


Policy Group	Academic Programs	Policy Number	ACA-PRO-09	 جامعة زايد ZAYED UNIVERSITY
Responsible Office	Office of the Provost	Distribution	External	
Date Approved	1 October 2000	Effective Date	1 October 2000	
Date Last Reviewed	22 April 2007	Due Date for Next Review	22 April 2010	

PROCEDURES

Certificate Programs

1. Undergraduate and Graduate Certificate Programs

- 1.1 Formal approval is required by the College Dean and by the Provost, who may request recommendations from either the University Standing Committee on Academic Affairs (for undergraduate programs) or the Graduate Programs Committee (for graduate programs), and the Deans' Council.
- 1.2 Proposals to establish new credit-bearing certificate programs should include the following information:
- a) Program Summary
Provide a brief summary of the proposed program.
 - b) Goals, Objectives, and Intended Learning Outcomes of the Program
Include the rationale for the proposed new certificate program with clear reference to the goals, objectives, and intended outcomes of the program. Indicate how the certificate program objectives are related to the mission and strategic plans of the college or unit and the university.
 - c) Curriculum and Instruction
List the courses to be completed for the Certificate and provide a syllabus following University guidelines for each course. Indicate any new courses, which must be approved through normal Zayed University processes. Describe the assessment protocols to be used.
 - d) Admission Requirements
List all admission requirements for the new certificate program.
 - e) Evidence of Need
Provide information on the need for the proposed program and on student interest.
 - f) Relationship to Existing Zayed University Programs
Indicate the relationship of the proposed certificate program to the existing programs of the college or unit. Identify other units or colleges affected by this program and indicate the potential effects on these units/colleges. Effects on other units within the university should be discussed with the Dean or Director of the affected college or unit prior to submission of the request. Attach and comment on the responses from other Deans or Directors of affected colleges or units on the impact of this new certificate program on their own programs.
 - g) Faculty Resources
Indicate the faculty resources needed for the proposed program. Identify the current faculty members who will be directly involved, by campus. For each faculty member, provide a CV. Refer to impact of the new program on workload, including courses currently taught and expected responsibilities in

the new program. If it will be necessary to add, or reassign, faculty in order to begin and operate the program, give the number and desired qualifications of the persons to be added, or reassigned.

- h) Other Resources (Library, Computing Services, Facilities, Specialized Equipment)
Indicate the other resources necessary to support the certificate program and the extent to which they are currently available. Indicate any new resources required.
- i) Budget
Indicate the estimated expenditures for the duration of the certificate program. Include both the reallocation of existing resources and anticipated or requested new resources. Show the basis for the determination of participant fees. Include a budget narrative that explains significant line items and discusses specific reallocation envisioned. The budget should include consideration of faculty resources and administrative costs as well as library, information technology, equipment and space needs.
- j) External Partnerships or Contractual Arrangements
Report any external partnerships or contractual arrangements associated with the new certificate program.
- k) Program Evaluation
Indicate the measures that will be used to assess the effectiveness of the program and the learning outcomes of students enrolled. Indicate the criteria for success and the expected use of the outcomes data for program improvement.
- l) Sample of certificate to be awarded upon completion of the program.

2. Training Certificate or Certificate of Participation and/or Attendance Programs

- 2.1 Proposals for non-credit-bearing certificate programs must be approved by the Dean or Director responsible for the program, with notification provided to the Provost prior to initiation of the program.
- 2.2 Proposals should contain:
 - a) The program title;
 - b) Detailed description of the program;
 - c) Estimated enrollment;
 - d) Resources required;
 - e) Estimated budget;
 - f) Sample of certificate to be awarded upon completion.
- 2.3 Prior to making a decision about the program the College Dean may circulate the proposal to other College Deans, the Provost, and/or other selected University administrators for review and comment.
- 2.4 Required records for non-credit-bearing programs must be maintained by the College or unit offering the program and submitted to the Office of the Provost. These records must include:
 - a) Program title, program description, program approval, and dates of program offerings;
 - b) Sample of certificate to be awarded upon completion;
 - c) A record of attendance;

- d) A record of participants receiving training certificates or certificates of participation and/or attendance;
- e) Summary report of a formal evaluation process completed by participants.

2.5 Format of Certificates

Certificates awarded for non-credit-bearing certificate programs must clearly state the certificate is a “Training Certificate” or a “Certificate of Participation and/or Attendance” and that no academic credit is awarded by receipt of such certificate.

3. Revision History

Date	Revision
9 June 2020	Non-substantive change: Added External Distribution.
21 November 2019	In line with the policy, updated the policy group and format.
22 April 2007	Procedures reviewed.
1 October 2000	Procedures approved.