

### 3.c. Undergraduate Completion Requirements

<b>Subject</b>	Educational Programs	<b>Effective From</b>	Sep - 2011
<b>Policy #</b>	3.c.	<b>Latest Revision</b>	Jun - 2024
<b>Title of The Policy</b>	Undergraduate Completion Requirements	<b>Next Review</b>	Dec - 2024
<b>Responsible Entity</b>	Colleges Councils	<b>Policy Pages</b>	2
<b>Definitions</b>	<p><b>Graduate:</b> Student who successfully completes all the requirement of the degree.</p> <p><b>AAU:</b> Al Ain University</p>		
<b>Purpose</b>	Graduating students according to United Arab Emirates Ministry of Education.		
<b>Scope</b>	AAU Students		
<b>Statement</b>	<p>A student obtains his/her degree after fulfilling the following requirements:</p> <ul style="list-style-type: none"> <li>• The student has passed all the required and relevant courses according to the approved Study Plan;</li> <li>• The student has achieved a CGPA of no less than 2.0;</li> <li>• The student has not exceeded the maximum number of years for graduation stated in these regulations;</li> <li>• The student has spent the minimum study duration and time in learning for the degree;</li> <li>• The student must be registered at AAU during his/her graduation semester;</li> <li>• A student is permitted to enroll in non-credit remedial courses only for a specified period of time, after which a successful student may be fully admitted to a credit-bearing program, and an unsuccessful student who has not completed the courses will leave the institution as per the following specifications: <ul style="list-style-type: none"> <li>◦ The student enrolls in the remedial course for one semester and no less than (15) weeks, with no less than (45) academic hours.</li> <li>◦ The student must pass the remedial course with a grade of no less than (2) out of (4) and with a grade of at least (70%), otherwise the student will be dismissed from the academic program.</li> <li>◦ Remedial courses are non-credit courses and do not count toward the requirements of an academic qualification. Hence, their grades are not calculated in the student's cumulative average</li> </ul> </li> </ul>		
<b>Procedures</b>	<ul style="list-style-type: none"> <li>• Checking student's transcripts to ensure that they have finished all the degree graduation requirements.</li> <li>• Send the transcripts to relevant colleges for the final check-up and to issue graduation decisions.</li> <li>• Hold the University council, headed by president of the university.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Confirm academic transcripts of all the students who are expected to graduate in the University council, to be transferred to general registrar in order to carry on their graduation procedure on the registration system.</li> <li>• Preparing the smart chip with the students' details as required by certificate attesting department in UAE Ministry of education.</li> <li>• Preparing students files in PDF format and uploading them on UAE Ministry of Education in order to facilitate graduate attestation procedure there.</li> </ul>
<b>Recent Changes</b>	<p>June 2024:</p> <p>This policy has been revised &amp; updated as per the CAA ERT requirements (Renewal- B.Sc. in Computer Engineering and B.Sc. in Networks and Communication Engineering).</p>