

3.d. Graduate Completion Requirements

Subject	Educational Programs	Effective From	Sep - 2011
Policy #	3.d.	Latest Revision	Feb - 2025
Title of The Policy	Graduate Completion Requirements	Next Review	Dec - 2025
Responsible Entity	Colleges Councils	Policy Pages	2
Definitions	Graduate: Student who successfully accomplished all the requirements of the degree. AAU: Al Ain University		
Purpose	Graduating students in accordance with the regulations of the United Arab Emirates Ministry Of Education.		
Scope	AAU Students		
Statement	• The student must be registered at AAU during her/his graduation semester; • 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 spent the minimum study duration (3 regular semesters) and time in learning for the degree; • The student has not exceeded the maximum number of years (8 regular semesters) for graduation stated in these regulations; • Students may extend their study period for the purpose of completing a master's thesis or capstone project, based on a recommendation from the College Council and approval from the Deans' Council.		
Procedures	• 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	March 2024: This policy has been revised & updated as per the CAA ERT requirements (Renewal-M.Sc. in Clinical Pharmacy).		

	September 2024: This policy has been revised & updated as per the CAA ERT requirements (Renewal-M.Sc. in Clinical Pharmacy). February 2025: The Policy has been revised as per the regular review of AAU Policies. The purpose section has been revised
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