.scholarships@uaeu.ac.ae

PhD Scholarship (All Nationalities)

However, talented undergraduate Emirati students at UAEU may be recruited to pursue graduate studies and can be awarded scholarships starting at the master’s level.

Research Grant Scholarships

Lists of annually funded projects are available on the CGS webpage in the “Scholarships, Fellowships, and Graduate Assistantships” section: www.uaeu.ac.ae/en/cgs/scholarship.shtml.

UAEU Fees

The Student Accounts Office manages student account transactions for tuition, housing, general deposits, and other charges on a student’s account. The Office also manages the invoicing and processing of student refunds. Students who require a tuition payment plan can contact the Office for making arrangements. In the case of courses offered for zero (0) credit hours, tuition and fee charges equivalent to the instructional time of the course may apply.

The University publishes annually a Schedule of Tuition and Fees listing the relevant fees and amounts. The following are the tuition fees per credit of all graduate program offerings for 2019-2020. A complete Schedule of Tuition and Fees is also available on the University’s website.

Table 1: Estimated tuition cost for UAEU

Cost per Item (AED)	Cost per Item (AED)	E.g. 1: Total 7 CrHs	E.g. 2: Total 9 CrHs
Application Fee: AED 200	Credit Hour: AED 3,350	AED 23,450	AED 30,150

For inquiries and assistance:

Office #13, Wing D4, Male Registration Area
Crescent Building
Phone: +971 3 713 4265/4284, Fax: +971 3 713 6987
Email: Student.Accounts@uaeu.ac.ae

UCL Fees

Table 2: Estimated tuition cost for UCL*

Semester	Amount to be paid (AED)
3 rd	45,000

*cost will be paid by the student; this cost varies from year to another as per the UK registration policy

ACADEMIC AND PERSONAL CONDUCT

UAEU expects all members of its academic community, including students, to function according to the highest academic, ethical and professional standards. Accordingly, students have certain rights and responsibilities, which are described by the "Student Code of Conduct" in the Student Affairs and Deanship section of the University's Policies and Procedures and, therefore, graduate students are responsible for their own academic and personal conduct consistent with the policies.

The Code of Conduct specifies actions that would be classed as misconduct (academic or non-academic) for which an offending individual or student organization would be subject to disciplinary sanctions. The Procedures are intended to ensure consistency and fairness for every student in the University through consistency in the adjudication of cases of student misconduct.

Rights and Responsibilities

UAEU seeks to foster a community that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests, that is free from violence, threats, and intimidation, and promotes health and safety of the University community.

Details on student's rights and responsibilities are provided in the "Student's Rights" section of the Procedures on "Student Conduct" under the Student Affairs Deanship.

Privacy and Confidentiality

The University safeguards the privacy of students and the confidentiality of their academic records. Accordingly, the Office of the Registrar is responsible for the privacy and confidentiality of the academic records of all students. Access rights to university employees, such as academic advisors and staff, are governed by rules and regulations that are managed by the Office of Enrollment Deanship. Employees with access to student records may not release any information to a third party without the prior consent of the student.

For more details on this subject, students should review the policy on "Academic Records - Academic Transcripts", under "Admissions and Enrollment".

SAFETY

At UAEU

In order to preserve the spirit of community and provide a comfortable safe environment for all students enrolled in the University, UAEU holds each member of its community responsible for respecting the rights, privileges and opinions of other members of the community.

UAEU has a comprehensive set of Occupancy Health and Safety (OHS) policies and procedures, which are presented in a manual that is available to all constituents of the University. They cover all aspects of health and safety including emergency evacuation procedures, first aid and fire and other emergencies. Furthermore, the Campus Development Department (CDD), in collaboration with the Student Affairs section, offer seminars on OHS to students on regular basis to promote awareness.

The OHS manual and all related policies, procedures and forms are available on the UAEU portal at <https://my.uaeu.ac.ae/en/fmd/Pages/Safety-and-Security-.aspx>.

At UCL

London is a safe city, but there are a few easy things we can all do to help reduce our chances of becoming a victim of crime.

Contacting the Security team

UCL has 24/7 security cover. If a student sees anything that causes him/her concern, they can speak to any member of the security staff. The Crime Prevention and Personal Safety Officer is a member of the security team focused on helping students avoid crime and supporting any students affected by it. Students can call the non-emergency number below to arrange an informal meeting.

- Emergencies on campus (from a UCL phone): 222
- Emergencies on campus (from a mobile phone): +44 (0)20 7679 2222
- UCL Security non-emergency number: +44 (0)20 7679 2108

GRIEVANCES AND APPEALS

UAEU is committed to fair and equitable treatment of students in all its academic and administrative processes. Accordingly, graduate students who have legitimate grievances or appeals may pursue them by submitting their claims in writing with official supporting documents to the Dean of their college.

According to the University's Policies and Procedures on "Student Academic Grievances and Appeals", an "Academic Grievance" is a claim by a student of mistreatment or unfair treatment in an academic or enrollment matter. And an "Academic Appeal" is a claim by a student of incorrect or erroneous application of a University academic policy or a request for an exception to a University academic policy.

The Student Academic Grievances and Appeals Committee handles all academic grievances and appeals university wide. Details on the procedures for processing appeals and the work of the Committee can be found in the Procedures of the "Student Academic Grievances and Appeals" Policy.

STUDENT SERVICES AND RESOURCES

This section lists and briefly describes miscellaneous services and resources that are available to students. Graduate students in need of services that are not listed in this document are advised to check the University's website or contact the College of Graduate Studies for information.

ID Cards

At UAEU

Upon admission to UAEU, all students will receive official Student Identification (ID) Cards from the Admissions Department for use while they are active students at the University. Students are required to carry their ID Cards while they are on campus and must present their Cards in order to obtain various services, including admission to final examinations, and to gain access to campus facilities. ID Cards are the property of UAEU, and a student must return his/her card to the University upon graduation or any other cessation of active enrollment at the University. Lost, found and stolen cards must be reported promptly to the Registration Department.

For inquiries and assistance:

Registration Department

Phone: +971 3 713 6769 (Female students)

Phone: +971 3 713 4281 (Male students)

Email: registration@uaeu.ac.ae

At UCL

The Master of Science in Human Nutrition student needs to present an acceptable ID upon arrival in the UK (usually a passport). As an international student who needs a visa, the student needs to bring confirmation of his/her right to study in the UK – this is usually his/her Biometric Residence Permit (BRP). See the New Students website for full information on what to bring to the enrolment appointment. At enrolment, the ID is checked, the student confirms he/she accepts the terms and conditions of study, he/she has a chance to pay the fees, if he/she has not done so already, and finally he/she receives a Statement of Student Status (a letter confirming he/she is now a UCL student) as well as his/her student ID card, which he/she needs to keep with him/her whenever he/she is on campus.

Web: www.ucl.ac.uk/students/newstudents/enrolment-new-students

HOUSING

At UAEU

UAEU provides housing facilities for two categories of graduate students: (1) For single persons in the Maqam2- facility and (2) for families in the Falaj Hazzaa facility.

The Maqam facility is available to single students (i.e. persons without family members). Students who are not on scholarships are required to pay the applicable housing fees.

The Falaj Hazzaa facility is available only to graduate students who have family members with them and who are on scholarships from the University. Students whose scholarships do not provide a housing benefit are required to pay the applicable housing fees.

Since the University does not have housing for graduate students who have families and are not on scholarships, these students are advised to find appropriate housing in the Al Ain vicinity.

The following terms and conditions apply to housing of graduate students:

- Only students from outside the city of Al Ain can apply for UAEU housing.

- Housing payments must be paid in one installment.
- Housing payments are non-refundable.
- Payment must be completed before a student takes up residence.
- A copy of the transfer payment confirmation/original deposit slip must be submitted to the housing administration. The students name and ID number must be mentioned in the transfer payment confirmation/ deposit slip.
- Payment slips must also be submitted to the University cashier in the Student Accounts Office.
- The housing staff will not accept cash payments.
- Student housing regulations and policies apply.

The housing fees are as follows

- The Tawam facility: AED 5,600 per person/semester, including food service.
- The Falaj Hazzaa facility: AED 5,600 per bedroom/semester Charges are based on the number of bedrooms in the occupied unit. Food service is not available at this facility.

For housing inquiries and assistance

Graduate students without family members: Contact the Office of the Assistant Dean for Research and Graduate Studies and Research in your respective College.

At UCL

There is a variety of accommodation available to UCL students, including halls of residence and student houses. Some is managed by UCL itself, some by the University of London (of which UCL forms a part) or partner providers. UCL guarantees accommodation for international first-year postgraduates who are single and meet the eligibility criteria.

Note: The deadline for applying is in June for postgraduate students.

Web: www.ucl.ac.uk/accommodation

HEALTH SERVICES

At UAEU

The University is dedicated in providing high quality primary healthcare service to all students. The Health Services offered by the University include:

- **Health Treatment:** Both local and international UAEU students are required to have THIQA, DAMAN or ADNIC insurance. All insured students will receive treatment free of charge.
- **First Aid:** The medical staff from the UAEU Health Clinics provide first aid services to UAEU students on campus and in their residential buildings, along with attending UAEU activities. In emergency cases, students will be re- directed to a local emergency department in one of the public hospitals in Al Ain.
- **Primary Health Care:** Two qualified physicians supervise and provide UAEU students with adequate medical care.
- **Referrals:** Health cases requiring a specialist's opinion will be referred to one of the local public hospitals.
- **Scheduling an Appointment:** Students can request a medical appointment either by sending an email or by calling the relevant clinic.

All students are required to have a health insurance. The Student Health Services Department is responsible for the issuing and renewing of health insurance cards for both local and international students. UAE local students are issued with THIQA Insurance cards. International students are issued with Daman Basic Product Insurance cards. International

students with a UAE residence visa, and GCC students, are issued with ADNIC Basic Product Insurance cards.

All students are required to fill a Medical Insurance Form and submit it with the required documents via email to health.services@uaeu.ac.ae, or in person as follows:

Female students: Female Clinic, Room 1004, First Floor, Building B3

Male students: Student Health Services, Room 1009, First Floor, Building G2

For inquiries and assistance:

Health Service Department

Division of Student Affairs and Enrollment

Phone: +971 3 713 4013

Phone: +971 3 713 1842

Email: health.services@uaeu.ac.ae

At UCL

International students – Eligibility

Eligibility to access healthcare and register with a GP will depend on a number of factors, such as the length of the program of study and whether or not the student is studying on a visa. If he/she requires a Tier 4 visa to study in the UK, he/she will have paid the Immigration Health Surcharge (IHS), allowing him/her to use NHS services in full.

Since the Master of Science in Human Nutrition student is studying in the UK for less than 6 months, he/she will not be able to register with a doctor but will still be able to visit one as a temporary patient, if required. The student may, however, need to pay for these services. He/she is therefore encouraged to have private medical insurance.

Web: www.ucl.ac.uk/students/accessing-healthcare-uk

INTERNATIONAL STUDENT SERVICES

At UAEU

The University offers a variety of services to international students, which include health insurance, university housing, medical checkup and residence visa.

International Students Services

The International Students Office (ISO) supports international students throughout their time at the United Arab Emirates University. ISO provides advice and guidance on a range of issues affecting study and welfare, including guidance on personal, academic, financial and visa issues.

ISO offers international students the following services and support:

1. UAE Visas - where students are sponsored by UAEU
2. Help students to get Health Insurance Cards (if eligible)
3. Fees for Medical Tests (Health Test and Blood Test) (if eligible)
4. Air tickets and ground transportation (if eligible)
5. Fees for Emirates ID (if eligible)
6. Arrival support and welcome.
7. Orientation programs on arrival.
8. Information and resource sessions.
9. International Student Center Drop-In.
10. Coordination with Student Counseling and Support Services.

11. Coordination with Student Activities
12. Coordination with Embassies on special student support events.
13. Coordination with Residence Life and Student Housing.

Residency Visa Requirements

The main required documents for all cases of extraction and renewal of student's residence at the UAE University:

1. Original student passport.
2. Passport size photo.
3. "To Whom It May Concern" Letter from Admission & Registration that the student is registered and active/continuous at UAEU.
4. Original Blood test.
5. Copy of valid Health Insurance Card.
6. Copy of valid Emirates Identity Card.
7. Receipt of deposit the required amount of residency + administrative fees.
8. In the case of a transfer of residence on the university, please add the following documents:
9. Certificate of the sponsor End of Service\ Work Termination and be sure of the sponsor leave outside the UAE, or in case of the sponsor's death: Sponsor Death Certificate.
10. Certificate stating that there is no presence of relatives, such as brother or mother the student can transfer his residence visa of them.
11. A written request from the student for visa transfer approval.
12. A copy of sponsor's passport with residence.
13. Receipt of deposit the required amount to extract the residence visa.
14. Receipt of deposit the required amount of the fees "In-lieu of Departure".
15. In the case of Residence extraction for the first time, please add the following documents: Visa original entry

The General Conditions to transfer residence to UAEU:

1. To be a UAEU registered student and be on continuous study
2. The completion of the required documents
3. Obtaining administrative approvals
4. There is no sponsor for the student inside UAE

For further information:

https://www.uaeu.ac.ae/en/student_services/iso/services.shtml

For FAQ on higher education student-visa on the government website, visit the following link:

<https://government.ae/en/information-and-services/education/higher-education/student-visa>

For inquiries and assistance:

College of Graduate Studies

Phone: +971 3 713 4048

Fax: +971 3 713 4929

Email: cgs@uaeu.ac.ae

At UCL

Immigration and Visas

Support and advice applying for a visa (typically a Tier 4 student visa or a Short-term study visa) can be complicated. Full guidance can be found on the UK government's website and UCL also provides guidance on the UCL website. If the student has questions about applying for a visa, he/she can get help from the Student Immigration Advice team through the website below. For those students already living in the UK who want to extend their visa to study at UCL,

the Student Immigration Advice team run a Tier 4 student visa document checking service to help facilitate this process.

Web: www.gov.uk/visas-immigration

Web: www.ucl.ac.uk/students/immigration-and-visas

Tier 4 student visa responsibilities

Those studying in the UK on a visa need to ensure they adhere to the responsibilities specified by the Home Office. This can include things like not working in excess of a certain number of hours per week and ensuring regular attendance at lectures and seminars.

Full guidance is available on the UCL website, and the Student Immigration Compliance team can answer any queries, if the student is ever in doubt.

Web: www.ucl.ac.uk/students/immigration-and-visas/tier-4-visas/tier4-responsibilities

Police registration

Some students studying on a visa will need to register with the police, when they arrive in the UK. This requirement is typically shown on the student's entry clearance sticker in his/her passport or on correspondence from the Home Office. The student needs to check the information on the website below carefully, as not all students on a visa will need to register.

Web: www.ucl.ac.uk/students/policeregistration

Cultural shock

If this is your first time living in the UK, you may find yourself experiencing a culture shock. Adapting to a new environment can be a challenging learning process. This is completely normal and can happen even if you have carried out extensive preparation before your arrival or if you have travelled a lot previously. Make sure you keep in touch with friends and family back home, surround yourself with familiar objects and explore the opportunities living in a new country offers you. The International Student Support team in Student Support and Wellbeing can help you acclimatize and settle in, so get in touch with them via ask UCL and they will do their best to help.

Web: www.ucl.ac.uk/students/internationalstudents

STUDENT COUNSELING

At UAEU

The Student Counseling Center (SCC) provides individual and group counseling to students at the United Arab Emirates University. Our counselors help students explore any academic or personal problems or concerns that they may be experiencing. Some common issues that arise include adjusting to university life, time management issues, confusion about life or career goals, anxiety, depression or dealing with grief and loss. Our Counseling Services utilize a service system that emphasizes trust, respect, confidentiality and compassion. The SCC team is committed to the wellbeing and betterment of our students throughout their educational years at UAEU.

For inquiries and assistance:

Student Counseling Center

Division of Student Affairs and Enrollment

Phone: +971 3 713 6686

Fax: +971 3 755 8459

Email: scss@uaeu.ac.ae

Female Campus: Room 1013, Building B3 (Student Village)

Male Campus: Room 1003, Building G2

Career Readiness

The Career Readiness Unit offers valuable career planning services that aim to assist UAEU students in setting goals and taking appropriate decisions related to their desired careers; in addition to, equipping them with the needed employability skills to prepare them for the world of work. The unit's services include:

- Support with Choosing a Major: Assist students in choosing the major that best suit their personality, strengths and career choice.
- Individual Counseling: One-to-one sessions offered by the Center's Career Counselors to help students in creating and implementing their own career plans and in developing a greater sense of self-awareness relevant to the career development process.
- Group Counseling Sessions: Group sessions designed to provide students with support in issues related to career exploration, career development and other career related issues.

Career Workshops:

Throughout the academic year, the CCPP offers a wide range of interactive workshops to equip students with the needed employability skills and to prepare them for the world of work. Workshops include:

- Effective Resume Writing
- Interview Success
- Job Search Techniques & Strategies
- Work Ethics
- Time Management
- Understanding the Job Market

Career Assessments & Tests: These tools are used to assist students in gaining a better understanding of their skills, strengths, values and interests which will help them in making the right decisions about their careers.

Career Resources: The Center provides students with publications and resources covering different career-related topics.

- [Career Planning Services](#)

- [How to select an Academic major](#)
- [How to shine at work](#)
- [Tips for writing your CV](#)
- [Job search skills](#)
- [How to prepare for an Interview](#)

Office Hours:

Sunday to Thursday

7:30 am to 3:00 pm

Make an Appointment

Male Students: Visit Building F3, 2nd Floor, Office #225.

Female Students: Visit Building B3, 1st Floor, Offices #1009 & #1007.

At UCL

The Student Enquiries Centre (SEC) team at UCL exists to support students with enquiries and UCL processes; the SEC is a face-to-face service where students can ask questions about a wide variety of topics. They provide the following services and more:

- Confirmation of student status
- Updating student details
- Fees and funding enquiries
- International student support

The SEC is located on Floor 1 of the Student Centre. Their extended opening hours allow students with other commitments to visit at a time suitable for them.

Web: www.ucl.ac.uk/students/life-ucl/student-enquiries-center

Contact: www.ucl.ac.uk/students/ask

Support for affiliate students

Although some affiliate students are at UCL for a short period of time, UCL encourages the student to take advantage of the many opportunities available to him/her to make the most of his/her time with UCL. 'Meet your department' sessions take place during ISOP for affiliate students to meet their dedicated Affiliate Tutor, who will be able to help them with all academic enquiries. These sessions are also an opportunity to get to know other affiliate students, learn more about the department and get Learning Agreement forms signed, if needed. Students who have an arrival form or Erasmus placement form that needs signing can do so in the Student Enquiries Centre once they have completed enrolment.

SPECIAL NEEDS SERVICES

At UAEU

The Special Needs Services (SNS) Center ensures that all UAEU students with disabilities have access to educational opportunities equal to their fellow students. Students who suspect that they have a disability or who are referred to the Center for screening are encouraged to schedule a consultation appointment with the director of the Center in order to explore whether a formal evaluation for a possible disability is needed.

Any student with a documented disability may choose to access the services provided by the SNS by submitting the required registration forms. The SNS welcomes all inquiries about its services.

If a graduate student has a disability, it is helpful to let the Special Needs Services Center know as soon as the student joins the university. Following the student's contact with the Center, an initial "intake" interview will be arranged. The student will need to provide a completed Disability Support Application Form together with evidence of his/her disability, medical condition, or specific learning difficulty. Such as a doctor's letter or educational psychologist's report which contains a clear statement of the disability and recommended adjustments/accommodations.

For inquiries and assistance:

Special Needs Services Center

Division of Student Affairs and Enrollment

Phone: +971 3 713 4264

Fax: +971 3 713 6689

Email: disabilityservices@uaeu.ac.ae

Female Campus: Room 0014, Ground Floor, Building C5

Male Campus: Room 220, Second Floor, Building F3

At UCL

UCL's diverse Student Support and Wellbeing (SSW) department is on hand to support students throughout their time at UCL and help them get the most out of their studies.

Disability, Mental Health and Wellbeing Support

All students can easily access support for any issues related to disability, mental health or wellbeing that may affect their ability to study. SSW offers pre-booked appointments and a drop-in service every day that UCL is open, no appointment needed. Appointments and drop-ins take place on Floor 1 of the Student Centre and allow students to speak confidentially and without judgement to one of the Disability, Mental Health and Wellbeing Advisers. SSW will help students find solutions, and they can refer them to other services as appropriate, whether those are in UCL or external.

Web: www.ucl.ac.uk/students/ssw-drop-ins

Student Psychological and Counselling Services (SPCS)

The on-site therapeutic support team, SPCS is made up of qualified counsellors and psychiatrists with a range of specialties. Students need to register online and will then have an initial consultation. Following this and based on their needs, students will typically have access to six free therapy sessions, or SPCS can refer students to other local services as needed.

Web: www.ucl.ac.uk/students/supportand-wellbeing/student-psychologicaland-counselling-services

Evening and weekend support

Even when UCL is closed, students can access free therapeutic support from accredited counsellors online through real-time messaging and over the phone.

Web: www.ucl.ac.uk/students/supportand-wellbeing/evening-and-weekendsupport

More information about the various services offered by Student Support and Wellbeing (and other teams at UCL and in the local area) can be found on the website and in the 'Here to Support You' guide to UCL Student Support and Wellbeing services.

Web: www.ucl.ac.uk/students/ssw

Contact: www.ucl.ac.uk/students/ask

FAITH SUPPORT

At UAEU

For any student looking for a place to pray or worship on campus, there is a Prayer Room available in each building on both female and male campuses.

At UCL

For any student looking for a place to pray or worship on campus, there is a Prayer Room and a Meditation Room available on Floor B2 of the Student Centre, along with additional prayer rooms in buildings across the campus. The Interfaith Adviser can support any students looking for a place to pray or worship off campus.

RESTAURANTS AND RETAIL OUTLETS

The campus has a diverse selection of restaurants, cafeterias, pizzerias, cafés and other dining facilities. There is a food court located at each of the male and female campuses, which offers a wide selection of healthy and nutritious foods, including Oriental, Middle Eastern, Asian, and European menus. Moreover, there are accessory and specialty shops and grocery stores at the female and male campuses.

HEALTH CLUB

Whether you are looking to get in shape or participate in team sports, the Health Club is the place to go. The sports facilities are open to students, faculty and staff for a variety of recreational and competitive athletic activities. The Health Club staff also actively pursues developing and improving the level of sports in the UAE through athletic championships, symposia and training courses. The Health Club provides state-of-the-art facilities that include:

- Fitness Centers
- Swimming Pools
- Sports Clubs and Multipurpose Halls
- Exercise Halls

For inquiries and assistance:

Female Students:

Phone: +971 3 713 6659

Email: fitnesscenter@uaeu.ac.ae

Male Students:

Phone: +971 3 713 4847

Email: fitnesscenter@uaeu.ac.ae

GRADUATE STUDENT DEVELOPMENT ACTIVITIES

Graduate students have access to a series of extracurricular activities offered by the CGS and other units of the

University on a regular basis during the academic year. The intent of these activities is two folds:

- To provide students with practical skills that will help them during their studies and
- To supplement their education with specific training that can enhance their preparation for careers.

Most of the activities are planned on a semester-by-semester basis and are announced in advance on the CGS's website.

For inquiries and assistance:

College of Graduate Studies

Phone: +971 3 713 4048

Fax: +971 3 713 4929

Email: cgs@uaeu.ac.ae

WRITING CENTER

The Writing Center offers services to all students of the University. The aim of the Center is to help students learn more about writing and become better and more confident writers. The Center offers help with writing in English or Arabic for any university course, as well as vocational and creative writing.

Graduate students are encouraged to book appointments for one-on-one, 50-minute consultation sessions in advance in order to ensure the availability of a teacher when needed.

Locations of the Writing Center:

- For Female students: Room 0020, Building C5
- For Male students: Room 0060, Building H4

ENGLISH TEST PREPARATION AND SUPPORT

The Continuing Education Center in collaboration with the College of Graduate Studies offers training courses specifically designed for graduate students who have been conditionally admitted to UAEU and who need to obtain an IELTS Band 5.5 to 6.0 in their first semester of graduate studies.

Participants will be provided with effective test taking strategies in order to achieve higher band scores on the IELTS. In addition, techniques for improving listening, reading, writing and speaking skills will be explored in detail.

For inquiries and assistance:

Continuing Education Center

Phone: +971 3 713 5555

Fax: +971 3 713 4955

Email: cec@uaeu.ac.ae

FACILITY AND LEARNING RESOURCES

AT UAEU

The UAEU campus is a showcase of modern architecture, high-tech laboratories, cutting-edge information technology network infrastructure, twenty-first-century teaching facilities and excellent student recreational and residential facilities. UAEU also operates out of two small facilities in Abu Dhabi and Dubai to host classes for students in a limited number of master's degree programs.

University facilities include 480 laboratories that support both teaching and research activities. Teaching and research activities are also supported by a very good library, which is increasingly focusing on remote access to electronic resources.

Library Services

Library collections now include nearly half a million monographs, nearly 2,000 theses and dissertations in print form, over 3,000 hard-copy serial titles as well as 140,000 eBooks, 38,000 serial titles and well over 50 databases – all available on-line. The main Library is located in the Crescent Building on the main campus and the National Medical Library is located with the College of Medicine and Health Sciences on the Tawam Campus.

For inquiries and assistance:

Main Library:

Circulation Desk: +9713 713 4684

Reference Desk: +9713 713 6862

www.uaeu.ac.ae/en/about/uaeu_libraries.shtml

National Medical Library:

Phone: +9713 713 7201

Phone: +9713 713 7208

Fax: +971 3 767 8755

Email: nml.fmhs@uaeu.ac.ae

For UAEU policy pertaining to the appropriate use of electronic resources and internet connections, please visit::

https://www.uaeu.ac.ae/en/about/policies/pdf/it/1_acceptable_use_of_information_technology-resources-en.pdf

AT UCL

UCL has 18 libraries and learning spaces across London, all fully equipped to support students and their studies.

Students can access all of UCL libraries and learning spaces – they simply need their student ID card to enter. The largest are the Main Library, the Science Library and the Student Centre. They can view real-time study space availability on the Library Services website, as well as the UCL Go! app. Many libraries also have group study rooms, which students can also book online. Some also have spaces reserved for postgraduate students. Library opening times vary from site to site, but the largest are typically open 24 hours a day on weekdays.

Web: www.ucl.ac.uk/library

Accessing materials Students can find books, journals, and much more using Explore, the library catalogue, as well as links to hundreds of thousands of online resources. They can borrow items using their student ID card and can renew items online. In many cases, materials on their reading lists will also be available in a digital format online. Past exam papers are also available online through the Library Services website.

Web: www.ucl.ac.uk/library/explore

Web: www.ucl.ac.uk/library/teachinglearning-services-tls/readinglistsucl

Library help Staff are available to assist throughout UCL library sites – there are dedicated Reference Desks in the Main Library and Science Library. Support is also available over the phone or through email. Library skills training and guidance is available through LibrarySkills@UCL. A team of specialist librarians can provide guidance for in-depth research help for their particular subject area.

Web: www.ucl.ac.uk/library/librarianskillsucl

Email: library@ucl.ac.uk

Phone: +44 (0)20 7679 7792 (x37792)

UNIVERSITY ACADEMIC POLICIES

Some of the information provided in this Handbook is collected from multiple sources, which include webpages, policies and procedures and guidelines. The primary purpose of this Handbook is to provide graduate students with a consolidated source of information and to guide them on important policies, procedures, services and resources applicable to graduate studies.

Every attempt has been made to ensure the accuracy of the information in this Handbook. However, in case of any discrepancies in presentation or interpretation, the terms of the relevant Policies and Procedures of the University will prevail.

Academic Policies and Procedures are available on the University's website at:

www.uaeu.ac.ae/en/about/policies/ for the English version and at www.uaeu.ac.ae/ar/about/policies/ for the Arabic version.

CGS GUIDELINES AND FORMS

Graduate students are highly encouraged to visit the CGS Portal on regular basis. It can be accessed from the "Colleges" menu on the MyUAEU Intranet (my.uaeu.ac.ae).

The Portal is populated with useful and important information and documents, which include reminders of upcoming deadlines, guidelines and forms.

CALENDAR OF IMPORTANT DATES

AT UAUEU

Note: to be updated every academic year.

The following is a list of important dates in the 2019-2020 Academic Year. The complete Academic Calendar is available on the University's website.

Fall Semester

Date	Event
August 25	Classes begin
August 29	Last day to Add/Drop courses
September 5	Deadline for applications for Chancellor Graduate Fellowships
September 8 – 12	Orientations for new graduate students
September 19	Deadline to apply for graduation
September 19	Last day to Withdraw/Drop without Failure (with grade of W)
October 3	Requests for "leave of absence from study" due to the CGS
November 17	Last day to defend thesis for Fall 2019 graduation
December 12	Last day of classes
December 14 – 19	Final exams
December 23	Grades announced
December 24 – January 9	Winter Break
January 5	Deadline to submit bound copies of thesis to College of Graduate Studies for Fall 2018 graduation

Spring Semester

Date	Event
January 12	Classes begin
January 16	Last day to Add/Drop courses
January 23	Deadline for applications for Chancellor Graduate Fellowships
January 26 – 30	Orientations for new graduate students
February 6	Last day to Withdraw/Drop without Failure (with grade of W)
February 13	Deadline to apply for graduation
February 20	Requests for “leave of absence from study” due to the CGS
March 26 – April 09	Spring Break
April 40	Last day to defend thesis for Spring 2019 graduation
May 14	Last day of classes
May 16 – 21	Final exams
May 24	Deadline to submit bound copies of thesis/dissertation to College of Graduate Studies for Spring 2018 graduation
May 25	Grades announced

Summer Semester 1

Date	Event
May 31	Classes begin
June 1	Last day to Add/Drop courses
June 3	Last day to Withdraw/Drop without Failure (with grade of W)
June 4	Deadline to apply for graduation
July 2	Last day of classes
July 5 – 7	Final exams
July 9	Grades announced

AT UCL

Term dates www.ucl.ac.uk/students/lifeucl/term-dates

CONTACT INFORMATION

Contacting UAEU Operator: +971 3 767 3333

Corresponding with the College of Graduate Studies

Mailing address:

College of Graduate Studies
Division of Research and Graduate Studies
United Arab Emirates University
P. O. Box 15551
Al Ain, United Arab Emirates

Physical office location:

College of Graduate Studies Room 104, First Floor
Building F3
Main Campus, Al Ain

By telephone:

+ 971 3 713 4048 (voice)
+ 971 3 713 4929 (fax)

By email

cgs@uaeu.ac.ae

UAEU CAMPUS MAP

Note: Detailed map is available on the University's website <https://map.uaeu.ac.ae/>

