

3.d. Graduate Completion Requirements

Subject	Educational Programs	Effective From	Sep - 2011
Policy #	3.d.	Latest Revision	Mar - 2024
Title of The Policy	Graduate Completion Requirements	Next Review	Dec - 2024
Responsible Entity	Colleges Councils	Policy Pages	1
Definitions	<p>Graduate: Student who successfully accomplished all the requirements of the degree.</p> <p>AAU: Al Ain University</p>		
Purpose	Graduating students according to United Arab Emirates Ministry Of Education.		
Scope	AAU Students		
Statement	<ul style="list-style-type: none"> • A student obtains her/his degree after fulfilling the following requirements: • The student has passed all the required and relevant courses according to the approved Study Plan; • The student has achieved a CGPA of no less than 3.0; • The student has not exceeded the maximum number of years (8 regular semesters) for graduation stated in these regulations; • The student has spent the minimum study duration (3 regular semesters) and time in learning for the degree; • The student must be registered at AAU during her/his graduation semester; 		
Procedures	<ul style="list-style-type: none"> • Checking students' transcripts to ensure that they finished all graduation requirements of a specific degree . • Sending the transcripts to relevant colleges for the final check-up and to issue a graduation decision. • Confirming academic transcripts (sent by colleges) of all expected graduates by the University council. • Sending all approved transcripts to the general registrar in order to carry on their graduation procedure on the registration system. • Preparing the smart chip with the students' details as required by certificate attesting department in UAE Ministry of Education. • Printing and signing official transcript, attestation, and graduation certificate for each graduate. • Preparing students files in PDF format and uploading them on UAE Ministry of Education in order to facilitate graduate attestation procedure there. 		
Recent Changes	<p>March 2024:</p> <p>This policy has been revised & updated as per the CAA ERT requirements (Renewal- M.Sc. in Clinical Pharmacy).</p>		