

University President Decision No. (8) of 2019
In Issuance of the
Graduate Studies Bylaws at the University of Sharjah

We, Sultan Bin Mohammad Al Qasimi, President of the University of Sharjah,

Pursuant to:

- Law No. (3) of 2019 regarding the reorganization of University of Sharjah, and its executive bylaws;
- Emiri Decree No. (1) of 1997 regarding the establishment of the University of Sharjah; and
- The approval of the Board of Trustees in the interest of the public,

Hereby issue the following decision:

Article (1)

This decision shall be called the “Graduate Studies Bylaws at the University of Sharjah.”

Definitions

Article (2)

In applying the provisions of this decision, the following terms and expressions shall have the meanings set against them unless otherwise indicated by the context:

The Country:	United Arab Emirates.
The University:	University of Sharjah.
The Board:	University Board of Trustees.
The Chancellor:	Chancellor of the University.
The Deans Council:	Deans Council at the University.
The College:	College of Graduate Studies.
The Graduate Studies Council:	Graduate Studies Council.
The Department:	Concerned Academic Department.

Article (3)

The College shall oversee all graduate programs at the University, coordinate between them, recommend their approval and continually evaluate and review them.

Graduate Studies Council

Article (4)

The College shall have a council called the “Graduate Studies Council,” which shall be responsible for all matters related to graduate studies. Its mandate and authority shall be to:

1. Propose, amend and coordinate the general graduate studies policies for all University colleges and centers, and ascertain their implementation after their approval.
2. Propose internal regulations in coordination with the concerned academic departments and colleges regarding the organization of graduate studies.
3. Propose admission criteria and oversee their implementation.
4. Recommend the approval of new programs after studying such and coordinate between new and existing programs.
5. Recommend the approval graduate studies decisions and their amendments in addition to program changes and modifications.
6. Recommend graduate degree names in both Arabic and English, based on the recommendations of the college councils.
7. Recommend the conferral of academic degrees.
8. Decide on all student affairs related to graduate students at the University.
9. Approve the formation of academic committees to supervise and deliberate on theses/dissertations.
10. Develop the general framework for research proposals and the regulations governing how to write, print, produce, present and submit them and the reporting forms for the committees deliberating and judging the theses/dissertations.
11. Conduct periodic evaluations of graduate programs in consultation with internal and external specialized committees or bodies.
12. Review the annual reports on graduate studies submitted by academic departments at the University.
13. Any other matters referred to it by the Deans Council, the Chancellor or College Dean.

Article (5)

The Graduate Studies Council shall be formed under the chairmanship of the Vice Chancellor for Research and Graduate Studies, and its membership shall consist of the:

1. Dean of the College (Vice Chairperson).
2. Vice Dean of the College.
3. Chairpersons or permanent secretaries of the graduate studies committees in the different departments with graduate programs, holding at least the rank of associate professor.
4. Directors of the research institutes.
5. Director of the Institute of Leadership in Higher Education.
6. Three members of faculty holding the rank of professor, nominated by the Dean of the College and appointed by the Chancellor for the period of one renewable year.

Meetings of the Graduate Studies Council

Article (6)

1. The Graduate Studies Council shall convene upon an invitation from the chairperson at least once a month. The meeting shall be considered a quorum in the presence of at least two-thirds of its members. Its decisions shall be taken by the majority vote of those in attendance. When the votes are equal, the side of the chairperson shall carry the motion.
2. The Graduate Studies Council may also form standing or ad-hoc committees from among its members or others to study matters referred to them.

Criteria for Approving Graduate Programs

Article (7)

The Deans Council shall set detailed criteria for approving graduate programs, based upon the recommendation of the Graduate Studies Council, and take into consideration the following:

1. The academic department shall have a sufficient number of professors and/or associate professors specialized in the area of the program.
2. Research facilities, such as libraries, laboratories, computer facilities, etc. shall be available to ensure the success of the program in terms of teaching, supervising and research.

Academic Degrees

Article (8)

The Deans Council shall recommend the granting of the following academic degrees:

1. Graduate Studies Diploma.
2. Master's Degree.
3. Doctorate Degree.

Article (9)

Taking into consideration Article (4) of this decision, the Department shall submit to the College Council the details of the program, clarifying the following:

1. The objectives of the program and its relevance to the country society.
2. The nature of the program in terms of its academic and professional orientation and scientific approach.
3. The significance of the program and its rationale compared to programs offered in the field by relevant departments within the University and other universities in the country.
4. The available and/or required resources for the Department to offer a high-quality program, pedagogically and professionally, in particular referring to the main areas of research in the Department.

Article (10)

The Graduate Studies Council shall study the proposed program and coordinate regarding the program requirements and those of other existing programs, if any, to avoid duplication. It shall then submit its recommendation to the Deans Council to take the appropriate decision.

Article (11)

Changes in courses, program requirements and/or admission criteria shall be by decision of the Deans Council, based upon the recommendation of the Graduate Studies Program, in coordination with the concerned departments.

Article (12)

The University may offer joint programs administered by two or more departments or colleges in accordance the regulations set by the Deans Council, based upon the recommendation of the Graduate Studies Council, in coordination with the concerned departments.

Admission and Registration

Article (13)

The Graduate Studies Council shall determine the number of students to be admitted to graduate programs annually, based upon the recommendation of the Department Councils.

Admission Requirements

Article (14)

Applicants for admissions to graduate studies for diploma, master's or doctorate degree programs are required the following:

1. Applicants for graduate diploma programs shall hold a bachelor's degree, or its equivalent, from a university recognized by the competent authority in the country.
2. Applicants for master's degree programs shall hold a bachelor's degree, or its equivalent, from a university recognized by the competent authority in the country.
3. Applicants for doctorate degree programs shall hold both a bachelor's and master's degree, or their equivalent, from a university recognized by the competent authority in the country
4. The university degrees of the applicant shall be in the same field of specialization, or a closely related field, to that for which the candidate is applying.
5. Candidates shall provide two letters of recommendation from faculty members at universities recognized by the competent authority in the country.

6. Candidates shall fulfill the English language requirements in accordance with the criteria approved by the University.

Article (15)

1. To be admitted to the Graduate Studies Diploma Program, the candidate shall have obtained no less than “satisfactory” for his/her first university degree or the cumulative grade-point average (CGPA) of at least (2.0) out of (4.0).
2. To be admitted to the Master’s Degree Program, the candidate shall have obtained a CGPA of at least (3.0) out of (4.0), or its equivalent, for his/her first university degree. Students who have obtained at least (3.0), and no less than (2.5) out of (4.0), may receive conditional admissions in accordance with the executive regulations of the University.
3. The Graduate Studies Council, upon recommendation of the department council, may add any other admissions conditions it deems necessary.

Article (16)

To be admitted to the Doctorate Degree Program, the candidate shall have received no less than “very good” or the CGPA of at least (3.0) out of (4.0) for his/her master’s degree. Students who have obtained at least a (3.0), and no less than a (2.5) out of (4.0), may receive conditional admissions in accordance with the executive regulations of the University.

Article (17)

The concerned department may require candidates for admissions to master’s or doctorate programs to complete a number of prerequisite courses in a period not to exceed two semesters.

Article (18)

Students applying for a master’s program in a field other than his/her area of specialization may be admitted based upon the recommendation of the concerned department and approval of the Graduate Studies Council.

Article (19)

Students shall be admitted by decision of the Graduate Studies Council upon the recommendation of the Graduate Studies Committee in the department. The Dean shall convey the decision to the applicant, the relevant department, the college and the Departments of Admissions and Registration for completion of the student’s admission and registration.

Article (20)

Student shall not be permitted to join two graduate programs at the same time in the University.

Article (21)

The deferment, withdrawal, transfer and reinstatement in the program of a student shall be based upon a recommendation from the concerned department council and approval of the Graduate Studies Council in accordance with internal University regulations.

Study System

Article (22)

Study for the master's degree shall take one of the following forms:

1. Course work and a thesis (thesis track).
2. Course work and a research project (comprehensive track).
3. Course work only.

Article (23)

Study for the doctorate shall include coursework and a dissertation (dissertation track).

Article (24)

The academic year shall consist of two semesters.

Article (25)

The time required to obtain the master's degree shall be a minimum of three semesters and a maximum of eight semesters (for full-time students) and a minimum of six semesters and a maximum of ten semesters (for part-time students). The time required to obtain the doctorate shall be a minimum of six semesters and a maximum of ten semesters for those who hold a master's degree and may be extended by one semester or more in accordance with regulations determined by the Chancellor.

Examinations and Tests

Article (26)

Internal University regulations shall govern examinations and tests for graduate courses.

Preparation and Supervision of Theses/Dissertations

Article (27)

Master's theses and doctorate dissertations shall be written in either Arabic or English in accordance with the policy of the concerned academic department and shall include the abstract in the alternative language.

Article (28)

Professors and associate professors shall supervise theses and dissertations. In special cases, approved by the Graduate Studies Council, associate professors may supervise master's theses.

Article (29)

Individuals with outstanding experience and academic and scientific competence who are not members of the faculty may conduct supervision by decision of the Deans Council.

Article (30)

A co-supervisor from outside the department of specialization may be appointed when the need arises.

Article (31)

The maximum number of theses/dissertations that may be supervised at any time is four for the full professor, three for the associate professor, and two for the assistant professor. The Council may increase the number when necessary.

Article (32)

The University may replace the theses/dissertation supervisor when necessary.

Thesis/Dissertation Defense

Article (33)

The defense committee shall be appointed and a date for the defense shall be set by decision of the College Dean, based on a proposal from the supervisor and the recommendation of the Graduate Studies Committee in the concerned department.

Article (34)

The examination committee shall submit its recommendation to the College Dean through the department chairperson within one week from the date of the defense.

General Provisions

Article (35)

The Chancellor shall issue the necessary decisions, procedures and instructions for the implementation of this decision, including organizing the conferral of academic degrees after the approval of the Deans Council and according to policies approved by the Board.

Article (36)

The Deans Council shall decide on cases and matters not stated in this decision and on any issues arising from its implementation.

Article (37)

This decision shall become effective as of the date of issue, and all parties concerned shall act in its accordance. Any item in contravention to its provisions shall be rescinded to the extent required, and this decision shall be published in the Official Gazette.

Issued on:

Thursday: 11 Ramadan 1440 A.H.

16 May 2019

**Sultan Bin Mohammed Al Qasimi,
President of the University of Sharjah**