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Graduate Catalog





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Message from the Director General:

Dear Students,

Welcome to the Emirates Diplomatic Academy!

You are embarking on a great educational journey that will challenge and reward you in equal measure. In the coming months, we will lead you into a new world of learning, whether you are in our Post-Graduate Diploma programme or in our MA programme in Diplomacy and International Relations.

Combining the best of academia, research and practical thinking, the Academy will provide region-specific courses, thought leadership and access to the UAE's finest diplomatic minds to ensure that you return to your jobs equipped with valuable skills and expertise to make a difference for your country. Upon graduation, you will join the next generation of UAE foreign policy professionals and emerge with the confidence and capabilities to proudly serve our country's interests at home and around the world.

At the Emirates Diplomatic Academy, we are very proud to have established ourselves as the hub of diplomacy in the region in such a short time. During your tenure at EDA, you will improve your skills with an excellent diplomatic team, you will gain insights from several distinguished personalities, faculty and visiting fellows on a wide range of topics, and have the opportunity to conduct various research-based projects that will enhance your knowledge of international relations and diplomatic practice.

During a time of challenges for our country and our region, the work of the Emirates Diplomatic Academy and its students acquires special importance. Therefore, your academic achievements in the year ahead will not only be in your best interest but also in the best interest of our nation.

Wishing you success,

Bernardino León Gross

Director General, Emirates Diplomatic Academy



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About the Emirates Diplomatic Academy

1.1. Overview

The Emirates Diplomatic Academy (EDA) was established as an independent federal entity under Cabinet Decision No. (29) of the year 2014 by His Highness Sheikh Mohammed Bin Rashid Al Maktoum, Vice President and Prime Minister of the UAE and Ruler of Dubai. EDA emphasises a combination of diplomatic education and training. A prestigious platform that combines the best of academia, research and practice, EDA equips the UAE's current and future diplomats with the knowledge and multi-disciplinary skills to effectively serve their nation.

In our rapidly evolving and highly interconnected global environment, national security and prosperity depend on knowledgeable and informed government leaders, policy-makers and diplomats. The ability to promote the UAE's interests on the world stage and find innovative solutions to the most pressing global issues, while maintaining positive strategic relations with regional and international partners, has never been more important or complex than it is today. Diplomats are the highly skilled agents who enable states to effectively carry out their agenda.

Accordingly, diplomats must receive specific trainings: they need to be equipped to understand global developments and have the requisite skills to present their countries in the best possible way. Leadership is a critical component of any successful diplomat because they must possess great integrity, be dedicated, have significant knowledge, be innovative, have sophisticated communication skills and have the ability to make quick and incisive judgments.

EDA aims to promote the capacity of the UAE's diplomatic leadership. Through its nine-month Post-Graduate Diploma (PGD) programme in UAE Diplomacy and International Relations and its Master of Arts (MA) programme in Diplomacy and International Relations, EDA equips junior UAE diplomats with the essential theoretical knowledge and practical skills needed to succeed in the world of international affairs and diplomacy.

EDA is the academic home of 50-60 students, taught by a combination of resident, visiting faculty and visiting fellows involved in diplomatic practice. In addition, EDA functions as a platform for thought

leadership and relevant research on international relations and diplomacy in the region. Its research faculty provides curricular input through co-delivering some courses and engaging the students in EDA research. EDA also provides short-term executive training courses to its students and to current employees of the Ministry of Foreign Affairs and International Cooperation (MoFAIC) and others interested in diplomacy and international relations.

1.2. EDA Vision

To be a recognised centre of excellence for diplomatic capacity building, research and thought leadership.

1.3. EDA Mission

Build the capabilities to meet the objectives of the UAE's foreign policy by providing accredited academic programs, effective training to the highest standards and further the understanding of diplomacy and international relations through insightful thought leadership and impactful research and analysis.

1.4. EDA Operating Model

The EDA Operating Model offers a unique blend of academic teaching and professional training with research activities that are focused on the specific context of the UAE and the region. EDA offers:

- Education Programmes that qualify Emiratis to serve their nation by offering accredited and relevant academic programmes in the field of diplomacy and international relations.
- Executive Training that strengthens the members of the diplomatic and consular corps and expands training offerings to other government entities and businesses interested in diplomacy skills.
- Research and Analysis that contributes to domestic and international debates on issues relevant to the UAE's foreign policy.

1.5. Accreditation and Licensure

The Ministry of Education (MoE) of the United Arab Emirates officially licensed EDA to award a Post- Graduate Diploma (PGD) in UAE Diplomacy and International Relations in 2014. The PGD programme was further upgraded in June 2016

and the Ministry of Education (MoE) and the Commission on Academic Accreditation (CAA) approved the changes. In addition, the CAA and MoE accredited the MA programme in Diplomacy and International Relations in August 2017.

1.6. The CIE Competencies Framework:

EDA aims to graduate diplomats that are Capable (C), Influential (I) and Ethical (E). The CIE Competencies Framework stipulates that EDA graduates shall be:

a. Capable (C):

- Skillful: EDA graduates master traditional diplomatic skills (including languages, written and oral communications, negotiating, networking, crisis management, consular) and specific 21st century skills (including digital technology, using big data, brand management and public relations, campaigning, and using social media).
- Astute: EDA graduates show good judgment, display abundant tact and earn the trust of their seniors.
- Knowledgeable: EDA graduates possess a robust understanding of international affairs as well as of their own country, and have an insatiable curiosity to learn more.

b. Influential (I):

- Leaders: EDA graduates can set out a vision, build and mobilise networks, relationships and coalitions to achieve specific goals, and organise and motivate staff and stakeholders to achieve them
- Communicators: EDA graduates are empathetic listeners, who build trust by being honest and authentic, and can write and speak persuasively using multiple media.
- Innovators: EDA graduates are creative and outcome-focused, think critically and outside the box, and adapt flexibly to changing circumstances.

c. Ethical (E):

- Courageous: EDA graduates are resilient under pressure and willing to convey inconvenient truths.
- Disciplined: EDA graduates are punctual, reliable, hardworking and well presented.
- Committed: EDA graduates demonstrate great integrity, are dedicated to promoting their country's interests and passionate about international cooperation.

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Academic Year

The Academic Year runs from September through June and consists of two semesters. The Fall semester begins on 2 September 2018 and the Spring semester begins on 6 January 2019.

PGD classes are generally held between 9:00am and 5:00pm, Sunday through Thursday. MA classes are generally held between 5:00pm and 8:00pm, Sunday through Wednesday

ACADEMIC CALENDAR 2018 – 2019	
August 27 – 30	New PGD & MA Students Orientation
September 2	PGD and MA classes begin
September 9	Deadline to add-drop classes for MA students
September 11	Hijri New Year*
December 2 – 3	UAE National Day*
December 13	Last day of classes for PGD & MA Fall 2018 classes
December 16 – 20	PGD & MA Fall 2018 Assessment Week
December 23	Beginning of Winter Break – No Classes
January 6	Spring 2019 Semester begins – PGD & MA classes begin
January 13	Deadline to add-drop classes for MA students
February 8–16	EDA Annual Trip for PGD Students (exact dates TBC)
24 March – 6 April	Spring Break – No Classes
April 7	PGD and MA classes Resume
May 5	Ramadan Starts*
May 30	Last day of PGD & MA classes for Spring 2019 semester
June 3	Eid Al Fitr*
June 9–13	PGD & MA Spring 2019 Assessment Week MA Theses Defense & MA Comprehensive Exams Period
June 27	End of 2018 – 2019 Academic Year

* Classes are suspended during all national and Islamic holidays as declared by the UAE government.

“During my studies at EDA, I have learnt to become more confident in my abilities as a representative of the Academy and as a representative of the UAE”



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Admissions

A. Admissions to the PGD Programme in UAE Diplomacy and International Relations:

The EDA accepts students to the PGD programme who are sponsored by MoFAIC or other UAE government entities, as per the policies of the EDA Board of Trustees.

3.1. Entry Requirements

Candidates should be highly motivated, outward looking, open to new ideas and able to share insights from their own experiences. Applicants are evaluated on academic preparation and their depth and quality of experience, as demonstrated by academic performance to date, stated motivation and submitted written work.

Applicants should satisfy the following minimum admissions criteria:

- Bachelor's degree or equivalent from an accredited university or college recognised by the UAE Ministry of Education (MoE)
- GPA: Minimum of 3.0 (on a 4.0 scale)
- TOEFL: Minimum score of 550 or equivalent (computer-based TOEFL score of 213, Internet-based TOEFL score of 79-80), or
- IELTS (academic): Minimum score of 6.0

3.2. Application Procedures

To apply for the PGD programme, students can apply via:

- A recognised UAE government entity
- The EDA website, with proof of eligibility and approval of a UAE government entity.

Candidates wishing to apply for the PGD programme must submit the following documents:

- Completed application form for admission
- All official university degrees and transcripts
- Official standardised test scores (TOEFL or IELTS)
- Curriculum Vitae (CV)
- Personal Statement
- Passport copy
- Copy of Emirates ID (if applicable)

- Copy of Family book (if applicable)

3.3. English Language Requirement

Applicants to the PGD must demonstrate proficiency in the English language. This can be done by submitting official test scores for (at least) one of the following tests: Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). The IELTS exam should be the academic version. A score of 550 on the paper-based TOEFL, 79-80 on the internet-based TOEFL, or 6.0 on the IELTS is required.

3.4. Transfer, Visiting, Non-matriculated Students and Transfer Credits

For the 2018 – 2019 Academic Year, EDA does not accept transfer, visiting, exchange or non-matriculated students in the PGD programme. In addition, EDA does not accept transfer credits or equivalency courses from other universities. EDA also does not accept transfer credits from undergraduate programmes.

3.5. Application Assessment

The Registrar, assisted by Student Affairs, screens all applications for completeness and demonstration of minimum requirements. All eligible applications are forwarded together with the evaluation form to the Admissions Committee, which carries out the following assessment steps.

- Academic Screening: Every application is reviewed by the Admissions Committee which evaluates the applications in accordance with the following:
 - o Academic strength
 - o Career motivation
 - o Language skills
- Psychometric and Skills Evaluation: Applicants are evaluated using a standard psychometric exam that assesses the core competencies, characteristics, and baseline skills as a diplomat.
- Interviews: Applicants are evaluated through personal interviews with the Admissions Committee. In exceptional cases, interviews may be conducted via phone or Internet.
- Admission decision: the Admissions

Committee makes the final decision, which is sent for endorsement to the EDA Director General's Office. Applicants will receive the official notification of admission or rejection from the Registrar.

B. Admissions to the MA Programme in Diplomacy and International Relations:

The MA programme in Diplomacy and International Relations is a programme open to students who have successfully completed 24 credits of coursework in the PGD programme and who are sponsored by MoFAIC or other UAE government entities.

3.6 Entry Requirements

Candidates to the MA programme should satisfy the following admissions criteria:

- Students who graduate with a minimum CGPA of 3.5 over 4 in the PGD programme are automatically eligible to enrol in the MA programme.
- Students with a CGPA between 3.0 and 3.49 in the PGD programme may be given the opportunity to take a written and oral qualifying exam. Successful candidates who pass both components of the qualifying exam will be enrolled. Candidates who do not pass one or both components of the qualifying exam will not be admitted to the MA programme and may not re-take the exam.
- Students who do not pass the qualifying exam may re-apply in the following academic year.
- Students with a CGPA lower than 3.0 in the PGD programme are not eligible to enrol in the MA programme.

3.7 Enrolment Procedure

The EDA Registrar, assisted by Student Affairs, screens eligible candidates and contacts them to determine their interest in enrolling.

In exceptional cases, prospective MA students may enrol in the MA programme at two entry points. The regular enrolment cycle starts in the summer preceding the start of the academic year. A second call for enrolment may be issued in the winter preceding the beginning of the Spring semester.

3.8 Transfer Students, Visiting Students and Transfer Credits

For the 2018 – 2019 Academic Year, EDA does not accept transfer, visiting, exchange or non-matriculated students in the MA programme. In addition, EDA does not accept transfer credits or equivalency courses from other universities. EDA also does not accept transfer credits from undergraduate and graduate programmes.

3. Orientation Programme

For PGD students, the mandatory Orientation programme takes place in the first two to four days of the Academic Year. PGD students can expect an orientation to EDA, an introduction to EDA faculty and staff, an overview of the academic programme and to EDA rules and regulations.

MA students can expect an orientation to the MA programme in addition to EDA rules and regulations. All students receive their ID cards and are introduced to EDA facilities during the Orientation.

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General Academic Information

4.1 Language of Instruction

English and Arabic are the languages of instruction at EDA.

4.2 Class Size

In order to create and foster a constructive learning environment, PGD class size is generally limited to a maximum of 30 students per class while MA classes will normally not exceed 20 students. In exceptional cases and for lecture hall courses, the entire student body may be in one class. In language classes, the number of students shall not exceed 12 to 15 students.

4.3 Academic Credit Hours

A credit represents fifteen classroom contact-hours and thirty non-contact hours. For example, a course worth three credits would require three contact hours per week and six non-contact hours per week over a 15-week semester.

All PGD core courses and MA courses have three credit hours each, with the exception of the MA Thesis that consists of six credit hours. Credit-bearing classes are counted in the students' GPAs.

4.4 Academic Evaluation, Grading Mechanism and Grading Scale

Faculty members in all academic, skills and language classes evaluate student performance freely and provide fair and consistent assessments of student performance. Assessment methods include but are not limited to projects, oral presentations, research papers, case studies and written examinations (in-class or take-home). All grades for academic work are based strictly on the quality of the work submitted, not on the hours of effort or on external circumstances.

Faculty members keep clear and comprehensive records of student assessments to insure the accurate calculation of student performance over each course and as a reference in the case of any student appeal of particular grades. Grades submitted to the Registrar by the faculty member are considered final after the approval of the Education Director and/or Provost. Faculty members submit all final student grades within the deadlines specified by the Registrar. Students will have access to their grades online, via the Student

Management System (Emada). The faculty member's ability to change a grade once submitted is limited (see sections 4.19 on "Grade Change Periods" and section 7.10 on "Academic Grievances and Appeals").

The EDA uses the following grading scale:

Letter	Grade Point	From	To	Status
A	4.00	95	100	Pass
A-	3.70	90	94	Pass
B+	3.30	87	89	Pass
B	3.00	80	86	Pass
B-	2.70	83	82	Pass
C+	2.30	76	79	Pass
C	2.00	70	75	Pass
F	0.00	0	69	Fail

In addition, students will be requested to complete course evaluations at the end of each semester. For short-skills courses, trainer and course evaluation forms will be provided by the end of every short skill course to determine how effective the training efforts have been.

4.5 Grade Point Averages

Credit-bearing courses are calculated in the students' GPAs. The EDA grading system uses two grade point averages: the semester (term) grade point average (GPA or TGPA) and the cumulative grade point average (CGPA).

Grade Point Average (GPA)

The grade point average is the combined grade point average of all courses (including failed courses) attempted by a student in a particular semester. It is calculated by adding together the numerical value of the grade for each course multiplied by the number of credit hours, and divided by the total number of credit hours taken in that semester.

Cumulative Grade Point Average (CGPA)

The CGPA is the combined grade point average of all courses (including failed courses) attempted by a student at EDA in all semesters. The CGPA can be calculated by dividing the sum of all grade points earned in all semesters by the total credit hours attempted in both semesters at EDA.

For the 2018 – 2019 academic year, academic classes will be counted in the students' GPAs and grades will be displayed on the students' transcripts.

Grades obtained in language courses will also be displayed on students' transcripts.

For the 2018 – 2019 academic year, students in the MA programme will obtain a TGPA reflecting their grades in the MA courses only and a CGPA reflecting their combined GPA for 36 credits.

4.6 Registration and Add/Drop

For the PGD programme, no add/drop period exists. PGD students will be enrolled automatically to all their academic and short skills courses.

For the MA programme, an add-drop period of one week is allowed after the beginning of each semester (see the "2018 – 2019 Academic Year" for more information). Eligible students may freely switch tracks during add-drop week.

4.7 Eligibility to Graduate

Students in the PGD and MA programmes whose CGPA is lower than 3.0 are not eligible to graduate from EDA.

PGD Students:

For PGD students, winning an Award or being placed on the EDA Honour's List for one semester (see section 4.8 on "Awards") does not guarantee



eligibility for graduation if the CGPA is below 3.0 at the end of the academic year.

PGD students who do not complete their short skills training courses and/or language classes successfully are not eligible to graduate. PGD students must complete all short skills and language courses successfully by attending the courses, completing the pre- and post-assessment, completing all assessments, completing the assigned readings and engaging with the trainers and participants.

MA Students:

In addition to maintaining a CGPA of 3.0 and above, MA students in Track One have to pass the Comprehensive Exam at the end of the academic year. MA students in Track Two must obtain a minimum of B on their MA Thesis defense.

4.8 Awards

EDA may award its most outstanding PGD and MA students. The Academic Affairs Committee (AAC), in coordination with the EDA Director General's Office, approves all student awards. PGD and MA students whose CGPA is higher than 3.6 will be placed on the EDA Honour's List and will receive such recognition during the graduation ceremony.

4.9 Examinations

Faculty members determine the type of exams to administer in their classes. When exams take place on the EDA campus, faculty members are expected to proctor the respective exam in question. In all assessments, faculty members should hold students to strict adherence of the EDA's policies on academic integrity (see section 7.8 on "Academic Integrity").

4.10 Auditing MA Classes

Full-time MA students taking two classes (6 credits) in one semester may opt to audit a third class only with the permission of the instructor. Auditing students are exempt from completing class requirements and will not receive a grade on the class. Audited classes do not count in the student's GPA.

Students who wish to audit a class should fill out an "Audit Attendance" form, which can be obtained at the Registrar.

4.11 Repeating a Course to Improve One's Grade:

Repeating a course to improve one's grade is not allowed in the PGD programme. Repeating the same course or another elective to improve one's grade is not allowed in the MA programme.

4.12 Repeating a Failed Course in the PGD Programme

If students failed a course and did not graduate from EDA as a result, only under exceptional circumstances can students repeat the course in the following academic year. The student would have to appeal to the AAC, providing written documentation as to why he/she failed the course and why they want to repeat it. The AAC has to unanimously agree to allow the student to repeat a course and the decision has to be endorsed by the EDA Director General. Only then will the student be granted permission to repeat the course.

4.13 Repeating a Failed Course in the MA Programme

If students failed a course and did not graduate from EDA as a result, only under exceptional circumstances can students repeat the course (or another elective) in the following academic year. The student would have to appeal to the AAC, providing written documentation as to why he/she failed the course and why they want to repeat it (or take another class). The AAC has to unanimously agree to allow the student to repeat a course (or take another elective) and the decision has to be endorsed by the EDA Director General. Only then will the student be granted permission to repeat the course, or take another elective.

4.14 Withdrawal from a Course in the PGD Programme

All elements of the PGD programme are mandatory for all students and thus withdrawal from a course is not applicable. In exceptional circumstances, a grade of "I" (Incomplete) will be assigned for a course (see section 4.16 on "Incomplete Grades").

4.15 Withdrawal from a Course in the MA Programme

For students in the MA programme, withdrawal from a course is accepted only with the written approval

of the Education Director and / or Provost. Students can only withdraw from a course by the fourth week of the semester. A grade of "W" ("Withdrawn") will be assigned to the class and will show on the student's transcript. The student would have to repeat the course, or take another elective, in the following academic year.

MA students who wish to withdraw from a course should request a "Course Withdrawal" form, which can be obtained at the Registrar.

4.16 Incomplete Grades

In exceptional circumstances, a student in the PGD or MA programme may be allowed not to complete a course in a specific semester after securing permission from the course instructor and approval from the Education Director and / or Provost. A grade of I (incomplete) will be assigned for the course. Students must complete the course requirements no later than the fifth week of the following semester. Failure to meet the deadline will cause the student to receive a grade of "F" in the course.

Incomplete grades can also be assigned to students who take an extended Maternity Leave (see section 5.6 on "Leaves").

4.17 Withdrawal from the PGD and MA Programmes

Students who choose to withdraw from the PGD and MA programme can do so by filling out the Complete Withdrawal Form (which can be obtained through the Registrar). The AAC reviews and approves students' withdrawal requests and informs the EDA Director General's Office of its decision.

4.18 Readmission

Students that have previously withdrawn from the PGD and MA programmes may reapply and seek to resume their studies in the following year as per the approval of the AAC. Students who were dismissed due to violations of the Student Code of Conduct (see section 8 on the "Student Code of Conduct") and/or due to probation (see section 4.20 on "Academic Standing and Probation") may not be re-admitted.

4.19 Grade Change Periods

A period to change course grades is determined by the Registrar at the end of every semester. Students may write to the Registrar and/or Student Affairs requesting a Grade Change Form for the course in question. Grade changes will happen in exceptional circumstances involving statistical error, computational mistake or data entry mistakes.

During the Spring semester, students can seek to change grades for the preceding Fall semester. During the summer or Fall semester, students can request to change grades for the preceding Spring semester. Students cannot request to change grades from the Fall semester grades during the summer or during the following academic year. Students cannot seek to change grades outside of the approved periods set by the Registrar.

Faculty members and/or the Education Director and / or Provost will respond to the grade change requests within one week of the grade change period.

4.20 Academic Standing and Probation

All EDA students are committed to programmes of graduate studies and that means they are expected to perform at a higher academic standard than undergraduate students.

Accordingly, all students in the PGD and MA programme must maintain a term grade point average (GPA) of at least 3.0 (B average) or better to remain in good academic standing.

Students may be placed on Probation in the following instances:

- 1) If a student receives two C grades in courses in one semester and/or the student's GPA falls below 3.0, his/her academic status will lead automatically to Probation. Students on Probation are not be eligible to graduate from EDA if their CGPA at the end of the academic year is lower than 3.0 (see section 4.7 on "Eligibility to Graduate").
- 2) Since the PGD and MA programmes run for one academic year, students who receive an F grade in a credit-bearing course and /or Language will also be placed on Probation and should not expect to graduate. They also will have their complete academic record reviewed by the AAC.

5

General Registration Procedures

- a. In the case of PGD students, the AAC will also consider the student's potential as a diplomat. If the AAC does not believe that the student has a reasonable chance at success or is unable to graduate, it can recommend that the student be asked to withdraw from EDA or be dismissed. In case of dismissal, the student will be notified in writing by the EDA Director General's Office.
 - b. In the case of MA students, the AAC will consider the student's grades and complete academic profile. The AAC may recommend that the student repeat the course or take a substitute course in the following academic year, or may recommend that the student withdraws from the programme. The AAC notifies the concerned students in writing.
 - 3) In addition, all students who are excessively absent, who violate the Student Code of Conduct (see section 8) and/or who violate EDA's academic integrity rules will be placed on Probation and may face dismissal (see section 7.8 on "Academic Integrity"). In such cases, PGD students who are on Probation because of excessive absences will be dismissed from EDA if they miss one class without a valid excuse, cause disruption to classes or violate the Student Code of Conduct (see section 8) in any other way.
- Students on Probation will be notified in writing of their academic status. Probation letters will be permanently placed in the student's file.

5.1 Privacy Rights of Students

The Registrar is responsible for maintaining all students' personal and academic records, ensuring the privacy and confidentiality of these records, and implementing the academic policies and regulations of the EDA.

Students have the right to review their personal information, academic records, and to update or change their personal data and contact details through the "Change of Contact Information Form", which can be obtained at the Registrar.

5.2 Transcripts

All students can review and print unofficial copies of their transcripts. The Registrar is the only office that has the authority to print official complete transcripts with EDA's seal. Students should submit an official "Transcript Request Form" requesting the issuance of a transcript.

5.3 Student Records

All student records will be stored in a secure, fireproof cabinet in the office of the Registrar and/or Student Affairs. Electronic academic records are stored using a computer-based student information system. This system has an automatic backup function to avoid any data loss or damage.

5.4 Student Records from Other Institutions

EDA has the right to keep all student documents submitted from another institution as the property of EDA, and is not required to provide any copies of these documents, to return original documents to the student upon the completion of the programme, or to forward these documents to another institution on behalf of the student.

5.5 Student ID

All students are issued EDA identification cards by the Registrar when they first enroll in EDA. This card is the property of EDA and must be surrendered to EDA upon request. The card displays the student's photo and contains the student's name, ID number and date of birth.

All students are expected to carry their card with them at all times when on EDA property. An ID card must be produced when official identification is needed, such as when checking out books from the

library, and registering for courses, etc.

EDA's security personnel have the right to request that students produce and/or surrender their ID cards. Security personnel also have the obligation to identify themselves to students as a Security Officer of the Academy. Failure to present the card when requested by an EDA official is a violation of the Student Code of Conduct and may restrict the holder's access to the EDA and/or its facilities. Any attempt to use an expired, altered or duplicated EDA ID or make use of another student's ID is prohibited.

5.6 Leaves

Whenever a student takes leave, he/she is responsible for ensuring that they catch up with the course material that they have missed. All leave requests should be submitted to Student Affairs. There are seven types of permissible leave for PGD and MA students:

a. Sick Leave:

Students are allowed a maximum of nine business days of sick leave per academic year. Students should submit their sick leaves from their doctor within 48 hours of the absence. Any sick leave that extends beyond three days should be supported by a medical report. All leaves and medical reports should be submitted to Student Affairs. The permitted number of sick leaves may be extended in exceptional medical circumstances, but only with the authorisation of the Education Director and / or Provost.

b. Maternity Leave:

Students on maternity leave can miss up to two weeks during the academic year. Students who wish to take a longer maternity leave of up to three months will receive an "Incomplete" grade in the classes they are enrolled in (see section 4.16 on "Incomplete Grades") and will have to complete their classes the following academic year, subject to their employer's approval of them taking the time to do so. In such cases, the student will not graduate until they have successfully completed all of the required courses.

c. Paternity Leave:

Students on paternity leave are allowed three business days of leave during the academic year.



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Advising and Evaluation of Students:

d. Compassionate Leave:

Students can take up to three business days of compassionate leave for first-degree relatives. They have to provide the death certificate to Student Affairs.

e. Hajj Leave:

Students can take up to 10 days per academic year for Hajj leave. Students should notify Student Affairs prior to leaving on Hajj.

f. National Service:

Students who miss class because of National Service requirements can take up to two weeks of leave. They need to inform Student Affairs prior to their departure. They are responsible for making up any missed assignments in coordination with their instructors.

g. Emergencies:

Students should contact Student Affairs within 48 hours should they be absent. EDA reserves the right to contact the student's Emergency Contact to request information on the student's whereabouts. Should the student not be contactable within 48 hours, EDA will consider that student as 'missing' and may assign an "Incomplete" grade for the semester (see section 4.16 on "Incomplete Grades").

6.1 Academic Advising

Each student in the PGD and MA programme is assigned to a faculty member who takes responsibility for providing academic advice and monitoring progress of the student's academic performance throughout the academic year. The academic advisor is also responsible for approving some advisees' academic requests, such as withdrawing from courses.

6.2 Comprehensive Student Evaluation (CSE):

While at EDA, and in addition to their ongoing academic evaluation in all their courses (see section 4.4 on "Academic Evaluation, Grading Mechanism and Grading Scale"), all students are evaluated at the end of the academic year using the Comprehensive Student Evaluation (CSE) form (see Appendix One. Form may be subject change).

The CSE process stipulates that students are evaluated on the basis of three criteria: Academic Performance, Practical Skills and Character. Students are then rated on each of the three categories and are assigned an overall score. Other items such as attendance records, warnings and probation status are taken into account during the end-of-year evaluation. A committee approved by the AAC and led by the Director General evaluates all students. The evaluations are reviewed and approved by the AAC and the EDA Director General's Office. While each individual evaluation is confidential, students can petition the AAC to request a brief summary of its main findings.



7

Academic Policies

7.1 PGD Students' Attendance in All Academic, Skills and Language Classes

Attendance in Academic Classes:

PGD students are required to attend all academic, skills and language classes. EDA tolerates **one unexcused** absence per class, per semester only. Students who consistently miss class without a valid excuse may receive a Warning Letter and be placed on Probation (see section 4.20 on "Academic Standing and Probation") for the remainder of the academic year. All letters will be permanently placed in the student's file. Warning letters due to excessive absences may not be appealed.

Students on Probation may be dismissed from EDA if they miss any other class without a valid excuse (see section 5.6 on "Leaves" for more information on what constitutes a valid excuse and section 7.9 on "Dismissal"). The EDA Director General's Office notifies students and their employers in writing in cases of dismissal.

Attendance in Language Classes:

Students are expected to attend all classes and participate in all learning activities in the language course for which they registered. A Warning Letter will be given to students who are absent from their languages classes. When a student's absences become excessive, a failing grade ("F") will be recorded for the course and the student will not be allowed to continue in the course.

PGD students' attendance records will be taken into consideration when evaluating the students at the end of the academic year (see section 6.3 on "Comprehensive Student Evaluation (CSE)").

7.2 MA Students' Attendance in All Academic Classes

MA students are required to attend all academic classes. EDA tolerates one unexcused absence per class, per semester only. Students who miss class due to work-related commitments are required to provide Student Affairs a written excuse to have the absence removed. MA students who fail to provide valid documentation for their absences and who are excessively absent from class may receive a grade of "I" (Incomplete) in their respective courses.

7.3 Punctuality

Punctuality in Academic Classes:

PGD students are expected to be on time for all academic, skill and language classes. Students who are more than 10 minutes late to class will be marked absent on that day. Students who are consistently late to class (more than three times) may receive a Warning Letter, which will be permanently placed in the student's file.

MA students are expected to be on time for all academic classes. Students who are more than 15 minutes late to class may be marked absent on that day. The instructor is responsible for defining all punctuality guidelines. Students who are late due to work-related commitments are required to provide Student Affairs and the instructor a written excuse explaining their lateness to have the absence removed.

PGD students' punctuality records will be taken into consideration when evaluating the students at the end of the academic year (see section 6.2 on "Comprehensive Student Evaluation (CSE)").

7.4 Class Disruptions

PGD and MA students are expected to remain in the classroom for the entire duration of all academic, skills and language classes. It is at the discretion of the faculty member to define what constitutes a class disruption in their class and to decide on an appropriate course of action in the case of frequent class disruptions, including leaving the classroom for any reason. This may result in one of the following actions:

- Lowering a student's participation grade
- Assigning an "F" grade on a student's participation grade
- Lowering a student's final grade

For PGD students, in the case of such behavior being reported to Student Affairs as a persistent problem by one or more faculty members, the student in question may also receive a Warning Letter, which will remain in the student's file. Further violations beyond this will result in a Final Warning Letter to be issued by the EDA Director General's Office.

PGD students' behaviour in class will be taken into

consideration when evaluating the students at the end of the academic year (see section 6.2 on "Comprehensive Student Evaluation (CSE)").

7.5 Submission of Coursework

Course work submission deadlines are assigned by the instructor and indicated in the course syllabus. PGD and MA students are expected to follow these deadlines and to submit all their course work on time. Upon late submission of coursework, the professor decides whether to accept the coursework, apply a penalty for late submission or reject it according to the instructor's policies that are specified in the course syllabus.

When a student is unable to undertake, complete or hand in a piece of coursework due to circumstances beyond his/her control, the student should notify the instructor regarding this issue prior to the course work deadline. The instructor may decide to extend the submission deadline and assign a new date.

Faculty members are encouraged to use EDA software when requesting the submission of coursework and assignments.

7.6 Mobile Phone Use

EDA considers the use of mobile phones to be disruptive to the learning environment. A low tolerance policy is thus enforced.

a. In the classroom:

Mobile phone use of any kind is forbidden in all classrooms unless for emergency cases. Frequent use of mobile phones in the classroom will be reported to Student Affairs and may result in a Warning Letter that will be permanently placed in the student's file. Repeated mobile phone use and subsequent warnings will be seen as a deviation from the Student Code of Conduct (see section 8.a on "Disrupting EDA Operations") and may result in probation or dismissal from EDA (see section 8 on the "Student Code of Conduct").

b. During exams:

The use of mobile phones (and related devices) is strictly forbidden during exams—unless the instructor has granted permission. All phones may be collected from students before the start of the exam. Any mobile phone use during exams will

be considered as a violation of academic integrity and will be penalized according to section 7.8 (on "Academic Integrity") of this Handbook.

c. During EDA events and lectures:

Mobile phone use is forbidden during all EDA events and guest lectures. The use of mobile phones during events will be considered as a violation of the Student Code of Conduct (section 8.a on "Disrupting EDA Operations") and will be penalised according to section 8 (on the "Student Code of Conduct") of this Handbook.

7.7 Participation of Students in EDA Events and Guest Lectures

PGD students are expected to attend all EDA events and guest lectures that they are invited to, whether on the EDA campus and/or off campus. In exceptional circumstances, a valid excuse should be provided to Student Affairs in writing at least 24 hours prior to the event should the student be unable to attend.

PGD students are not permitted to miss more than one EDA event per semester without written authorisation from the Education Director and / or Provost. A Warning Letter will be issued and be permanently placed in the student's file when a student misses more than one event without prior justification.

PGD students' active and serious participation in EDA events and guest lectures will be taken into account when evaluating students at the end of the academic year.

MA students are encouraged to attend all EDA events and guest lectures but are not required to do so. Instructors may choose to reward MA students for attending EDA events.

7.8 Academic Integrity

EDA is an academic institution with strict policies regarding academic integrity. A zero tolerance policy is therefore implemented to protect the work of both students and researchers. Academic violations include, but are not limited to, the following:

- Plagiarism: Using another person's ideas or expressions in one's writing without acknowledging the source constitutes



plagiarism. This includes not citing references properly according to recognised academic standards. Students are strictly prohibited from plagiarising the work of others in all assignments and assessments.

- Copyright violation: Copyright violation is defined as photocopying and/or making use of copyrighted printed material, and images, using duplicated copies of computer software and/or unauthorised use of any kind of documents.
- Inappropriate collaboration: Inappropriate collaboration is defined as receiving unauthorised assistance in writing, revising, and/or developing any kind of assignment, report or take-home exam without acknowledging the involvement of that person.
- Dishonesty in Examinations: Dishonesty in examinations is defined as cheating during

exams, giving assistance to others without permission from the professor, using illegal prior knowledge of exam questions ahead of the examination period and impersonating other students during exams.

- Dishonesty in Coursework: Dishonesty in coursework includes multiple submissions of completed coursework to more than one course (unless approved by the instructor).
- Submission of Coursework: Whenever students submit coursework, they are expected to be able to discuss it in detail with the concerned faculty member. Failure to be able to do so may be considered as an academic violation.

Penalties for Academic Integrity Violations in the PGD and MA Programmes:

Academic violations, including plagiarised work, copyright violations, inappropriate collaborations, cheating on exams, and impersonating others

are taken very seriously and are handled by the concerned faculty member. Faculty will notify the AAC when such violations occur. The AAC will create an ad hoc committee to address and deal with violations as needed. Students who have direct knowledge of academic integrity violations are required to report it to the Education Director and / or Provost. Failure to do so or to not provide information under relevant circumstances will itself be regarded as a violation of EDA's academic integrity policy.

Upon investigating the integrity violation, the ad hoc committee and the AAC may recommend the following sanctions:

1. Resubmission with penalty: resubmission of any academic work with academic penalty to be determined by the instructor.
2. Grade penalty: defined as lowering of the final class grade, lowering of the assignment grade, or failing the assignment.
3. Probation: students who violate EDA's academic integrity will be placed on probation for the remainder of the academic year. They will be notified of their probation in writing by the EDA Director General's office. The letter will be permanently placed in the student's file.
4. Dismissal: Only the AAC in cooperation with the EDA Director General's Office may approve dismissal in the event of an academic integrity violation. The EDA Director General's Office notifies the students and their employers in cases of dismissal due to academic integrity violations.

7.9 Dismissal

All students who are on Probation for the duration of their study at EDA may be dismissed during their second semester of study. Furthermore, students who appear to be unable to maintain a sufficient level of academic performance, rigor and discipline, who violate the Student Code of Conduct (see section 8) and/or who violate EDA's academic integrity rules (see section 7.8 on "Academic Integrity") can be dismissed.

The AAC will review all instances of academic dismissal and will forward its recommendations to the EDA Director General's Office. The Director

General's Office will notify students and their employers in writing of any decision to dismiss.

7.10 Academic Grievances and Appeals

An academic grievance may arise in two instances:

- 1) When a student believes his or her work has been graded unfairly. This grievance can be resolved in three ways:

Step 1: Informal Resolution

The initial recourse for the student is to meet with the faculty member to discuss the issue and determine whether the result is due to miscalculation of a grade, in which case a Grade Change Request Form will need to be filled out and sent to the Registrar during the Grade Change Period defined by the Registrar. The student is notified by email once the grievance process has been resolved.

Step 2: Formal Resolution

If a grievance still exists after the student's meeting with the instructor, the student may be required to go through a Formal Resolution process during which he or she must describe the grievance in detail via e-mail and verbally to the Education Director and / or Provost. The Education Director and / or Provost will discuss the grievance with the relevant faculty member and will try to resolve it. Once the process is concluded, the student will be notified by email by the Education Director and / or Provost. The Formal Resolution process should take place no later than one week after the end of the Grade Change Period.

Step 3: Appeal Process

If the conclusion of the Formal Resolution process is unsatisfactory to the student, then the student should submit within one week of the conclusion of the Formal Resolution process a complaint in writing to be reviewed by the Academic Affairs Committee (AAC). The student's submission should describe in detail the conditions and factors that led to the perceived grievance and the actions taken during the informal and formal resolution processes. Normally, the AAC will notify the student in writing of their recommendations and the actions taken to redress the issue if the grievance was upheld within three weeks of the filing of the complaint.

2) An academic grievance may also arise when a student believes that he or she was unfairly warned, placed on Probation or dismissed. In such cases, the student should follow the same procedures outlined in Step 3 (Appeal Process) by writing to the Chair of the AAC and describing in detail the conditions that led to the perceived grievance. Students also need to fill out an Academic Grievance Form, which can be obtained through the Registrar.

The Chair of the AAC will first try to resolve the grievance by meeting with the appropriate parties to the situation. Only if a resolution cannot be found will the matter go to the AAC for deliberation. The AAC will then discuss the grievance and forward its decision or recommendations to the EDA Director General's Office. The EDA Director General's Office will then notify the student in writing of its decision. The AAC will only recognise formal complaints that go through this grievance process.



8

Student Code of Conduct

EDA seeks to foster an academic community committed to the educational and personal growth of its students. The purpose of this code is to provide students with a clear statement of the standards of behaviour expected in an educational environment, so that they make responsible choices regarding their participation in the academic community and understand the consequences of any infringement of these standards.

EDA seeks to create an environment that promotes academic achievement and integrity, to foster a community that is respectful of the rights, opportunities, and welfare of students, faculty, staff and guests, that is free from violence, threats, and intimidation, and promotes the health and safety of the EDA community, to preserve the spirit of community and provide a comfortable and safe environment for all students enrolled at EDA, to preserve the responsible stewardship of its resources and to protect its property and resources from theft, damage, destruction, or misuse.

The Student Code of Conduct shall apply to all students enrolled at EDA, to student conduct that occurs on EDA premises and at all EDA-sponsored activities, whether on and off campus, in the UAE and abroad.

Disciplinary Actions for Violations of the Student Code of Conduct:

Any alleged breach of the Student Code of Conduct will be reported to the AAC and the EDA Director General's Office and will result in disciplinary action. Disciplinary action includes a written warning, probation or dismissal from EDA. Students who have been dismissed due to violations of the Student Code of Conduct will be denied access to EDA premises and services. The EDA Director General's Office will notify students in writing of the corresponding disciplinary action and will also notify the students' employers when such violations occur. Students who believe that they have been unfairly sanctioned may appeal the decision to the AAC through a formal process (see section 7.10 on "Academic Grievances and Appeals").

a. Disrupting EDA Operations

EDA students should refrain from:

- Engaging in obscene, offensive, indecent, or

unacceptable conduct on EDA property and at EDA sponsored events in the UAE and abroad;

- Not complying with the lawful order of an EDA faculty or staff acting in the lawful performance of his or her duties and authority in all academic activities;
- Damaging the reputation of EDA through unacceptable actions or behaviors;
- Bringing unauthorized visitors onto the EDA's premises;
- Disrupting or interfering with any event, programme, class or facility in the EDA;
- Failing to present the student ID to an EDA staff member upon request;
- Forging or unauthorised use of the EDA's documents, forms, records or ID cards;
- Engaging in solicitation in or on the EDA premises, or intentionally acting to impair, interfere with, or obstruct the orderly conduct, processes and functions of EDA;
- Not meeting the full expectations of EDA academic integrity rules

b. Relations with Other Students, Faculty and Staff:

Students should refrain from:

- Intentionally limiting or restricting the freedom of a person to move about in a lawful manner;
- Impersonating another student, faculty or staff.
- Behaving violently or excessively disturbing other groups or individuals;
- Threatening (by any means), intimidating, coercing or using physical or sexual force in a manner that endangers the safety of another person.
- Causing another person to be fearful of physical or emotional harm or abuse, or intentionally harassing or stalks another person.
- Disrespecting any or all of EDA's faculty and staff, including cleaners and security personnel.

- Disobeying instructions given to them by any member of the EDA faculty and staff.
- Falsifying their personal information held by EDA.
- Attempting to bribe or give gifts to any member of the EDA's staff. This excludes reasonable token gifts.
- Communicating with the EDA staff in an inappropriate manner, including sending inappropriate e-mails, letters or anonymous notes.
- Disrupting any professional activity being conducted by a staff member on campus, such as EDA's corridors, classrooms and the cafeteria.

c. EDA Property

Students should refrain from:

- Knowingly and without consent possessing, removing, using, misappropriating or selling the property or services of another person or of EDA,
- Intentionally or negligently damaging property owned or in the possession of another person or of EDA,
- Defrauding or procuring money, services or materials from EDA or persons under false pretenses;
- Obtaining the property of another person by deceptive means;
- Entering or using EDA facilities or property of EDA or another person without consent or authorisation;
- Littering EDA campus property;
- Breaching EDA's computer network.
- Hacking EDA email networks, software, or computer network.

d. Welfare, Health and Safety

Students should refrain from:

- Using, possessing or manufacturing firearms, explosives, unregistered fireworks or other dangerous articles;
- Falsely reporting a fire, activating emergency

warning equipment or communicating false information;

- Abusing, removing or damaging fire and safety equipment;
- Failing to vacate a building or facility when a fire alarm is activated;
- Failing to leave a building, street, walk, driveway or other facility of EDA when directed to do so by an EDA official having just cause to so order;
- Using, possessing, distributing, selling or being under the influence of alcohol, narcotics, hallucinogens, drugs or controlled substances, except as permitted by law.
- Bringing pets to the EDA campus

e. Offensive Material

EDA's professional environment requires that all students respect the following policy concerning offensive materials:

- EDA's computer resources must not be used to produce, view, store, replicate or transmit inappropriate materials.
- Staff or students using EDA facilities who find materials being displayed to be offensive have a duty to act assertively by informing the Education Director and / or Provost.
- Students may not post printed materials anywhere on campus without the approval of the Communications Manager

The following describes what is typically understood to be offensive:

- o Pornographic, nude, semi-nude or other similarly lewd images;
- o Materials displaying excessively violent or graphic content;
- o Materials of racist or sexist or similarly demeaning content;
- o Any materials that is understood to be obviously socially and/or culturally offensive;
- o Any material or practice that is religiously intolerant or degrading.

9

Available Services

f. Unlawful Behaviour

Students should refrain from:

- Repeated abusive or demeaning conduct or language based on a person's race, gender, sexual orientation, colour, religion, national origin, physical or other disability, age, political beliefs or affiliations, or socioeconomic status;
- Verbal comments; physical comments; mail, email, or phone calls, graffiti or the display of offensive material; unwanted sexual attention of a persistent or abusive nature; or sexually-oriented remarks, jokes, comments and/or behaviour.
- Unwelcome sexual advances or touching or physical assault.

If any student believes that he or she has been the subject of harassment or if any student is aware of or witnesses a situation that he or she believes

to be based upon or involving harassment, the student must report the matter immediately to the Education Director and / or Provost.

EDA prohibits and will not tolerate any coercion, intimidation, retaliation, interference or discrimination against a student for reporting harassment, for filing a complaint of harassment, or for assisting in any investigation of a harassment claim.

g. Dress Code

Students are expected at all times to dress appropriately according to the cultural expectations of the UAE and in reflection of their status as provisional employees of the government.

h. Smoking Regulations

Smoking is prohibited in all spaces of all EDA facilities, except in designated spaces.

9.1 Available Services:

All EDA students have access to a range of services, including advising, dining facilities, health services, IT support, prayer rooms and a student lounge. Students should contact Student Affairs for more information on all available services at EDA.

9.2 Learning Resources

The EDA has an equipped library and technological resources on campus to assist students in the effective completion of their academic work. The library and the student lounge are available to students on campus.

Use of these facilities is available from 8.00am to 5.00pm to allow students to access learning resources outside of classroom hours. On days when MA classes are held, the library and lounge operating hours will be extended to 9.00pm. The library has a wide range of materials, including books, periodicals, electronic learning resources and reference desk. The student lounge is equipped with 24-hour screens and outlets for students to conduct individual and group study work.

9.3 Student Participation in EDA Research:

PGD and MA students are encouraged to volunteer with the Research and Analysis Department to assist them with research. The selected students work on specific projects as Research Assistants (RAs) to the Senior Research Fellows. The students are not paid for their work as it is solely on a volunteer basis and they are expected to dedicate a small number of hours per week for the research work. Their hiring is done on a needs-basis and is done through a competitive process involving an interview with the Senior Research Fellow. Once the publication that they are assisting with is published, their service as RAs ceases.

9.4 Student Council for PGD Students:

EDA has an elected 5-member Student Council that is selected at the beginning of each academic year. The Student Council is presided by the Student Council President and Vice-President. The Student Council is a representative body that represents students' concerns to the EDA faculty and senior management. The Student Council is also responsible for hosting and organising various student activities, both on and off campus. The

Student Council is elected and managed according to the Student Council Charter. See Appendix two for more information

9.5 EDA Annual Trip:

The EDA Annual Trip (or Trip) provides a practical understanding of diplomacy for students and is meant to introduce students to different perspectives and ideas related to international development, bilateral and multilateral diplomacy and foreign policy. Students will also experience team spirit, diplomatic networking and will build relationships with their colleagues.

The Trip is a mandatory exercise for all students and will be taken into account during their end-of-year Comprehensive Student Evaluation. Each year, the EDA Director General's Office will choose different destinations to reflect a balance between cultures, people and diplomacy.

When more than one destination is given, all students will be given 48 hours to select their destination preference. Preferences are not guaranteed and are subject to fair distribution. Student Affairs will finalise and inform students of their designated destination within 48 hours of receiving a final list.

Prior to going on the trip, an approved form of agreement (The "Terms and Conditions of Participation") should be signed by all students and returned to their trip chaperones. If students decline signing the Terms and Conditions of Participation, he/she will not be allowed to participate in the Trip.

EDA will cover the students' transportation and accommodation costs during the duration of the trip. The EDA will offer a return economy-class ticket to each student. Students who choose to remain in the destination after the completion of the trip will be allowed to, on the condition that this does not impact their academic attendance. EDA will not cover accommodation costs once the trip is completed.

When abroad, students are recognised as EDA Ambassadors and actual representatives of their government and they should act accordingly. Students are required to adhere to all policies and procedures included in the EDA Student Code of Conduct (see section 8) throughout the duration



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PGD Programme in UAE Diplomacy and International Relations:

of the trip. In addition, students are required to observe the following rules, which are subject to change:

- 1- Students are not allowed to invite family members to accompany them on the trip.
- 2- All students are expected to attend all functions associated with the Trip, including, but not limited to, meetings, meals, social gatherings and tours.
- 3- Students who are absent from or late to more than two activities may be held accountable through the EDA disciplinary process.
- 4- Students are expected to follow their trip leaders' and chaperones' directions and adhere to their expectations.

- 5- All students must abide by the Ministry of Foreign Affairs and International Cooperation travel guidelines and tips which can be located at <https://www.mofa.gov.ae/Citizen/Pages/GuidelinesTravelTrips.aspx>
- 6- Students are expected to behave in a manner that is consistent with EDA mission and values.
- 7- The Trip Administrators will report to the EDA Director General's Office any student misconduct and/or serious matters involving health, safety or well-being of students.
- 8- Students must take full responsibility for their own safety and well-being.
- 9- Students are not permitted to leave the group during official Trip activities.

10.1 Description and Objectives

The Post Graduate Diploma (PGD) programme in UAE Diplomacy & International Relations equips UAE entry-level diplomats and others working in the field of diplomacy with the essential theoretical knowledge and practical skills needed to succeed in the world of international affairs and diplomacy. The programme combines and integrates academic courses with training in diplomatic and language skills. In the academic part of the programme, students gain a thorough understanding of the political, diplomatic and economic aspects of international relations. The courses offered reflect 21st century dynamics of international relations and position UAE foreign relations in their global and regional contexts. At the same time, students learn the fine arts of diplomacy, including negotiation techniques, etiquette & protocol, presenting, debating and political reporting. Throughout the programme, students also learn and develop their proficiency in a language.

The overall objectives of the PGD programme fall into four categories, around which the Programme Learning Outcomes (PLOs) are structured.

1- Knowledge & Global Insights

The programme aims to equip the graduate with advanced specialised knowledge in international relations and diplomacy in order for the graduate to assess and critically analyse the economic, political, legal, social and geographical aspects of international relations, as well as the interactions between these aspects in current developments - in particular in relation to the Middle East region.

2- Diplomatic & General Skills

The programme aims to graduate students able to exercise different dimensions of the conduct of diplomacy and excel in carrying out the tasks and responsibilities associated with the position of an entry-level diplomat through advanced problem-solving skills, the appropriate analytical techniques, and research and communication strategies.

3- UAE National Pride & Civic Responsibility

The programme aims to enhance UAE national pride and civic responsibility by shaping graduates that demonstrate pride in carrying out the mission of UAE foreign policy and explaining the UAE priorities and interests abroad.



4- Linguistic & Communication Skills

The programme aims to provide graduates that are able to express themselves in Arabic and English, while also having at minimum a basic understanding of a third language. The programme graduates students with advanced communication skills to present, explain and/or critique diplomatic positions to nationals and non-nationals.

10.2 PGD Programme Learning Outcomes (PLOs)

The Programme Learning Outcomes of the PGD in “UAE Diplomacy & International Relations” are:

1- Disciplinary Knowledge:

Upon successful completion of the programme, students will be able to demonstrate specialised knowledge in the theories and practice of international relations and diplomacy and relate them to the UAE's foreign policy role. Students will also be able to understand, assess and analyse the various political, economic, legal, cultural and social aspects of current international developments, in particular those affecting the UAE and the Middle East region.

2- Research & Critical Thinking:

Upon successful completion of the programme, students will demonstrate a solid and comprehensive ability to critically evaluate information from various sources and develop coherent arguments. Students will also develop creative problem-solving skills and adapt advanced research methods to complete high-quality research projects.

3- Communication and Language:

Upon successful completion of the programme, students will be able to demonstrate advanced diplomatic communication skills when presenting and explaining their personal work and the position of the UAE to various academic and non-academic audiences, in Arabic, English and in a third language of their choice.

4- Professional Excellence:

Upon successful completion of the programme, students will be able to successfully design and complete projects related to the practice of diplomacy, either autonomously or as part of a

team. They will also be able to effectively apply and adapt advanced diplomatic skills such as negotiation, mediation, protocol and etiquette, in professional settings at the Emirates Diplomatic Academy (EDA) and in the conduct of UAE foreign policy.

5- Leadership:

Upon successful completion of the programme, students will be able to demonstrate

a clear ability to lead, motivate and delegate to their teams while using available resources efficiently to produce outcomes.

10.3 PGD Curriculum

The 9-months PGD programme in UAE Diplomacy and International Relations combines academic courses with diplomatic training courses and language training.

The mix of eight mandatory core courses is designed to equip the UAE entry-level diplomat with the necessary political, economic and legal knowledge and expertise. These courses are listed in the below table with the prefix “PGD-CORE”.

The shorter, mandatory short-skills training courses in diplomatic and general skills are listed in the below table with the prefix “PGD-SKILL”.

Additionally, EDA offers training in the following languages: Spanish, French, Russian, Farsi, Chinese and German.

The following courses are offered at EDA during the 2018 – 2019 academic year:

CODE	COURSE NAME	CREDIT HOURS
PGD CORE001	Theories and Practice of International Relations	3
PGD SKILL001	Influencing	
PGD-CORE002	International Relations of the Middle East	3
PGD SKILL002	Crisis and Consular Management	
PGD-CORE003	UAE History and Culture	3
PGD SKILL003	Protocol and Etiquette	
PGD-CORE004	Preparing for 21st Century Diplomacy	3
PGD SKILL004	Public Diplomacy and Communication	
PGD-CORE005	International Political Economy	3
PGD SKILL005	Country Briefs	
PGD-CORE006	International Law for Diplomats	3
PGD SKILL006	Negotiation and Mediation	
PGD-CORE007	International Security & Conflict Resolution	3
PGD SKILL007	Psychology of Diplomacy	
PGD-CORE008	Research Methods and Capstones for UAE Foreign Policy	3
PGD SKILL008	Research Methods	
PGD SKILL009	Diplomatic Writing	
PGD – LANG001	French Language	
PGD – LANG002	Spanish Language	
PGD – LANG003	Chinese Language	
PGD – LANG004	Russian Language	
PGD – LANG005	Farsi Language	
PGD – LANG006	German Language	

10.4 PGD Degree Requirements

The degree requirements for the Post Graduate Diploma in UAE Diplomacy and International Relations are as follows:

- The successful completion of all eight core courses of three credits each with a CGPA of 3.0 and above
- The successful completion of all language courses.

10.5 Programme Time Limit

Students in the PGD programme must complete the programme requirements during one academic year.

10.7 PGD Course Descriptions

A. COURSES:

a. PGD – CORE001: Theories and Practice of International Relations/PGD – SKILL001 Influencing

The major part of this course explains the concept of state and system regarding contemporary approaches to international relations theory. It identifies some of the principal problems and issues that confront international relations and places the study of world politics in their historical and current contexts. The course combines teaching of the concepts and ideas of international relations with a discussion of diplomacy in the modern Middle East. Building on the course entitled “UAE Interest and National Security Policy,” the course emphasizes the guiding principles of UAE diplomacy.

Part of this class is the training on influencing to persuade others. In diplomatic practice influencing the decisions and behavior of foreign governments and people through dialogue, negotiation and mediation is a crucial feature. In this course, students gain insights in the nature of influencing and lobbying in international relations. Concentrating on their own style of persuasion, students will shape credibility in connecting with stakeholders, creating the right messages and overcoming the fear of the unknown in building networks.

b. PGD-CORE002: International Relations of the Middle East/ PGD – SKILL002 Crisis and Consular Management

This course introduces students to the major socio-political and economic forces that shaped the Middle East region's trajectory since the collapse of the Ottoman Empire in 1923 to the present. The course will examine the dynamics that have affected the region as a whole, while nation-specific historical analysis will detail those domestic and geopolitical phenomena that inform local divergence, state rivalries, and the fault lines around which cooperation and conflict fall. Throughout this study, careful attention will be devoted to linking all these processes to the experience, national interest, and policy outlook of the UAE. Fundamental to this review will be the legacy of imperialism on the political economy of Gulf states. Within this structure, questions of leadership, political systems, ideology, religion, markets, development models, and geopolitics will be emphasised. In doing so, the course will combine the subjects and methods of history, political science, religion, and political philosophy that is critical in understanding the politics of the Middle East.

The practical component of the class trains the students with skills on crisis and consular management. The model will study major international political crises with particular emphasis on the Middle East. It will explore diplomatic negotiation techniques, including through simulations, as well as introduce a framework for the formulation and analysis of the national interest. It will introduce participants to consular diplomacy including the provision of services to citizens abroad, emergency management in delivering consular services, and effective planning of work at a consular post in a mission abroad.

c. PGD-CORE003 UAE History and Culture/ PGD-SKILL003 Protocol and Etiquette

This course, which covers the period from 1500 through 1971, is designed to familiarise students with core issues related to the history and culture of the UAE. The course is divided into three sections. The first section covers the period of 1500-1930 (before the discovery of oil in the Arabian Peninsula), including the early history of the Gulf Emirates, along with nineteenth-century treaties

with Britain. The second section examines the period of the 1930s until 1968 (the period of the discovery of oil in Eastern Arabia up to the British announcement in 1968 of their departure from the Gulf in 1971). The third and final section focuses on the short but important years of 1968-1971, culminating in British military withdrawal and formation of the UAE.

The course also provides training in protocol and etiquette. The model provides new diplomats with general knowledge about the basic rules and concepts of protocol. It includes etiquette and protocol rules for dealing with dignitaries and highlights interlinkages between international etiquette and protocol rules and our Islamic and Arab customs, traditions and values (particularly those related to the Gulf). It is intended to enhance participant understanding about internationally recognised skills for dealing with dignitaries and state guests in various local and international occasions and events.

d. PGD-CORE004 Preparing for 21st Century Diplomacy/ PGD– SKILL004 Public Diplomacy and Communication

This course will look at the way that diplomacy is changing, and equip students with the tools to become agile, engaged, purposeful diplomats. We will focus on the CLICK of great diplomats: Communications, Leadership, Innovation, Curiosity, Knowledge. The course will be interactive, with simulations and role plays. We will start by looking at what makes great diplomats, historically and contemporary. We'll then look to develop those attributes, including learning from leading practitioners in the field. Some of the classes will take place at external venues – eg soft power at the Louvre, and innovation at the Dubai Future Museum.

Part of this class is the training on public diplomacy and communication. Public diplomacy is becoming an integral part, and according to some, the most important part of diplomacy. The module will integrate a skills module on modern communication, equipping students to survive Hard Talk, develop sophisticated social media strategies, and build personal and national brand with the goal to prepare the young diplomats for the challenges of 21st century diplomacy.

e. PGD-CORE005 International Political Economy/PGD-SKILL005 Country Briefs

The course explores the intersection between politics and economics at the domestic and global levels. It starts by offering an overview of key macroeconomic concepts and principles that have shaped current economic debates in the region and beyond, such as economic growth, unemployment, taxation and budget deficits. Then, the class explores the fundamental theories and perspectives that have shaped the global economy, from economic liberalism to the structuralist perspective of socialism. Feeding into these theoretical debates is a thorough evaluation of important economic trends that have shaped the 20th and 21st centuries such as trade, global investment mechanisms, inequality, globalisation, poverty and development.

The course also trains the students in how to complete high quality country briefs for the UAE foreign minister's meetings with his counterparts from another country. The course teaches students how to research and fill out the 'country brief template' used by the UAE's Ministry of Foreign Affairs and International Cooperation (MoFAIC), including: how to write a good biography; how to provide useful information on the other country; how to identify relevant bilateral data; and how to identify and write good talking points. Throughout the course, students will work on a country brief for a particular country, informed in part by their regional preference.

f. PGD-CORE006 International Law for Diplomats/PGD-SKILL006 Negotiation and Mediation

This course will provide students with an introduction to the field of international law, examining the history of ideas, legal doctrines, institutional and administrative structures developed over the last century to organise our global society. The course will examine how to enforce international law (including international courts) as well as how to look at relevant legal issues from political, juridical, economic, cultural and security perspectives. The course will address the fundamental concepts which diplomats have to use the beginning of their careers, enhancing the practical aspects of professional relevance and the new developments which have taken place in the last two decades that have produced key

transformations of international law.

Part of the class is to provide students with the knowledge, skills and competence in international negotiation and mediation efforts. Special attention will be paid to differences between bilateral and multilateral negotiations, the process of negotiations and different negotiation strategies and tactics. Training effective techniques for mediation and consensus building, including social, cultural and political alliances, the student will learn the crucial role of a mediator in resolving disputes between two or more parties and assisting the parties to negotiate a solution.

g. PGD-CORE007 International Security & Conflict Resolution/PGD-SKILL007 Psychology of Diplomacy

This course provides a broad overview of major theoretical approaches, concepts and substantive issues in the field of international security and conflict resolution. The course begins with an analysis of the problem of war in the international system and the nature and primary characteristics of contemporary armed conflicts. This is followed by an examination of the prevention of deadly conflicts, the management of escalation and crises, the termination of violent conflicts, enforcement of cease-fire agreements, and post-conflict transformation and peace-building. It also looks at institutional arrangements for strengthening cooperation in response to traditional and non-traditional security challenges, including alliances, multilateral regimes, security communities, and political integration as approaches to consolidating cooperation among states. The general theoretical overview of the topic will be accompanied by regular examples from issues of primary concern to the foreign policy of the UAE. As a country of stability and peace situated within a turbulent and frequently violent region, the course emphasizes how UAE diplomats may manage conflicts within the Middle East region and contribute to building cooperation and peace in its immediate neighborhood, elsewhere in the Middle East, and in global multilateral institutions seeking to build cooperation in security relations worldwide.

The practical component of the course will train the students in the psychology of diplomacy by means of building core individual skills for professional diplomats in order to interact effectively in

diplomatic settings and manage challenges of diplomacy by developing psychological resilience. Different models focusing on psychological resilience, critical thinking, cultural intelligence and persuasion will be delivered in an interactive style based on situational scenarios.

h. PGD-CORE008 Research Methods and Capstones for UAE Foreign Policy / PGD-SKILL008 Research Methods

This course teaches students to apply research and critical thinking skills to UAE foreign policy. It also trains them in how to communicate that research in a professional, diplomatic context. The course examines the key components of the UAE's foreign policy and diplomacy. It starts with an overview of the history of the UAE's foreign policy and diplomacy and gets students to think about some of its guiding principles. It then reviews the strategy of the UAE's Ministry of Foreign Affairs and International Cooperation (MoFAIC) and explores in depth the content of each of the pillars of its five-year strategy, including Prosperity, Regional Stability, Active Global Responsibility and People. The course studies aspects of the UAE's bilateral and multilateral diplomacy and concludes by having students think critically about the long-term challenges facing the UAE's foreign policy and diplomacy.

The course also trains students in research methods that are relevant for diplomatic work. For their capstone projects, students will choose a topic related to the UAE's foreign policy and diplomacy that they will research in depth. To help them to do this, they will receive skills training in relevant research methods. Students will be supervised throughout their capstone project and will be required to present the outcome of their research project to faculty and peers. They will be assessed based on their research, analysis and presentation skills. Students will also write a diplomatic report, as if for a Minister, based on an aspect of UAE foreign policy. Throughout the course, students will be encouraged to get accustomed to conducting daily research on issues related to UAE foreign policy and to thinking critically about these issues.

i. PGD-SKILL009: Diplomatic Writing

Diplomatic writing needs knowledge, proficiency and skills because it's an art of communicating

among states. Putting into written form important information, discussions or agreements is essential to the conduct of foreign relations. Hence, a proper and accepted style of writing is needed. This course will cover different types of diplomatic correspondence such as formal and informal letters, protocol letters and notes, in addition to many types of reports. An explanation of the processes involved in their preparation, drafting and handling is included in the course. Instructions are also given for each type of correspondence. A section on ceremonial correspondence (protocol) is included to familiarize those interested on the subject matter. Students are expected to attend all classes and participate in all learning activities and assignments in the Diplomatic Writing sessions and they will be graded using the EDA Grading Scale.

C. LANGUAGE COURSES:

Language courses provide comprehensive practice of all areas in the targeted language. The content covers the grammar, vocabulary and skills needed by learners at the A1- CEFR level (Common European Framework of Reference). As an EAQUALS internationally accredited language training centre, students will learn with trainers who are qualified and experienced native speakers in a pleasant and friendly learning environment, utilising interactive immersion techniques for better results and focusing on language of real life situations they can use every day.

The language courses that are offered under the PGD programme are French, Farsi, Russian, Spanish, Chinese and German. Students can select one of these languages to learn during his/her study at EDA.

Registration for language courses will be open during Orientation. Students should keep in mind that there are limited seats in every language class and the class should not exceed 15 students.

Language courses are offered throughout the academic year and will be delivered three times a week, from 9:00am to 11:00am.

Students will be assessed in the language courses through quizzes, assignments and exams to measure their classroom learning.

Students will also receive a completion certificate by the end of the language course that shows the language level that they have reached by the end of the academic year within the CEFR framework (Common European Framework of Reference).

11

MA Programme in Diplomacy and International Relations

11.1 Mission and Description:

The MA in Diplomacy and International Relations is an accredited and continuing programme with the following objectives:

- To equip students with greater knowledge of global and regional issues, especially as they relate to the UAE and the MENA region
- To enable students to acquire the ability to think critically about global and regional issues, particularly as they relate to the UAE
- To develop the students' ability to effectively communicate complex ideas and research results with the highest professional standards
- To develop the students' practical skills needed to become outstanding diplomats

11.2 MA Programme Learning Outcomes (PLOs):

The PLOs for the MA programme build on the PGD and include:

- 1. Global and Regional Specialised Knowledge:** Upon the successful completion of the programme, students will acquire a strong and advanced understanding of current and historical policies, events and practices that are central to the national interests of the UAE and the Middle East region and will be able to critically evaluate and analyse global and regional issues related to the study of international relations and foreign policy.
- 2. Research and Critical Thinking:** Upon the successful completion of the programme, students will demonstrate a strong capacity to successfully conduct individual research projects and/or an extensive thesis project. Students will use advanced research tools while investigating complex issues related to diplomacy, foreign policy and international relations by critically examining a range of sources to produce substantive and analytical research papers.
- 3. Communication and Language:** Upon the successful completion of the programme, students will exhibit a high standard for the written and oral exposition of their research.

11.3 MA Curriculum:

The MA is a continuing programme that offers students two ways to achieve 12 credits: (1) taking four additional courses and passing a comprehensive exam at the end of the academic year, or (2) taking two additional courses and completing an MA Thesis (6 credits) of approximately 25 000 to 30 000 words

Track One:

This track consists of four elective courses (12 credits, or 3 credits each). In all of these electives, students will complete a research paper, which requires a substantial original contribution on their part. While the requirements for the individual courses may vary, students should expect to write a paper between 6,000 and 8,000 words for each class. Students who opt for Track One will have to pass a written and oral Comprehensive Exam at the end of the Academic Year to successfully complete the MA. The Comprehensive Exam will consist of a written exam that discusses the content of the MA elective classes that the student took. A committee of three EDA faculty members, two of whom would have to have taught the student in question, grades the written exam. In a second step, students would have to sit for a 15-minute oral exam with a committee comprised of three EDA faculty members.

Track Two:

This track consists of two elective courses (6 credits) and the MA thesis (6 credits) and provides uniquely qualified students with the opportunity to write a thesis. Students who have scored a GPA of 3.6 and above in the PGD programme are eligible for Track Two. One EDA faculty member would supervise the thesis and the student would be given two semesters to complete it. The student has to defend the thesis at the end of the academic year orally to a committee of three, which may include at least one member external to EDA.

11.4 MA Courses:

Some of the elective classes that students can take to complete their MA are listed below. Additional electives may be offered each semester, and some others may not run every semester or academic year.

MA COURSES		CREDIT
MA – ELECT001	The Middle East Peace Process	3
MA – ELECT002	Foreign Policy and Extremism/Terrorism	3
MA – ELECT003	Trends in European Foreign and Security Policy towards the Middle East	3
MA – ELECT004	American Foreign Policy in the Middle East	3
MA – ELECT005	Select Topics in International Relations and Diplomacy	3
MA – THESIS	MA Thesis	6
MA – SKILL	Advanced Skills for Diplomats	N/A

11.5 Pedagogy:

At the MA level, students can expect to find an emphasis on developing their research and writing skills. In practice, this means that they will explore the process of developing research papers in all their classes. Students can expect to have seminar-style classes that emphasize discussion and a critical analysis of assigned texts.

11.6 Programme Time Limit

Full-time students in the MA programme may take a maximum of six credits per semester and may complete the programme requirements in one academic year. Part-time students may register for three credits per semester and may complete the MA programme in two academic years.

11.7 Maximum Load

MA students cannot register for more than six credits per semester. MA students in Track Two cannot take their two elective classes in one semester, as this would entail a load that is higher than six credits.

11.8 Switching Tracks

Students may switch tracks freely during the add-drop week of the first semester. Under exceptional circumstances, students may apply to change tracks during the semester. Students must have a compelling reason for switching tracks. Their application to do so will be due during the add-drop week of the following semester and will be reviewed by the Education Director approximately 25 000 to 30 000 words and the AAC. The Education Director will inform the student in writing of the AAC's decision. Students who wish to switch tracks outside of the add-drop week should fill out the "MA

Switching Tracks" form, which can be obtained at the Registrar.

11.9 Research Ethics Guidance and Consent relating to Written Work:

All EDA students planning to undertake research involving human subjects as part of their written projects and/or their MA Theses are required to comply with the policies and procedures regarding human subjects research.

Students should keep in mind that their conduct in interview/survey situations reflects on EDA and therefore seek to ensure that their conduct enhances the good reputation of the institution. The most common research methods involving human subjects that EDA students are likely to engage with are interviews and surveys. Related research ethics issues arise from the interview/survey situation itself and from data protection.

While conducting research with human subjects, students should keep in mind that no vulnerable subject populations (including children or prisoners) will be involved; the interview subjects will not receive financial payments or other rewards in exchange for their participation; and that research methodologies used do not entail any psychological, social, legal or other type of harm to participant.

Prior to undertaking any such research, all students should print out the Research Ethics Form (available at the Research & Analysis Department or RAD), sign it and return it to the Director of the RAD and to the Education Director.

Informed Consent:

Informed consent is the process through which a researcher obtains (and maintains) the permission of

a person to participate in a research study. Informed consent is achieved when a subject receives full disclosure of the research plan and its intent, understands all of the information that is disclosed to him/her, voluntarily consents to participate in the study, and understands he/she may withdraw from the study at any time.

When conducting interviews, EDA students must obtain prior informed consent, and, if requested, take appropriate measures to maintain the anonymity of respondents and ensure data confidentiality.

Informed consent can be sought from the interviewees by e-mail (prior to the interview) or by a short oral presentation by the researcher (before the interview starts). The e-mail/presentation should include: (1) the aims of the research; (2) the rights of the subject (including voluntary participation); and (3) how the data obtained will be used and stored, including if the research team can ensure data confidentiality. Permission for possible audio/video recordings of interviews must also be sought in advance of the interview.

The researchers should not commit to making the results of the research available to the interviewee as this will not be possible in all cases.

Before undertaking any research interviews, students should contact their academic advisor and/or MA Thesis supervisor, providing information on what interviews they plan to conduct, and give the supervisor the opportunity to raise any concerns.

11.10 MA Course Descriptions

** Some of the courses listed below may not be offered every semester or every academic year. Additional courses may be offered every semester.*

a. MA – ELECT001: The Middle East Peace Process (3 credits)

This course examines the Arab-Israeli conflict from its origins in the late 19th century until today -- from both an Arab and an Israeli perspective. Specifically, the course focuses on the political, economic, diplomatic, and military dynamics of that conflict.

Students will become familiar with events surrounding first, the struggle for Palestine and

second, the wider Arab-Israeli conflict. It will also help participants identify the principal problems and issues associated with this conflict, and, over and above that, understand the implications for the UAE. Furthermore, the course explores the various but relevant conflict management and conflict resolution initiatives that have thus far been undertaken.

Students will also become familiar with the principal problems and issues associated with this conflict, including the birth of the Jewish national movement, Palestine under the British mandate, the struggle for Palestine, the emergence of the Palestinian national movement, the Arab-Israeli wars of 1948, 1956, 1967, 1973, the Israeli invasion of Lebanon in 1982, the role of the superpowers throughout this period, and the Iranian dimension to the conflict.

The course also covers the various conflict management and conflict resolution initiatives, including the Madrid peace process, that have thus far been undertaken and helps students understand the implications for the UAE and UAE diplomacy.

b. MA – ELECT002: Foreign Policy and Extremism/Terrorism (3 credits)

The main concern of this course is the systematic study of political violence in its different forms and its impact on the foreign policy of nation states worldwide. It is structured along a continuum, ranging from small-scale violence to mass violence, bombings, assassinations, terrorism by sub-national and transnational organizations, state terror, and genocide. Violence in the pursuit of political objectives has been a part of human condition since the beginning of recorded history. Given the controversial nature of the subject matter and the complexity of terrorism, this course will attempt to address the root causes of terrorism and explore the avenues of counterterrorism.

The objective of this course is to examine the topic of terrorism and political violence in terms of theories, forms, causal factors, goals, and consequences. It also aims at examining the impact of terrorism on foreign policy since the end of the Cold War. Since terror and mass killing have become recurring realities throughout the world, understanding of their root causes and patterns is essential in particular for students, and practitioners

in the field of diplomacy and foreign policy. In fact, international terrorism has become the centerpiece of the foreign policy of most if not all nations since the tragic attacks of September 11, 2001, in particular.

c. MA – ELECT003: Trends in European Foreign & Security Policy toward the Middle East (3 credits)

This discussion-rich course explores the foreign policies of key European states as well as the European Union (EU) as a whole, with a particular focus on the Middle East. The classes will be conducted in seminar style, with every other week a debate around a topical issue affecting Europe and its foreign policy, including the integration of minorities, (illegal) migration and the refugee crisis, relations with Russia, the EU and Brexit, the future of transatlantic relations and counter-terrorism measures in Europe.

The course equips future diplomats with essential knowledge of the domestic decision-making processes of these key European players and the EU, helping them to evaluate and assess current and future foreign policy stances. Students will be familiarized with the current policies and initiatives of Europe towards the Middle East and Gulf region, with an emphasis on what is relevant to the UAE. Students will gain understanding of the current (foreign) policy priorities of Europe.

d. MA – ELECT004: American Foreign Policy in the Middle East (3 credits)

The course is designed to study specific issues and problems regarding the United States' relations with Middle Eastern countries. The Middle East is a turbulent, yet rich and important region of the world and the US has been actively involved in its political and economic affairs. While US active involvement in the region dates back to the Cold War era, the class will specifically focus on the post-2000 time period starting with the George W. Bush presidency.

The course looks at the theoretical foundations behind US foreign policy: what drives America to pursue certain policies and not others? How does it decide what role it should play in the world, and in the Arab region in particular? How has US foreign policy alternated throughout the years? After gaining a solid understanding of foreign policy

making, the class then shifts to the Middle East and adopts an issue-based approach to understand US-Arab relations. Issues include terrorism, violence, anti-Americanism, defense, weapons procurement and war. The course will also assess the relations of the United States with key Arab Gulf countries such as Saudi Arabia, the UAE and Qatar.

e. MA – ELECT005: Select Topics in International Relations and Diplomacy (3 credits)

The course is a three-credit MA elective with the objective of deepening the students' understanding and knowledge in a specific field related to international relations, diplomacy, and/or foreign policy. The course description will depend on the instructor and the subject being taught. All Select Topics course will address how the topic at hand relates to the UAE and UAE foreign policy.

f. MA – THESIS - MA Thesis (6 credits)

The MA thesis is a two-semester, six-credit course that requires the students to complete a 30 000-word written thesis (approximately) on a topic related to UAE diplomacy, international relations and/or foreign policy under the supervision of one EDA faculty member. The thesis is an in-depth research project written in English where students identify a solid research question and undertake to answer that question through rigorous academic research. Students who have scored a GPA of 3.6 and above during the PGD programme are eligible to opt for the MA Thesis and will have to indicate their preferences during Orientation.

During the Fall semester, students will be required to attend various thesis workshops to help them develop their research proposal, narrow down the research question and identify a suitable supervisor and committee. The student will have to present and defend the proposal to a faculty committee. Upon the successful defense of the proposal, the student can begin writing the thesis, which will be due at the end of the Spring semester. Students are expected to defend their thesis in front of a committee of three, with the possibility of one member being external to EDA. The committee will also be responsible for grading the thesis based on a rubric.



APPENDIX ONE

Comprehensive Student Evaluation Form



COMPREHENSIVE STUDENT EVALUATION FORM

Student Name:

Student EDA ID:

Summary of General Performance:
Areas of Particular Strength:
Areas for Future Development:
General Comments & Recommendations:

Summary of Performance:	Score	Range
Academic Performance		
Practical Skills		
Character		
Total (Over 4)		

Completed:	Reviewed:	Approved:
Nahed Al Teneiji (Registrar)	Stephen L. Keck (AAC Chair & Education Director)	H.E. Bernardino León (EDA Director General)
Date:	Date:	Date:

Detailed Evaluation
Evaluation of Academic Performance

CLASS NAME:	Grade	Letter	GPA
Theory and Practice of International Relations			
UAE History and Culture			
International Relations of the Middle East			
International Political Economy			
International Security and Conflict Resolution			
International Law for Diplomats			
Preparing for 21st Century Diplomacy			
Research & Capstones for UAE Foreign Policy			
Cumulative GPA (over 4):			

Overall Academic Performance ¹	Very Poor <3	Poor 3 – 3.24	Average 3.25 – 3.49	Good 3.5 – 3.75	Excellent > 3.76
Overall Academic Performance:					

COMMENTS:.....

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¹The scores mentioned in this table refer to the student’s CGPA.

Evaluation of Practical Skills

Practical Skill	Very Poor	Poor	Average	Good	Excellent
	2	2.5	3	3.5	4
Writing (English)					
Writing (Arabic)					
Public Speaking/ Communication/ Presentation (English)					
Public Speaking/ Communication/ Presentation (Arabic)					
Critical Thinking & Independence of Mind					
Analytical Writing					
Problem Solving					
Leadership					
Third Language:					
TOTAL ² :					

COMMENTS:.....
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.....
.....
.....

²The total score refers to the average of all skills scores divided by 9.

B. EVALUATION OF PRACTICAL SKILLS:

Character:	Very Poor	Poor	Average	Good	Excellent
	2	2.5	3	3.5	4
Commitment (Punctuality, reliability, hard work, attendance)					
Integrity (Honesty, humility, self-respect, cases of plagiarism?)					
Innovation & Curiosity (Creative, interested, asks questions)					
Judgment (Appropriate behavior/comments, maturity)					
Resilience (Gets back up when knocked down, takes feedback well, shows courage)					
Potential (He/she could go a long way, even if not yet the finished article)					
Teamwork (Collaborates with others, supports others)					
Cultural Awareness (Deep intellectual hinterland, aware of histories/cultures of other places and people, able to speak about literature and art)					
TOTAL ³ :					

COMMENTS:.....
.....
.....
.....
.....
.....

³The total score refers to the average of all skills scores divided by 8.

APPENDIX: Description of Categories and Scores

- “Academic Performance” refers to students’ performance in their academic courses, assessed through their grades and GPA.
- “Practical Skills” refer to students’ linguistic, writing, communication, critical thinking and leadership skills, assessed through their classwork and trainings.
- “Character” refers to students’ demonstration of key behaviors and traits expected of a diplomat, assessed through observations by EDA faculty and senior management over a 9-months period.
- Description of “Score”: Each category’s score is ranked on a 4.0 scale. The total score is the average of the three scores, also on a scale of 4.
- Description of “Range”: Range places each student within a certain percentile range when compared to the rest of the cohort, with the smaller percentile indicating a higher position among the cohort.

APPENDIX TWO

Charter for the Student Council of the Emirates Diplomatic Academy



Charter for the Student Council of the Emirates Diplomatic Academy

**Charter for the Student Council
of the
Emirates Diplomatic Academy**

Constitution of the Student Council Charter for the Emirates Diplomatic Academy

The Emirates Diplomatic Academy (EDA) establishes this Constitution, the ‘Student Council Charter’ to give a voice and representation to all students and to serve as a link between students and EDA Management.

Article 1:

Name

The Student Council of the Emirates Diplomatic Academy

Article 2:

Purpose and Objectives

The aims of the Students Council are as follows:

- To promote students’ interest and to create a safe and good learning environment.
- To express its views and present proposals to EDA Management in matters relating to students.
- To organise activities which support EDA as a community.
- To ensure on-going communication among all students and faculty members.
- To support EDA in a range of co-curricular activities

Article 3:

Authority of the Student Council

- All powers of the Student Council are delegated by the Academic Affairs Committee (AAC)
- All actions of the Student Council are subject to review by the AAC.
- To modify rules and regulations involving the student body, faculty, administration and staff, the Student Council’s President and Vice President must bring the consensus of the Student Council to the AAC.

Article 4:

Elections of the Student Council

Elections shall be run in the following manner:

- The EDA Student Affairs shall manage and supervise the Student Council elections at the start of each academic year.
- The EDA Student Affairs shall announce the election dates via email at least five days in advance.
- Candidates shall nominate themselves on the day, and present a three-minute speech to the cohort.
- The student body will participate in an anonymous vote.
- The candidates with the highest number of votes shall be automatically admitted into the Council.
- The newly elected students for each position shall be announced and posted on the same day of the elections.
- All candidates elected shall serve only once and for the full academic year.

Article 5:

Members of the Student Council

All students can volunteer to serve on the EDA Student Council. Any member of the PGD cohort is eligible to serve on the Student Council. All members shall be elected by their peers and based on “one” term of election, which is for one year. Membership of the Student Council could be between five to ten students, depending on the size of the cohort of the academic year. A minimum of five members shall consist of the President, Vice President, Secretary and two members.

Article 6:

Duties of the Student Council Members

- President of the Student Council
 - o The President shall be responsible for carrying out the functions of the Student Council in accordance with this charter.
 - o Chairs all meetings of the Student Council.
 - o Coordinates the work of the Student Council.
 - o Is responsible for ensuring students’ ideas are voiced and acted upon.
- Vice President of the Student Council
 - o Assumes the duties of the President in the absence of the President.
 - o Assists the President in undertaking the tasks mentioned in the first section of this Article.
- Secretary of the Student Council
 - o Takes and reports the minutes of all Student Council meetings.
 - o Is responsible for all Student Council correspondence.
 - o Informs the contact of the time, place and agenda of a meeting.
 - o Draws up an agenda of upcoming meetings.

- Committee members
 - o Serve as voting members of the Student Council.
 - o Serve as representatives of their respective classes.

Article 7:

Frequency of Meetings

The Student Council meetings will be held at least twice a month, specific dates and times being decided by the Student Council and by a majority vote. Additional meetings may be called by the President, or by the Academy’s management. The purpose of the meeting shall be stated in the communications. Adequate notice of 48 hours is required for a special meeting. Each meeting shall be run in the following manner:

- The minutes from the previous meeting shall be circulated via email one day prior to the meeting
- The Secretary will share an agenda, prepared in collaboration with the President and Vice President, to be circulated one day prior to the meeting.

Article 8:

Stepping Down from Student Council

Student Council members who find themselves on probation cannot continue to serve on the Student Council and have to resign from their post. In addition, Student Council members who are given a warning letter cannot continue to serve on the Council and must resign their post.

Should a Student Council member voluntarily opt to step down from the Student Council, he/she has to notify the rest of the Student Council in writing. The Student Council President then has to notify the AAC.

In the instance where a post on the Student Council becomes vacant, the rules stipulated in Article 3 of this Charter will apply.

Article 9:

Voting Procedures during Student Council Meetings

To conduct any formal vote, there must be quorum of at least two thirds of the voting members. If a quorum is not present, the vote shall be tabled to the first order of business of the next meeting where a quorum is present. Each elected member of the Student Council is entitled to one vote. In the event of a tie, the President and Vice President may cast one vote together to break the tie. The decision shall stand. If the President and the Vice President cannot reach a unified decision, the vote shall be tabled until it can be retaken at the following meeting, set as the first order of business on the agenda.

Article 10:

Amendments and Revisions

Provisions for Amending ‘The Student Council Charter’ shall be as follows:

- An amendment may be proposed by any student, faculty member, DG or by DDG.
- All proposals for amendments must be presented in written format.
- All amendments must be approved by the AAC.
- All amendments must be approved by a simple majority of the Student Council.
- All amendments shall be dated with the year of approval.



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