

Document Title: **Graduate Faculty Thesis/Dissertation Load Guidelines**

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Approved By: Vice Chancellor for Academic Affairs (VCAA)

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Aim and Objectives

The aim of this document is to provide guidelines related to the thesis/dissertation (Masters and Doctoral programmes) supervision for the graduate programs offered at Ajman University (AU).

Guidelines

Ajman University strongly encourages all academic colleges to implement faculty workload allocation for thesis/dissertation supervision that is included in calculation of normal teaching load of faculty. All outload cases are considered as exceptions.

Master's programs – Inload

1. For the master's programs, the equivalent teaching load for the supervision of thesis (or masters level graduation project) is 1 credit hour per student for the entire duration of thesis/project registration. If the thesis/project work is not completed in the required period as per study plan of the program, then the thesis will be registered as *In progress (IP)* with zero supervision load to the faculty till completion.

Doctoral programs – Inload

2. For the doctoral programs, the equivalent teaching load for the supervision of dissertations is 4 credit hour per student for the entire duration of dissertation registration. If the dissertation work is not completed in the required period as per study plan of the program, then the dissertation will be registered as in progress (IP) with zero load to faculty.

Additional Guidelines

3. Normally, a faculty member may not receive more than 3 credit hour per semester for the supervision of thesis/project/dissertation.
4. For certain programs where intensive graduate level supervision is required, higher teaching load for supervision may be assigned with prior approval from the Vice Chancellor for Academic Affairs (VCAA).
5. The supervisors (principal and co-supervisors) contribution percentages, wherever applicable, must be defined and agreed by the supervisory team and shall be approved by the college Dean

in consultation with the graduate program coordinator at the start of supervision by the main or principal supervisor. The main supervisor always have the highest number allocation as they are administratively responsible for the student.

6. For the cases of outload supervisory arrangements, any paid-incentive for the supervision-load to the faculty will be determined based on related university regulations.