


Policy Group	Graduate Studies	Policy Number	ACA-GRA-04	 جامعة زايد ZAYED UNIVERSITY
Responsible Office	Office of the Provost	Distribution	External	
Date Approved	15 July 2019	Effective Date	1 August 2019	
Date Last Revised	19 February 2019	Due Date for Next Review	19 February 2022	

PROCEDURES

Graduate Student Financial Support

1. Graduate Merit Scholarships

- 1.1 To be eligible to receive this award, students
 - a) must receive an offer of regular (full) admission to a master's program at Zayed University,
 - b) may not hold other major awards totaling \geq AED 25,000 (excluding any other ZU Scholarship),
 - c) must have a Cumulative GPA (CGPA) of 3.20 or higher (on a scale of 4.0) or its equivalent in the baccalaureate degree, and
 - d) must maintain a Good Academic Standing (i.e., $CGPA \geq 3.0$) once enrolled at ZU.
- 1.2 The level of award is determined in accordance with the approved "Guidelines for Graduate Student Financial Support".
- 1.3 Award payments:
 - a) Award payments are made in the form of financial credits against the recipient's tuition and are applied proportionally to the student's account at Zayed University each semester.
 - b) Award payments terminate if the recipient:
 - i) fails to maintain a CGPA of 3.0 or higher,
 - ii) receives financial support other than a ZU Scholarship,
 - iii) withdraws from the program,
 - iv) takes unauthorized leave of absence, or
 - v) is dismissed for academic or other reasons.
- 1.4 The total value of the awarded Merit and Alumni Scholarships must be no greater than 10% of the estimated total tuition revenues.
- 1.5 The award is normally offered at the time of admission and is subject to final approval of the Vice-President.

2. ZU Alumni Graduate Scholarships

- 2.1 To be eligible to receive this award, students must hold a baccalaureate or master's degree from Zayed University.
- 2.2 ZU Alumni Graduate Scholarships cannot be deferred.
- 2.3 This award is available to all alumni of Zayed University.

- 2.4 Award payments:
 - a) Award payments are made in the form of financial credits against the recipient's tuition and are applied proportionally to the student's account at Zayed University each semester.
 - b) Award payments terminate if the recipient
 - i) withdraws from the program,
 - ii) takes unauthorized leave of absence, or
 - iii) is dismissed for academic or other reasons.
- 2.5 The total value of the awarded Merit and Alumni Scholarships must be no greater than 10% of the estimated total tuition revenues.
- 2.6 The award is normally offered at the time of admission and is subject to final approval of the Vice-President.

3. Graduate Assistantships: Teaching (GTA), Research (GRA) and Administrative (GAA)

Graduate Assistantships are designed to provide experiences for graduate students that contribute to their professional and academic development while they are pursuing their graduate education at Zayed University. The individual duties of the awardees may vary depending on the type of Assistantship they hold, the project they are assigned to work on or the unit their assignment is affiliated with.

- 3.1 GTA duties may include but are not limited to: facilitating discussion sessions or tutorials; assisting in laboratory sessions; holding weekly office hours; grading homework, exams, or projects; distributing and copying reading materials; or preparing answer keys or supplementary notes. Graduate Teaching Assistants may be required to attend the instructor's lecture regularly as part of their duties.
- 3.2 GRA duties may include but are not limited to: conducting literature reviews or library research; conducting interviews; collecting or analyzing data; and preparing articles, reports or presentations. Furthermore,
 - a) GRA recipients assist and report to the faculty supervisor, and
 - b) GRA recipients are not independent researchers and are not directly responsible for the outcome of their research.
- 3.3 GAA duties generally include administrative tasks that support the business function of an organizational unit. Tasks may include but are not limited to assisting in events, providing customer support, performing searches and documenting findings, organizing statistics/information and contributing to the development of reports and presentations.
- 3.4 Eligibility:
 - a) Incoming and current students enrolled in graduate programs at Zayed University are eligible to apply for these awards. However, the selection is limited and competitive and not all applications may be successful.
 - b) Students who have conditional admission of any type are not eligible until they matriculate as regular students in their program.
 - c) ZU employees are not eligible for Graduate Assistantships.
 - d) A student may hold only one Graduate Assistantship at a time.
- 3.5 The Graduate Studies Deanship in collaboration with the Colleges, the Center for Educational Innovation and the University Library will provide a pre-experience workshop and an orientation program for GTA and GRA recipients each semester.

3.6 Limitations:

- a) The duration of a Graduate Assistantship award shall be limited to a maximum of two (2) years.
- b) A Graduate Assistantship may be terminated with one-month notice if the recipient
 - i) fails to maintain Good Academic Standing (i.e., maintain CGPA \geq 3.0), or
 - ii) fails to adequately perform assigned duties.
- c) Graduate Assistantship recipients may not hold any form of employment on- or off-campus during the term of award.
- d) Recipients must register in nine (9) or more credit hours each semester during the term of award.
- e) Graduate Assistantship recipients are expected to work a minimum of
 - i) 20 hrs/week for a full Assistantship, or
 - ii) 10 hrs/week for a half Assistantship.

3.7 Benefits:

- a) Recipients will receive a financial compensation package that covers the average cost of tuition and basic cost of living expenses.
- b) The financial compensation will be dispensed to the recipients in monthly stipends according to the approved "Payment Guidelines for Graduate Student Financial Support".
- c) Recipients are responsible for paying their tuition fees every semester according to the University's policies and procedures.

3.8 Applicants for Graduate Assistantships must submit the following documents to the Graduate Studies Deanship by the published deadline:

- a) Completed Graduate Assistantship application form and
- b) Current CV or resume.

3.9 GTA and GAA applications are reviewed by the respective units and each selected applicant is approved for an award by the head of the unit, the Dean of the College and the Dean of Graduate Studies.

3.10 GRA applications are reviewed by the respective Principal Investigators of the funding grants, and each selected applicant is approved for an award by the respective PI, the Assistant Provost for Research and the Dean of Graduate Studies.

4. Tuition Discount for Sponsored Students

Graduate students may qualify for discount on tuition fees if they are part of a group of students who are sponsored by an entity that has a valid written agreement with Zayed University provided they

- 4.1 Meet all applicable conditions and requirements of the sponsorship agreement and the university, and
- 4.2 Are admitted and enrolled as a group in a particular semester in one or more master's programs at Zayed University.

The amount of the discount is determined according to the agreement between the sponsor and ZU and the approved "Payment Guidelines for Graduate Student Financial Support".

5. Tuition Assistance for ZU Employees

Tuition assistance is available on a limited and competitive basis to full-time employees of Zayed University who qualify to pursue graduate studies at ZU.

5.1 Eligibility:

- a) Must be classified as “staff” according to ZU policies.
- b) Has a regular, full-time employment contract.
- c) Is not in a probation or leave period.
- d) Has worked as regular staff for a minimum of two (2) years up to the graduate program’s publish admission deadline.
- e) Has overall performance of “meet expectations” or better on the last annual evaluation.
- f) Is recommended by the employee’s immediate supervisor.
- g) Has received an offer for regular admission to one of ZU’s graduate programs.

5.2 Limitations:

- a) Chosen program shall normally support the applicant’s career development.
- b) Tuition assistance may be combined only with a ZU Alumni Scholarship award and no other scholarships.
- c) Assistance is only applicable to the tuition cost of courses required for the selected degree program.
- d) Students receiving tuition assistance awards must remain in Good Academic Standing and must meet all of their remaining financial obligations or risk having their tuition assistance award cancelled.
- e) Employees receiving tuition assistance must maintain an annual performance evaluation of “meet expectations” or better for their awards to continue.
- f) A candidate may submit one application only for tuition assistance each fiscal year.
- g) Tuition assistance awardees must adhere to all applicable university policies and procedures.

5.3 Benefits:

- a) The amount of tuition assistance may be up to 50% of the total tuition cost of the applicant’s chosen degree program.
- b) A tuition assistance award to study in one program may not be transferred to support studying in another program without a prior written approval of the Graduate Studies Deanship.
- c) A tuition assistance award may not be deferred or transferred.
- d) Awardees are responsible for paying the remaining balance of tuition and fees according to the university’s published schedule of payment each semester/term.
- e) A tuition assistance award is considered cancelled immediately upon the employee’s leaving employment at the university.

5.4 Application and Award:

- a) Eligible employees must first obtain acceptance for regular admission into a graduate degree program at ZU.
- b) A copy of the admission letter must be submitted along with a completed application to the Graduate Studies Deanship by the published application deadline.
- c) A reference/recommendation letter from the applicant’s immediate supervisor must be sent confidentially and directly to the Graduate Studies Deanship.

- d) A Committee, to be appointed by the Vice-President, will review all qualified applications and recommend applicants for awards and the award amount/percentage for each one.
- e) Besides the applicant's credentials, the selection process will take into account factors such as the applicant's position requirements, benefits to the university, staff recruitment and retention issues, and current and potential future roles of the applicant.
- f) All awards are subject to final approval by the Vice-President.

6. Revision History

Date	Revision
11 June 2020	Non-substantive change: Added External Distribution.
6 November 2019	Non-substantive update of policy number.
15 July 2019	Approved by the Vice-President (VP Decision #106 of 2019) Revisions: <ul style="list-style-type: none"> • Added a 10% limit to the value of the Alumni and Merit Scholarships • Upgraded the eligibility criteria, application review process and benefits of the Tuition Assistance for ZU Employees • Upgraded requirements for Merit Scholarships and expanded benefits • Introduced new type of Graduate Assistantship • Upgraded the requirements and compensation for Graduate Assistantships • Added Tuition Discount for groups of sponsored students.
18 August 2016	Approved as per VP Decision #83 of 2016. Revision: <ul style="list-style-type: none"> • Add sentence stating that students cannot be both GTA and GRA; • Changed the monetary amounts offered for GRA from AED 60/hr to AED 35 - 130/r. • Moved the costs to guidelines.
8 July 2015	New procedures approved by the Vice-President.

Attachment:

- Payment Guidelines for Graduate Student Financial Support

Payment Guidelines for Graduate Student Financial Support



These guidelines define payment amounts pursuant to the award of Graduate Student Financial Support according to ACA-GRA-04 policy and procedures.

1. Graduate Merit Scholarships

The level of award is determined according to the applicant's cumulative GPA in the baccalaureate degree as follows:

- a) $3.20 \leq \text{CGPA} < 3.60$: 10% of tuition costs
- b) $3.60 \leq \text{CGPA} < 3.80$: 25% of tuition costs
- c) $3.80 \leq \text{CGPA}$: 40% tuition of costs

2. ZU Alumni Graduate Scholarships

Award payments are valued at 10% of tuition costs.

3. Graduate Assistantships

Assistantship Type	Minimum Number of Working Hours	Compensation (AED)*	Source of Funding
GRA <ul style="list-style-type: none"> • Full • Half 	20 hr/week 10 hr/week	12,000/month 6,000/month	Research Grant
GTA <ul style="list-style-type: none"> • Full • Half 	20 hr/week 10 hr/week	12,000/month 6,000/month	College
GAA <ul style="list-style-type: none"> • Full • Half 	20 hr/week 10 hr/week	6,000/month 3,000/month	College/Office

* Health insurance may be available to qualified students according to university regulations.

4. Tuition Discount for Sponsored Students

The discount granted to sponsored students may be for a maximum of 20% of the tuition fees and as specified in the relevant official agreement between the sponsor and Zayed University. Note: Tuition discount may be combined with Merit or Alumni scholarships, where applicable.

5. Tuition Assistance for ZU Employees

The assistance may be up to 50% of the tuition cost as recommended by the review Committee and approved by the Vice-President. The tuition assistance is to be paid from funds made available by the university administration.