

## Thesis and Dissertation Support Policy

<b>Document Title:</b>	Thesis and Dissertation Support Policy
<b>Prepared By:</b>	Dean of Graduate Studies and Research
<b>Approved By:</b>	Vice Chancellor for Academic Affairs (VCAA)
<b>Date Approved:</b>	6 July 2021
<b>Date Effective From:</b>	AY 2020-21

Note: A list of abbreviations is defined in By-Laws for DGSR

### 1. Introduction

Ajman University (AU) is committed to support graduate research through the provision of access to university facilities and resources, appropriate environment for research activity, nurture creative thinking, inquiry, and scholarship. AU ensures all adequate resources required for its graduate students' thesis or dissertation are available in a way that takes reasonable account of individual needs, abilities, and expectations. The aim of this policy is to provide general guidelines to support graduate students in their research related to their theses or dissertations. This policy should be read in conjunction with other relevant policies and avenues of support for graduate researchers, including the *AU Graduate Studies Policies and Procedures* and other relevant DGSR policies and procedures.

### 2. Scope of this Document

This document is applicable to all academic colleges offering graduate programs at Ajman University. The policy is relevant to the following:

1. College Deans
2. Head of Department (HoD)
3. Graduate Program Coordinators (GPC)
4. Thesis/Dissertation Supervisors
5. Graduate students
6. Office of Finance
7. Office of Budget
8. Audit Office

### 3. Policy Statements

- Thesis or Dissertation supervisor will approve thesis/dissertation proposals only when adequate resources are available to support the proposed research project, including training required to meet all regulatory and CAA obligations necessary to undertake the research.
- All graduate research students will be provided access to necessary information and communications technology appropriate to their study, research project and mode of enrolment.
- Graduate student supervisor assess the need for any additional resources necessary for the thesis/dissertation/project at the point of submission of thesis/dissertation proposal. The college can either fund or makes a request to DGSR to make arrangements for difference between the

## Thesis and Dissertation Support Policy

standard provisions and any alternative requirements necessary for the thesis/dissertation/project at the time of proposal submission.

- DGSR will allocate reasonable funds to support Thesis/Dissertation (graduate research) for every academic year in the research budget.
- The DGSR may fund at its discretion necessary funds to graduate students, depending on requirements and availability of funds.
- The graduate student thesis support funds will be used only for purchasing hardware, software, testing samples, data collection, buying database and/or subscription and related categories only. Under these funds no money will be paid to student, supervisor, research assistant or any other personnel.
- Additional support may also be provided to doctoral students to attend maximum of two national/international conferences during the complete degree program, according to AU Conference Policy. University travel regulations apply.

### 4. Procedures

- The Dean of Graduate Studies and Research shall propose budget for graduate student thesis support for each academic year.
- Supervisor shall identify the need for any additional (outside standard provision) resources necessary for the thesis/dissertation/project at the point of submission of thesis/dissertation proposal.
- Supervisor prepares a request for thesis/dissertation funds (under this policy) and submit to college Dean (cc graduate program coordinator). The college Dean either fulfil requirement from the available resources in the college or forwards request to the Dean of Graduate Studies and Research with his/her endorsement. The request must have all necessary details, with supporting documents, and expected outcomes.
- Dean of Graduate Studies and Research shall review the request, consult with Supervisor, program coordinator or college dean, if needed, and communicate decision back to the college Dean (CC to student supervisor, program coordinator, office of Finance, Budget and internal audit).