

## Masdar Institute of Science and Technology

# Student Academic Handbook

**MI/OAP/140218/PPP001**

**Academic Year 2013/2014**

**Disclaimer:**

Some sections of these guidelines have been extracted from the Massachusetts Institute of Technology (Cambridge, Massachusetts). The handbook is updated regularly as policy evolves. Any substantive change to the document will be notified to relevant stakeholders via the Masdar Institute website and emails.

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 1 of 77</b>
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Document Number:	Student Academic Handbook	Page No.: 2 of 77
Version No: 2.1		Effective Date: Immediate

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## Table of Contents

Message of the Dean of Academic Programs.....	6
1. Introduction.....	7
2. Admission .....	7
2.1. Graduate student .....	7
2.1.1. International graduate student .....	8
2.1.2. Special graduate student.....	8
3. Registration .....	9
3.1. Assignment of Research Advisors.....	9
3.2. Processing Fees for Registration Changes .....	9
3.3. Retention of Graduate Student Status .....	9
3.4. Tuition Fees .....	10
3.5. Short Sessions Registration .....	10
3.6. Listeners.....	10
3.7. Course Cancellation.....	11
3.8. Transfer of Program.....	11
3.9. Transfer Credit.....	11
3.10. Interruption of Graduate Study .....	11
3.11. Requirement of Course Credit Units per Semester .....	12
3.12. Leave of Absence .....	12
4. Rights and Responsibilities .....	12
4.1. General Information .....	12
4.2. Students' Responsibilities.....	13
4.2.1. Substance Use .....	13
4.2.2. Policy on Harassment .....	13
4.3. Academic Policy .....	14
4.3.1. Role of the graduate student .....	14
4.3.2. Role of the graduate student and faculty.....	14
4.4. Role of the Program.....	15
4.5. Role of the Institute.....	15
4.6. Assistantships and Fellowships Policy .....	16
4.7. Privacy and Disclosure of Information Policy .....	17
4.7.1. Protection of Privacy .....	17
4.7.2. Policy on Privacy of Information.....	17
4.7.3. Court Orders and Legal Process.....	18
4.7.4. Privacy of Student Records.....	18
4.7.5. Review of Records and Challenges to Record Content .....	18
4.7.6. Disclosure of Information about Students .....	19

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 3 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

This document is the Property of MI and should not be distributed, used and given to any outside party without prior authorizations.

4.7.7.	Letters of Recommendation .....	20
4.7.8.	Personal Files .....	20
4.7.9.	Record Maintenance and Inventory .....	20
4.7.10.	Retention of Student Records .....	20
5.	Assessment, Examinations and Academic Rating System .....	21
5.1.	Assignments and Examinations .....	21
5.1.1.	Grades.....	22
5.1.2.	Cumulative Rating .....	24
5.1.3.	Credit Hour Definition .....	24
5.1.4.	Grade Reports and Transcripts.....	25
5.1.5.	Graduate Academic Standards and Student Performance .....	25
5.2.	Mid-Course and End-Course Teacher Evaluation Questionnaire .....	26
6.	Student Academic Integrity Policy .....	26
6.1.	Purpose .....	26
6.2.	Plagiarism .....	26
6.2.1.	Penalties for Minor Plagiarism Cases .....	27
6.2.2.	Penalties for Severe Plagiarism Cases .....	27
6.2.3.	Penalties for Plagiarism in Thesis .....	27
6.3.	Other Forms of Academic Misconduct .....	27
6.4.	Reporting Procedure .....	28
6.5.	Appeals .....	29
6.6.	Records .....	29
6.7.	Composition of the Disciplinary Committee .....	29
7.	Grievance Policy .....	29
7.1.	Grievance Procedure .....	30
8.	Advanced Degrees.....	32
8.1.	Residence degree conditions.....	32
8.2.	Master’s Degree .....	32
8.2.1.	Master of Science with and without specification .....	32
8.3.	PhD in Interdisciplinary Engineering .....	33
8.3.1.	The PhD Student Initial Academic Advisor .....	33
8.3.2.	The PhD RSC (Research Supervisory Committee) .....	33
8.3.3.	Transfer of Credit.....	34
8.3.4.	Course Work.....	34
8.3.5.	Qualifying Exams .....	34
8.3.6.	Research .....	36
8.3.7.	Participation to MI Weekly Seminar Series .....	37
8.3.8.	PhD Residency .....	37
8.3.9.	MIT Involvement .....	37
8.3.10.	PhD Timeline.....	37

8.3.11.	PhD Curriculum.....	38
8.3.12.	PhD Academic Courses .....	39
8.4.	Degree list.....	39
8.4.1.	Award of advanced degrees .....	39
8.5.	Student Faculty Interactions.....	39
8.5.1.	Research Supervisor .....	39
8.5.2.	Change/Add Advisor .....	40
8.5.3.	Co-supervision .....	40
8.5.4.	Research Supervisory Committee (RSC) .....	40
8.5.5.	Change of Research Supervisory Committee (RSC) Member:.....	41
8.6.	Theses .....	41
9.	Scholarships: Research and Teaching Assistantships .....	42
9.1.	Research (RA) and Teaching (TA) Assistantship Positions .....	42
9.2.	RA and TA Duties .....	44
9.3.	Stipend and Absences.....	44
9.4.	Period of Graduation .....	44
9.5.	Acceptance of Financial Aid.....	44
9.5.1.	Tuition and Stipend Payments.....	45
9.5.2.	Termination .....	45
9.5.3.	Registration .....	45
10.	Internship at Masdar Institute .....	45
10.1.	Internship Types .....	46
10.1.1.	For Master Students:.....	46
10.1.2.	For PhD Students:.....	47
10.2.	Administration of MI Internships .....	47
10.3.	Conflict of Interest .....	48
10.4.	Other Employment .....	48
10.5.	Internship Process: .....	48
11.	Academic Governance.....	50
11.1.	Graduate Education Council .....	50
11.2.	Academic Performance Committee .....	50
	Glossary of Terms .....	51
	Appendix 1: Doctoral Forms .....	53
	Appendix 2: Master Thesis Forms .....	56
	Appendix 3: General Academic Forms .....	70

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 5 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

This document is the Property of MI and should not be distributed, used and given to any outside party without prior authorizations.

## MESSAGE OF THE DEAN OF ACADEMIC PROGRAMS

Greetings from the Office of Academic Programs (OAP) and a warm welcome to you as you embark on your graduate career at the Masdar Institute of Science and Technology (MI). The OAP is dedicated to excellence in teaching, research and service.

The Institute offers Masters and Doctoral programs in engineering disciplines with a focus on advanced energy and sustainable technologies. The quality of graduate programs administered by the OAP is reflected in the recognition received by its students and faculty.

The OAP serves as the administrative point of contact to monitor quality and coordinate the overall academic operations. This encompasses providing effective guidance to both students and faculty and administration of academic programs. The OAP aims to be student-centered and is continuously striving to enhance the educational opportunities by developing, implementing and reviewing policies and processes that benefit students, faculty and the wider community.

The OAP supports all campus initiatives in teaching and learning activities at all levels and is ready to respond to the evolving trends and challenges in education. To this effect, the development of Masdar Institute's academic programs comes with consistent efforts and measures of accountability that collectively promote advanced scholarship and innovation in research.

Through the process of accreditation, the OAP assures that the programs are in compliance with local Ministry requirements and meet international standards via its collaboration with the Massachusetts Institute of Technology (MIT).

The OAP is here to help faculty and graduate students succeed in their program of study and research endeavors. We are always available to support your needs and listen to your concerns and ideas. I wish you success during your studies with us and in your future careers.

*Professor Youssef Shatilla  
Dean of Academic Programs*

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 6 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

This document is the Property of MI and should not be distributed, used and given to any outside party without prior authorizations.

## 1. INTRODUCTION

This handbook provides Masdar Institute graduate students with a description of the organization, its requirements, operating rules, and procedures for graduate education at Masdar Institute. This handbook is the authoritative source of information concerning approved policies governing academic and student matters. The handbook also offers procedural guidance for implementing these policies. Student are expected to familiarize themselves with the materials in the handbook in addition to rules pertaining to their own program.

All graduate students are represented by the Masdar Institute Student Government Association (SGA). The main duties of the SGA include liaising between students, faculty and administration; working on behalf of the interests and needs of the students; improving the intellectual, cultural and social character of the campus; working with the Student Affairs Office (SAO) to set up events and activities; assisting in the formation and success of student clubs; and empowering the students to foster a living learning sustainable committee. The organization of the SGA is based on elected representative, and standing committees headed by SGA members-at-large.

### **Masdar Institute's Vision and Mission:**

#### **Vision**

To be recognized as a regional and global model for research intensive universities of the 21st Century while underpinning the growth of Abu Dhabi's rapidly developing economy across key sectors. The Institute will redefine learning and discovery in a global context and set new standards in education, research and scholarship that will benefit Abu Dhabi and the world.

#### **Mission**

To be a world-class, graduate-level institution, seamlessly integrating research and education to produce future world leaders and critical thinkers in advanced energy and sustainability.

To position Abu Dhabi as a knowledge hub and engine for socioeconomic growth.

## 2. ADMISSION

### **2.1. Graduate student**

A graduate student is an individual who has received a bachelor's degree or its equivalent and who has been admitted to and is registered for a program of advanced study and research leading to any of the post-baccalaureate degrees offered by Masdar Institute.

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 7 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

This document is the Property of MI and should not be distributed, used and given to any outside party without prior authorizations.

Inquiries concerning specific requirements for admission must be addressed to the Program Admissions Committee.

#### **2.1.1. International graduate student**

International graduate student applicants must have received a bachelor's degree or its equivalent from a college, university, or technical institute of acceptable standing. While Masdar Institute will endeavor to give every applicant a fair chance, it reserves the right to decide on whether an academic qualification from a particular institution is acceptable or not.

The academic record and other credentials must indicate the ability of the candidate to achieve distinction in an approved program of study and research. The Admissions Committee grants admission on a competitive basis after evaluation of academic records and professional promise. Students whose native language is not English must submit scores from the Test of English as a Foreign Language (TOEFL) or equivalent.

International students should be aware that academic admission is only the first step in the admission process. International students coming to the United Arab Emirates (UAE) from other countries must liaise with the SAO for obtaining the relevant visa to study in the UAE. While pursuing their degrees at Masdar Institute, international students are expected to comply with the immigration regulations pertinent to their visa status. The SAO should be consulted for any questions regarding immigration regulations.

#### **2.1.2. Special graduate student**

A special graduate student is one whose intended program of study is essentially graduate in nature but who is not a candidate for an advanced degree. Normally, such a student will have received a bachelor's degree. All applications are made through the Admissions Office. The same admission criteria as that of a full time student apply to special graduate students in terms of GPA, TOEFL, and GRE requirements. Applications for the desired course(s) will be evaluated by the appropriate committee. These students will be assigned to a particular program by the Admissions Office who will monitor all changes in registration made subsequent to admission. Admission as a special graduate student is valid only for one semester; a new application for each subsequent semester during which such status is desired must be approved. Approval can only be granted if the student has maintained a minimum grade of B in previous semesters.

Admission as a special student does not imply any commitment on the part of the MI toward an individual's admissibility to regular student status. If a special graduate student is subsequently admitted as a regular graduate student, courses completed may be used in partial fulfillment of the requirements for an advanced degree. The program faculty will determine the extent to which the courses meet the requirement of the desired program.

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 8 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

This document is the Property of MI and should not be distributed, used and given to any outside party without prior authorizations.



Academic performance of all special graduate students is reviewed at the end of each semester by the Academic Performance Committee (APC). Any student with a CGPA less than 3.0 in one program may receive approval from the Dean of Academic Programs (DAP) to apply for admission to another program.

### **3. REGISTRATION**

Students who have been officially admitted and/or actively working towards satisfying the requirements of a degree must register in order to gain access to the Institute's facilities (including housing) and educational resources. Registration details are available in the Office of the Registrar. In the event that they desire to change programs, appropriate application processes needs to be followed. Students must meet the admission requirements of the new program and obtain support from their advisor on the benefits of such an action.

During the first semester, the relevant Department Head (DH) will be the academic advisor of all incoming students until they get assigned one. It is the responsibility of the DH to assign a faculty member within his/her program as the advisor to the student. .

Registration and Add/Drop are managed paperless. Students are required to discuss and obtain their desired courses of each semester with their adviser, and forward the approval to the registration desk ([registration@masdar.ac.ae](mailto:registration@masdar.ac.ae)).

Each student is fully responsible for checking the accuracy of his or her registration on the Student Information System (SIS), and to inform the registration desk on any subsequent correction.

#### **3.1. Assignment of Research Advisors**

Students and faculty may refer to the Guidance on Student Assignment to Research Advisors circulated by the Research Office.

#### **3.2. Processing Fees for Registration Changes**

After the end of Add/Drop period, no course may be dropped by a graduate student without a special petition approved by the APC. Poor performance in the course is not considered a valid reason for a late withdrawal

A processing fee may be charged for a petition requesting changes.

Student records may be modified up to three months after graduation only for those cases where the results of grade appeals were not made available at the time of graduation.

#### **3.3. Retention of Graduate Student Status**

Once admitted (or readmitted) to a MI advanced degree program, a student retains the status of regular student from the start of the semester to which he/she was admitted until graduation. This applies unless the student withdraws, is required to withdraw, or fails to

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 9 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

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complete registration in a given semester. To retain student status for the fall and spring semesters, a student must complete the registration procedures announced by the Registrar within the deadline and demonstrate satisfactory academic performance.

A full-time MSc student needs to register for a minimum of six (6) academic credit units per semester excluding thesis unless he/she has complete all coursework requirements.

Any student who has not completed the above steps by the start of the second week of the semester will no longer be considered a student and will be considered as having withdrawn from the Institute. The student will be required to apply for readmission through the Admissions Office and the Dean of Academic Programs.

People on campus who are not registered during a term are not considered students and have no student privileges.

International students who fail to register but remain in UAE will lose their legal status. Before taking a reduced load, a leave of absence, or withdrawing, international students must consult the SAO.

### **3.4. Tuition Fees**

Students on scholarship who fail to complete their degree requirements within the stipulated time will be given one additional semester (this includes Summer semester) without being charged tuition. Students will be charged one credit hour per semester beyond the extended semester.

During the extension period students will not be paid stipend and will not be entitled to MI's accommodation, insurance and other benefits. This will be up to the maximum time limit allowed for the completion of the degree.

### **3.5. Short Sessions Registration**

Short Sessions in between the regular semesters are normally the summer session each year. Some students may be required to take fundamental courses as listed on the Institute's website.

Continuing students will be registered for thesis during the short session and are expected to meet their thesis supervisors on a weekly basis to discuss progress on their research.

Details of summer registration procedures are available from the Registrar's Office.

### **3.6. Listeners**

Regular graduate students may attend offered courses as listeners without payment of additional fees. Such students must seek the permission of the instructor of the desired course and must indicate listener status in the request to the Registrar.

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 10 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

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No recognition or certification of such activity will be recorded on the student's permanent record.

### **3.7. Course Cancellation**

The minimum number of enrolled students in a course is 5 per class. MI reserves the right to cancel the course for not meeting the minimum enrollment target. This policy does not apply to MSc core courses and additional non-MSc courses. There is no restriction on the number of students enrolled in the 600 PhD level courses. However, the approval of the Department Head is required for 600 PhD level courses with less than 5 students enrolled.

### **3.8. Transfer of Program**

Students may petition to transfer to another program at any time if they meet the admission requirements of the new program. It is decision of the proposed program to accept the student. The duration of any scholarship granted will not be extended for a change of program.

### **3.9. Transfer Credit**

In special cases, advanced courses completed satisfactorily elsewhere (minimum grade of B) may be accepted for credit toward requirements for an advanced degree (with a recorded grade of "T" for courses with exact MI equivalents). If the course has no MI equivalent, approval for transfer of credit should be requested through a petition approved by the APC. Each application will be considered on a case-by-case basis and only a maximum of 6 credits can be transferred from any institution.

The student's major program will determine to what extent courses taken as special students are acceptable for credit toward the requirements for an advanced degree. Credit received as a special graduate student is considered with all other academic information in reviewing application and in formulating a degree plan.

### **3.10. Interruption of Graduate Study**

Graduate degree programs should be completed without interruption. A student who discontinues graduate study for one or more academic semester must notify the program and the Registrar and will be recorded as withdrawn from the Institute. International students need to notify the SAO as well. An application for readmission must be approved by the program admissions committee. The committee will consider the applicant's past record, the period of withdrawal, the departmental facilities expected to be available at the time for which readmission is requested, and any other relevant data. If the period of interruption exceeds five years, the request must be approved both by the program admissions committee and by the Dean of Academic Programs.

International students need to have a valid student visa in order to re-enroll at MI.

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 11 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

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A special category of continued but limited affiliation with the Institute may be made available in cases of serious medical condition. Eligibility for this status is determined by the Dean of Academic Programs with the advice of a special committee. Initial eligibility will be granted for a period not to exceed one regular semester; renewal of eligibility semester by semester, up to a maximum of four regular semesters, is possible but is not automatically granted. During this period, individuals will generally not be eligible to receive stipends or fellowship and scholarship assistance. Readmission to regular resident or nonresident registration immediately following this status is determined by both the Dean of Academic Programs and the student's program of registration.

Degrees are not back-dated; therefore, a student's total program must meet the requirements and standards existing at the time the degree is granted. Requests for reactivation of graduate degree programs including previously acquired academic credits will be evaluated in terms of the length of the interruption.

### **3.11. Requirement of Course Credit Units per Semester**

There is no limit to the maximum number of courses a graduate student could take whilst studying at MI. The minimum number of courses a full time student must take at MI is two courses per semester until degree requirements are successfully met. If a student wishes to take less than the minimum requirement of courses in a given semester, the student is to submit a petition to the OAP. If a student wishes to take more than two courses in his/her first MSc semester, the approval of the Dean of Academic Programs is required.

### **3.12. Leave of Absence**

A student may request a Leave of Absence for specific reasons. This is a formal leave from all classes for a given term at the Institute with the intention to continue the degree program afterward. Such requests must be submitted to the Office of Academic Programs with supporting documents and approval of the student's advisor.

## **4. RIGHTS AND RESPONSIBILITIES**

### **4.1. General Information**

This section attempts to: 1) define and address the roles, relationships, and expectations between the graduate student and various units of the Institute and 2) identify the fundamental principles that guide these relationships.

Part of this section addresses the faculty/graduate student relationship, which is crucial to the success of graduate students' study at MI. The ideal relationship is a collegial one, in which the common goals are the completion of the students' degree program in a reasonable time frame and the ongoing success of the faculty members' research program. The graduate student and faculty share responsibility for establishing and maintaining a relationship that achieves these goals.

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 12 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

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This section also considers graduate student issues at the departmental and Institute wide levels. The majority of educational, recreational, and social opportunities are found at the program level. There may be differences among the academic and interdisciplinary programs in philosophical approaches, procedures, physical settings and budgets with varying policies and regulations. Some of these variations are appropriate to particular program's field of research and study. Many policies, however, are applicable to all graduate students regardless of their program.

The two underlying principles in this section are open communication and respect. Both graduate students and the other members of the MI community share responsibility for maintaining these principles.

## **4.2. Students' Responsibilities**

### **4.2.1. Substance Use**

The following policies address the use of cigarettes, alcohol, and drugs at MI.

Smoking is prohibited in all spaces of all MI academic and service buildings. This policy is intended to be self-enforcing and the cooperation of all members of the MI community is expected.

No alcoholic beverages may be served or consumed in any work area of the Institute at any time

The unlawful use, manufacture, distribution, dispensation, sale, or possession of any illegal drug is prohibited in any work area of MI at any time. Violations of this policy may be grounds for serious disciplinary action, including dismissal from the Institute.

### **4.2.2. Policy on Harassment**

MI is committed to creating an environment in which every individual can work, study, and live without being harassed. Harassment of any kind is not acceptable behavior at MI. This means that everyone's differences, whether they are working or studying at MI should be respected. Harassment of any kind will not be tolerated and may lead to sanctions up to and including termination of employment or student status.

Harassment is any conduct, verbal or physical, on or off campus, that has the intent or effect of unreasonably interfering with an individual or groups educational or work performance at MI or that creates an intimidating, hostile, or offensive educational, work, or living environment.

Any member of the MI community who feels harassed is encouraged to seek assistance and resolution of the complaint. MI provides a variety of avenues by which an individual who feels harassed may proceed, so that each person may choose an avenue appropriate to his

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 13 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

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or her particular situation. Institute procedures are intended to protect the rights of both complainant and respondent, to protect privacy, and to prevent supervisory reprisal.

### **4.3. Academic Policy**

#### **4.3.1. Role of the graduate student**

Graduate students form a huge part of the MI community. MI is committed to providing a safe and orderly environment for the Institute's community and expects each member to behave responsibly and ethically.

Each graduate student bears a responsibility of respect and maturity in his or her behavior towards the Institute and members of the Institute community.

#### **4.3.2. Role of the graduate student and faculty**

The establishment and maintenance of a professional relationship between faculty and graduate student is fundamental to the Institute's success. This relationship should be founded on mutual respect and open communication. The responsibility for the success of the relationship rests with both graduate students and faculty members. The graduate student/faculty relationship should be free of personal exploitation and harassment. Both faculty and graduate students should avoid personal or professional relationships which may have conflict with their respective roles and duties at MI, particularly those which may jeopardize the relationship between advisor and student.

Frequent and open communication between graduate student and faculty is important for many reasons. It provides the graduate student an opportunity for evaluation of his or her work. It improves the efficiency of research through discussion of important issues. It prevents conflicts which may result when a faculty member or student is unaware of or unwilling to discuss a potential problem. Graduate students and faculty are strongly encouraged to maintain regular contact and carry out their responsibilities stated below:

- Graduate students and faculty have a responsibility to inform each other of a possible change in their status as soon as they have knowledge.
- Faculty members should inform graduate students promptly of matters that may affect their graduate status.
- Graduate students should provide reasonable notice to their advisors if they intend to leave or change advisors.
- When leaving a research project, graduate students should provide a summary of their work so that any delay associated with continuation of the project is minimized.

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 14 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

This document is the Property of MI and should not be distributed, used and given to any outside party without prior authorizations.

- Graduate students must be notified of subject requirements, including grading criteria and procedures, at the beginning of each course.
- Graduate students must share with the faculty the responsibility for securing, maintaining, and protecting the integrity of grades, scholarship, and research
- Graduate students should receive recognition for scholarly assistance to faculty, and vice versa.
- Graduate students should be permitted to participate in extra-academic activities.

#### **4.4. Role of the Program**

Each program must inform all incoming graduate students of program requirements and relevant procedures. Necessary skills and pre-requisites must be clearly stated, both in admissions and recruitment literature.

In order to provide graduate students with the necessary information to plan their work, each program should insure that their students have ready access to at least the following information:

- Degree requirements
- Academic deadlines
- Time limits for seeking advanced degrees
- Program procedures for general and/or qualifying exams
- Guidelines for resolving concerns or conflicts within the program
- Individuals available for consultation regarding student issues and problems
- Criteria for termination or withdrawal of a graduate student
- Rules governing teaching assistant and research assistant appointments and fellowships

If a program is considering terminating a graduate student, the student must be informed of the reasons at an early stage, and should be notified in writing when formal consideration of termination is initiated.

#### **4.5. Role of the Institute**

The Institute provides direction and leadership on policies concerning graduate students. Graduate students may provide their opinion on Institute policies affecting them. Institute

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 15 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

This document is the Property of MI and should not be distributed, used and given to any outside party without prior authorizations.

committees which set graduate student policy should either have graduate student representative or provide a mechanism for graduate student participation in the decisions which affect graduate students.

A student wishing to discuss a concern or to present a grievance may seek assistance from the following Institute offices: OAP for academic matters and SAO for other personal matters.

All discussions shall remain confidential if the student so requests. Individuals will not be reprimanded or discriminated against for initiating an inquiry or complaint. If the problem remains unresolved or if direct discussion is not possible, the student should follow the grievance procedure described in Section 7.

#### **4.6. Assistantships and Fellowships Policy**

Teaching Assistants help faculty members in grading, classroom and laboratory instruction, preparing apparatus or material for demonstrations, and conducting tutorials and discussion sessions. Research Assistants contribute to an Institute research program. In addition, some graduate students are supported by MI administered fellowships.

The Institute has guidelines and provides current information covering, but not limited to, the following:

- Resolution of concerns and grievances
- Stipends
- Notification of renewal of funding

This information should be distributed to all graduate students and to all subsequent new graduate students.

The monthly stipend recommended by the Academic Council for each assistantship category should be publicly announced in Institute publications as soon as the decision is made.

The Institute should notify a graduate student of any unexpected or unusual change in his or her funding status as soon as the change is known, particularly if funding might be terminated. The student should be notified of the type and amount of funding in question, including one of the following:

- That the funding will not be renewed for the following term
- That the funding will be renewed if the student meets certain specified conditions

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 16 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

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- Or, that the funding will be renewed if certain external conditions, such as contract funding, will be met

In case of non-renewal of a fellowship or assistantship, the reasons must be clearly stated.

All assistants are entitled to a clear description, from their faculty supervisor, of their responsibilities when they begin an assistantship. This description should include a statement of expected work load. Teaching assistants should not be expected to do research unrelated to their theses and research assistants should not be expected to assume substantial teaching duties. The faculty should assign assistantship responsibilities in a way that allows students time to study and prepare for their courses.

#### **4.7. Privacy and Disclosure of Information Policy**

##### **4.7.1. Protection of Privacy**

MI is committed to protecting the personal privacy of members of the MI community. Invasions of privacy can take many forms, often inadvertent or well-intentioned. The mutual trust and freedom of thought and expression essential to the Institute rest on a confidence that privacy will be respected and disclosures of personal information will be made with the informed consent of the individual. The privacy of this information is a critical component of the Institute's relationship with its students and the Institute recognizes its responsibility to collect, manage, use, store and disclose personal data in accordance with legal and community expectations of best practice. Safeguards will be maintained to protect personal information against unauthorized access, alteration, destruction, use or disclosure.

##### **4.7.2. Policy on Privacy of Information**

Recognizing that specific items of information about current (as well as former) individual students, faculty, and staff must be maintained for educational, research, and other institutional purposes, it is MI's policy that such information be collected, maintained, and used by the Institute only for appropriate, and clearly defined purposes, and that such information be controlled and safeguarded in order to ensure the protection of personal privacy to the extent permitted by law. When a member of the MI community is requested to provide information about himself or herself to an official at the Institute, the individual must be informed of the purposes for which it will be used and the consequences, if any, of not supplying it. Such information should not be used or exchanged within the Institute for purposes other than those stated or for reasonable and legitimate purposes. Personal information, other than directory information about students and standard personnel information, should not be released to anyone outside MI without the permission of the individual, except in the case of court orders and/or legal process, in cases where such release would be clearly expected (employment references, award nominations, etc.), or in extraordinary circumstances. Directory information about students includes name, semester

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 17 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

This document is the Property of MI and should not be distributed, used and given to any outside party without prior authorizations.

and permanent addresses, semester telephone number, semester electronic mail address, department, class, degrees received and dates of attendance. Standard personnel information comprises dates of MI employment, job classification or title, the department in which an individual is or was employed, and telephone extension for current employees.

Requests for information about foreign nationals, other than directory information about students and standard personnel information, should be directed to the Provost, who may release such information provided that the query is specific (rather than general, as in a form letter), that it is made by a senior government official, and that it is lawful to release the information; it must also be apparent that a response is warranted by serious considerations of national security or law enforcement.

Prior to the use or disclosure of personal information, reasonable steps will be taken to ensure that personal information is relevant and to the extent necessary, accurate, complete and up to date for the purpose for which it is to be used. Safeguards should be provided to protect personal information against accidental or intentional misuse or improper disclosure within or outside MI.

#### **4.7.3. Court Orders and Legal Process**

In the case of court orders or subpoenas for information about an individual, that individual should ordinarily be notified of the request as soon as possible, unless a court order prohibits such notification, and the required information should be released only by an authorized officer of the Institute.

#### **4.7.4. Privacy of Student Records**

“Education records” means those records that are directly related to a student and are maintained by MI. Educational records at MI include those that are kept by the offices of the Registrar, Admissions, OAP, Advisors, standing committees of the Faculty, and the Archives. Records that are kept in the Office of the Registrar are permanent. The Institute is obliged under certain regulations to retain certain educational records for specific periods of time.

Subject to the provisions of these regulations, persons responsible for the maintenance and control of information must review the disposition of that information when it has served its intended purpose. Certain records are not considered educational records; these include personal files held by Institute faculty and staff that are not accessible or revealed to others.

#### **4.7.5. Review of Records and Challenges to Record Content**

Subject to the exceptions stated below, all educational records of the Institute that are identified with an individual student or former student will be available for review at the request of that individual. Such a student may make a request directly to the custodian of the record. An individual shall not be permitted to review those specific portions of his or her educational record that refer to other identified students. An individual may challenge the content of his or her educational record with the custodian or through the APC. If a

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 18 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

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dispute pertaining to the accuracy or completeness of the record remains, the student shall be afforded a hearing. A letter of recommendation in a student's educational record will not be made available to the student for review if the student has previously waived his or her right to review that specific letter.

#### **4.7.6. Disclosure of Information about Students**

Institute officials including both academic and administrative personnel may have access, without the student's prior consent and without a record being made, to specific student records in which they have a legitimate educational interest. For example, faculty advisors may have access to relevant educational records of their advisees. In addition, custodians of students' educational records have the responsibility to treat personal information with appropriate care and discretion and not exchange such information unnecessarily, and to ensure that the transfer of information between persons not in the same office or working group serves a legitimate Institute purpose (when such transfer is unusual, permission should be obtained, if practicable).

Educational records may be disclosed, without a student's prior consent, to officials of another educational institution in which the student seeks or intends to enroll, or in which the student is enrolled concurrently. In such cases, the student must be notified of the disclosure, provided with copies of the disclosed records if he or she requests them. Except in cases of court orders and legal process or when the student consents, all educational records that are released to persons or organizations outside of MI must be released on the condition that they will be used only for their stated purpose and that no other party will have access to them without the student's written consent. The disclosed material should contain a statement to the effect that acceptance of these materials constitutes an agreement to abide by this condition.

Students who hold temporary, non-immigrant visas are required by the UAE Immigration, when applying for these visas, to authorize MI to release to UAE Immigration, upon its request, certain information and documents about themselves. It is MI's policy to release such information only to the extent required by law.

Certain kinds of personally identifiable information from a student's educational record, designated by the Institute as directory information, may be released without the student's prior consent and without a record being made. This information includes name, semester and permanent home addresses, MI office address, semester telephone number, semester electronic mail address, course, year and registration type, degrees received and dates of attendance. Some of the items listed above, such as the Student Directory, and equivalent electronic versions are intended primarily for use by members of the MI community and should not be distributed to non-MI employees.

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 19 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

This document is the Property of MI and should not be distributed, used and given to any outside party without prior authorizations.

#### **4.7.7. Letters of Recommendation**

Candid appraisals and evaluations of performance and potential are essential components of the educational process. With appropriate permission, the provision of such information to prospective employers, other institutions, or other legitimately concerned external individuals or agencies is in the interest of the student.

A student's request for a letter of recommendation to be written by Institute faculty or staff constitutes consent to disclosure and should, therefore, be made in writing as indicated in section (4.7.6.).

A student or former student may voluntarily waive his or her right to review or receive copies of letters of recommendation or other documents sent to MI or written by a member of the MI faculty or staff in connection with admission to educational institutions, employment, or consideration for an honor or recognition. Such a waiver must be in writing and must include adequate identification of the concerned individual, the author of the letter, and the purpose for which the letter is intended. Such waivers must not be required as a condition for admission, receipt of financial aid, or receipt of any other services or benefits from any agency or institution. Faculty and staff should take care not to encourage waivers unnecessarily.

#### **4.7.8. Personal Files**

The personal files of members of the Faculty and staff that concern students, including private correspondence and notes that refer to students, are not regarded as educational records and are not subject to review by students. However, if the personal files are made available to others within the Institute or to parties outside MI, then they are part of a student's educational records, and the student has a right to review those files.

#### **4.7.9. Record Maintenance and Inventory**

Offices maintaining records, files, and data pertaining to students should also maintain a record of the persons who have had access to them. Each office should periodically take inventory of its records, files, and data on students to ensure that information about students and former students is being retained only for the purposes for which it was collected and is not being retained beyond reasonable periods of utility. No educational record may be destroyed if there is an outstanding request to inspect or review it.

#### **4.7.10. Retention of Student Records**

The Registrar's Office will store students' academic records of grades achieved at the Institute permanently. These records are normally stored electronically for optimized use of space but may include other formats where necessary.

Student records that are no longer needed will be properly disposed of once the minimum retention period is reached. This is done with the following compliance:

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 20 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

This document is the Property of MI and should not be distributed, used and given to any outside party without prior authorizations.

- Disposal of the records are in compliance with all legal laws;
- Records disposed of do not relate to or contain information regarding a current, pending, or known pending investigation or audit involving the Institute;
- Records containing sensitive and/or confidential information are shredded or otherwise rendered unreadable (eg, CDs) in the process of disposal.

The following table shows the minimum retention period for student records. It is not meant to be an exhaustive list and will be amended from time to time as necessary.

Type(s) or Records	Retention Period
Academic records of grades at Institute	Permanent
Final grade sheets	Permanent
Transfer credits	Permanent
Change of grades	Permanent
Course registration	2 semesters after graduation
Add/Drop requests	2 semesters after graduation
Program change authorization	2 semesters after graduation
Leave of absence	2 semesters after graduation or 2 years from date of leave if student does not return
Withdrawal or Dismissal	5 years after date of withdrawal or dismissal
Disciplinary records	5 years after graduation or last date of attendance
Application materials of applicants who are not admitted or who do not enroll – transcripts, letters of recommendations, etc.	One year after application. A limited set of data solely in electronic form is retained for statistical purposes.
Application materials of applicants who enroll	5 years after graduation or last date of attendance

## 5. ASSESSMENT, EXAMINATIONS AND ACADEMIC RATING SYSTEM

### 5.1. Assignments and Examinations

These regulations apply to academic assessments during the fall and spring terms including the final examination periods. Questions of interpretation and requests for exceptions to regulations shall be referred to the Dean of Academic Programs, who will direct them to the appropriate committees. Exceptions to regulations shall be granted for no more than five years.

Document Number:	Student Academic Handbook	Page No.: 21 of 77
Version No: 2.1		Effective Date: Immediate

This document is the Property of MI and should not be distributed, used and given to any outside party without prior authorizations.

The regulations in this section apply to all courses. Final examinations shall be held during the final examination period following each term, and shall be scheduled through the Registrar Office. The final examination scheduled in any course shall last at least one hour and not more than three hours. Final examinations may not be cancelled once they are announced, and once the final examination schedule is published by the Registrar Office, the time of the final examination may not be changed. Due dates for assignment, term paper, or oral presentation in any subject shall not fall after the last scheduled class period for a particular course.

#### **5.1.1. Grades**

Grades at MI are not rigidly related to any numerical scores or distribution functions. Grades are not awarded solely according to predetermined percentages. As can be seen from the following grade descriptions, a student's grade in a subject is related more directly to the student's mastery of the material than to the relative performance of his or her peers. In determining a student's grade, consideration is given for elegance of presentation, creativity, imagination, and originality, where these may appropriately be called for.

The MI internal grading system includes plus (+) and minus (-) modifiers for use with the letter grades A, B, and C for all academic subjects. These modifiers are included on internal grade reports only. However, they are not officially part of student's grades, they do not appear on MI transcripts, and they do not affect internally or externally reported grade-point averages.

Students may repeat a course taken at MI. The approval from the student's advisor shall be required. The grades received for the two courses will be double counted. Both grades shall be displayed in the transcript. The new grade will not replace the old grade in the GPA calculation.

The grades to be used for students who satisfactorily complete the work of a subject by the end of the term are:

A, Exceptionally good performance, demonstrating a superior understanding of the subject matter, a foundation of extensive knowledge, and a skillful use of concepts and/or materials.

B, Good performance, demonstrating capacity to use the appropriate concepts, a good understanding of the subject matter, and an ability to handle the problems and materials encountered in the subject.

C, Minimally acceptable performance, demonstrating deficiencies in the subject matter. All course grades will be reviewed at the end of the semester and performance of C or lower will trigger further inquiry by the APC. Receiving a C grade may potentially lead to placing the student under academic probation.

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 22 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

This document is the Property of MI and should not be distributed, used and given to any outside party without prior authorizations.

D, Unacceptable performance, demonstrating less than the minimum familiarity with the subject matter. Receiving a D grade may potentially lead to placing the student under academic probation.

The grades and notations used for subjects not passed or not completed are:

F, failed. This grade also signifies that the student must repeat the subject to receive credit.

R, repeated course. The grades received for the two courses will be double counted. The new grade will not replace the old grade in the GPA calculation.

I, incomplete. The grade of I indicates that a minor part of the subject requirements has not been fulfilled and that a passing grade is to be expected when the work is completed. The work is to be completed before the end of the fifth week of the succeeding term of the regular academic year, but the deadline may be extended with explicit approval of the Dean of Academic Programs.

An Incomplete may be given only when the student has been in attendance, has done satisfactory work and has been prevented by circumstances beyond his/her control, such as illness or family emergency, from completing all the course requirements on time. A grade of "Incomplete" may not be given merely because a student fails to complete all course requirements on time. The "Incomplete" privilege is open to abuse; by deferring completion of some major course requirement, a student can gain advantage over his/her classmates by obtaining additional time to do a superior job. This is not an option that can be elected at the student's own discretion. An Incomplete will not be given to enable the student to do additional work to improve a grade.

In order to request an "Incomplete" grade, the following steps should be followed:

Step 1: The student must submit a petition, Incomplete Request Form (Appendix 3) by the final class meeting day to his/her instructor presenting extenuating circumstances for not completing the full requirements of the course.

Step 2: The student's instructor should approve and sign the petition.

Step 3: The Dean of Academic Programs should approve and sign the petition.

If the work is not completed before the end of the fifth week of the succeeding term of the regular academic year, the incomplete grade will not be converted to any other grade. The student can petition to the Dean of Academic Programs for an extension of the deadline. Such a petition will only be approved in the case of extenuating circumstances. When completion of the subject requires facilities which are normally but not continuously available, the work must be completed in the earliest term in which the facilities are available. Grades for completion of incompletes will not usually be recorded for individuals

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 23 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

This document is the Property of MI and should not be distributed, used and given to any outside party without prior authorizations.

no longer registered, though students receiving degrees have three months to complete an incomplete received in their final term.

Final grades, once submitted to the Registrar can only be changed with a formal request stating the reasons for change to the Dean of Academic Programs who will forward his approval to the Registrar. A hardcopy of the Grades Update form (Appendix 3) duly signed by the faculty and endorsed by the Dean of Academic Programs is required and the student records will then be amended accordingly. This form must be submitted directly to the Registrar's Office by the Dean of Academic Programs. No forms will be accepted if submitted by students. The deadline for final grade change will be 5 weeks after the submission of the initial grades.

### 5.1.2. Cumulative Rating

The cumulative grade point average is computed by multiplying the grade points received in each subject by the total credits assigned to that subject and dividing the sum by the total credits. Grade points are as follows:

A	4
B	3
C	2
D	1
F	0

To graduate with an advanced degree, a student must meet the minimum requirements of graduate study and research, including a cumulative rating of 3.0 or higher.

The cumulative rating of graduate students is computed from grades received in all subjects (excluding thesis) taken for credit as part of the student's graduate program (including registration as a special student).

Thesis course grade is assigned based on a Satisfactory/Unsatisfactory (S/U) basis.

### 5.1.3. Credit Hour Definition

In defining standards a semester credit hour represents three hours of academic work per week (including lectures, laboratories, recitations, assignments, thesis research work, and so on), averaged over the term, in order to complete the work of the course. For example, enrollment for 15 credits in a semester would thus require approximately 45 hours of work per week, on average, over the course of the semester for a typical student. All grades for academic work are based on the quality of the work submitted, not on hours of effort. It is thus expected that the academic work required of our graduate students will exceed three hours per credit per week to attain the world class standards that are worth our vision and our collaboration with MIT.

Document Number:	Student Academic Handbook	Page No.: 24 of 77
Version No: 2.1		Effective Date: Immediate

This document is the Property of MI and should not be distributed, used and given to any outside party without prior authorizations.



#### **5.1.4. Grade Reports and Transcripts**

Grade reports are released online by the Registrar after the end of each term before the beginning of the next term, including the short session, to all registered students. Students may order full and final transcripts of their academic record at the Registrar's Office at the prevailing cost per copy. One final transcript will be issued for free to graduates. Requests for partial transcripts will also be at the prevailing per copy. The cost may be higher for rush or special requests. Transcript requests should be made early to meet your deadlines.

#### **5.1.5. Graduate Academic Standards and Student Performance**

Continuing registration of graduate students from term to term is contingent upon satisfactory academic performance. It is the responsibility of the APC to monitor minimum academic standards for graduate students (including special graduate students) in accordance with the Rules and Regulations of the faculty. The APC reviews the academic records of all graduate students at the end of each term (including the summer session). Students with cumulative ratings below 3.0 are given particular attention. Consideration is given not only to low grades, but to other factors affecting a student's performance in meeting the requirements for the degree program in which he or she is enrolled.

Any student with a semester GPA of less than 3.0 or with a U thesis grade is automatically placed on probation. A student on probation will be counseled and interviewed to understand the reasons for his or her underperformance. If students are placed on probation twice then their case will be reviewed by the APC and the default action is to remove the scholarship offered by the Institute unless extenuating circumstances are presented in the review of the case.

Students need a CGPA of 3.0 or above to graduate. Any student with a CGPA of less than 3.0 for one semester will be reviewed by the APC. As before, the APC will consider the circumstances, interview the student, and find ways to support an improvement in his or her performance. If students fail to raise their CGPA above 3.0 for two consecutive semesters the default action is dismissal from the Program unless the review identifies special circumstances that created this situation.

All such recommendations shall be acted upon by the APC not later than at its last regular meeting in the term during which the deficiency in the student's performance is recognized. The vote of the committee in each case shall be transmitted in writing by the Dean of Academic Programs to the student, the student's program, and the Registrar.

Warnings and refusals voted by the committee are recorded by the Registrar for Institute purposes, but are not reported on transcripts issued to other institutions and employers.

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 25 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

This document is the Property of MI and should not be distributed, used and given to any outside party without prior authorizations.

## 5.2. Mid-Course and End-Course Teacher Evaluation Questionnaire

Course evaluation is an important element of the education process which gathers students' feedback for the purpose of continuous improvement. Students are strongly encouraged to offer constructive suggestions that may help to improve both the course content and the teaching of their instructors. MI students are surveyed both during the mid-course and end-course time periods. At the conclusion of every semester and for every course taken, students are asked to give constructive assessment on several evaluation measures including 'Course Learning Outcomes' via the End-Course Teacher Evaluation Questionnaire. Results shall not be disclosed to the instructor before mid-term or final examination grades have been submitted and processed. All course evaluation surveys shall be anonymous. The MI Course Evaluation system is entirely online. The current software in use is *CourseEval*. For more information, please refer to the MI Online Course Evaluation User Guide on the web-site under the Office of Academic Programs.

## 6. STUDENT ACADEMIC INTEGRITY POLICY

### 6.1. Purpose

The purpose of this policy is to set out the Institute's commitment to Academic Integrity, particularly the importance of acknowledgement practices; responding to academic misconduct and the roles and responsibilities of staff and students in upholding the values of academic integrity. This policy applies to all students at Masdar Institute.

Students are expected to demonstrate commitment to the five fundamental values of academic integrity which are honesty, trust, fairness, respect and responsibility in all academic endeavors including coursework and research. All members of the MI community are expected to uphold these values to ensure the protection of MI's reputation for current and future students, faculty and staff.

### 6.2. Plagiarism

Plagiarism is the act of using another person's ideas without appropriate acknowledgement. Unintentional plagiarism can result if acceptable scholarly methods of acknowledgement are not used. Please refer to the referencing system used by your Department. Examples of sources to be referenced include but are not limited to: text quoted directly or paraphrased, graphics, mathematical proofs, scientific data as well as concepts or materials derived from the work of another person. The Institute uses plagiarism detection software such as TurnItIn and iThenticate.

Severe plagiarism is defined as submission of work that is fully copied from other sources without proper acknowledgement.

Plagiarism in group work may result in all the members being collectively held responsible for the work submitted and may be liable for any penalty imposed.

Document Number:	Student Academic Handbook	Page No.: 26 of 77
Version No: 2.1		Effective Date: Immediate

This document is the Property of MI and should not be distributed, used and given to any outside party without prior authorizations.

### 6.2.1. Penalties for Minor Plagiarism Cases

<b>First Offence</b>	Cases of plagiarism will receive a Fail (0) grade in the assignment. Warning is included in the student's file.
<b>Second Offence</b>	The case will be forwarded to the Disciplinary Committee where the standard penalty will be a Fail (0) grade in the course. This will be recorded in the student's file.
<b>Third Offence</b>	The matter will be forwarded to the Disciplinary committee where the standard penalty will be dismissal from the Institute.

### 6.2.2. Penalties for Severe Plagiarism Cases

<b>First Offence</b>	The case will be forwarded to the Disciplinary Committee where the standard penalty will be a Fail (0) grade in the course. This will be recorded in the student's file
<b>Second Offence</b>	The matter will be forwarded to the Disciplinary committee where the standard penalty will be dismissal from the Institute.

### 6.2.3. Penalties for Plagiarism in Thesis

Plagiarism in thesis is a very serious offense and as such all cases will be referred to the Disciplinary Committee.

All final theses must be run through the Plagiarism software prior to sign-off by the Research Supervisory Committee.

<b>Minor</b>	This would normally comprise of a relatively small component of the thesis and may be limited to a paragraph. The student will receive a warning and would be given the opportunity to revise his/her work. The revised thesis will then have to be run through the plagiarism software prior to awarding of the degree. This must be recorded in the student file.
<b>Major</b>	This would normally comprise a relatively large component of the thesis. The student will be dismissed from the Institute. This must be recorded in the student file.
<b>Post Award</b>	If plagiarism is identified in a thesis post award, the Disciplinary committee will be responsible for initiating an investigation into the severity of plagiarism. If the plagiarism is identified to be major, this would lead to the degree awarded being revoked.

## 6.3. Other Forms of Academic Misconduct

Other forms of academic misconduct include, but are not limited to:

- a. Cheating in examinations, in preparation of assignment and during in-class tests by any means such as:

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 27 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

This document is the Property of MI and should not be distributed, used and given to any outside party without prior authorizations.

- i. Copying off another student.
  - ii. Bringing any unauthorized materials into the examination room.
  - iii. Entering the examination room with writing on clothing or person.
  - iv. Use of unauthorized technical devices (i.e. mobile phones, programmable calculators etc.)
  - v. Removal of any examination script from the examination room.
  - vi. Any attempt to confer with or gain access to an examination script of another student
  - vii. Any attempt to tamper with examination scripts after they have been collected by the examiner.
  - viii. Any unauthorized absence from the exam room during the period of examination.
  - ix. Impersonation or attempted impersonation of another student.
- b. Intentionally assisting or any attempt to aid and abet students in some form of academic dishonesty. This includes providing assessment materials to other students.
  - c. Intentionally facilitating academic dishonesty by other students.
  - d. Falsification or invention of any information, data, experiment results or citation (e.g. sources) in an academic exercise.
  - e. Behaving in a way that impedes or limits academic opportunities of other students
  - f. Any other conduct likely to provide unfair advantage to the student.
  - g. Submission of any forged document; including but not limited to: transcript, degree, GRE, TOEFL, IELTS and Medical Certifications.

Other forms of academic misconduct cases will be referred to the Disciplinary Committee for their recommendation. Based on the nature of the offence, the Disciplinary Committee may

- i. Determine that the student receives a Fail (0) grade for that course or
- ii. Suspend the student for a limited period of time or
- iii. Dismiss the student permanently from the Institute or
- iv. Find the student not at fault.

#### 6.4. Reporting Procedure

All members of MI community are strongly encouraged to report all suspected violations of the policy. All allegations of plagiarism and academic misconduct are extremely serious and inquiries, investigations and any subsequent proceedings should be conducted promptly and with care and sensitivity.

Clear and timely communication is crucial and all communications with the student and other members of the MI community must be documented and treated with confidentiality.

- i. The Instructor will inform the student and the Department Head. Teaching Assistants will refer suspected cases to the lecturer. A record of the case (including decision made) and the copy of plagiarized work will be kept in the student file.
- ii. For severe/major plagiarism cases, the relevant Department Head will refer all cases

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 28 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

This document is the Property of MI and should not be distributed, used and given to any outside party without prior authorizations.

- to the Disciplinary Committee with a suitable recommendation.
- iii. Other cases of misconduct must be raised with the relevant Department Head.
- iv. If the person reporting is someone who is not directly involved with the student, he/she is required to report the misconduct to the instructor who will then take it up with the student and the Department Head.

In all cases, the relevant Department Head, Office of Academic Programs and the Registrar must be notified of the final decision.

## 6.5. Appeals

In all the above cases, the student has the right to appeal to the charges, in writing, within seven (7) days to the Disciplinary Committee. Refer to the Grievance procedure in section 7 of the Student Academic Handbook.

The Committee's decision must be sent to the student in writing within seven working days and a copy must be placed in the student's file that is maintained within the Office of the Registrar.

## 6.6. Records

Records relating to matters forwarded to the Disciplinary Committee must be maintained by the Chair of the Committee.

Records of all penalties and decisions must be included in the student file maintained within the Office of the Registrar.

## 6.7. Composition of the Disciplinary Committee

The Institute's Disciplinary Committee consists of three elected members of the Faculty, two graduate students, the Dean of Academic Programs and the Dean of Students.

# 7. GRIEVANCE POLICY

MI aims to provide a fair, equitable and productive learning environment for all its students. There are a variety of means, most of them informal, by which student issues and complaints are brought to consideration and subsequent resolution. These procedures normally depend on the nature of the complaint. The Institute is committed to the early and informal resolution of grievances. Students should therefore attempt to resolve any grievances in an informal way with the person involved before initiating formal grievance resolution processes. For academic matters, for example, they begin with conversations with faculty and supervisors, and extend to the Office of Academic Programs. Issues of a personal or medical nature may be resolved within the Student Affairs Office. Sometimes ad hoc committees are formed to consider and make recommendations in special circumstances.

Document Number:	Student Academic Handbook	Page No.: 29 of 77
Version No: 2.1		Effective Date: Immediate

This document is the Property of MI and should not be distributed, used and given to any outside party without prior authorizations.

Students who believe for any reason that they have been treated improperly are encouraged to raise their concerns. When possible, concerns relating to academic situations should be raised directly to the professors, instructors, or advisors relevant to the case. If the problem remains unresolved or if direct discussion is not possible, the student should follow the grievance procedure described here. All communications related to a grievance are to remain confidential for the entire process and documented via email. Individuals will not be reprimanded or discriminated against for voicing a concern.

### **7.1. Grievance Procedure**

An academic grievance may arise when a student has no other way available under usual, informal, daily routes for business disputes resolution to remedy what he/she perceives as unfair treatment. An academic grievance may be inclusive of the below examples, but is not limited to:

- Grade Disputes.
- Conflicts between advisor and student due to research issues.

A petition must be submitted no later than four weeks following the development of the circumstances that have prompted the grievance.

In order to resolve a grievance the following steps shall be followed:

#### *Step 1: Informal Resolution.*

The initial contact to file a grievance will be the Dean of Academic Programs (DAP). The student will describe the grievance in detail via e-mail to the DAP, and will follow up with a discussion if clarification is needed. Then the DAP will discuss the grievance with the relevant faculty member who will try to resolve it. To this end the faculty member may:

- Review the student records,
- Discuss the problem with other faculty and staff
- Advocate reconsideration in case where the faculty has valid ground to believe that the student may have genuinely misunderstood the guidelines that may have led to the treatment instigating the grievance

The informal resolution should be completed within two weeks of the initial discussion and the student should be notified about its conclusion in writing via email.

#### *Step 2: Formal Resolution*

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 30 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

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If the conclusion of the informal resolution process is still not satisfactory to the student, then the student should submit within two weeks of the conclusion of Step 1 the complaint in writing to be reviewed by the Academic Performance Committee (APC). The student's submission should describe in the greatest extent possible the conditions and factors that led to the perceived grievance and the actions taken during the informal resolution process.

If the members in the APC were in any way involved in the grievance or the informal resolution process they should recuse themselves and a replacement will be randomly selected from the Institute faculty.

The APC will consider the grievance by reviewing the letter, seeking additional information from faculty and staff, and reviewing related institute policies and regulations.

After consideration of the case and within three weeks, the APC may

- (i) Dismiss the grievance, or
- (ii) Uphold the grievance and address it by instructing appropriate reparations including changes in the student's academic records and review of Institute policies if necessary to prevent systemic repetitions of such problems.

Within three weeks of filing the complaint, the APC will notify the student in writing of their recommendations and the actions taken to redress the issue if the grievance was upheld.

### *Step 3: Appeals Process*

If the recommendations of the formal resolution process are not satisfactory to the student, then he/she is advised to appeal to the Provost within two weeks of the APC recommendations. The appeal needs to be addressed to the Provost who will review its merits and decide whether to reject it or accept it and convene an ad hoc Grievance Appeals Committee. The Grievance Appeals Committee will include the Provost, a representative from the Program the student is enrolled in and not previously involved in the case, a faculty member not of the Program the student is enrolled in, and a student representative chosen by the Student Government Association. This ad hoc committee will have the same responsibilities and range of actions as the committee involved in Step 2.

### *Step 4: External Mediation*

In case where the student still feels that the issues leading to his/her grievance have not been addressed and if no other means of addressing it are available within the Institute, then external mediation from the Abu Dhabi Educational Council can be considered within two weeks of the Provost's decision and the student will need to follow the forms and procedures as prescribed by it.

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 31 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

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## 8. ADVANCED DEGREES

Each graduate program is described in individual program statements on graduate education on the MI website. These statements should be consulted for more specific information. In addition to these requirements incoming students who have not met the minimum TOEFL and/or GRE requirement may be required to participate in preparatory/ fundamental 400-level courses. These students are encouraged to enhance their GRE and/or TOEFL scores (whichever is needed) before the start of the first semester. If the new scores are above the minimum requirements, then these new scores may be considered for review till the end of the first week of classes of the first semester.

A minimum grade of B is required for each 400 level course the student is required to take. Failure to get this minimum grade will result in revoking the conditional admission.

### 8.1. Residence degree conditions

MI degrees are "residence" degrees in the sense that a major portion of the work must be done on campus with the faculty, other graduate students, and the Institute community. This includes access to libraries, to the educational opportunities offered by other disciplines, and also to recreational, cultural, religious, and athletic opportunities.

Residence credit is achieved by satisfactory completion of approved courses of instruction or thesis on campus while registered as a regular graduate student. Residence credit accumulated during the completion of one graduate degree can be counted toward the residence requirement for another graduate degree.

There is a special condition under which thesis research may be carried out while not in formal residence at the Institute. Thesis in Absentia, applicable to all graduate degrees, is intended primarily for students who are on location away from MI but who in every other respect maintain full access to and contact with the academic life of the Institute.

### 8.2. Master's Degree

#### 8.2.1. Master of Science with and without specification

To be eligible for the degree of Master of Science, the student must have satisfactorily completed a program of study with at least 48 credits including an acceptable thesis. The choice of field specialization must be approved by the appropriate program faculty committee. Approval of the entire program must be obtained from this committee and from the student's faculty advisor. A special interdepartmental committee, approved by the Dean of Academic Programs, may be appointed to supervise an ad hoc degree program in an interdepartmental field.

The satisfactory completion of the master's degree requires the student to be in residence as a regular full-time graduate student for a minimum of three regular academic terms (not the short session). Every degree candidate working on a thesis must register for thesis in all

Document Number:	Student Academic Handbook	Page No.: 32 of 77
Version No: 2.1		Effective Date: Immediate

This document is the Property of MI and should not be distributed, used and given to any outside party without prior authorizations.



periods during which his or her thesis research or writing is actually in progress and during the term his or her name appears on the degree list. The same high standard of academic performance in a program approved by a program faculty committee is required for either degree.

*Changing Program Affiliation.* A student admitted in one program may later decide to change the degree program he or she is registered for. In this case, a new application will need to be submitted, reviewed, and approved by the admission committee responsible for that program. The application process is shortened as the student has already submitted the forms required for admission he or she is already enrolled in. In addition, the student is also required to submit a second statement of objectives outlining the benefits they anticipate from changing their affiliation both academically and professionally. The student's performance at the Institute till date will also be evaluated in this decision.

### **8.3. PhD in Interdisciplinary Engineering**

#### **8.3.1. The PhD Student Initial Academic Advisor**

During the first semester of PhD studies, the PhD Coordinator will be assigned as the students' Academic Advisor who will assist in choosing the first semester courses and in selecting the Research Supervisory Committee (RSC) members.

#### **8.3.2. The PhD RSC (Research Supervisory Committee)**

After a student has been admitted to the PhD program, the student with the Academic Advisor will consult with various MI faculty members in order to identify those members of the faculty most appropriate for membership on the candidate's PhD RSC. The MI member(s) will then consult with various MIT faculty, through the MI/MIT Cooperative Program (Office of the Provost) TDP (MIT Technology and Development Program), to identify MIT faculty for membership on the PhD RSC. The PhD RSC consists of at least two MI and one MIT faculty members and is chaired by one of the MI members who is the academic advisor of the student. Thereafter, this RSC will be responsible for proposing the PhD student curriculum and seeking its approval from the PhD program coordinator and the Graduate Education Council (GEC). They will also be responsible for supervising and assessing the curriculum through all stages until degree completion requirements are met.

The PhD student's RSC will propose and seek the approval of the PhD coordinator and the GEC for the title of the PhD thesis, a student course work plan consisting of at least eight post-master courses at the 600 level that feature breadth and depth in the student field of specialization. The course work plan must include two courses selected from the list of MI 600 level courses with substantial mathematics component, and UCC601: Teaching at the university level. The RSC will also propose the three topical areas for the PhD student's written part of the qualifying exam to be administered by the GEC, set and evaluate the oral part of the qualifying examination at such a time and in such a manner as the committee shall approve, assess the student course plan progress, supervise the research program,

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 33 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

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administer the thesis examination, and finally, recommend to the Institute that the doctoral degree be awarded according to the policies and regulations.

The PhD Research Supervisory Committee Approval Form is found in Appendix 1. This form constitutes the PhD RSC formation and the proposed thesis title. The form needs to be attached along with the Course Study Plan, one page description of Research subjects, three Topical Areas for Qualifying Exam, and justification for transfer of credits including for those courses to be taken at MIT (if applicable).

### **8.3.3. Transfer of Credit**

MI does not award credit for duplicated courses taken during the Master degree, or for courses offered by institutions in the UAE not licensed by the CAA. However the PhD student's RSC may propose to the GEC transfer credits for post-master courses from federal and accredited institutions in the UAE in addition to those post-master courses earned from internationally recognized institutions if they fulfill the PhD outcomes and in which the student earned a grade of B or better (3.0 on a 4.0 scale). Transfer of credits can be proposed only for courses, including those from MIT, that feature at least one graduate course as a pre-requisite to fulfill the doctoral 600 level course required by the *Standards*. The final decision on the transfer credits rests with the GEC. The number of transfer credits should not exceed 50% of the total number of course credits required to complete the PhD degree. The PhD student must keep good academic standing by maintaining a 3.0 CGPA in all the course work and a satisfactory grade in his thesis work. In addition all PhD students are required to attend at least 50% of the MI weekly seminar series and present the seminar at least once during their PhD study.

### **8.3.4. Course Work**

Proficiency in three topical areas as defined and proposed by the PhD RSC will be assessed by part I of the qualifying exam (written) which has to be administered by the GEC no later than the third semester (excluding the summer semester) after student's admission into the PhD program. After successful completion of Part I of the qualifying exam and before the end of the forth semester (excluding the summer semester), the student has to submit and defend his/her research proposal (part II of the qualifying exam) in order to proceed with the actual research work of his/her doctoral degree. Upon the completion of his/her thesis, the student has to defend his/her dissertation in order to be granted the Doctor of Philosophy in Interdisciplinary Engineering degree.

### **8.3.5. Qualifying Exams**

The qualifying exams are a series of exams that every student in the PhD program must take and pass to continue as a PhD candidate.

#### **Part I (Written):**

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 34 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

This document is the Property of MI and should not be distributed, used and given to any outside party without prior authorizations.

This exam in three topical areas proposed by the PhD student's RSC, and approved and administered by the GEC tests the student proficiency in a set of graduate courses related to his field of specialization. Students who are admitted to the PhD program are expected to pass this exam within their first three semesters in the program (excluding the summer semester). Poor performance by a student in any one topical area of the written qualifying exam may result in the student failing the entire qualifying exam based on the judgment of the GEC. Students are expected to pass on the first attempt. However, a student may request in writing to repeat the exam. Based upon the student's academic standing and on the results of the first exam, the GEC may grant a second written exam. Students who fail the qualifying exam the second time will be dropped from the PhD program.

#### Topics for Qualifying Exam:

##### Chemical Engineering

1. Chemical Engineering Thermodynamics
2. Analysis of Transport Phenomena
3. Chemical and Biochemical Reactor Engineering
4. Chemical and Biochemical Process Systems Engineering
5. Biochemistry for Engineers

##### Mechanical Engineering

1. Fluid Dynamics
2. Heat Transfer
3. Thermodynamics
4. Mechanics of Solids and Materials
5. Advanced Engineering Mathematics
6. Dynamics and Control

##### Electrical Power Engineering

1. Electric Machines
2. Power Systems
3. Power Electronics
4. Control Systems

##### Material Science and Engineering

1. Optoelectronic Properties of Materials.
2. Thermal and Mechanical Properties of Materials.
3. Performance (Photovoltaic devices, batteries).
4. Synthesis and Characterization of Materials.
5. Thermodynamics and Kinetics of Materials.

##### Engineering Systems and Management

1. Systems Optimization

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 35 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

This document is the Property of MI and should not be distributed, used and given to any outside party without prior authorizations.

2. Statistical Analysis
3. System Dynamics Modeling
4. System Project Management
5. Production Planning and Inventory Management
6. Microeconomics

#### Computing and Information Science

1. Data Analytics
2. Software Engineering
3. Algorithms
4. AI/Multi-Agent Systems
5. Information Security
6. Networked and Distributed Systems

#### Microsystems Engineering

1. Micro/Nano Processing Technology
2. Integrated Microelectronic Devices
3. Electromagnetics and Applications
4. CMOS VLSI Design
5. Fundamentals of Photonics
6. Design and Fabrication of MEMS

#### Water and Environmental Engineering

1. Contaminant Fate and Transport
2. Separation Processes for Environmental Engineering
3. Microbial Process Engineering
4. Hydrology
5. Climate Sciences
6. Environmental Data Analysis

### Part II (Oral):

This exam consists of an oral presentation and defense by the student of his/her thesis research proposal in front of the RSC. Prior to the exam, the student has to submit a written report of his/her research proposal and schedule a date and time for the oral presentation and defense. The defense consists of an extended session of questions/answers around the thesis research area and as related to the student PhD course work.

#### 8.3.6. Research

The research involves an original investigation of an open interdisciplinary problem, the results of which are rigorously documented in a written dissertation that meets international standards and formally reported in a thesis defense.

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 36 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

This document is the Property of MI and should not be distributed, used and given to any outside party without prior authorizations.

### 8.3.7. Participation to MI Weekly Seminar Series

MI has a weekly seminar series where international scholars, MI faculty, and MI PhD candidates present their research problems, strategies, approaches, and major findings. These seminars are intended to expose PhD students to a wide range of research problems and strategies in an interdisciplinary engineering environment, and to broaden and deepen the student's knowledge of contemporary science and engineering research issues. The PhD student is required to attend at least 50 % of the MI weekly seminars, and to present the seminar at least once during their PhD study.

### 8.3.8. PhD Residency

The minimum residency for the PhD program is two years and the maximum is seven years.

### 8.3.9. MIT Involvement

MIT is a primary partner and stake holder in the creation of MI as a whole and as such its involvement is not only desirable but required in the PhD program. In fact, the whole idea of creating this unique program has its roots in a similar existing program at MIT. Beside the participation in the PhD program, MIT's involvement in this program enables MI doctoral candidates to spend up to 2 semesters at MIT while taking courses (minimum of 3 courses per semester) on campus at MIT as proposed by the PhD student's RSC and approved by the GEC. The number of transfer credits should not exceed 50% of the total number of course credits required to complete the PhD degree.

This creates synergies and collaboration between the research agendas of the two Institutes. For students to be able to spend up to two semesters at MIT, they should be able to gain admittance to MIT as special students, and must be able to get a visa to the US.

The Criteria for MI doctoral candidates to spend up to 2 semesters in MIT includes the following:

- High Academic standing with a minimum CGPA of 3.8.
- Student should have successfully completed the written qualifying exam
- The proposed course is not offered at MI

### 8.3.10. PhD Timeline

The table below summarizes the major milestones and activities involved in the PhD program.

Period / Deadline	Activity / Milestone
By the end of the first semester of student's admission into the program	The PhD Coordinator will be assigned as the Academic Advisor who will assist the student in choosing the courses for the first semester and selecting the RSC members.
By the end of the first semester of student's	Each PhD student's RSC should submit a

Document Number:	Student Academic Handbook	Page No.: 37 of 77
Version No: 2.1		Effective Date: Immediate

This document is the Property of MI and should not be distributed, used and given to any outside party without prior authorizations.

admission into the program	tentative plan of study for approval by the GEC.
By the end of the first semester of student's admission into the program	The Academic Advisor will develop course assessment rubrics that relate the PhD student courses to the PhD program outcomes, and the PhD coordinator and the GEC will examine those rubrics for adoption.
No later than the third semester from student's admission into the program (excluding the summer semester)	Part I-Qualifying Exam (Written )
After successful completion of Part I of the qualifying exam and before the end of the forth semester (excluding the summer semester), the PhD student has to submit and defend his/her research proposal (part II of the qualifying exam) in order to proceed with the actual research work of his/her doctoral degree	Part II-Qualifying Exam
PhD Thesis defense	Last semester (Graduation term)

### 8.3.11. PhD Curriculum

The final approval of the PhD student curriculum rests with the GEC.

The PhD student's RSC proposes an PhD study plan (curriculum) through the PhD Research Supervisory Committee (RSC) Approval Form found in Appendix 1 that includes at least the following:

- Proposed PhD thesis title and at least one page description of the research subject.
- PhD course work component consisting of a minimum of 8 graduate post-master 600-level courses of 3 semester credit hours each that are supposed to provide depth and breadth in areas related to the student respective research field. The course work plan must include a minimum of two courses selected from the 600-PhD-level MI courses with substantial mathematics component, and the university core course UCC 601: Teaching at the University Level.
- Justification evident of the depth and breadth of the course work component in the PhD student's field of specialization.
- Justification for any proposed transfer credits including for those courses to be taken at MIT.
- Three topical areas for the written component of the qualifying exam (e.g. fluid mechanics, heat and mass transfer, and thermodynamics for a PhD student working in the field of thermal sciences and engineering).
- A table featuring a semester by semester course and research work plan.

Document Number:	Student Academic Handbook	Page No.: 38 of 77
Version No: 2.1		Effective Date: Immediate

This document is the Property of MI and should not be distributed, used and given to any outside party without prior authorizations.

### **8.3.12. PhD Academic Courses**

All the 600 level courses feature advanced and in-depth treatment of subject matters that reflect doctoral course levels by requiring at least one pre-requisite at the 500 masters level.

All the upgraded and newly developed 600 doctoral courses are then approved by the faculty, Graduate Education Council, and endorsed by MIT.

Each PhD student must take at least two courses from a list of MI 600-level courses with substantial mathematics component to prove his/her proficiency in advanced mathematics as required by all PhD students. It should also be noted that masters students can take 600 level courses if they fulfill the requirement of their pre-requisites.

## **8.4. Degree list**

The list for award of an advanced degree will be generated by the Registrar. No later than the last day of classes, names on the degree list may be added or withdrawn by request of the departmental registration officer to the Registrar. After this date, changes may be made only by action of the Graduate Education Committee. Only those on the degree list will be considered for the award of degrees.

### **8.4.1. Award of advanced degrees**

There is only one formal graduation exercise each year. Students may receive their diplomas at this time or may request (on a form provided by the Registrar) that their diplomas be sent to them. Students may also arrange to pick up their diplomas in the Registrar's Office.

Before diplomas are awarded, all library books must be returned; all keys must be returned to the SAO; all accounts must be settled; and there must be no pending disciplinary actions.

## **8.5. Student Faculty Interactions**

### **8.5.1. Research Supervisor**

Incoming students are expected to use multiple resources to decide what type of research they are interested in pursuing. As described earlier, as long as there are available positions in that area and the faculty member is interested in pursuing the collaboration with the student, the faculty member will be the research supervisor for the student. Students enrolling for their first semester are expected to find a research supervisor no later than the sixth week of the Fall Semester. The research supervisor's role is to guide and support the student's development from the start of their research to the completion of their thesis, to presenting the results in conferences or journal publications.

If the collaboration between the Research Supervisor and the Research Assistant is not smooth, there are several avenues for addressing the issues starting through personal interaction, talking to a mentor, seeking the support of the Student Affairs Office, or by

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 39 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

This document is the Property of MI and should not be distributed, used and given to any outside party without prior authorizations.

following the grievance procedure. If the issues persist then the student can seek alternate research projects and advisors although that may potentially delay his or her graduation.

The progress of the student towards his/her research goals is documented each semester via the Student Progress form (Appendix 3). This form will not be accepted without the student and faculty signatures. It is the responsibility of the student to submit the completed form to the Office of Academic Programs within the specified deadline. Student Progress forms are not required from the students who have successfully completed their thesis defense. The deadline for submission of the Student Progress Form and the Final Grades is one week after the final examinations.

#### **8.5.2. Change/Add Advisor**

A student may change a Research Advisor, or add/ remove a Co-Advisor by completing the Change of Advisor form (Appendix 3). The Change of Advisor form is approved by the Dean of Academic Programs. If the student requests to change his/her thesis topic, then a new thesis prospectus must be submitted along with the thesis prospectus approval form signed by the newly assigned Research Advisor (Appendix 2).

In cases where a student who wishes to submit a change/add of advisor request has already submitted the Research Supervisory Committee form to the Office of Academic Programs, the student is then required to submit the change of RSC Member Request form (Appendix 2) along with this request.

If approved, the change in advisor will become effective only one week after the final thesis grade submission deadline.

#### **8.5.3. Co-supervision**

Co-supervision of students is possible and encouraged in the interest of promoting cross-disciplinary collaboration at MI. Still, only one of the co-supervisors will be the formally assigned research supervisor of the student. Students that pursue research projects with a Research Supervisor in a program other than the one that they are enrolled in, are **expected** to identify a faculty member from their Program to act as a co-supervisor that will eventually be a member of their committee. This co-supervisor will be responsible in ensuring that the student's coursework complies with the program requirements and that his/her thesis has a strong component related to the program they are enrolled in.

#### **8.5.4. Research Supervisory Committee (RSC)**

In the course of their research, all students will be required to form a Research Supervisory Committee. For the Master's program, formation of the committee should occur two weeks after the end of the third semester of their studies. Students must submit a RSC Approval Form (Appendix 2) to the OAP within the given deadline. The RSC will be responsible for conducting the thesis final exam (Defense) and the passing criteria of the exam is a unanimous decision by the RSC.

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 40 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

This document is the Property of MI and should not be distributed, used and given to any outside party without prior authorizations.



For the Master's levels, the committee consists of a minimum of three voting members who are familiar with the research conducted by the student. To serve on an RSC, an individual must have been granted a PhD or equivalent degree and must have experience in a field relevant to the thesis topic. The Chair of the committee is the research advisor. Committee members can be faculty members of the MI, other PhD granting accredited universities of high-standing, and qualified practitioners from relevant industries.

For PhD level, the committee consists of the research advisor, only one member of MIT and a minimum of one member of the MI. Additional Committee members from other PhD granting accredited universities of high-standing and qualified practitioners from relevant industries may also be assigned. To serve on an RSC, an individual must have been granted a PhD or equivalent degree and must have experience in a field relevant to the thesis topic. The Chair of the committee is the research advisor.

All committee members who are not MI faculty, which may include affiliates of other institutions or post-doctoral fellows and research scientists at MI, have to be approved by a committee that consists of the Dean of Academic Programs, Dean of Research and Director of Institute Initiatives. In addition and for all external committee members, an External Member Approval Form (Appendix 2) should be submitted along with the RSC Approval Form. All MI Post-Docs are considered non-voting members. Senior Research Scientists are considered non-external RSC members.

The RSC will convene at least twice during the program of study, the first time to verify that the level of the student's research has reached a point where it can be defended, and then for the defense of the student's thesis.

#### **8.5.5. Change of Research Supervisory Committee (RSC) Member:**

A change in members of the RSC requires submission of the Changing a Research Supervisory Committee Request Form (Appendix 2). This form should be submitted to the OAP no later than the thesis defense deadline date in the semester in which the student wishes to graduate. This form will not be accepted without all of the required signatures. Changes to the RSC members have to be approved by the Dean of Academic Programs. Once approved, the new RSC member(s) must receive the student's thesis and in addition provide their signature on the Thesis Submission Form (Appendix 2).

#### **8.6. Theses**

The thesis comprises an original investigation, including a written document on a subject approved by a program or inter-program faculty committee prior to the beginning of the research. Thesis credit cannot be granted for work done previous to registration as a graduate student at the Institute or for work initiated without previous approval by the department of registration. The thesis must be completed while in residence.

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 41 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

This document is the Property of MI and should not be distributed, used and given to any outside party without prior authorizations.

A thesis may not be presented on research work done at the Institute while on academic, administrative, or research staff appointments, or hourly payrolls at MI. Supervision by a faculty member of the Institute or a staff member approved by the department is a fixed requirement for doctoral and master theses. Preliminary plans for pursuing an approved thesis may be required by thesis supervisors according to the requirements and time schedules of the departments. A thesis supervisor may, at his or her discretion, require progress reports in oral or written form as deemed necessary. Before the final written document is submitted a draft may be required for editorial comment. An oral examination of the doctoral thesis will be held after the thesis has been submitted.

A Master's Thesis Manual has been developed and adopted uniformly by all programs. This manual specifies a detailed set of expectations, a precise timeline for students to follow, as well as various guidelines on preparing the thesis document. The manual also includes the assessment forms to be used by thesis examiners.

All students have to submit a thesis prospectus to the Office of Academic Programs two weeks after the final exams of the second semester. Failure to submit the relevant documents (please refer to the Thesis Manual) within the specified deadline would result in the student getting a 'U' as thesis grade for that particular semester.

## **9. SCHOLARSHIPS: RESEARCH AND TEACHING ASSISTANTSHIPS**

All accepted, resident students are awarded **scholarships** by the institute for the time of their residency as long as it does not exceed the formal duration of their degree. For a Master's students this is 2 academic years. The minimum residency for the PhD program is two years and the maximum is seven years. Scholarship extensions can be granted on a case-by-case basis by the APC.

If no special circumstances exist, the students can also be financially supported for longer periods of time if that is deemed necessary by their research advisors or by private means. In the former case, the research advisor will have to support the student through their research budget, which should cover tuition and the established stipend rate. Students can also self-finance the extension of their studies using funds obtained personally.

**All students awarded scholarships by MI are expected to hold full-time positions as Research Assistants (RAs) throughout the duration of their scholarship. They may also be allowed to hold additional part-time positions as Teaching Assistants (TAs) for additional remuneration with the approval of the Institute.**

### **9.1. Research (RA) and Teaching (TA) Assistantship Positions**

Research and teaching assistantship positions are a resource available to faculty members. Faculty members are expected to communicate their existing research projects and interests to incoming students thus attracting those students that have similar interests. Students

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 42 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

This document is the Property of MI and should not be distributed, used and given to any outside party without prior authorizations.

may decide to work on research projects with faculty from across the Institute (i.e. from different programs). To do so, the primary or co-supervisor must be from the program they are registered in. In the case of joint supervision projects, their co-advisors must believe that their expertise in their selected program can add value to research of a faculty member from a different program. In this case, a description of the project and the rationale behind the choice of supervisors will be submitted to the APC for approval.

Ideally, students will be given their first preference as long as the supervisor is willing to accept them and has available research positions. If the student's first choice is not available then he/she should proceed in contacting their second choice or repeat the process until a suitable project has been found. Faculty are expected to pick students who are suitable and interested in their research projects up to the point of filling all their allocated research assistant positions.

*Changing Projects.* Once a research project position has been filled, it cannot be changed until the end of the semester. If, for any reason, the student is not satisfied with the project, it is up to them to initiate the process of looking for alternative projects. If they find one, then the two faculty members involved, the current supervisor and the prospective supervisor will meet with the APC and make arrangements for the transfer. Both the student and their new supervisor should take into account that there is a potential disadvantage in making the change based on the student's scholarship validity so this transfer should be considered carefully by all parties involved.

All research assistants should expect that during their studies at MI they will be asked to help support teaching of MI courses. The teaching assistant role can be part-time or full-time and will last for the duration of the academic semester that the course is being offered. While teaching assistantship provides a very valuable experience for the development of MI students, their primary focus should remain on research and therefore their research advisors should not request consecutive TA support from the same student.

Assistants are subject to the policies and procedures of their departments and of the Institute and must respect and conform to the rules and procedures of the division or laboratory to which they are assigned. Students who hold full-time graduate student staff appointments cannot engage in additional employment for which they receive compensation from MI administered sources.

Teaching Assistants will not be paid for Teaching Assistant allowances in absentia. TAs must be physically present in the UAE to be eligible for receiving TA allowance. Teaching Assistants will not be paid for any duties in the duration of absences during the time assigned.

There is no additional financial compensation for Post-doctoral researchers and Research Engineers, who serve as Teaching Assistants. Rather, with the approval of the Post-doctoral researchers' and Research Engineers' supervisor, the project budget of the supervisor may

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 43 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

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be credited if the TA appointment is approved; the compensation is determined by the amount of TA work done. Therefore, the research budget details and the amount of TA related work (day per week/%) are to be indicated. The project budget will be credited according to the percentage of TA work done by the Post-doctoral and Research Engineers.

## **9.2. RA and TA Duties**

The principal duty of a research assistant is to contribute to a program of departmental or interdepartmental research. Students should embrace the opportunity for a research assistantship as it allows them to participate as junior colleagues of the faculty in an ongoing research project, and this experience frequently influences their choice of thesis topic.

The duties of a teaching assistant include assisting faculty members in grading homework, quizzes, classroom and laboratory instruction, preparing apparatus or material for demonstrations, and conducting tutorials and discussion sections.

While an appointment will specify either teaching or research as the primary duty, occasions may arise when it is necessary to reassign duties in whole or in part. Any assistant may be called upon to aid in proctoring examinations.

## **9.3. Stipend and Absences**

All scholarships provide the same pre-established stipend for all students at the same level of study. Additional allowances/stipends from the UAE government are made available to UAE nationals which comes attached with a bond to serve after graduation.

Research Assistants appointed by MI are entitled to two weeks of vacation per year with pay. Vacations must be arranged with the RA's research supervisor. Vacation time is not cumulative and should be taken prior to the termination date of the assistantship appointment.

## **9.4. Period of Graduation**

The minimum period of graduation for students is determined by the successful completion of the Masters or the PhD program degree requirements respectively. The maximum period of graduation for Master students is four years. The maximum period of graduation for PhD students is seven years.

## **9.5. Acceptance of Financial Aid**

Every student holding a scholarship for graduate study at the Institute must register as a full-time resident graduate student for the period of the award. The award is relinquished if registration is discontinued, i.e., by withdrawal or early completion of thesis, before tenure of the award expires. A reimbursement to MI will be in order if a stipend or tuition payment has been made in excess of actual tenure.

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 44 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

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### 9.5.1. Tuition and Stipend Payments

The compensation for research and teaching assistants is adjusted to make the appointments equally attractive, taking into account the availability of tuition scholarships, the opportunities for thesis research, and other benefits connected with each. Stipends are established each year by the Institute.

Graduate student should recognize that their stipends are not intended necessarily to cover all their living expenses.

### 9.5.2. Termination

Prior to termination, students must submit a termination clearance form to the Registrar's Office certifying that they have returned all keys, books, and supplies. Certain laboratories may have termination procedures of their own, and assistants must complete the requirements of the particular division or laboratory to which they are assigned.

If for any reason termination procedures are initiated from the Institute the student will be notified at least one month in advance.

### 9.5.3. Registration

The number of academic units for which an assistant may register each term is determined by the department in light of the student's assistantship duties, program of study, and compensation. A department may set a maximum number of units for which its assistants may register. Research assistants whose assigned research is part of their thesis research may be permitted to register for thesis units without regard to the maximum.

## 10. INTERNSHIP AT MASDAR INSTITUTE

External internships are an important educational option for MI students. Internship experiences may enhance the research component of the students' education and give students an opportunity to relate their MI research to real world applications. Internships may also enhance the overall professional experience of students by allowing them to interact with potential employers and gain an understanding of the skills needed in different industrial sectors. Internships also help to promote MI as a world class institute among government and industrial entities in the UAE.

For Master Students:

Enabling internship opportunities within the MI structure requires a commitment from the student to manage the requirements of the internship:

- Students must have the permission of their advisor prior to pursuing an internship.
- Students must have a minimum 3.0 CGPA in order to apply for an internship.

Document Number:	Student Academic Handbook	Page No.: 45 of 77
Version No: 2.1		Effective Date: Immediate

This document is the Property of MI and should not be distributed, used and given to any outside party without prior authorizations.

- Internships must not interfere with the student's academic studies and assistantship duties. Therefore, internships usually occur during the summer period or after degree requirements are completed.
- Students may not sign any agreement with a host organization until their internship application is approved by MI. The approval process includes review of all agreement documents.
- Students may not simultaneously accept employment from MI and an external host organization in the UAE.
- The student may accept compensation for expenses (such as travel, accommodation, and per diem) from the host company while the MI stipend and other benefits continue during an approved internship.
- Outside the UAE, the student may enter into an employment agreement with the host company for an approved internship placement. If a salary is paid to the student, then the MI stipend will be placed in abeyance for the duration of the internship.
- Permission to pursue an internship does not imply a leave of absence. Even if the stipend is in abeyance for the period of the internship, the duration of the student's MI Research Assistantship award will not be extended.

For PhD students:

In addition to the above, PhD students are required to meet the below stipulations:

- Only students with a good standing within the program will be qualified to apply for an Internship.
- Student stipend may be stopped during the Internship period, depending on the financial arrangements made with the host company.
- Internships usually occur during the summer period and do not exceed 3 months so that an internship will not interrupt the student's academic studies.
- Student Affairs Office (SAO)-Career Office plays a major role in identifying and/or managing the different Internship opportunities, providing the students with an orientation session before starting the Internship, and student placement at the host company.
- The Office of Sponsored Programs and Technology Transfer Office assist with Internship Agreements.

## 10.1. Internship Types

### 10.1.1. For Master Students:

**Research Internship:** This internship is intended to allow the student to advance his or her research in a specialized industrial or laboratory setting. An Intellectual Property (IP) agreement is required. It is the responsibility of the student's advisor to monitor the work

Document Number:	Student Academic Handbook	Page No.: 46 of 77
Version No: 2.1		Effective Date: Immediate

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and experience gained by the student during the internship. The **Internship Application** (Appendix 3) must include a plan for completing MI degree requirements within the normal duration of the MI Research Assistantship award.

**Professional Internship:** This internship is intended to enhance professional development by allowing the student to participate in industrial and governmental work settings. The student does not participate in activities that are likely to generate intellectual property during the internship. Normally, an Intellectual Property (IP) agreement is not required. The **Internship Application** must include a plan for completing MI degree requirements within the normal duration of the MI Research Assistantship award. In order to assure timely completion, it is advisable to schedule a professional internship after degree requirements have been met.

#### 10.1.2. For PhD Students:

**Research Internship:** This internship is intended to enhance the research experience of the student by providing the student with an opportunity to understand how his/her research may be applicable in a practical setting and its relevance to industrial objectives and practices. The work done during this Internship should have relevance to the student's research at MI and may be eligible for research credits. The awarding of research credits is at the discretion of the student's RSC and the GEC. It is the responsibility of the student's RSC to monitor the work and experience gained by the student during the Internship.

**Professional Internship:** This Internship is intended to provide professional development opportunities for the student – by exposing the student to industrial and governmental practices and operations, but do not involve active participation in research during the Internship and are usually not eligible for research credits. It is the responsibility of the student and his/her RSC to develop a plan for earning the research credits needed for graduation if Non-Research Internships are undertaken.

#### 10.2. Administration of MI Internships

The OAP manages the internship application (Appendix 3) and approval process for students. Career Services assists students by maintaining a database of internship opportunities, providing students with orientation as needed before starting the internship, maintaining relationships with host companies, and facilitating routine Professional internship agreements.

Students who have identified their internship host may submit the **Internship Application** directly to the OAP. Students who wish to explore possibilities for Professional internships may contact Career Services.

Document Number:	Student Academic Handbook	Page No.: 47 of 77
Version No: 2.1		Effective Date: Immediate

This document is the Property of MI and should not be distributed, used and given to any outside party without prior authorizations.

### 10.3. Conflict of Interest

Under certain conditions students may benefit from part-time involvement in outside professional activities of faculty members. Prior approval for students wishing to engage in such activities can be granted by the department head after suitable discussion with the faculty member and student.

In considering such arrangements, faculty should be guided by the need to avoid conflicts of interest and to avoid infringement of the student's academic duties and rights. Generally, if the faculty member has a role in supervising the student's thesis or in supervising the work of the student as a graduate teaching assistant, such employment should not be undertaken, thus avoiding potential conflicts of interest in the evaluation of the student's performance. If the faculty member does not have a role in supervising the student's thesis and/or the student's work as a teaching assistant, the employment may be undertaken. If the outside work is related to the student's thesis, special care should be expended to avoid conflict.

Faculty members who are already associated with students outside employment should disqualify themselves from becoming research supervisors, academic program advisors, or examiners of those students. Within a MI research laboratory or academic unit, faculty members should take care not to give the impression of favoritism to those students with whom they are associated outside employment. Generally, research assistants should not be employed in the external professional activities of faculty, both to avoid conflicts of interest and in light of the obligations of the fulltime research assistants. A part-time research assistant may engage in such employment if the external work is not thesis-related and if the faculty member is not his or her supervisor.

### 10.4. Other Employment

A graduate student may not interrupt an academic program to accept employment as academic, administrative, or research staff, or as an hourly employee at MI, either during the academic year or during the summer, unless the approval of the Department Head and the Dean of Academic Programs has been obtained and that the work (as an employee) is not related to the student's thesis research. A thesis release form indicating such approval must be submitted to Human Resources to effect such employment. A graduate student may not include as part of his or her thesis any material based upon work done while holding an administrative, academic or research staff appointment.

Graduate students who hold research or teaching assistantships or who receive full support on a fellowship or traineeship are not usually eligible for such employment. The SAO should be consulted for approval before undertaking such employment.

### 10.5. Internship Process:

#### Before the Internship

- The student should contact SAO-Career Office for Internship opportunities.

Document Number:	Student Academic Handbook	Page No.: 48 of 77
Version No: 2.1		Effective Date: Immediate

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- The student should consult with the advisor/RSC (in case of PhD students) for the type of Internship the student wishes to take.
- Once the student identifies a potential host for his/her Internship program, MI, with assistance from the SAO-Career Office, the Office of Sponsored Programs and/or the Technology Transfer Office, will explore the host company's requirements for the planned Internship. Together with the student and his/her advisor/RSC, the MI will develop an agreement with the host that includes all the details of the Internship.
- The student is required to submit a form (Appendix 3), to the OAP along with a detailed plan of the type of work that will be carried out during the Internship. This requires the Advisor/RSC's approval.
  - For Research Internships, the plan must clearly state how the intended Internship will support and enhance his/her research at MI. In addition, the student should be aware that MI will need to obtain a statement from the company granting assurances that the student will be able to use the work conducted at the host company for the student's research work and for publication when returning to MI, under terms that will reasonably balance the interests of the company and the student.
  - For Professional (non-research Internships, the student, in consultation with the Advisor/RSC, must submit a plan on how to make up for the research credits that are needed for graduation for the time spent at the Internship.
- The student must attend an orientation session conducted by the Career Office prior to commencement of the Internship to prepare them for the internship.

#### **During the Internship**

- The student must maintain active communication with the Advisor/RSC and provide the Advisor/RSC with a regular non-confidential update on the work carried out.
- The student is encouraged to keep a personal confidential log covering the work carried out at the host company to facilitate writing the final report that will be submitted to the OAP and the Advisor/RSC upon completion of the Internship period.
- The student must behave in the utmost professional manner, be a good ambassador to MI and adhere to the regulations and guidelines of the host employer.
- For Research Internships, the Advisor/RSC should maintain direct communication with the student's advisor at the host company

#### **After the Internship**

- The student must submit a detailed report on the activities carried out during the Internship, endorsed by the student's advisor at the host company and the Advisor/RSC, and submitted to the OAP. All reports must be signed off on by the host company as approved for publication.
- The student's advisor at the host company should submit a short report on the student's experience and performance to the student's Advisor/RSC.

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 49 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

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- For Research Internships, it is the Advisor/RSC responsibility to submit a form to the OAP indicating the student's grade and research credit equivalence.

## **11. ACADEMIC GOVERNANCE**

### **11.1. Graduate Education Council**

The Graduate Education Council (GEC) is led by the Dean of Academic Programs and comprises the Department Heads, the General Education Coordinator and the PhD Coordinator. The Dean of Faculty, the Provost and the Director of the Library are ex-officio members of the Council. The GEC will be primarily focused on issues pertaining to curricula matters, including new graduate degree programs, changes to existing programs, etc. The GEC also provides input on faculty recruitment, student recruitment and admissions, and issues specific to each of the programs and the library. The GEC receives faculty input from each of the programs through the respective Department heads.

### **11.2. Academic Performance Committee**

The Committee deals with the academic performance of graduate students and Institute curricula. It shall make recommendations to the Dean of Academic Programs on such matters as minimum scholastic standards, calendar changes, examinations, and grading. It shall also consult with the Graduate Education Council on matters that relate to graduate students.

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 50 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

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## GLOSSARY OF TERMS

### Acronyms

<b>APC:</b> Academic Performance Committee
<b>CHE:</b> Chemical Engineering Program
<b>CIP:</b> Continuous Improvement Policy
<b>CIS:</b> Computing and Information Science Program
<b>DAP:</b> Dean of Academic Programs
<b>DH:</b> Department Head
<b>EPE:</b> Electrical Power Engineering Program
<b>ESM:</b> Engineering Systems and Management Program
<b>GEC:</b> Graduate Education Council
<b>ME:</b> Mechanical Engineering Program
<b>MI:</b> Masdar Institute of Science and Technology
<b>MIC:</b> Microsystems Engineering Program
<b>MIT:</b> Massachusetts Institute of Technology
<b>MSE:</b> Materials Science and Engineering Program
<b>OAP:</b> Office of Academic Programs
<b>PhD:</b> Doctor of Philosophy
<b>RA:</b> Research Assistant
<b>RSC:</b> Research Supervisory Committee
<b>S:</b> Satisfactory thesis grade
<b>SAO:</b> Student Affairs Office
<b>TA:</b> Teaching Assistant
<b>U:</b> Unsatisfactory thesis grade
<b>UCC:</b> University Core Course
<b>WEE:</b> Water and Environmental Engineering Program

<b>Document Number:</b>	<b>Student Academic Handbook</b>	<b>Page No.: 51 of 77</b>
<b>Version No: 2.1</b>		<b>Effective Date: Immediate</b>

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## GLOSSARY OF TERMS

### Terminology

**Academic Probation:** A status any student with a Semester GPA of less than 3.0 or with an F thesis grade is placed on.

**Advanced degree:** To graduate with an advanced degree, a student must meet the minimum requirements of graduate study and research, including a cumulative rating of 3.0 or higher.

**Credit hour:** A semester credit hour represents three hours of academic work per week (including lectures, laboratories, recitations, assignments, thesis research work, and so on), averaged over the term, in order to complete the work of the course.

**Defense:** An oral examination of the Master/ doctoral thesis.

**End of Course Evaluation:** A course evaluation questionnaire which takes place during the end of course time period where registered students offer constructive suggestions that may help to improve both the course and the teaching of their instructors. At the conclusion of every semester students are asked to give constructive assessment on several evaluation measures including 'Course Learning Outcomes' via the End-Course Teacher Evaluation Questionnaire.

**Fellowship:** Scholarship support determined by the normal duration of a degree completion.

**Grievance:** A variety of means, most of them informal, by which student problems and complaints are brought to consideration and subsequent resolution.

**Listener:** A graduate student who attends regularly offered subjects as listeners without payment of additional fees.

**Mid-Course Evaluation:** A course evaluation questionnaire which takes place during the mid-course time period where registered students offer constructive suggestions that may help to improve both the course and the teaching of their instructors.

**Qualifying Exam:** The qualifying exams are a series of exams that every student in the IDDP program must take and pass to continue as a PhD candidate.

**Scholarship Suspension:** Removal of scholarship benefits including all tuition fees, laptop, medical insurance, housing, travel expenses, and a cost of living allowance.

**Scholarship:** All successful applicants to Masdar Institute are offered a scholarship which provides full financial support. The scholarships, which are available to students from all nationalities, include tuition fees, laptop, medical insurance, housing, travel expenses, and a cost of living allowance.

**Special Student:** A special graduate student is one whose intended program of study is essentially graduate in nature but who is not a candidate for an advanced degree.

**Substance Use:** The use of cigarettes, alcohol, and drugs.

Document Number:	Student Academic Handbook	Page No.: 52 of 77
Version No: 2.1		Effective Date: Immediate

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## APPENDIX 1: DOCTORAL FORMS

- PhD Research Supervisory Committee (RSC) Approval Form

Document Number:	Student Academic Handbook	Page No.: 53 of 77
Version No: 2.1		Effective Date: Immediate

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## **PhD Research Supervisory Committee (RSC) Approval Form**

The completed form must be submitted to the OAP ([oap@masdar.ac.ae](mailto:oap@masdar.ac.ae)) by the end of the first semester of enrolment in the PhD program.

**Student Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Proposed Thesis Title:**

\_\_\_\_\_

The following needs to be attached along with this form:

- The Course Study Plan
- One page description of Research subject
- Three Topical Areas for Qualifying Exam
- Justification for transfer of credits including for those courses to be taken at MIT (if applicable)

### **RSC Approval**

1. MI RSC Member (Advisor)	Signature	Date
2. MI RSC Member	Signature	Date
3. MIT RSC Member	Signature	Date

**Other members (if applicable)**

RSC Member	Signature	Date

## Tentative Course Study Plan

Semester #	Course	Justification for Course Selection*
1		
2		
3		
	Part I Qualifying Exam	
4		
	UCC601	
	Part II Qualifying Exam	

\*Justification evident of the depth and breadth of the course work component in the student's field of specialization

## Proposed courses for transfer of credits including those to be taken at MIT (maximum of four courses of 3 credit hours each)

Proposed Course	Institution of Course	Justification

## Topical Areas for Part I Qualifying Exam (to be selected from approved list):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Note:** The three topics can be selected from across programs provided in the approved list.

Document Number:	Student Academic Handbook	Page No.: 55 of 77
Version No: 2.1		Effective Date: Immediate

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## APPENDIX 2: MASTER THESIS FORMS

- Thesis Prospectus Approval Form
- Research Supervisory Committee Approval Form for Master Students
- Research Supervisory Committee (RSC) External Member Approval Form for Master Students
- Changing Research Supervisory Committee (RSC) Member Request Form
- Master Thesis Submission Form
- Master Thesis Defense Scheduling Form
- Thesis Examiners Report
- Master Thesis Final Submission form
- Thesis Formatting Approval Form
- Sample Thesis Cover Page
- Sample Thesis Title Page

Document Number:	Student Academic Handbook	Page No.: 56 of 77
Version No: 2.1		Effective Date: Immediate

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## Thesis Prospectus Approval Form

*This form is to be completed by the student and signed by the Advisor. Submit the completed form with a copy of the thesis proposal to the Office of Academic Programs (OAP) [OAP@masdar.ac.ae](mailto:OAP@masdar.ac.ae) no later than 2 weeks after the final exams of the 2nd semester.*

Date Submitted: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Program: \_\_\_\_\_

Email Address: \_\_\_\_\_

Print Thesis Title:

-----  
-----  
-----

-----  
Advisor Name (Print)

-----  
Signature

-----  
Date

Document Number:	Student Academic Handbook	Page No.: 57 of 77
Version No: 2.1		Effective Date: Immediate

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## Research Supervisory Committee (RSC) Approval Form for Master Students

*The form is to be completed by the student and submitted to the Office of Academic Programs (OAP) [OAP@masdar.ac.ae](mailto:OAP@masdar.ac.ae) no later than Two Weeks after the End of the Third Semester. This Form will not be accepted without all of the required signatures.*

Student Name: ----- Date Submitted: -----  
 Program: ----- Student ID: -----  
 Print Thesis Title  
 -----  
 -----

**RSC Members: For External Members, please fill the External Member Approval Form in addition to this form**

*The RSC members acknowledge their role and responsibility in providing support to the Advisor and student in planning research, assessing and offering advice on student's work/progress and in the final thesis preparation.*

Student Advisor Name	Signature	Date
<b>Committee member 1</b> External: Yes <input type="checkbox"/> No <input type="checkbox"/>	Signature	Date
<b>Committee member 2</b> External: Yes <input type="checkbox"/> No <input type="checkbox"/>	Signature	Date
<b>Committee member 3</b> External: Yes <input type="checkbox"/> No <input type="checkbox"/>	Signature	Date
<b>Committee member 3</b> External: Yes <input type="checkbox"/> No <input type="checkbox"/>	Signature	Date

## Research Supervisory Committee (RSC) External Member Approval Form for Master Students

*This form is to be completed by the student and submitted to the Office of Academic Programs (OAP) [OAP@masdar.ac.ae](mailto:OAP@masdar.ac.ae) no later than Two Weeks after the End of the Third Semester. This Form will not be accepted without all of the required signatures.*

Student Name: ----- Date Submitted: -----

Program: ----- Student ID: -----

Print Thesis Title

-----  
-----

### External RSC Members:

Name of External Member  (Kindly attach a supporting letter explaining the benefit from adding this external member to the RSC, and the CV of this external member)	Signature	Date

Approval of Dean of Academic Programs -----

Voting Member ☐

Non-Voting Member ☐

Name of External Member  (Kindly attach a supporting letter explaining the benefit from adding this external member to the RSC, and the CV of this external member)	Signature	Date

Approval of Dean of Academic Programs -----

Voting Member ☐

Non-Voting Member ☐

## Changing Research Supervisor Committee (RSC) Member Request Form

*The form must be submitted to the Office of Academic Programs (OAP) [OAP@masdar.ac.ae](mailto:OAP@masdar.ac.ae) no later than the thesis defense deadline date in the semester in which the student wishes to graduate. This form will not be accepted without all of the required signatures.*

Student Name: ----- Date of Request: -----  
 Program: ----- Student ID: -----  
 Degree sought: M.S. ☐  
                             Ph.D. ☐

### **TO BE COMPLETED BY THE STUDENT (Please sign at the bottom)**

List your **current** and **new** RSC members:  
 Academic Advisor -----

Current RSC Members (Names and Signatures)	New RSC Members (Names and Signatures)
Name:	Name:
Signature	Signature
Name:	Name:
Signature	Signature
Name:	Name:
Signature	Signature
Name:	Name:
Signature	Signature

- State the reason(s) for changing RSC member:

---



---



---



---

-----  
Student's Name (Print)

-----  
Signature

-----  
Date:

**TO BE COMPLETED BY THE STUDENT'S ACADEMIC ADVISOR (Please sign at the bottom)**

- State your opinion for the request of changing RSC member for the above mentioned student

---



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---



---

-----  
Academic Advisor (Print)

-----  
Signature

-----  
Date:

**Approval of the Dean of Academic Programs:**

Signature: -----

Date: -----

Document Number:	Student Academic Handbook	Page No.: 61 of 77
Version No: 2.1		Effective Date: Immediate

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## Master Thesis Submission

*All students must submit this form to the Office of Academic Programs (OAP) [OAP@masdar.ac.ae](mailto:OAP@masdar.ac.ae) no later than 7 weeks before the end of classes in the semester in which student wishes to graduate. The form will not be accepted without all of the required Research Supervisory Committee (RSC) signatures.*

The undersigned certify that they have received the thesis.

Thesis Title: \_\_\_\_\_  
 \_\_\_\_\_

Student Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
 Program: \_\_\_\_\_ Student ID: \_\_\_\_\_

Name	Signature	Date
<b>Research Supervisor</b> _____		
<b>RSC Member # 1</b> _____		
<b>RSC Member # 2</b> _____		
<b>RSC Member # 3</b> _____		
<b>RSC Member # 4</b> _____		

## Thesis Defense Scheduling Form

*All students must submit this form to the Office of Academic Program (OAP) [OAP@masdar.ac.ae](mailto:OAP@masdar.ac.ae) one week prior to the Defense date. The abstract of the thesis must be submitted along with this form which will be distributed to all faculty members and students prior to the defense.*

**The undersigned certify that I have agreed on the date and time of the examination.**

Thesis Title: -----  
-----

Student Name: ----- Date of Request: -----  
Program: ----- Student ID: -----

Date of Examination: -----

Time of Examination: -----

Place of Examination: -----

Name	Signature	Date
<b>Research Supervisor</b> -----		
<b>RSC Member # 1</b> -----		
<b>RSC Member # 2</b> -----		
<b>RSC Member # 3</b> -----		
<b>RSC Member # 4</b> -----		

## Sample Thesis Examiners Report



### Thesis Examination/Defense Report Form

Date of Defense: \_\_\_\_\_

Student Name: \_\_\_\_\_

Thesis Title: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The decision of the Research Supervisory Committee for the above named student

Committee members:	Signature	Pass	Fail
Name of RSC Advisor	_____	<input type="checkbox"/>	<input type="checkbox"/>
RSC Chair	_____	<input type="checkbox"/>	<input type="checkbox"/>
RSC Member's Name	_____	<input type="checkbox"/>	<input type="checkbox"/>
RSC Member's Name	_____	<input type="checkbox"/>	<input type="checkbox"/>
RSC Member's Name	_____	<input type="checkbox"/>	<input type="checkbox"/>
RSC Decision		<input type="checkbox"/>	<input type="checkbox"/>

Professor Youssef Shatilla, D.Sc.

Dean for Academic Programs \_\_\_\_\_

Suggested revisions (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*Students are responsible for incorporating all the RSC revisions (if any) into the final thesis.**

This form should be submitted to the Office of Academic Programs within one week of successful completion

Would you like to nominate this thesis for the Outstanding Thesis Award? ☐ Yes ☐ No

Document Number:	Student Academic Handbook	Page No.: 64 of 77
Version No: 2.1		Effective Date: Immediate

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The questions below are to be completed by the graduate student's Research Supervisor:

In reflection of the Program Outcomes of the Chemical Engineering Faculty, I certify that the above mentioned student has:

- |   |  |
|---|--|
| 1. Successfully apply advanced concepts of fundamental sciences and engineering to identify, formulate and solve complex chemical engineering problems, particularly as they pertain to renewable energy and sustainability.  | <input type="checkbox"/> Strongly Agree<br><input type="checkbox"/> Agree<br><input type="checkbox"/> Neutral<br><input type="checkbox"/> Disagree<br><input type="checkbox"/> Strongly Disagree |
| 2. Successfully apply advanced concepts of chemical engineering to the analysis, design and development of chemical reactors, processes, unit operations and chemical plants to meet desired needs of society professionally and ethically.                             | <input type="checkbox"/> Strongly Agree<br><input type="checkbox"/> Agree<br><input type="checkbox"/> Neutral<br><input type="checkbox"/> Disagree<br><input type="checkbox"/> Strongly Disagree |
| 3. Use advanced techniques, skills, and modern scientific and engineering software tools for professional practice.   | <input type="checkbox"/> Strongly Agree<br><input type="checkbox"/> Agree<br><input type="checkbox"/> Neutral<br><input type="checkbox"/> Disagree<br><input type="checkbox"/> Strongly Disagree |
| 4. Successfully apply advanced concepts of chemical engineering to design and develop chemical reactors, unit operations and plant processes for renewable energy, sustainability and chemical production using environmentally- friendly "green engineering" concepts. | <input type="checkbox"/> Strongly Agree<br><input type="checkbox"/> Agree<br><input type="checkbox"/> Neutral<br><input type="checkbox"/> Disagree<br><input type="checkbox"/> Strongly Disagree |
| 5. Use an advanced approach to design and conduct experiments, and to analyze and interpret data.   | <input type="checkbox"/> Strongly Agree<br><input type="checkbox"/> Agree<br><input type="checkbox"/> Neutral<br><input type="checkbox"/> Disagree<br><input type="checkbox"/> Strongly Disagree |
| 6. Communicate effectively in written and oral form, both, individually and as a member of a multidisciplinary team, and thus to put forward the scientific findings at national and international levels successfully.   | <input type="checkbox"/> Strongly Agree<br><input type="checkbox"/> Agree<br><input type="checkbox"/> Neutral<br><input type="checkbox"/> Disagree<br><input type="checkbox"/> Strongly Disagree |
| 7. Engage in life-long learning and self-education  | <input type="checkbox"/> Strongly Agree<br><input type="checkbox"/> Agree<br><input type="checkbox"/> Neutral<br><input type="checkbox"/> Disagree<br><input type="checkbox"/> Strongly Disagree |

## Master Thesis Final Submission Form

*This form must be submitted to the Office of Academic Programs (OAP) [OAP@masdar.ac.ae](mailto:OAP@masdar.ac.ae) within 4 weeks from the thesis defense deadline. The form will not be accepted without all of the required Research Supervisory Committee (RSC) signatures and must be submitted with other forms as per the final thesis submission process.*

The undersigned certify that they have received the final thesis.

Thesis Title: \_\_\_\_\_  
 \_\_\_\_\_

Student Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
 Program: \_\_\_\_\_ Student ID: \_\_\_\_\_

As research supervisor for the above student, I certify that I have read this student's defended thesis (title above), have approved changes required by the final examiners, and recommend this thesis to the Office of Academic Programs for acceptance.

Name	Signature	Date
<b>Research Supervisor</b> _____		
<b>RSC Member # 1</b> _____		
<b>RSC Member # 2</b> _____		
<b>RSC Member # 3</b> _____		
<b>RSC Member # 4</b> _____		



## Thesis Formatting Approval Form

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Program: \_\_\_\_\_ Semester \_\_\_\_\_  
Email Address: \_\_\_\_\_

This is to confirm that the thesis has been prepared and presented in accordance with the guidelines of Masdar Institute.

Suggested Revisions (if applicable):

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Reviewed By:

Date:

Document Number:	Student Academic Handbook	Page No.: 67 of 77
Version No: 2.1		Effective Date: Immediate

**Sample Thesis Cover Page**

Title } 28

By  
John Doe } 24

A Thesis Presented to the  
Masdar Institute of Science and Technology  
in Partial Fulfillment of the Requirements for the  
Degree of  
Master of Science  
In  
Name of Program

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18

Document Number:	Student Academic Handbook	Page No.: 68 of 77
Version No: 2.1		Effective Date: Immediate

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## Sample Thesis Title Page

Title } 18

By

A Thesis Presented to the Masdar Institute of Science and Technology in  
Partial Fulfillment of the Requirements for the Degree of

Master of Science in Mechanical Engineering

Month Year

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14

### AUTHOR'S DECLARATION

I understand that copyright in my thesis is transferred  
to Masdar Institute of Science and Technology.

Author \_\_\_\_\_

### RESEARCH SUPERVISORY COMMITTEE MEMBERS

Dr. Faculty Name Family, Chair, \_\_\_\_\_

Masdar Institute of Science and Technology

Dr. Faculty Name Family, \_\_\_\_\_

Masdar Institute of Science and Technology

Dr. Faculty Name Family, \_\_\_\_\_

Masdar Institute of Science and Technology

12

Document Number:	Student Academic Handbook	Page No.: 69 of 77
Version No: 2.1		Effective Date: Immediate

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### APPENDIX 3: GENERAL ACADEMIC FORMS

- Change of Advisor Form
- Student Progress Form
- Incomplete Request Form
- Internship Application Form
- Internship Request Form: Completed by Host Company
- Grade Update Form

Document Number:	Student Academic Handbook	Page No.: 70 of 77
Version No: 2.1		Effective Date: Immediate

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## Change/Add of Advisor Form

*The form is to be completed by the student and submit it to the Office of Academic Programs*

[OAP@masdar.ac.ae](mailto:OAP@masdar.ac.ae).

This Form will not be accepted without all of the required signatures.

Student Name: ----- Date Submitted: -----

Program: ----- Student ID: -----

Degree sought: M.S. ☐ 1<sup>st</sup> Year ☐ 2<sup>nd</sup> Year  
 Ph.D. ☐

Changing Advisor ☐

Adding Advisor ☐

### Current and New Academic Advisor:

Name of current Advisor	Program of current advisor	Signature
Name of current Co. advisor (If applicable)	Program of current Co. advisor	Signature
Name of New Advisor	Program of New advisor	Signature
Name of New Co. advisor (If applicable)	Program of New advisor Co. advisor	Signature

### To be completed by the student:

- The reason(s) for changing your Academic Advisor

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Signature

Approval of the Dean of Academic Programs

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

## Student Progress Form Fall 2013

*The form is to be completed by the Advisor(s) and discussed with the student. Both must sign and submit it to the Office of Academic Programs [OAP@masdar.ac.ae](mailto:OAP@masdar.ac.ae)*

Student Name: \_\_\_\_\_ Faculty Name: \_\_\_\_\_

Grade: Check One ☐ 1<sup>st</sup> Year ☐ 2<sup>nd</sup> Year

- Describe the progress/accomplishments of the student towards his/her research goals.

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- Are you satisfied with the student's progress?

☐ Yes \_\_\_\_\_ ☐ No \_\_\_\_\_

- Describe areas where you wish the student to learn or improve.

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- Identify goals and milestones the student should strive to meet during the next semester.

---



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- Do you recommend maintaining the scholarship for the student?

☐ Yes \_\_\_\_\_ ☐ No \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Faculty's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Document Number:	<b>Student Academic Handbook</b>	Page No.: <b>72 of 77</b>
Version No: 2.1		Effective Date: Immediate



## Incomplete Request Form

*The deadline for submitting this form to the instructor is **on or before the final class meeting day***

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Program: \_\_\_\_\_ Semester \_\_\_\_\_

Email Address: \_\_\_\_\_

Degree sought: M.S. ☐ 1<sup>st</sup> Year ☐ 2<sup>nd</sup> Year

Ph.D. ☐

**TO BE COMPLETED BY THE STUDENT (Please sign at the bottom)**

Course Name & Number		
State your reason(s) for requesting an Incomplete grade		
List the remaining course work to be completed and submitted to the Instructor		
Student Name	Date	Signature

**TO BE COMPLETED BY THE STUDENT'S INSTRUCTOR (Please sign at the bottom)**

\_\_\_\_\_  
 Instructor Name (Print)                      Signature                      Date:

**Approval of the Dean of Academic Programs**

\_\_\_\_\_  
 Signature    Date

## Internship Application Form

*The completed form should be submitted along with required attachments to the Office of Academic Programs (OAP) [OAP@masdar.ac.ae](mailto:OAP@masdar.ac.ae)*

Date Submitted: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Program: \_\_\_\_\_

Semester \_\_\_\_\_

Email Address: \_\_\_\_\_

Degree sought: M.S. ☐ 1<sup>st</sup> Year ☐ 2<sup>nd</sup> Year  
 Ph.D. ☐

CGPA: -----

Academic Advisor: -----

***Type of Internship:***

Research internship ☐  
 Professional internship ☐

**TO BE COMPLETED BY THE STUDENT (Please sign at the bottom)**

Host Organization Name	Mailing Address	City/State/Country
Host Supervisor Name	Title	Phone and Email
Internship Title		
Date Internship Begins		Date Internship Ends
Student Name	Date	Signature

**TO BE COMPLETED BY THE STUDENT'S ADVISOR AT MASDAR INSTITUTE (Please sign at the bottom)**

***For Research internships: The student's advisor must attach a letter of support explaining the benefit of the internship to the student's thesis research, including a plan for degree completion within the normal duration of fellowship support.***

***For Professional internships: The student's advisor must attach a letter of support explaining the benefit of the internship to the student's professional development, including a plan for degree completion within the normal duration of fellowship support.***

***For all internships, the student's Scope of Work, showing the objectives of the internship and the plan for achieving those objectives, must be co-signed by the advisor.***

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Student's Advisor: -----

Signature: -----

---

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#### **Required Attachments**

- Scope of Work (a detailed statement of the objectives of the internship and the plan for achieving them)
  - MI Advisor's Supporting Letter
- 
- 

#### **Approval of the Dean of Academic Programs**

-----  
Signature

-----  
Date

Document Number:	Student Academic Handbook	Page No.: 75 of 77
Version No: 2.1		Effective Date: Immediate

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## **Internship Request** **To Be completed by Host Company**

### Host Company Information :

Company Name

Location

Number of Students  
Required

### Internship Scope of Work / Tasks :

Scope of Work  
including Tasks to be  
performed by the  
Intern :

Intern Technical  
Requirements :

### Internship Dates :

Start Date

End Date

### Payment Information :

Payment Scale /  
Benefits that Intern  
might receive from  
the Host Company

### Host Company Technical Advisor Information :

Name

Short Bio of the  
Technical  
Supervisor from the  
Host  
Company

## Grade Update Form

**Date:**

**Program:**

**Semester { Fall, Spring, Summer }**

**Academic Year:**

**20 -20**

**Student's Name:**

**ID#:**

**Course Data:**

Course Title	Course Code	Section	Credit Hours
		1	3

**Previous Grade:**

**New Grade:**

**Rational:**

Please explain the reason for this change request:

(To be filled by the course instructor)

---

---

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**Name**

**Signature**

**Date**

**Instructor**

**Dean of Academic  
Programs**

**Registrar**

_____	_____	_____
_____	_____	_____
_____	_____	_____

This form must be submitted directly to the Registration Office by the Dean of Academic Programs. No forms will be accepted if submitted by students.

**Document Number:**

**Version No: 2.1**

**Student Academic Handbook**

**Page No.: 77 of 77**

**Effective Date: Immediate**