أكاديمية أنور قرقاش الدبلوماسية
ANWAR GARGASH DIPLOMATIC ACADEMY



STUDENT HANDBOOK 2025-2026

نحن الإمارات
WE THE UAE 2031

www.agda.ac.ae

Table of Contents

01 ABOUT THE ANWAR GARGASH DIPLOMATIC ACADEMY 08

02 2025-2026 ACADEMIC YEAR 12

03 ADMISSIONS 18

04 STUDENT ACADEMIC POLICIES AND PROCEDURES 26

05 STUDENT CODE OF CONDUCT 66

06 STUDENT SERVICES AND ACTIVITIES 74

07 PGD PROGRAMME IN UAE DIPLOMACY AND INTERNATIONAL RELATIONS 92

08 MA PROGRAMME IN GLOBAL AFFAIRS AND DIPLOMATIC LEADERSHIP 98

09 MA PROGRAMME IN HUMANITARIAN ACTION AND DEVELOPMENT 104

10 MA PROGRAMME IN INTERNATIONAL LAW, HUMAN RIGHTS, AND DIPLOMACY 108

E-MAIL DIRECTORY

Students Services :
studentaffairs@agda.ac.ae

Alumni Services:
studentaffairs@agda.ac.ae

Admissions:
admissions@agda.ac.ae

Information Technology:
it@agda.ac.ae

Emergency:
+971 2 201 6799

Security:
+971 2 201 6799
security@agda.ac.ae

Facilities:
gs@agda.ac.ae

Registration:
studentaffairs@agda.ac.ae

Letter from the Director General



H.E. Nickolay E. Mladenov

Director General,
Anwar Gargash Diplomatic Academy

Dear Students,

Welcome to the Anwar Gargash Diplomatic Academy!

Congratulations! You're not just beginning an academic course but embarking on an exciting voyage destined to shape the future of the UAE.

The road ahead, leading you to the esteemed realm of diplomacy, will undoubtedly have its highs and lows. Yet, think of this: every challenge you conquer will be a steppingstone to making an indelible mark on the future of the United Arab Emirates. Your resilience and success will position you shoulder-to-shoulder with renowned diplomats who've taken the UAE flag to global horizons, fortifying the nation's international relations and noble goals.

AGDA isn't just an institution; it's a melting pot of academic brilliance, pioneering research, and transformative training. Our committed faculty awaits, eager to equip you with a blend of traditional wisdom and new tools that will be your compass in the fascinating world of international relations.

The complexities of 21st-century diplomacy are many, but the skills you'll acquire here will not just prepare you but empower you. Whether it's representing your proud nation in other countries, navigating intricate international negotiations on climate change, food security and the role of AI; or opening up new economic opportunities for the UAE, you'll be ready.

At AGDA, it's not just about textbooks and lectures. You'll find yourself immersed in stimulating conversations with global thinkers, renowned experts, and trailblazing diplomats, both from the heart of the UAE and the world beyond. Their stories, experiences, and insights will help you understand the past and prepare for the future.

As you immerse yourself in this transformative year, we all eagerly await the day when we can proudly watch you graduate, ready to join the dynamic UAE diplomatic service. Your dedication, passion, and contribution will be the wind beneath the nation's wings, propelling it forward in the global arena.

Dive deep, soar high, and embrace every moment.

I wish you ultimate success in this exciting journey.

01 About the Anwar Gargash Diplomatic Academy

1.1. Overview

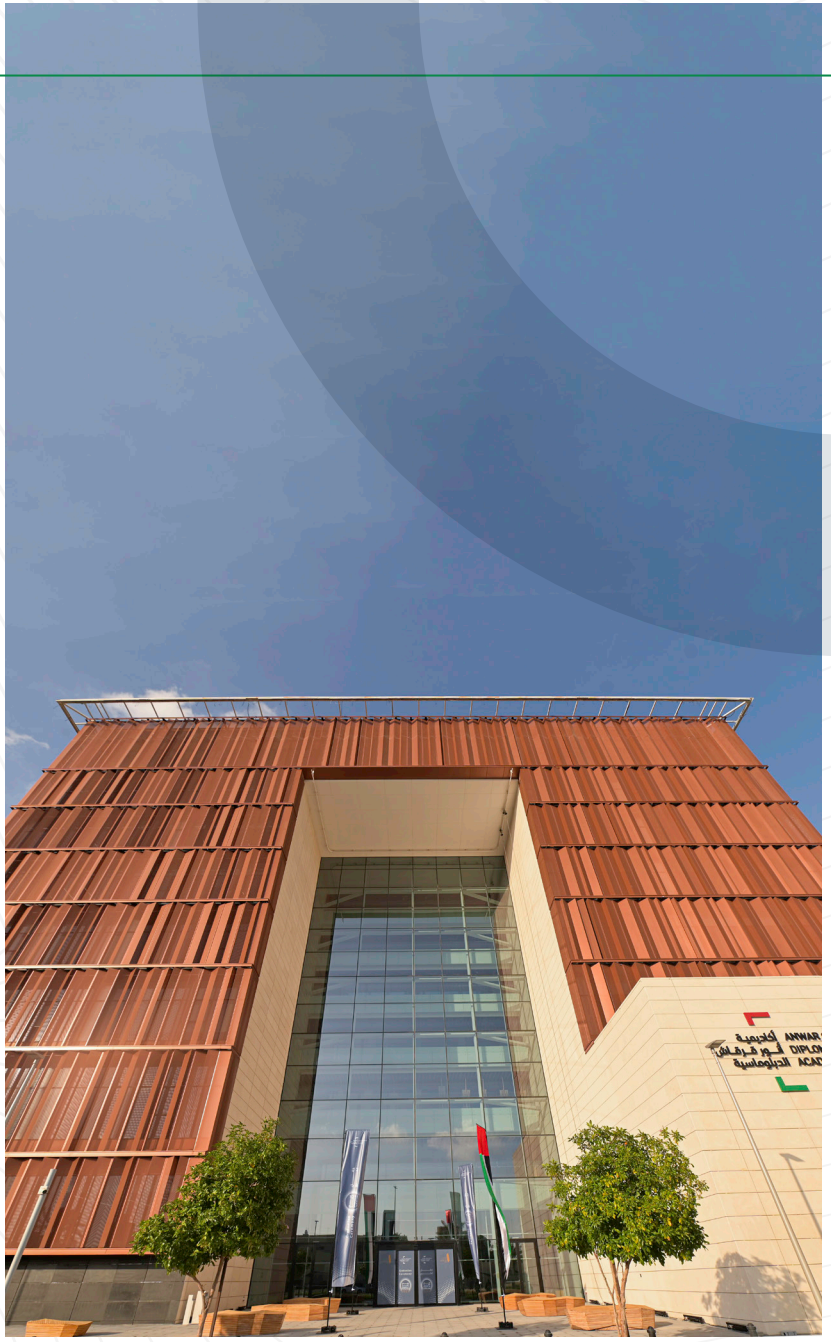
The Anwar Gargash Diplomatic Academy (AGDA), formerly the Emirates Diplomatic Academy, was established as an independent federal entity under Cabinet Decision No. (29) of the year 2014, by His Highness Sheikh Mohammed Bin Rashid Al Maktoum, Vice President and Prime Minister of the UAE and Ruler of Dubai. AGDA provides a combination of diplomatic education and training. A prestigious platform that combines the best of academia, research and practice, AGDA 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, policymakers 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.

AGDA 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, its Master of Arts (MA) programme in Global Affairs and Diplomatic Leadership, its Master of Arts (MA) programme in Humanitarian Action and Development and its Master in International Law, Human Rights and Diplomacy, AGDA equips junior UAE diplomats with the essential theoretical knowledge and practical skills needed to succeed in the world of international affairs and diplomacy.

AGDA is the academic home of **100 students**, taught by a combination of resident, visiting faculty and visiting experts involved in diplomatic practice. In addition, AGDA 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 AGDA research. AGDA also provides short-term executive training courses to its students and current employees of the Ministry of Foreign Affairs (MoFA), and others interested in diplomacy and international relations.



1.2. AGDA Vision

A world-class diplomatic academic institute that influences and drives the development of the next generation of foreign policy leaders and thinkers and plays a dynamic role in shaping the global foreign policy landscape.

1.3. AGDA Mission

To deliver internationally recognised education and training for diplomats and to advance the UAE's foreign policy priorities; to produce innovative thought leadership that furthers the understanding of diplomacy and international relations in the region and beyond.

1.4. AGDA Operating Model

The AGDA 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. AGDA offers:



Education Programmes
that qualify Emiratis to serve their nation by offering accredited and relevant academic programmes in the field of diplomacy, international relations and development.



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 UAE Ministry of Education (MoE) officially licensed AGDA to award a Post-Graduate Diploma (PGD) in UAE Diplomacy and International Relations in 2014. The PGD programme was further upgraded in 2016, 2021, and 2023 and the MoE and the Commission on Academic Accreditation (CAA) approved the last changes in 2024. In addition, the CAA and MoE accredited the MA programme in Global Affairs and Diplomatic Leadership in 2017. It was further upgraded, expanded and re-accredited in 2022. The MA programme in Humanitarian Action and Development was accredited in 2021 and upgraded in 2023. In August 2024, the CAA and MoE accredited the MA programme in International Law, Human Rights, and Diplomacy.

1.6. AGDA's Competencies Framework

AGDA aims to graduate diplomats that are capable, influential and ethical. This competencies framework informs all the work that AGDA does and stipulates that AGDA graduates shall be:

a. Capable

- **Skilful:** AGDA graduates master traditional diplomatic skills (including languages, written and oral communications, negotiating, networking and consular skills) and specific 21st century skills (including digital technology, using big data, brand management and public relations, campaigning and using social media).
- **Astute:** AGDA graduates show good judgment, display abundant tact and earn the trust of their seniors.
- **Knowledgeable:** AGDA 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

- **Leaders:** AGDA 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:** AGDA graduates are empathetic listeners, who build trust by being honest and authentic, and can write and speak persuasively using multiple media.
- **Innovators:** AGDA graduates are creative and outcome-focused, think critically and outside the box, and adapt flexibly to changing circumstances.

c. Ethical

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

02 2025-2026 ACADEMIC YEAR

- **The academic year** runs from September through July and consists of two semesters in both the PGD and MA programmes.
- **The PGD Fall semester** begins in **September 2025** and the Spring semester begins in **January 2026.**
- **The MA Fall semester** begins in **September 2025** and the Spring semester begins in **February 2026.**

PGD classes are generally held between **9:00am and 5:00pm**, Monday through Thursday (with make-up classes on Friday, if required)

MA classes are generally held between **5:00pm and 8:00pm**, Monday through Thursday



2.1. PGD: 2025-2026 Academic Calendar

SEPT 04	Orientation
SEPT 08	Start of Academic Courses - Fall 2025
SEPT 15	Start of Languages Classes _ Fall 2025
NOV 21	Last Day of Fall Classes
NOV 24-28	Fall 2025 Final Exams
DEC 01	Commemoration Day
DEC 2-3	UAE National Day
DEC 8 - JAN 2	**Winter Break - No classes**
JAN 05	Start of Academic Courses & Languages - Spring 2026
JAN 19-30	PGD Skills Courses
FEB 2 - 13	AGDA Annual Trip
MAR 16 - 19	**Spring Break/ Eid Al Fitr - No Classes**
APR 24	Last Day of Spring Classes
APR 27 - 30	Spring 2026 Final Exams
MAY 4 - 21	PGD Skills Courses
MAY 25 -28	Eid Al Adha
JUN 1 -5	PGD Skills Courses
JUN 30	End of PGD Academic Calendar

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

2.2. MAGAD & MAHAD 2025-2026 Academic Calendar

SEPT 04	Orientation
SEPT 08	Start of Academic Courses - Fall 2025
DEC 01	Commemoration Day
DEC 2-3	UAE National Day
DEC 8 - JAN 2	**Winter Break - No classes**
JAN 16	Last Day of Fall 2025 Classes
JAN 19-23	Fall 2025 Final Exams
JAN 26 _ FEB 13	Fall 2025 MA Block Teaching
FEB 16	Start of Spring 2026 Classes
MAR 16 - 19	**Spring Break/ Eid Al Fitr - No Classes**
MAY 25 -28	Eid Al Adha
JUN 19	Last Day of Spring 2026 Classes
JUN 22 - 26	Spring 2026 Final Exams
JUN 29 - JUL 17	Spring 2026 MA Block Teaching
JUL 20	End of MA Academic Calendar

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

2.3. MILAD 2025-2026 Academic Calendar

SEPT 04	Orientation
SEPT 08 - 26	Fall 2025 MILAD Block Teaching
SEPT 29	Start of Fall 2025 Academic Courses
DEC 01	Commemoration Day
DEC 2-3	UAE National Day
DEC 8 - JAN 2	**Winter Break - No classes**
FEB 6	Last Day of Fall 2025 Classes
FEB 9-13	Fall 2025 Final Exams
FEB 16 - MAR 6	Fall 2025 Final Exams
MAR 9	Start of Spring 2026 Academic Courses
MAR 16 - 19	**Spring Break/ Eid Al Fitr - No Classes**
MAY 25 -28	Eid Al Adha
JUL 10	Last Day of Spring 2026 Classes
JUL 13 - 17	Spring 2026 Final Exams
JUL 20	End of MA Academic Calendar

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



03 ADMISSIONS

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

AGDA accepts students to the PGD programme who are sponsored by MOFA or other UAE government entities, as per the policies of the AGDA 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:

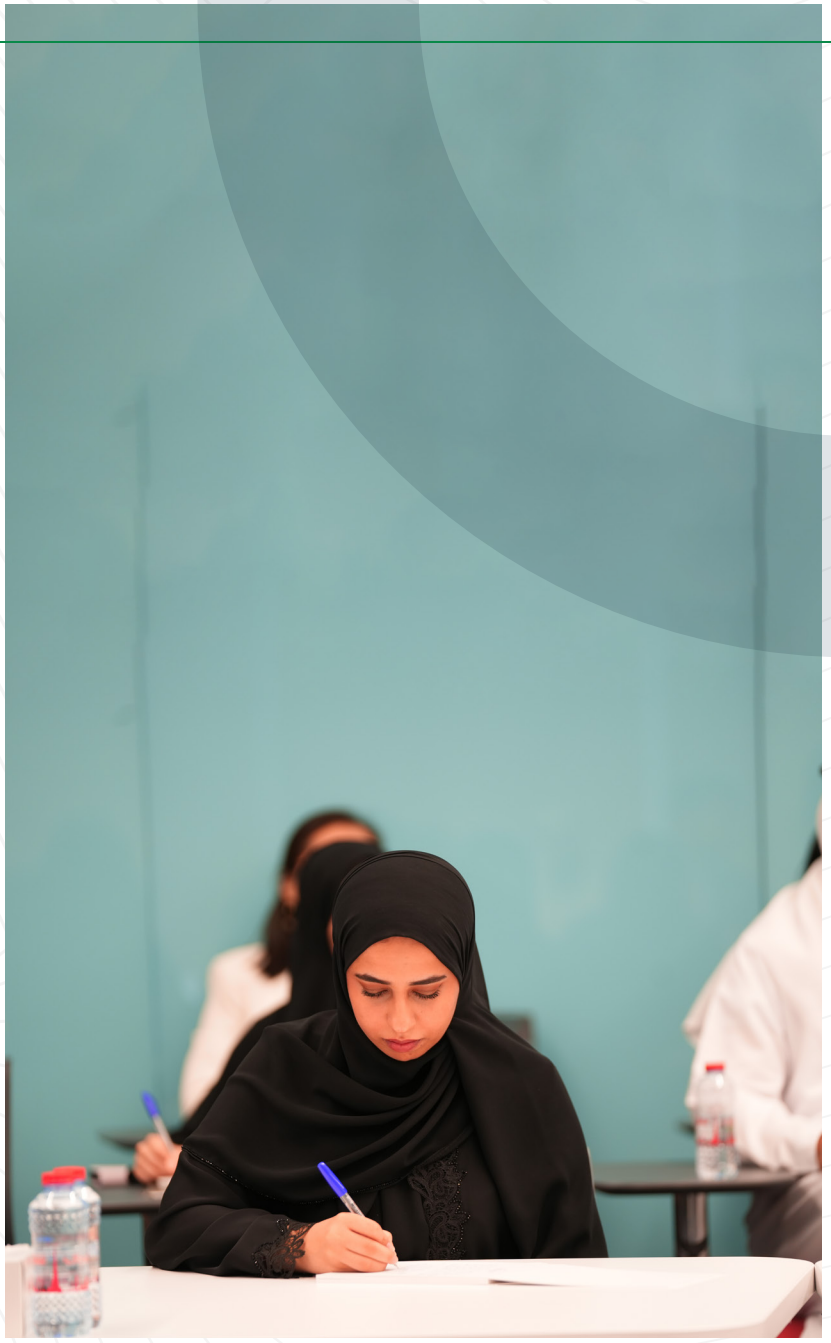
- Bachelor's degree or equivalent from an accredited university or college recognised by the UAE Ministry of Education **(MoE)**
- GPA: Minimum of **3.0** (on a **4.0** scale)
- TOEFL: Minimum score of 550 or equivalent (computer-based TOEFL score of 213, Internet-based TOEFL score of 79-80), or IELTS (academic): Minimum score of 6.5.

3.2. Application Procedures

To enrol for the PGD programme, students can apply online, or via a recognised UAE government entity, with proof of eligibility and approval from their 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 or EmSAT)
- **Curriculum** Vitae (CV)
- **Personal** Statement
- **Passport** copy
- **Copy** of Emirates ID
- **Copy** of Family Book (if applicable)



3.3. English Language Requirement

Applicants to the PGD programme 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 minimum score of 550 on the paper-based TOEFL, 79-80 on the internet-based TOEFL, 213 computer-based TOEFL or 6.5 on the IELTS .

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

AGDA does not accept transfer, visiting, exchange or non-matriculated students in the PGD programme. In addition, AGDA does not accept transfer credits or equivalency courses from other universities. AGDA also does not accept transfer credits from undergraduate programmes.

3.5. Application Assessment

- The Student Affairs section 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 in accordance with the following criteria: 1) academic strength and 2) career motivation.

- 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 online.

- Admission decision: The Admissions Committee makes the final decision, which is sent for endorsement to the AGDA Director General's Office. Applicants will receive the official notification of admission, or rejection from Student Affairs.

B. Admissions to the MA Programme in Global Affairs and Diplomatic Leadership:

The MA programme in Global Affairs and Diplomatic Leadership (MAGAD) is open to candidates who have an interest in international relations, foreign policy and diplomatic practice.

MAGAD is also open to AGDA alumni who have successfully completed 24 credits of coursework in the PGD programme and who are sponsored by MOFA, or by other UAE government entities. PGD Alumni can complete 12 additional credits to obtain the MAGAD programme.

3.6. Entry Requirements

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

- Being a UAE national
- Having graduated with a Bachelor's degree (or equivalent) with a minimum GPA of 3.0
- 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 6.5

Alumni should satisfy the following minimum 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 qualifying exam. Successful candidates who pass the exam will be enrolled. Candidates who do not pass 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.

C. Admissions to the MA Programme in Humanitarian Action and Development (MAHAD):

The MAHAD programme is an accredited, nine-months full-time course, which will offer young and mid-level professionals the practical and theoretical skills necessary to work in the field of humanitarianism and foreign aid. Full-time students enrolled in the programme will have to complete 30 credit hours (CH) to graduate.

3.7. Entry Requirements

To apply for MAHAD, interested students need to:

- **Have** a Bachelor's degree (or equivalent) from an accredited university
- **Have** graduated with a minimum Grade Point Average (GPA) of 3.0 (on a 4.0 scale), or equivalent
- **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 6.5
- **Have** a keen interest in the field of foreign aid, development, humanitarian action and international organisations

In addition, AGDA alumni should satisfy the following admissions criteria to be able to enrol.

- **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 qualifying exam. Successful candidates who pass the exam will be enrolled. Candidates who do not pass the qualifying exam will not be admitted to the MA programme and may not re-take the exam.

D. Admissions to the MA Programme in International Law, Human Rights, and Diplomacy (MILAD):

The MA programme in International Law, Human Rights, and Diplomacy program (MILAD) is a nine-months specialized academic programme that gives depth and breadth to the challenges, dilemmas and stakes in the field of international law and human rights. The status of human rights will be analyzed in a global context and through national implementation. It will focus on equality, social policy and rights protection.

3.8. Entry Requirements

To apply for MILAD, interested students need to:

- Have a Bachelor's degree (or equivalent) from an accredited university
- Have graduated with a minimum Grade Point Average (GPA) of 3.0 (on a 4.0 scale), or equivalent
- 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 6.5

3.9. MA Programme Enrollment Procedure:

Completed applications are forwarded to AGDA's admissions committee, which is responsible for reviewing and evaluating applications.

Candidates will be notified of their acceptance into the program in the summer preceding the beginning of the academic year.

For AGDA alumni who need to take the Qualifying Exam, the admissions committee will evaluate their exam to determine eligibility.

3.10. MA Programme Transfer Students, Visiting Students and Transfer Credits

For the 2025 - 2026 Academic Year, AGDA does not accept transfer, visiting, exchange or nonmatriculated students in the MA programme or Humanitarian Action and Development.

Graduate credits earned outside the Academy may be transferred to a graduate program at AGDA subject to approval of an "Academic Credit Transfer Request" at the time of the student's admission in the program provided that:

1. the course/module/unit transfer credits were earned at the graduate level from an institution recognised by the UAE Ministry of Education;

2. the course/module/unit transfer credits were earned in the language of instruction appropriate to the programme at the Academy ;

3. the course/module/ transfer credits must have been completed no more than (3) three years prior to the student's acceptance into the graduate programme at the Academy;

4. the course transfer credits may not have been used previously in any graduate programme to fulfill the requirements for any other graduate degree;

5. only courses in which the student received grades of "B" (GPA 3.0) or higher will be considered for transfer;

6. credits for graduation projects and thesis are not transferrable;

7. the transfer student is in Good Academic Standing (a minimum CGPA of 3.0 on a 4.0 scale or higher in graduate level course work, or equivalent); and

8. a maximum of 25% of the total credit hours required for the programme may be transferred into a programme.

No grades are assigned for academic credit granted through RPL, nor can academic credit granted through RPL be used in the calculation of cumulative grade point average (GPA).

Graduate course transfer credits are designated as "TC" on the student transcript.

In special circumstances, a student may be permitted to take a course at another institution and transfer it to the Academy after the student has begun graduate studies at the Academy. However, the student must be in Good Academic Standing and must have an approved "Request to Take a Graduate Course at Another Institution" prior to enrolling in the course elsewhere. All aforementioned course transfer rules apply to cases of this type.

E. Orientation Programme

The mandatory Orientation Programme takes place during the first week(s) before the beginning of classes. AGDA students can expect an orientation to AGDA, an introduction to AGDA faculty and staff, an overview of the academic programme and to AGDA rules and regulations.

All students receive their ID cards and are introduced to AGDA facilities during the orientation.



04 Student Academic Policies and Procedures

4.1. Language of Instruction

English and **Arabic** are the languages of instruction at AGDA.

4.2. Class Size

The academy encourages learning by maintaining a concentrated, limited-sized class for instruction and supervision. A suitable student/faculty ratio is upheld to support elevated student performance at both PGD and graduate course levels. To guarantee effective engagement and interaction between students and faculty, the academy establishes specific minimum and maximum limits on the number of students in a class, tailored to the pedagogical approach applied at each level. The academy oversees student registration across all sections during the registration period to verify compliance with the class size policy. This task is the responsibility of the Dean, director of graduate programmes and the Registrar.

Minimum and Maximum Enrolment

The PGD and MA programs shall have at least (5) enrolled students and maximum of (25) students for MA courses, and (40) students for the PGD courses. In the event of not meeting the minimum student enrollment, the class shall be cancelled upon the final decision of the Dean. If the maximum enrollment is exceeded, the Dean in coordination with the director of graduate programmes shall decide on offering an additional section.

Exceptions

Under some conditions, exceptions may be granted to this policy, upon the final decision of the Dean.

- If the course is part of a recently introduced degree program (within a maximum of one academic year from the initiation date).
- If the course is being offered for the first time (within a maximum of one academic year from the date of the initial offering).

Exceptions Handling:

1. Requests for exceptions to the class size policy are submitted to the Dean's Office.
2. The Dean evaluates exception requests based on predefined criteria and makes final decisions.
3. Exceptions may be granted for courses part of recently introduced degree programs or courses offered for the first time within a specific timeframe.
4. The Registrar's Office maintains records of approved exceptions to the class size policy, including rationale and decision details



4.3. Academic Credit Hours

Definition: A credit hour is characterized as the workload reflected in the anticipated learning outcomes and substantiated by evidence of student achievement.

AGDA's credit hour definition aligns with the specified definition in the CAA Standards, Annex 23, with a minimum of 50 minutes recognized as the standard duration of a classroom for graduate courses. Academic credits are granted to students who successfully fulfil course requirements, assessments, and achieve the specified learning outcomes.

Course Designation for Graduate Courses

- **500 Level Courses:** Advanced level courses in the post graduate diploma program, aiming to provide a comprehensive knowledge and skills in the intended field, in line with the National Qualification Framework of Emirates _ Level 8.

- **600 Level Courses:** Advanced master-level courses in the graduate programs, demanding students to integrate knowledge, concepts, and methodologies within the intended field. These courses also require a heightened level of critical thinking to analyze complex issues, develop innovative solutions, and formulate proposals, demanding increased intellectual rigor.

Lecture Courses:

Courses focused on concepts, discussions, ideas, and principles.

A single regular semester credit is equivalent to at least 50 minutes of classroom teaching per week for a semester lasting 16 weeks or more for the MA programs, and 11 weeks or more for the PGD program, which includes one week of examination. Also, students are expected to dedicate at least 100 minutes per week to independent learning outside the scheduled class hours.

Thesis: Students engaged in independent projects also adhere to the established minimum of 50 minutes of student work per credit hour per week throughout the semester, which extends for fifteen weeks or more.

Allocation of Credit Hours

The academic department is responsible for determining the appropriate level and credit allocation for courses, ensuring alignment with this policy. Additionally, academic administrators are tasked with ensuring that courses are delivered in accordance with the assigned credit hours for each course.

4.4. Academic Evaluation, Grading Mechanism & Grading Scale

Faculty members evaluate student performance freely and provide fair and consistent assessments of students' performance. Assessment methods include but are not limited to projects, oral presentations, research papers, case studies, class participation, and written examinations. 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 ensure 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 Dean.

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 members' ability to change a grade once submitted is limited .

Grade Approval and Publishing

The faculty member bears the responsibility of timely submission of students' final grades, as outlined in the procedures and following approval from the director of graduate programmes and the Dean. Except for the final examination, other course works shall be submitted as per the stipulated timeframe specified in the procedures. It is essential to finalize all assignment grades before the final exams begin.

Changing Grade

Confirmed grade are considered final and are not alterable once submitted for publication, except in specific instances such as clerical or administrative errors and grade appeals. If a grade error is identified, the faculty member is required to initiate the correction process following the prescribed procedure.

Grade Appeal

If students believe that they have been unfairly or incorrectly graded due to any inequitable, arbitrary, or erroneous actions supported by evidence, they are entitled to file a grade appeal for any of the assessed course work. Please refer to the Grade Appeal Policy for further details.

Repeating Course

Upon the Deans' approval, MA students may retake a course for which they received a grade lower than (C) if they fail the programme because of a course. The higher grade achieved in the repeated course will be recorded in the student's CGPA.

If a student has enrolled in an elective course and did not pass it or was excluded from the course schedule, they can opt for an alternative elective course, subject to approval from the Dean.

The AGDA uses the following grading scale:

New Scale	Score	Quality Points
A	100-94	4
A-	93-90	3.7
B+	89-86	3.3
B	85-82	3
B-	81-78	2.7
C+	77-74	2.3
C	73-70	2
C-	69-66	1.7
D+	65-62	1.3
D	61-60	1
F	59-0	0

Grade Curve

For the academic year 2024-2025 and subject to annual review, AGDA will adopt a grading curve on the following basis:

No more than 15% of a student in a single module will receive a grade of A and/or A-.

In progress (IP) Grade

Students unable to finish their thesis in the same semester receive an "IP" (In Progress) grade, which is recorded on the student's transcript. It is the student's responsibility to fulfill the Thesis course requirements before the agreed deadline with the Supervisor and Registrar. Failure to meet the deadline results in the "IP" grade being changed to an "F." Communication with the supervisor is crucial for students to ensure the completion of Thesis requirements within the stipulated timeframe.

Incomplete (I) Grade

Students who request an incomplete exam owing to circumstances beyond their control, as described in the Examination and Assessment Policy, will earn a (I) grade. This mark is reflected on the student transcript, but it is not included in the cumulative GPA until the examination is successfully completed.

Withdraw (W) Grade

A (W) grade will be assigned to a student who withdraws from a course subsequent to the add/drop period but prior to the midterm exam period. Although the student transcript reflects this grade, it is not incorporated into the calculation of the cumulative GPA. The student must retake the course in order to earn credit hours and satisfy the course requirements.

Withdraw with Failure (WF) Grade

A withdrawal from a course after the midterm examination period will result in the assignment being graded "WF." This grade contributes to the cumulative GPA and is documented on the student transcript. In order to successfully complete the course requirements and accumulate credit hours, the student is required to retake the course.

Pass (P) Grade

A (P) will be awarded to students who complete bridging courses with success. In addition to the credit hours earned, this grade will be included on the student transcript; however, it will not be factored into the calculation of the cumulative GPA.

Fail (F) Grade

Inability to effectively complete a course result in the assignment of a F grade. In order to satisfy the course prerequisites, students must repeat the course. Although the (F) grade is recorded in the student's transcript and is factored into the overall GPA, the cumulative GPA is not affected by the grade in bridging courses for the PGD program.

Dishonesty/ Cheating (XF)

Students who engage in activities that compromise academic integrity, such as cheating and plagiarism, are assigned the (XF) grade. This grade is included in the CGPA calculation and is reflected on the student's transcript

4.5. Grade Point Averages

Credit-bearing courses are calculated in the students' GPAs. The AGDA 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 points acquired during the initial graduate degree will not be incorporated into the transcript for the additional graduate degree. Students pursuing an additional degree are regarded as transfer students, and their credits are evaluated accordingly. Courses fulfilled during the first degree will be annotated as "TR" on the transcript for the additional degree, with an acknowledgment of being completed at the Anwar Gargash Diplomatic Academy.

Cumulative Grade Point Average (CGPA)

The CGPA is the combined grade point average of all courses (including failed courses) taken by a student at AGDA in all terms. 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 AGDA.

All PGD 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, but not counted in the students' GPAs.

4.6. Registration and Scheduling

1. Student Affairs is responsible for the registration of students in courses and the scheduling of courses.
2. Students in the Postgraduate Diploma Degree Program in UAE Diplomacy and International Relations shall be registered for 24 credits in total.
3. Students in the MA program in Global Affairs and Diplomatic Leadership that are coming from the PGD programme will be registered for 12 credits in total.
4. The Dean, in consultation with the faculty members, decides on the faculty member responsible for teaching a course.
5. A faculty member may allow a student to attend a class only if the student's name appears on the official class list from Student Affairs.

6. MA students are allowed to audit classes with the permission of the course instructors and by completing an Audit Request form.
7. Students are expected to be in class, on time, for all scheduled class periods (including makeup classes). The faculty member will be responsible for explaining the rules of attendance. Guidelines for attendance are stipulated in the class syllabus and in the Student Handbook.
8. Excessive absence may entail disciplinary measures.
9. Withdrawal from courses, if applicable, will be done through a Course Withdrawal Request, signed by the student's academic advisor. A grade of W will be marked on the student's transcripts for the course.
10. Withdrawal from the program will be done through a Complete Withdrawal Form, signed by the Academic Advisor of the student.
11. In exceptional circumstances, a student may be allowed to complete a course in the following semester after securing permission from the faculty member and approval from the director of graduate programmes. 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 trimester. If not, a student will receive a grade of F for the course.
12. Class size refers to the number of students taught in a class. Class size is generally limited to a maximum of 30 students, though smaller groups are preferred. In MA classes, a cap or limit on student numbers may be imposed in consultation with the Dean and the Registrar.
13. The director of graduate programmes, in consultation with Student Affairs, shall decide on the add/drop period for the MA program. The add/drop period shall not exceed 10 days in each semester.
14. For the Postgraduate Diploma Degree in UAE Diplomacy and International relations, no add/drop period exists.
15. A student may request a Leave of Absence as per the guidelines stipulated in the Student Handbook.

Procedure:

1. The Dean decides on the distribution of teaching responsibilities among the faculty members.
2. Student Affairs schedules the classes and releases the class schedule at least 2 weeks before the start of the classes, after consultation with the faculty members.
3. The director of graduate programmes, in consultation with Student Affairs, shall decide on the add/drop period for the MA program.
4. Student Affairs distributes the official class lists to the faculty members.
5. The class schedule shall be posted online and distributed among the students.
6. Proposed changes in the class schedule shall be submitted to and approved by the director of graduate programmes. The director of graduate programmes will inform Student Affairs about any suggested changes.
7. A request for leave of absence shall be submitted to and approved by the director of graduate programmes. The director of graduate programmes will inform Student Affairs about the leave of absence.
8. A request for withdrawal from a course will be done through a Course Withdrawal Request form, obtainable through Student Affairs The request needs to be signed by the students' Academic Advisor.
9. A request for withdrawal from the program will be done through a Complete Withdrawal Form, obtainable through Student Affairs. The form needs to be signed by the student's Academic Advisor and the director of graduate programmes.
10. A request for Leave of Absence will be done through a Leave of Absence Request form, obtainable through the Student Affairs. The form needs to be signed by the director of graduate programmes.

4.7. Eligibility to Graduate

To graduate from AGDA, students need to maintain a CGPA of 3.0. Students who score a CGPA lower than 3.0 are not eligible to graduate.

Each academic program determines the total credits needed for completion.

Graduate students are required to meet their degree requirements within a maximum duration of three years. Full-time graduate students are required and successfully complete 12 credit hours per semester.

In addition, the following procedures apply:

PGD Students:

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

- The successful completion of all two-credit courses with a CGPA of 3.0 and above
- The successful completion of all one-credit skills courses with a CGPA of 3.0 and above
- The successful completion of all language courses

For PGD students, winning an Award or being placed on the AGDA Honour's List for one semester 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 successfully complete their language courses will have their failure recorded in their transcripts and the Ministry of Foreign Affairs and International Cooperation notified about the same. To avoid this, all PGD students must complete their language courses successfully by attending the courses, completing all assessments and readings, engaging with the trainers and participants and obtaining at least a passing grade.

MA Students:

In addition to maintaining a CGPA of **3.0** and above, **MA students** have to pass the oral defence of their MA Thesis or Capstone at the end of the academic year.

Program Credit Hours Requirements for Graduation

The academic standing of individuals who have completed a master's degree may be summarized under the category of "Graduation Standing" as outlined below:

Program Name	Credit hours Required
MA programme in Global Affairs and Diplomatic Leadership	30
MA Programme in Humanitarian Action and Development	30
MA Programme in International Law, Human Rights, and Diplomacy	30
Post-Graduate Diploma (PGD) programme in UAE Diplomacy and International Relations	24

Graduation Standing

The academic standing of individuals who have completed a master's degree may be summarized under the category of "Graduation Standing" as outlined below:

CGPA RANGE	GRADUATION STANDING
4.00	Exemplary
3.75-3.99	Excellent
3.25-3.74	Very Good
3.00-3.24	Good
Less than 3.00	Cannot Graduate

Degree Lists

AGDA grants degrees solely to students who meet their respective degree programs' requirements.

Candidates nominated for degrees undergo a thorough approval procedure involving the Board of Trustees, Dean, the director of graduate programmes and Registrar. After receiving approval from the Board of Trustees and at the end of each academic semester, students are awarded their Degree Certificates

4.8. Honour List

AGDA may award its most outstanding PGD and MA students. The Academic Affairs Committee (AAC), in coordination with the AGDA Director General's Office, approves all student awards. PGD and MA students, whose CGPA is higher than 3.6, will be placed on the AGDA Honours List and will receive such recognition during the graduation ceremony. Students whose GPAs are above 3.6, but who obtain warnings or who do not pass their language courses, will be removed from the Honours List.

4.9. Examinations

Faculty members must ensure appropriate assessment methods in compliance with the National Qualification Framework of Emirates (QF Emirates) levels 8 for PGD programs and 9 for graduate programs. These exams are aligned with the course learning outcomes and are designed to ensure that students have the essential knowledge, abilities, and competences.

To ensure uniformity and fair marking, all course assessments are reviewed against well-defined rubrics. Students must submit their coursework through the authorized Learning Management System, ensuring that it reflects their own efforts. Faculty members employ integrated anti-plagiarism software, such as Turnitin, to ensure the originality of work and avoid any similarities without correct source acknowledgment.

Students are expected to participate in final exams according to the schedule specified in the Learning Management System. Students must follow the Examination Guidelines stated in the Learning Management System when taking any examination. Proctoring and monitoring measures are used in all types of exams.

In-term Examinations:

Aside from the final exam, all course assessments are given during specified class times. When an instructor intends to conduct assessments not within the approved course schedule and timetable, it is the instructor's and academic department's responsibility to quickly advise students of the date, time, and location of these tests.

Midterm Examinations:

Faculty members are responsible for announcing the exact date of the midterm test for their courses. Furthermore, they are responsible for ensuring that the exam is properly administered in compliance with the Examination Guidelines.

Final Projects:

Depending on the course level and nature, faculty members may require students to present a final project report, either on an individual or group basis. Students shall follow the regulations provided by the faculty member, which explain the expected structure and outcomes of the final project and presentation.

As part of grading and assessment, the instructor asks two or more juries, who could be internal or external juries, to assess the student's project and presentation skills. If the faculty member chooses a different day and time than what is specified in the course schedule, students must be informed in advance about the date, time, and venue of the final presentation.

Final Exams :

The Final exams are conducted as per the specified final exam period outlined in the Academic Calendar. During this time, students should not be assigned any additional coursework.

The final examination schedule will be announced on the Learning Management System. Students can take no more than two exams on the same day. If a student has three or more exams on the same day, they can visit the director of graduate programmes and/or Dean and request alternative exam dates.

The Office of Student Affairs works with the director of graduate programmes to help students with special needs during the exam period. These students are assigned to various exam halls and are expected to follow the AGDA's Examination Guidelines.

During the final examination period, faculty members must all be available. The Dean is accountable to ensure that final exams are administered and handled in accordance with established proctoring regulations. Faculty members are not assigned to oversee the examination hall for their own final exams. Instead, alternative faculty members must be designated for proctoring duties.

Faculty members are also obliged to post grades within the stipulated time frame, beginning on the day of the examination.

Emergency Final Exam:

Faculty members are required to create, submit, and securely seal an alternative midterm and final examination, distinct from the one administered to students, which must then be handed over to the Dean.

Physical Security of the Examination

Faculty members must develop their own exam questions and retain an electronic copy of the exam. Exams should be printed on the day of the examination and securely stored in a locked cabinet within the faculty member's office. Access to the faculty cabinet and office is restricted to the authorized faculty member. AGDA ensures limited access between floors and to the campus, further enhancing security measures.

Internal Assessment and Mark Moderation

Internal exam moderation is used for two important assessment components in both post graduate diploma and graduate courses: mid-term and final exam. Faculty members collaborate with the director of graduate programmes to moderate assessments and mark them. This process is initiated by the director of graduate programmes and involves the teaching team in charge of the moderated course.

The Dean's Office, comprised of the Dean and the director of graduate programmes, directs and manages the assessment moderation process. This comprises assigning moderators and scheduling assessment task reviews. The director of graduate programmes sends faculty members instructions on the allocated moderators and rules for amending assessment assignments in their individual courses well before the mid-semester. Ideally, moderators should be more senior academics than examiners.

Internal Assessment Moderation

The assessment moderation task includes various important factors, including:

1. Ensuring the usage of an acceptable template, proper page numbering, and question sequencing.
2. Ensuring that the assessment level is consistent with the "Qualification Framework Emirates" level for the degree given by the program (Level 8 for Post Graduate Diploma and Level 9 for Master's).
3. Ensure that the evaluation is free of cultural bias and appropriately examines a wide range of competencies. Assessment questions should strike the appropriate balance between critical thinking and other question kinds, with a focus on the specific group of learners.

4. Ensuring that the assessment items are presented in a clear and simple manner that properly tests the desired Course Learning Outcomes.
5. Ensuring that the quantity of questions/items is adequate for the assessment's length.
6. Ensuring that the language and grammar used in the assessment are of a high standard.
7. Confirming that the question mark allocation and mark distribution are visible and tally up to the total number of marks available.
8. Ensuring that the examination gives adequate time and contextual cues for those whose first language is not English.
9. Ensuring that no questions have recently been used in previous examinations.
10. When reusing an existing rubric, ensure that the grading rubric is clearly related to the assessment questions/items and properly specifies the criteria for objectively evaluating students' work.
11. Ensuring that the exam is linked to the Course Learning Outcomes (CLOs) listed in the syllabus, and that the questions are relevant and aligned with the CLOs.

Internal Assessment Marking Moderation

Mark moderation is a critical step for ensuring that exam assessments and marking are fair, authentic, and reliable. Moderators play an important part in this process by determining whether the assessment criteria were applied consistently and accurately across all examination papers. They also actively seek to uncover and correct any potential academic bias or prejudice in student marking and assessment, with the goal of achieving a fair evaluation process. Furthermore, moderators address any discrepancies in marking judgments between the examiner and themselves, attempting to reach an agreement and maintain fairness in the assessment results. This complete approach to mark moderation ensures that the grading procedure meets academic requirements while also maintaining the evaluation system's integrity

4.10. Auditing MA Classes

Full-time MA students may opt to audit another 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 and will not appear on the student's transcript.

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

4.11. 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 4.13 on "Incomplete Grades"**).

4.12. 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 Dean. 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").**

4.13. Withdrawal from the PGD and MA Programmes

Students who choose to withdraw from the PGD and MA programmes, 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 AGDA Director General's Office of its decision.

4.14. Re-admission

Students who have previously withdrawn from the PGD and MA programmes may re-apply 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 4.17 on "Academic Standing and Probation"**), may not be re-admitted.

4.15. Grade Appeal Periods

A student may appeal a grade issued by the AGDA. The student's ability to appeal a grade, once submitted, is strictly controlled in the context of the student grievance process below.

In the event that a student believes his or her work has been graded unfairly, an academic appeals process will take place through the following steps:

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 Appeal Request Form will need to be filled out and sent to the Registrar during the Grade Appeal 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 director of graduate programmes. The director of graduate programmes, assisted by the AAC, will then try to resolve the issue. Once the process is concluded, the student will be notified by email by the director of graduate programmes. The Formal Resolution process should take place no later than one week after the end of the Grade Appeal 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 Dean. 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 Dean 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.

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 2 above by writing to the director of graduate programmes 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 director of graduate programmes 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 Dean and the AGDA Director General's Office. The AGDA Director General's Office will then notify the student in writing of its decision. The AAC will only recognize formal complaints that go through this grievance process.

Procedure:

- **If a student** believes that he/she was graded unfairly, the student is expected to go through the Informal Resolution process first.
- **Students** are expected to go through Steps Two (Formal Resolution) and Step Three (Appeal Process) as outlined in this policy to resolve any issues related to grade grievances
- **The director of graduate programmes** will communicate all decisions in writing to the students
- **All communications** will be kept in the student's file

4.16. General Student Complaints

General complaints are understood to be unrelated to a student's grade, performance in a class, probation status or dismissal from AGDA.

Students have to lodge their complaints with Student Affairs first. Most of the complaints would be resolved at this stage.

If the student is not satisfied or if the complaint is not properly addressed according to the student, the student can put the complaint in writing to Student Affairs to the attention of the AAC. Student Affairs will then take the complaint to the AAC for discussion and feedback.

The AAC's feedback and decision will then be communicated to the concerned student in writing by the Student Affairs supervisor. Copies of all communication with students, including the AAC decision, will be kept in the student's file.

Procedure:

- **Students** lodge their complaints with Student Affairs first.
- **Student** Affairs tries to resolve and address the complaint.
- **Student** Affairs responds to the student in writing.
- **If the student** is not satisfied with the resolution, they can opt to lodge the complaint in writing to AGDA Student Affairs to be addressed to the AAC.
- **The complaint** is then taken to the AAC for discussion and feedback.
- **The Student Affairs** Supervisor then communicates the AAC's feedback in writing to the student and places all communication in the student's file for future reference.

4.17. Academic Standing and Probation

The evaluation of students' Satisfactory Academic Progress at the academy is conducted using qualitative and quantitative criteria. The quantitative standard includes the minimum credit hours that must be enrolled and earned per semester and the maximum timeframe for students to complete degree requirements; the qualitative standard concerns the Cumulative Grade Point Average (CGPA) of students.

Program Completion Timeframe

Students should fulfil the requirements for their postgraduate diploma within a maximum duration of one year and complete the requirements for master's degrees within a maximum duration of three years.

Academic Warnings

Graduate students enrolled in PGD and MA programs with Cumulative Grade Point Average (CGPA) below 3.00 will be subject to academic probation. An academic warning will be issued to alert students about the potential consequences and the need to enhance their academic standing. 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 AGDA or be dismissed. In case of dismissal, the student will be notified in writing by the AGDA Director General's Office.

Students who are not achieving Satisfactory Academic Progress have restrictions on their maximum credit hours enrollment per semester. They are expected to seek guidance from program coordinators and act on the advice provided by them and the department and office responsible for supporting

students facing academic challenges. Guidance may encompass various measures, including stipulations on enrolling in specific courses and repeating courses with lower grades.

Any grants, scholarships, or financial support provided by AGDA will be withdrawn for students on academic probation, unless otherwise specified in the grant or scholarship terms.

Upon achieving the acceptable standard for the Cumulative Grade Point Average (CGPA), students will regain good standing in the subsequent semester of enrollment.

Dismissal

Students who fail to meet the minimum expectations of the academic program criteria and the academic progress requirements will be dismissed from the program. A letter of dismissal will be issued during the following regular semester, explaining the decision.

Students may be placed on Probation in the following instances:

Procedure:

The following procedures to be taken:

- **Students** with a CGPA below 3.00 are identified for academic warning and potential probation.
- **Students** receiving an academic warning due to a CGPA below 3.00 are notified via official communication from the Registrar's Office.
- **The director of graduate programmes** and designated student support offices provide guidance to students on improving their academic standing.
- **Students** on academic probation are required to adhere to the stipulations provided by program coordinators and support offices.
- **Probationary** measures may include enrolling in specific courses, or repeating courses with lower grades.
- **Upon** achieving the acceptable CGPA standard, students will be reinstated to good standing status in the subsequent semester of enrolment.
- **The Registrar's** Office updates students' academic records to reflect their improved standing.
- **Students** who consistently fail to meet the minimum academic progress requirements are subject to dismissal from the program.
- **The director of graduate programmes** Office issues a letter of dismissal during the following regular semester, providing a detailed explanation for the decision.

- **Dismissed** students are informed of their right to appeal the decision and are provided with resources for academic advising and support if they choose to reapply to the program.
- **The Registrar's** Office maintains records of students' academic progress evaluations, including warnings, probationary status, and dismissals.
- **These records** serve as documentation of students' academic standing and may be referenced for internal audits or appeals processes.

4.18. Comprehensive Student Evaluation (CSE)

While at AGDA, 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 PGD students are evaluated at the end of the academic year using the Comprehensive Student Evaluation (CSE) process and form.

Students may be placed on Probation in the following instances:

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 considered during the end-of-year evaluation. In addition, students may be required to sit for an Exit Interview to help facilitate their evaluation. A committee approved by the AAC evaluates all students. The evaluations are reviewed and approved by the Dean and the

AGDA Director General's Office. The evaluations are then sent to the students' employers.

4.19. Continuing Education and Lifelong Learning Policy

Policy Statement

AGDA prioritize lifelong learning and continuing education as fundamental components of personal and professional growth in the fields of diplomacy, international relations, and human rights. AGDA is committed to providing comprehensive educational opportunities, including recognition of prior learning, executive training programs, and micro-credentials, to support the advancement of diplomats and professionals in these fields.

Recognition of Prior Learning (RPL):

Recognition of Prior Learning (RPL) acknowledges the existing knowledge, skills, and experiences of diplomats and professionals acquired through formal or informal learning. AGDA recognizes and values the diverse experiences and expertise of diplomats and professionals and offers pathways for the recognition of prior learning, in adherence to AGDA's Recognition of Prior Learning Policy and Procedure.

RPL processes are transparent, equitable, and consistent, allowing individuals to demonstrate their competencies through various assessment methods. Diplomats and professionals can receive academic credit based on their prior learning experiences, thereby accelerating their progress towards academic degrees or certifications.

Executive Training Programs:

Executive training programs offered at AGDA are designed to enhance the leadership, negotiation, and diplomatic skills of diplomats and professionals. AGDA offers executive training programs tailored to the specific needs of diplomats, government officials, and professionals working in international relations and human rights.

Executive training programs integrate theoretical knowledge with practical insights and real-world case studies to prepare participants for the complexities of diplomatic and international environments.

Micro-Credentials:

AGDA offers micro-credentials to enable diplomats and professionals to acquire targeted competencies and credentials recognized by diplomatic institutions, international organizations, and human rights agencies. Micro-credentials are designed to be flexible, accessible, and stackable, allowing learners to customize their learning pathways and earn credentials incrementally. Micro-credentials are aligned with industry standards and emerging trends, ensuring relevance and applicability to the dynamic field of diplomacy and international relations.

Continuing Education and Lifelong Learning Office

AGDA possess a dedicated Continuing Education and Lifelong Learning Office, that is responsible to managing, and overseeing the continuing education programs and initiatives. This office collaborates closely with academic departments and the Executive Training Department to develop and deliver programs, trainings, and learning opportunities tailored to meet the needs of AGDA students and alumni. These offerings are designed to align with the dynamic landscape of the international relations and human rights field.

4.20. Student Records

1. Student Affairs 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 Academy.

2. Students have the right to review their personal information, academic and educational records, and to update or change their personal data and contact details through the Change of Contact Information Form.

3. Students can review and print unofficial copies of their transcripts.

4. Student Affairs is the only department who has the authority to print official complete transcripts with the Academy's seal. Students should submit an official Transcript Request Form requesting issuance of a transcript.

5. All student records will be stored in a secure, fireproof cabinet in the office of Student Affairs.

6. Student academic records will be stored using a computer-based student information system. This system will have an automatic backup function to avoid any data loss or damage.

7. Disclosure of information in educational records to persons within or outside the AGDA, except as indicated in this policy, requires the student's written consent.

8. The AGDA may have access, without the student's prior consent and without a record being made, to specific student records in which they have a legitimate educational interest.

9. Custodians of students' educational records have the responsibility to treat personal information with appropriate care and discretion and not exchange such information unnecessarily, and to ensure that the transfer of information between persons not in the same office or working group serves a legitimate AGDA purpose.

10. Educational records may be disclosed, without a student's prior consent, to officials of another educational institution in which the student seeks or intends to enroll, or in which the student is enrolled concurrently.

Procedure:

- **Student Affairs** updates students' records and keeps these records stored in a secure, fireproof cabinet.
- **Students** can update or change their personal data and contact details through the Change of Contact Information Form.
- **Students** can request an official transcript by submitting an official Transcript Request Form requesting issuance of a transcript from Student Affairs. Student Affairs releases the transcript to the student.
- **To disclose** information in educational records to persons within or outside the AGDA, the **The** director of graduate programmes has to request the student's written consent. The written consent must be signed and dated and must include a specification of the records to be disclosed, the purpose of the disclosure, and the party to whom the disclosure may be made. The registrar holds a record of each request and of each disclosure.
- **The director of graduate programmes** notifies students of disclosure of personal information to third parties and the Registrar shall provide a student with copies of the disclosed records if he or she requests them. The disclosed material should contain a statement to the effect that acceptance of these materials constitutes an agreement to abide by this condition.
- **To exercise** the right of withholding information a student should submit a request to the director of graduate programmes.

4.21. Transcripts

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

4.22. Student Records from Other Institutions

AGDA has the right to keep all student documents submitted from another institution as the property of AGDA 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.

4.24. Student ID

All students are issued AGDA identification cards when they first enrol in the Academy. This card is the property of AGDA and must be surrendered to AGDA upon request. The card displays the student's photo and contains the student's name, ID number and may mention their date of birth.

All students are expected to carry their card with them at all times when on AGDA property. An ID card must be produced when official identification is needed or requested.

AGDA'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 AGDA official is a violation of the Student Code of Conduct and may restrict the holder's access to the AGDA and/or its facilities. Any attempt to use an expired, altered or duplicated AGDA ID or make use of another student's ID, is prohibited.

4.25. Leave

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. 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.

b. Paternity Leave

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

c. 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.

d. 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.

e. 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.

f. Emergencies

Students should contact Student Affairs within 48 hours should they be absent. AGDA 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, AGDA will consider that student as 'missing' and may assign an "Incomplete" grade for the semester (see section 4.16 on "Incomplete Grades").

4.26. PGD and MA Students' Attendance

Students must attend all classes as attendance is compulsory. Students with poor attendance will receive three warnings, and if absences exceed the maximum allowed, they'll receive a "WA" grade for the course. Exemptions for absences will be granted with documented evidence of a legitimate excuse.

Students on Probation may be dismissed from AGDA if they miss any other class without a valid excuse. The AGDA Director General's Office notifies students and their employers in writing in cases of dismissal.

Excused Absence/ Legitimate Excuse: Valid reasons for absences include: (1) Emergency Illness, with supporting documentation from Health Authority; (2) Road Accident, substantiated by a police report; (3) Death of a close relative, accompanied by a death certificate; and (4) Official/ Governmental work mission.

Levels of Absence Notifications

First Attendance Notification

Upon missing 5% of the total class contact hours, students will receive their first attendance warning for the enrolled course. A notification will be sent to the respective course faculty members and the student via their AGDA email address.

Second Attendance Notification

Upon missing 10% of the total class contact hours, students will receive their second attendance warning for the enrolled course. A notification will be sent to the respective course faculty members and the students via their AGDA email address.

Third Attendance Notification

Upon missing 15% of the total class contact hours, students will receive their third attendance warning for the enrolled course. A notification will be sent to the respective course faculty members and the student via their AGDA email address.

Course Dismissal Due to Excessive Absence

The student will be dismissed from the enrolled course, if he or she exceeded the 10% (PGD) or 15% (MA) of absences from the total class contact hours. The course faculty members and students will be notified of the dismissal via their AGDA email addresses. Additionally, the student will receive a "WA" grade, denoting withdrawal due to absence, for that course, which will be documented in their transcript. Upon dismissal from a course, the student's access to lectures, course materials, and any assigned course work will be revoked.

Submission of Absence Excuses

Students with legitimate excuses as defined in this policy can submit an approved excuse for absences to the course faculty member and Student Affairs Office within one week after the absence. Details are outlined in the procedure of this policy. Students are responsible for communicating and notifying their course faculty members of any expected obstacles to attendance.

Student Appeals

If a student's absence excuse is rejected or if the student receives a "WA" grade, they have the option to appeal. The student can initiate an appeal by contacting the Student Affairs Office. The Student Affairs Office will then coordinate with the course faculty member and the director of graduate programmes for further review and discussion. The final decision will be communicated to the student within the specified timeframe outlined in the procedure.

Procedure:

- **Student** who missed a class with a legitimate excuse should provide a copy of the excuse documentation to the course faculty member for review and approval within one week following the absence.
- **Faculty members** may reject or approve the absence excuse. In the case of approval, the student should submit the approved excuse to the Student Affairs Office to remove the absence.
- **Once the attendance record is modified, a notification email will be sent to the student and the course faculty member.**
- **If the course faculty member** rejects the absence excuse, or the student has been granted a "WA", the student may request an appeal by contacting the Student Affairs Office within one week following the course faculty member rejection or withdrawal due to absence from the course.
- **The Student Affairs** Office will communicate with the course faculty member and director of graduate programmes to review the submitted absence excuses documentation or the withdrawal due to absence from the course.

4.27. Class Disruptions

PGD and MA students are expected to physically or virtually (if a course is online) remain in the classroom for the entire duration of all classes. Students are expected to turn on their cameras at all times if their course is virtual. 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 behaviour 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 AGDA Director General's Office.

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)"**).

4.28. Punctuality

PGD and MA students are expected to be on time for all 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.

The instructor is responsible for defining all punctuality guidelines. MA 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.

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)").

4.29. Submission of Coursework

Coursework 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 coursework deadline. The instructor may decide to extend the submission deadline and assign a new date.

Faculty and students are required to use AGDA software when submitting coursework and assignments.

4.30. Mobile Phone Use

AGDA 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 classes, whether virtual or physical, 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. 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 AGDA Operations") and may result in probation or dismissal from AGDA.

b. During Exams

The use of mobile phones (and related devices) is strictly forbidden during exams—unless the instructor has granted permission. When on campus, 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 penalised according to section 7.8 (on "Academic Integrity") of this Handbook.

c. During AGDA Events and Guest Lectures

Mobile phone use is forbidden during all AGDA 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 AGDA Operations") and will be penalised according to section 8 (on the "Student Code of Conduct") of this Handbook.

4.32. Participation of Students in AGDA Events and Guest Lectures

PGD students are expected to attend all AGDA events and guest lectures that they are invited to, whether on the AGDA campus, off-campus or online. 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 AGDA event per semester without written authorisation from Student Affairs. 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 AGDA events and guest lectures will be taken into account when evaluating students at the end of the academic year.

MA students will be required to attend AGDA events and extra-curricular activities if such events are a part of their class. In other instances, their presence at events will be encouraged.

4.33. Academic Integrity

AGDA seeks to create an environment that promotes academic achievement and integrity, that is protective of free inquiry, and that serves the educational mission of the Academy. The purpose of this policy 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 violation of these standards.

The policy and procedures on Academic Integrity apply to student conduct that occurs on AGDA premises or at AGDA-sponsored activities. This policy will also be discussed at the first Academic Affairs Committee (AAC) meeting of each academic year to ensure that all faculty are aware of it and follow it to the letter.

The following section contains information on the following aspects:

- Academic integrity violations
- Sanctions and penalties
- Procedures for reporting and dealing with academic integrity violations
- Using TurnItIn to screen for plagiarism
- The use of Artificial Intelligence (AI)
- Mitigation and Appeals

AGDA is an academic institution with strict policies regarding academic integrity. A zero-tolerance policy is therefore implemented to protect the work of students, faculty members and researchers. Academic violations typically fall within two categories, as described below.

A. Major Academic Integrity Violations:

Academic integrity violations include, but are not limited to, the following:

1. Cheating, which includes any of the following: using unauthorized notes, aids or information on an examination; having examination/test or course-related materials in examinees' hands without authorization even if they have not been used yet; allowing another person to do one's own work and submitting it for grading; trying to copy something from someone else or copying it during/for an exam or assignment; preloading answers into a calculator/electronic device before the exam

and using the device during the exam; making use of written notes, prepared responses, cheat sheets, or hidden information; looking up solutions for graded assignments online; talking with someone else about the answers during an exam and texting back and forth, mouthing responses, passing notes, gesturing to someone else, etc.; sending others a text or email with images of the exam and asking and answering questions for other students who have not taken an exam yet; submitting completed coursework which has not been produced by the sole efforts of the student through any means, including the use of AI, contract cheating and ghost writing, and can include material which has been procured from any external sources or has resulted from unauthorized assistance; submitting identical papers or course work for credit in more than one course without prior permission of the instructor(s).

2. Plagiarism: submitting material that in part or whole is not one's own work as follows:

- **Direct plagiarism:** copying someone else's writing without giving credit where inspiration came from.
- **Full plagiarism:** full plagiarism is when a student submits another person's work under his/her own name. It also includes stealing or "borrowing" someone else's work and turning it in as one's own.
- **Collusion plagiarism:** when students work together inappropriately on exam tasks, such as take-home examinations or essay projects, unless authorised by the faculty member. To reduce the possibility of collusion or plagiarism, students should always ask their instructor what is relevant if they are unsure.
- **Duplication of Work:** reusing one's own article/essay/research/work/text/thesis in a research project at AGDA is considered plagiarism.

3. Falsification of information - forging signatures and/or papers related to AGDA or class activities, altering papers and documents, and passing them off as authentic are considered academic integrity violations.

4. Unauthorised access - where students gain or provide access to exam papers through unauthorised means or using materials and exams from previous semesters without the instructor's permission.

5. Interference - interference in AGDA's academic integrity violations processes and procedures by providing false information is an academic integrity violation.

6. Outsourcing - completing an assignment or a paper on behalf of another student is an academic integrity violation. Both parties involved in the process are in violation.

7. Impersonation - pretending to be someone else during an exam or during classes is considered an academic integrity violation.

8. Copyright infringement - using copyrighted materials (print, electronic or multimedia) in a manner that violates international copyright laws. This would also include sending or selling course materials to third parties, transferring them to other individuals, or uploading them to a third-party vendor without authorisation or the express written consent of the instructor. Course materials include but are not limited to class notes, faculty's PPTs, syllabi, tests, quizzes, instruction sheets, homework, study guides, handouts, completed assignments, and graded work.

B. Minor Academic Integrity Violations:

Minor academic integrity violations include, but are not limited to, the following:

a. Inadequate citation of quotes: including another author's words or phrases into a longer paraphrase without adding citations or quote marks.

b. Source-based plagiarism: understanding source-based plagiarism can be challenging. When a writer plagiarizes in this manner, they may accurately credit their sources yet misrepresent them. The author may, for instance, cite a secondary source in their writing but only provide credit to the main source that served as the basis for the secondary source. Other instances include creating sources or citing false information.

c. Paraphrasing without citation: rephrasing an original source's language while using its concepts without giving credit.

d. Inadequate citation of paraphrase: using an author's ideas and changing their language in an original source while trying to credit the source(s) of the information, but failing to cite properly ,

e. Plagiarism in images: using pictures, figures, charts, or graphs from a source without giving due credit,

f. Misrepresentation of common knowledge: not citing information owing to the belief that it is "common knowledge."

g. Accidental plagiarism: since accidental plagiarism occurs when a writer is unaware that he/she is copying another person's work, it is arguably the most prevalent kind of plagiarism.

h. Late submission of assignments/thesis/dissertations or not adhering to the institutional deadlines or submission dates, etc.

Sanctions and Penalties:

For plagiarism violations under section A (point 2) including duplication of work, the following sanctions apply:

- **Similarity between 10 and 30%** - Such cases will be assessed by the faculty member to determine whether the plagiarism reflects poor academic practice (e.g., weak paraphrasing, improper citation, etc.) or genuine misconduct. If judged to be a violation, the faculty determines the appropriate grade penalty to apply.
- **Similarity between 30 and 50%** - assignment either must be redone and resubmitted for a maximum grade of D, or gets 0.
- **Similarity above 50%** - automatic 0 for the assignment, and possible 0 for the course if this is the major coursework.

For plagiarism violations as defined in section B, a grade penalty will apply. A grade penalty is defined as lowering of the assignment grade or failing the assignment.

For other academic integrity violations, the following sanctions may apply:

- **Grade penalties:** lowering of the final class grade or failing the course.
- **Probation:** students who violate AGDA's academic integrity may be placed on probation for the remainder of the academic year. They will be notified of their probation in writing by the AGDA Director General's office. The letter will be permanently placed in the student's file.
- **Dismissal:** Only the AAC, in cooperation with the AGDA Director General's Office, may approve dismissal in the event of an academic integrity violation. The AGDA Director General's Office notifies the students and their employers in cases of dismissal due to academic integrity violations.

Repeat Offenders: Students who violate AGDA's academic integrity rules more than once will be directly referred to the Academic Affairs Committee (AAC), where disciplinary action will be taken.

Procedures for Dealing with Academic Integrity Cases:

- All cases of academic integrity violations should be reported to the Academic Director, the Dean and the Academic Affairs Committee (AAC) by the relevant faculty member, as set out in the policy. This should include the sanction that the faculty member is proposing to impose.
- Faculty will inform the Academic Director and the Dean in writing by e-mail on the grade penalties imposed. The written email should indicate why the similarity exists and reflect on

its seriousness. For instance, if the similarity is due to certain bibliographical resources being mentioned in other papers, this should be clarified.

- The AAC will endorse the faculty member's proposal unless there is a strong reason to overrule it.
- For 'major' academic integrity violations, the AAC will appoint an ad hoc committee to review the case(s) and recommend the appropriate sanction to the AAC for final decision. The sanctions that may be imposed for a 'major' violation are either 'probation', 'grade penalty' (including awarding an F) or 'dismissal' from AGDA.

Student violations, including but not limited to the assignment in question and all correspondence between the instructor, the AAC, the Academic Director, the Dean, and the student, as well as AAC meeting minutes and letters, will be documented and stored in the student's permanent records at the Registrar (both hard copy and online).

Screening Plagiarism through TurnItIn:

AGDA uses Turnitin to screen essays, theses and, where relevant, examination scripts, for evidence of both plagiarism and AI misuse. The program works by reviewing uploaded text through a vast web of international databases and can reliably detect when students have copied internet sources, published articles, published books and also any and all student writings where exercises have been uploaded into Turnitin in other institutions. In this latter case, Turnitin can also reliably detect cases where students pay for essays to be produced in so-called essay factories. For example, if Turnitin identifies a large percentage of text as present in an essay reviewed in another institution, it is highly probable that one author has generated both essays.

Turnitin is available on the LMS. Uploaded academic work is automatically processed, and a report is generated, identifying all text which originates from other sources, including academic papers, websites, etc.

Academic work which contains a high ratio of quotations and where there is a particularly lengthy bibliography, will show a correspondingly high percentage of text for review. The existence of highlighted text does not in itself indicate wrongdoing.

Students are encouraged to upload their work into the system for preliminary review. Students can check their work for missed citations and errors and can repair them.

All faculty and adjunct instructors will be trained on how to use the TurnItIn software with all its features at the beginning of each academic year.

Use of Artificial Intelligence (AI):

A faculty member must provide permission to students before using any tool or assistive technology to complete their coursework. Whether and how Generative AI can be utilised in the classroom must be specified by the faculty in their syllabus. If a syllabus contains no specific mention of Generative AI, students should consider that its use is prohibited in submitting coursework for that course.

Mitigation and Appeals:

Students have a chance to appeal the sanctions related to Academic Integrity through AGDA's grievance process.

A student can submit evidence in support of a claim for mitigation/condonation at the request of a faculty member and or the AAC. Grounds for mitigation include:

- Illness (accompanied by a doctor's note),
- Extenuating family circumstances (accompanied by relevant proof),
- A credible explanation as to why and how the incident in question took place resulting in 'mistake',
- A statement of culpability of wrongdoing on the part of the student.
- Claims of mitigation/condonation will be considered by the faculty members and the AAC and can only be applied to minor violation penalties.

4.34. Adequacy of Faculty Members

AGDA ensures adequate number of faculty members are maintained to deliver the graduate degree programs. AGDA maintains 1:16 faculty-student ratio in each of its offered academic degree programmes.

4.35. Student Publications and Media

Students must obtain approval from both the Communications and Outreach Department and Student Affairs prior to engaging in any form of media participation or contribution, including print media, radio, television, etc., and before students publishing their work or leveraging their position at AGDA or Ministry of Foreign Affairs in a public capacity.

The relevant departments at AGDA are responsible to ensures that students clearly indicate that their involvement is of a personal nature, and that any contributions made do not represent the views or opinions of AGDA on any matter.

Rules and Regulations

The following rules and regulations to be considered when students wish to participate in media engagements.

A) AGDA Students Engagement in Publication and Media

This section outlines the involvement of AGDA students in various media platforms. The media landscape includes all types of offline and online media including newspapers, magazines, newswires, online news portals, TV and radio channels. The social media landscape encompasses everything from Twitter, Instagram, Snap Chat, Tiktok, Facebook, Reddit, LinkedIn, YouTube, and other social media platforms.

Students must ensure that their participation in the media is voluntary unless specifically authorized by the Academy. Students must clearly indicate that their involvement is on a personal basis and does not represent the views or opinions of the Academy.

Under no circumstances should any information regarding AGDA be shared with the media. The following are strictly prohibited from being shared or disclosed:

- **The** nature and type of courses and trainings carried out by the AGDA
- **Projects** in which AGDA has an interest (including information contained in or obtained from documents, overviews, benchmarks, participation or involvement in conferences, workshops and seminars, collaborations, and other initiatives) whether complete or ongoing
- **AGDA** students' cards, and AGDA email address and telephone number
- **Professional** networks and contacts established during studying at the AGDA

- **Any** media activity undertaken by a student in their personal capacity that could potentially associate them with AGDA and negatively impact or question AGDA's reputation will be treated as a disciplinary issue.
- **When** AGDA students write papers, reports, or publications for public dissemination in their personal capacity, they must ensure that the content does not harm or involve AGDA in any manner.
- **Students** are also required to be courteous when interacting online and not use profane, offensive, or discriminatory language or engage in similar discourse.

B) AGDA Student Policy Compliance Guidelines

AGDA students shall comply with the following:

- **Sending** personal messages using the AGDA email account is prohibited. If this cannot be avoided, students are required to remove their AGDA email signature, and inform the recipient that the email is personal.
- **No AGDA** information should be sent via public internet email services (e.g. Gmail, Yahoo, iCloud) under any circumstance.
- **The use** of AGDA branding on documents or web pages created for personal purposes is not permitted. Personal documents, letters or emails may not, by implication or otherwise, purport to represent AGDA in any official capacity.
- **AGDA letterhead**, faxes and headed notepaper are for use in connection with AGDA business only and students must not use them for any other purpose.
- **Use of the AGDA name** in personal transactions to gain a discount, upgrade, preferential treatment, etc. is prohibited, unless there is a known formal scheme in place.
- **Comment** to the media (or passing of materials, papers or information to the media) contrary to this policy document (e.g. anonymous comments on AGDA affairs, comments in breach of confidentiality undertakings or passing over internal e-mails or documents) will be regarded as a violation of the AGDA Student Code of Conduct.
- **In cases** of recreational activities and events in which students participate, including those involving family, friends, and acquaintances, the nature and type of work, projects and courses carried out by the AGDA should not be discussed.

Procedure:

The following steps to be taken when student wishes to engage in any publication and media that is related to AGDA:

- **Students** who wish to engage in any form of media participation or contribution, including print media, radio, television, or social media, must submit a formal request for approval.
- **The** request should be addressed to both the Communications and Outreach Department and Student Affairs.
- **Along** with the request for approval, students must submit a detailed proposal outlining the nature of their intended media engagement.
- **The** proposal should include information such as the purpose of the engagement, target audience, content to be shared, and potential impact on AGDA's reputation.
- **Upon** receiving the request and proposal, the Communications and Outreach Department and Student Affairs will review the submission to assess its alignment with AGDA's policies and values.
- **If** necessary, students may be asked to provide additional information or clarification regarding their proposed media engagement.
- **Approval** will be granted only if the engagement is deemed appropriate and in line with AGDA's guidelines.
- **Once** the request is approved, students will be notified by the Communications and Outreach Department and Student Affairs.
- **The** notification will include any specific conditions or restrictions that must be adhered to during the media engagement.
- **Prior** to participating in any media activity, students must clearly indicate that their involvement is in a personal capacity and does not represent the views or opinions of AGDA.
- **This** declaration should be included in all communications or contributions made by the students during the media engagement.
- **Students** must strictly adhere to the rules and regulations outlined in the Student Publication and Media Policy.
- **Any** violation of the policy will be subject to disciplinary action as per AGDA's Student Code of Conduct.
- **The** Communications and Outreach Department and Student Affairs will monitor students' media engagements to ensure compliance with the policy.
- **Students** will be encouraged to provide feedback on their media engagements, including any challenges faced or lessons learned.



05 STUDENT CODE OF CONDUCT

AGDA 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.

AGDA 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 AGDA community, to preserve the spirit of community and provide a comfortable and safe environment for all students enrolled at AGDA, 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 AGDA, to student conduct that occurs on AGDA premises, online and at all AGDA-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 AGDA Director General's Office and will result in disciplinary action. Disciplinary action includes a written warning, probation or dismissal from AGDA. Students who have been dismissed due to violations of the Student Code of Conduct, will be denied access to AGDA premises and services. The AGDA 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 AGDA Operations

AGDA students must refrain from:

- **Engaging** in obscene, offensive, indecent or unacceptable conduct on AGDA property, online and at AGDA sponsored events in the UAE and abroad;
- **Not** complying with the lawful order of an AGDA faculty or staff acting in the lawful performance of his or her duties and authority in all academic activities;
- **Damaging** the reputation of AGDA through unacceptable actions or behaviours;
- **Bringing** unauthorised visitors onto the AGDA's premises or to AGDA events and courses,
- **Disrupting** or interfering with any event, programme, class or facility in the AGDA;
- **Failing** to present the student ID to an AGDA staff member upon request;



- **Forging** or unauthorised use of the AGDA's documents, forms, records or ID cards;
- **Engaging** in solicitation in or on the AGDA premises, or intentionally acting to impair, interfere with, or obstruct the orderly conduct, processes and functions of AGDA;
- **Not** meeting the full expectations of AGDA academic integrity rules.

b. Relations with Other Students, Faculty and Staff:

Students must 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,** 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 stalking another person.
- **Disrespecting** any or all of AGDA's faculty and staff, including cleaners and security personnel.
- **Disobeying** instructions given to them by any member of the AGDA faculty and staff.
- **Falsifying** their personal information held by AGDA.
- **Attempting t**o bribe or give gifts to any member of the AGDA's staff. This excludes reasonable token gifts.
- **Communicating** with the AGDA 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 or online.
- **Using** the AGDA brand, logo or website without written approval from the Communications Department.

- **Attempting** to bribe or give gifts to any member of the AGDA's staff. This excludes reasonable token gifts.
- **Communicating** with the AGDA 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 or online.
- **Using** the EA brand, logo or website without written approval from the Communications Department.

c. AGDA Property

Students must refrain from:

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

d. Welfare, Health and Safety

Students must refrain from:

- **Using,** possessing or manufacturing firearms, explosives, unregistered fireworks or other dangerous articles.
- **Falsely** reporting a fire or activating emergency warning 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 AGDA when directed to do so by an AGDA 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 AGDA campus.

e. Offensive Material

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

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

The following describes what is typically understood to be offensive:

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

f. Unlawful Behaviour

Students must 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.
- **Representing** AGDA in any event or platform without the written approval of the Communications Department.

If any student believes that he/she has been the subject of harassment, or if any student is aware of or witnesses a situation that he/she believes to be based upon or involving harassment, the student must report the matter immediately to the Student Affairs section.

AGDA 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 AGDA facilities, except in designated spaces.

I. Internet Usage

Internet is provided at AGDA as a means of productive research and knowledge to facilitate conducting your job in a better way. Following guidelines should be followed while using AGDA internet service:

1. Internet access is limited to job-related activities only.
2. Do not spend extended periods of the working day looking at non-business related internet sites and accessing personal webmail accounts.
3. Do not use up large proportions of internet resources on non-business related activity, to the harm of genuine business internet usage. This includes:
   - **a.** Leaving live internet feeds open all day for live news, stock or sports results.
   - **b.** Downloading images, video or audio streams for non-business related purposes.
   - **c.** Do not provide any information related to your work in AGDA (e.g. your business email, your position, etc.) on public networking websites (e.g. Facebook, Twitter, etc.).
   - **b.** Do not use web-based email websites (e.g. Hotmail, Gmail, Yahoo Mail, etc.) to communicate business-related information of classification "Internal Use" and higher.
4. Do not use web messaging tools (e.g. WhatsApp, Google Talk, Yahoo Messenger, etc.) to communicate business-related information of classification Internal Use and higher.
5. Do not use any technique to bypass the IT monitoring of your Internet traffic (E.g. Proxy).
6. Do not download copyrighted material with intent of violating the owner's intellectual property rights, whether it is website content, documents, images, software, or any other material that is protected.
7. Do not download software and install or run it on AGDA systems without prior authorization from your manager and consent from AGDA IT.
8. Do not use peer-to-peer applications (e.g. Bit-Torrent, µTorrent, etc.) to download documents, videos, games, music or software. These are copyrighted material and downloading them is a violation of Compliance policy.
9. Do not provide your domain user ID and password to other unauthorized users to use internet facilities.

10. Do not use someone else's user ID and password to access the internet.
11. Do not download and install software used for any hacking activity.
12. Do not deliberately access sites to view or download offensive or obscene material.

06 STUDENT SERVICES AND ACTIVITIES

6.1. Campus Services and Facilities

All AGDA students have access to a range of services, including dining facilities, health services, IT support, prayer rooms and a student lounge. Some services may be restricted or offered virtually during unavoidable circumstances.

6.2. Academic Support Services

Library

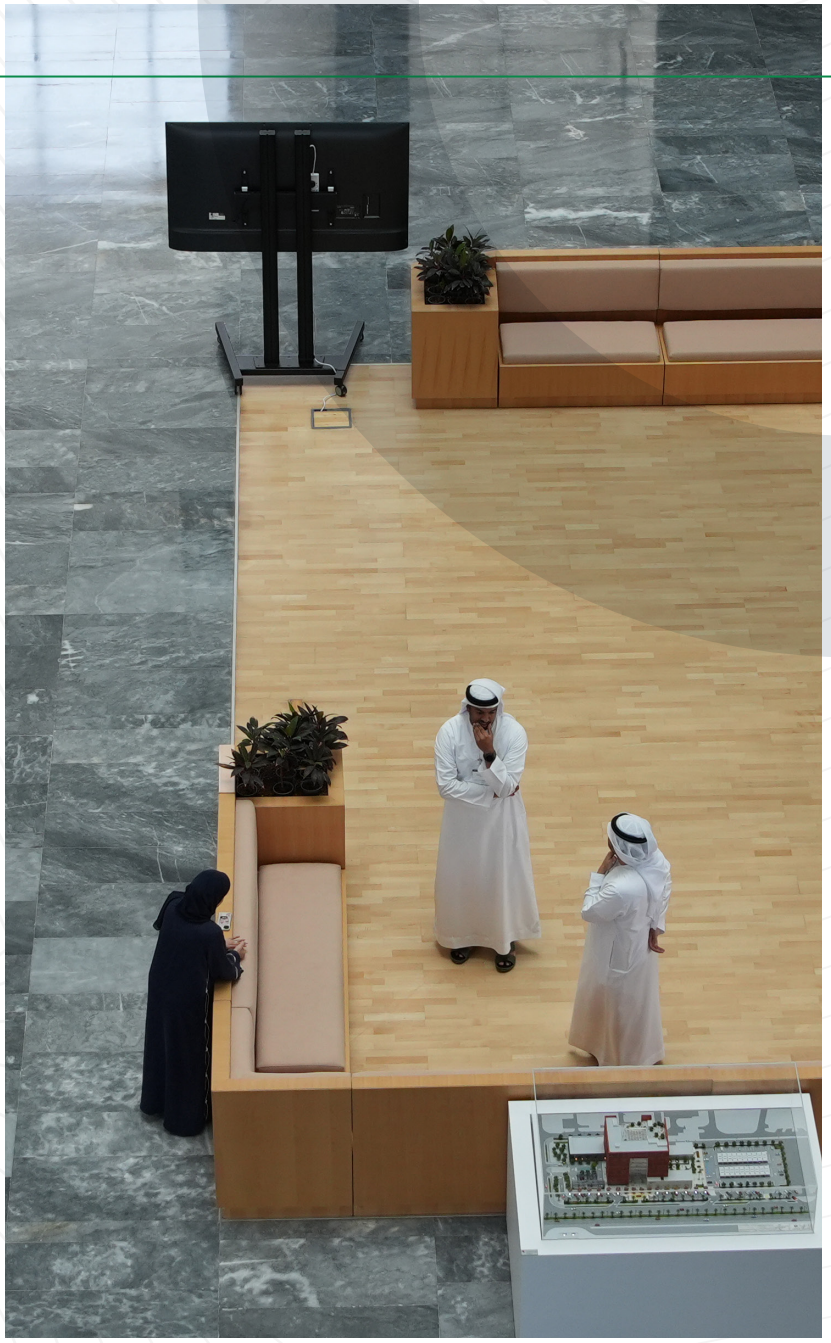
The library is dedicated to creating an environment that supports the educational programs and research objectives outlined in AGDA's mission. To achieve this, the library is committed to allocating the necessary resources, including funding, to provide suitable learning resources. These resources are tailored to the specific needs of the educational programs, practices, and research initiatives identified by students, faculty, and staff members.

The library extends access and user privileges to its services for students, faculty, and staff. The library plays a crucial role in enhancing the teaching process by offering learning resources tailored to the various disciplines. Additionally, the library provides sufficient space for studying and conducting research, accommodating both individual and group study sessions. It also facilitates collaborative activities and allows faculty, staff, and students to access electronic databases, conduct research, make copies, and study materials as detailed below.

1. AGDA Library Facilities: The library offers seating for 85 individuals. It provides computer workspaces, high-speed Internet connections and connected printers, empowering students to efficiently search databases and conduct research to support their academic pursuits. Students also have the flexibility to utilize their personal laptops or tablets for accessing databases, and they can enjoy complimentary access to AGDA WIFI.

2. Printing Services: The library's computers are connected to printers, enabling students to print both color and black-and-white papers.

3. Study Rooms: AGDA students are privileged with access to study rooms housed within the library. These study rooms accommodate various needs such as tutoring sessions, group projects, or study groups. Within these rooms, students can access AGDA WIFI. Each study room can comfortably accommodate up to four students and is available during the library's operating hours.



4. Reference and User Education: The library staff plays a vital role in assisting students, faculty members, staff, and visitors in making effective use of reference services, resources, and databases. They diligently respond to emails and requests from students and faculty, addressing inquiries about the availability of resources and materials. Furthermore, they offer guidance in creating bibliographies and citations and provide directions for locating services and materials.

5. Library Orientation Sessions: The library is committed to ensuring that every new student and faculty member commences each semester with a strong foundation. To fulfill this commitment, the library provide orientation programs at the begining of each academic year. The library remains adaptable to conduct additional orientation one to one sessions as required throughout the academic year.

6. Circulation services: Borrowing books from the library by enrolled students, alumni, faculty and staff members is permitted.

Library is open from 8.00 am to 9.00 pm to allow students to access learning resources outside of classroom hours. The library has a wide range of materials, including books, periodicals, electronic learning resources and reference desks.

Diplomatic Majlis

Diplomatic Majlis is an AGDA event series that aims to foster knowledge exchange, networking opportunities, between AGDA future diplomats and ambassadors, diplomats and other professionals relevant to the field. Throughout these sessions, students will gain insights and delve into discussions and engage in meaningful dialogue on various significant topics. The Diplomatic Majlis provides invaluable learning experiences for students aspiring to enter the diplomatic arena.

AGDA Annual Trip

The AGDA Annual Trip aims to give students a hands-on experience in diplomacy, exposing them to diverse viewpoints and concepts in international development, bilateral and multilateral diplomacy, and foreign policy. The Trip is a mandatory exercise for all students and will be taken into account during their end-of- year Comprehensive Student Evaluation.

Student Counselling Services

AGDA does not offer psychological counselling services on campus. Students who require psychological support or mental health services are referred to external professionals in this field.

Personal and Academic Counselling

AGDA provides personal and academic counselling to support students in their academic journey through:

- **Student Affairs Office:** Offers guidance on non-academic matters, including personal and social issues, and can connect students with resources for personal growth and well-being.
- **Academic Advising Services:** Delivered by faculty to assist students with academic planning, course selection, and career guidance.

Referral for Psychological Counselling

Students requiring psychological counselling or mental health support will be referred to an external licensed professional. AGDA has established relationships with reputable external providers to ensure that students can access the necessary services.

Confidentiality

AGDA respects the privacy of students seeking counselling services. Any information related to a student's need for psychological counselling will be treated with strict confidentiality.

Academic Advising

Each student in the PGD and MA program is assigned to a faculty member who takes responsibility for providing academic advice and monitoring 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.

Student Affairs assigns students to an academic advisor at the beginning of the academic year. While students are encouraged to seek guidance from all their course instructors on their specific courses, their advisor has to be their first point of contact for all other academic matters.

Students are also expected to schedule regular meetings with their advisors. Students who are on probation should meet with their advisors often to seek guidance and support.

Faculty are expected to report to Student Affairs any major issue or challenge raised with an advisee.

Procedure:

- **Student Affairs** assigns an academic advisor to every PGD and MA student.
- **Student Affairs** communicates the assignments to faculty and students during Orientation.
- **Academic advisors** first meet with their advisees during Orientation.
- **Students** seek their advisors' guidance and support throughout the academic year, with the expectation that they have to meet with their advisors at least once a month.

Student Participation in AGDA 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 research that they are assisting with is published, their service as RAs ceases.

6.3. Student Council

AGDA The Student Council serves as the voice of the student body, advocating for their interests and concerns in interactions with AGDA faculty and staff. Through proposing and implementing initiatives, the Student Council aims to advance both its own mission and AGDA's mission, fostering engagement and collaboration among students, faculty, staff, and community members.

Procedure:

1. Student Council Membership

1.1 Eligibility

Members must meet the following eligibility criteria:

i. AGDA students are currently enrolled in the PGD program.

ii. Students with a history of misconduct and/or discipline are not eligible.

2. Responsibilities

1.2 Composition

i. Elected Officers: There will be five elected officers comprising of the President, Vice President, Treasurer, Secretary, and Communications & Outreach.

ii. Advisor: the director of graduate programmes will appoint a staff member from the department to serve as the AGDA-SC Advisor. The AGDA-SC Advisor will attend the AGDA-SC meetings, provide support and guidance to the AGDA-SC, and serve as an ex-officio non-voting member.

2.2 All Members

It shall be the responsibility of all AGDA-SC members to:

i. Participate in all scheduled AGDA-SC meetings.

ii. Propose and implement initiatives endorsed by the AGDA-SC to further its mission, as specified in the policy.

iii. Engage in AGDA-sponsored activities and events.

iv. Support and uphold AGDA's vision and mission.

v. Abide by the AGDA Student Code of Conduct detailed in the AGDA Student Handbook.

vi. Serve as a role model to the cohort.

2.3 President:

The President oversees the agenda of the AGDA-SC, ensuring the fulfillment of its mission through regular meetings.

2.4 Vice President:

Working closely with the President, the Vice President may act as a representative when required. They oversee the day-to-day operations of AGDA-SC activities and strive to achieve their objectives in line with the AGDA-SC's mission.

2.5 Treasurer:

The Treasurer is accountable for accurately recording all financial transactions and maintaining a sound accounting system. Transaction approvals are to be established in collaboration with the AGDA-SC Advisor and Student Affairs Office. Additionally, the Treasurer is responsible for budget proposals and monitoring. In the Treasurer's absence, the Secretary assumes her/his duties.

2.6 Secretary:

The Secretary is tasked with recording minutes and attendance during AGDA-SC meetings, preserving these records for future reference. Minutes should be forwarded to the AGDA-SC and AGDA-SC Advisor within three business days following each meeting. Moreover, the Secretary manages excused and unexcused absences, taking appropriate follow-up actions. In the Treasurer's absence, the Secretary assumes their duties.

2.7 Communications & Outreach:

This role involves representing the AGDA-SC to both internal and external stakeholders, collaborating closely with the Student Affairs Office and Communication and Outreach Office. The Communications & Outreach member ensures effective communication of AGDA-SC activities and initiatives throughout the academic year.

3. Meetings

3.1 Scheduled Meetings

The AGDA-SC meets weekly throughout the fall and spring semesters at predetermined dates and times, determined by majority vote at the onset of each semester. Following these schedules, the Student Affairs Office will secure an on-campus venue for the entire semester.

3.2 Quorum

To constitute a quorum, the presence of 3 out of the 5 elected officers and 2/3 of the appointed members is required.

3.3 Agenda Items

Individuals with agenda items are required to forward them to both the President and Secretary at least 48 hours before the scheduled meeting. Subsequently, the Secretary will disseminate the meeting agenda to all participants at each session's start. The agenda will adhere to the following structure:

a. Review of Previous Meeting Minutes:

The AGDA-SC will scrutinize the minutes of the prior meeting for accuracy, propose any necessary amendments, and proceed to vote for their approval.

b. Progress Reports:

The AGDA-SC will provide updates on the advancement of their respective initiatives, tasks, and other assigned duties.

c. Discussion on Old Business:

Members accountable for pending matters from the preceding meeting will provide follow-up reports on these items› status.

d. Deliberation on New Business:

This portion of the agenda is dedicated to considering any new items introduced for discussion.

e. Updates from Student Affairs Office:

The AGDA-SC Advisor and Student Affairs representative will share pertinent updates, announcements, or additional business pertinent to the AGDA-SC proceedings.

f. General Announcements:

Any miscellaneous announcements or updates of general interest will be addressed during this segment.

3.4 Voting

- Decision-making during AGDA-SC meetings will be conducted through a show of raised hands. However, in cases deemed sensitive by the President, voting may be carried out via paper ballot.
- Every elected and appointed member of the AGDA-SC possesses one voting right.
- A decision will be deemed final upon the attainment of a majority vote or at the discretion of the President in the event of a tied vote.

4. Initiatives and Protocols

4.1 Initiatives

All initiatives proposed by the AGDA-SC must align directly with the AGDA mission, and shall be submitted as comprehensive proposals, secure approval through a majority vote by the AGDA-SC and obtain final endorsement from the AGDA-SC Advisor and Student Affairs Office.

4.2 Protocol

The AGDA-SC is required to collaborate closely with the AGDA-SC Advisor to address any inquiries, concerns, issues, or proposed initiatives. Members of the AGDA-SC are prohibited from initiating contact with faculty, staff, AGDA leadership, or external entities (whether informally or formally) without prior authorization from the AGDA-SC Advisor or Student Affairs Office.

4.3 Proposals

All AGDA-SC proposals will be structured as follows:

i. Title

ii. Person(s) responsible and their student ID, email, mobile number

iii. Mission

iv. Date/time/location

v. Detailed description (attach any relevant information)

vi. What supplies, resources, or other support are required

vii. Budget

viii. Other pertinent information

5. Term of Office

5.1 Term

Members of the AGDA-SC shall serve a term of approximately one calendar year, starting from their appointment at the conclusion of the spring semester until the appointment of the succeeding council.

5.2 Dismissal

A member of the AGDA-SC may face dismissal from their position before the completion of their term by the Student Affairs Office if the member:

- Demonstrates refusal or neglect to adhere to any provisions outlined in this document.
- Fails to fulfil their responsibilities as a member of the AGDA-SC or their designated position.
- Utilizes their position for personal initiatives or personal benefit.

- Engages in actions that misrepresent the institution.
- Violates the Student Code of Conduct and Discipline or AGDA policies as delineated in the Student Handbook.
- Exhibits absence or tardiness without prior approval for three or more consecutive AGDA-SC meetings.
- Dismissal proceedings by the Student Affairs Office will entail issuing a written notice specifying the grounds for dismissal.

5.3 Vacancies

The Student Affairs Office will oversee appointing individuals to vacant positions, exercising discretion with the Student Council Selection Committee. In the event of a vacancy in the AGDA-SC President position, executive succession will follow with the AGDA-SC Vice President, subject to approval from Student Affairs Office. Similarly, should a vacancy occur in the AGDA-SC Vice President position, executive succession will proceed with a member of the AGDA-SC, contingent upon approval from both the AGDA-SC President and Student Affairs Office.

6. Elections

6.1 Timing

Elections occur exclusively during the Fall semester, with no elections scheduled for the summer semester or during final examination periods.

6.2 Process

Week 1 - Nomination Call: The Student Affairs Office will announce the opportunity for students to nominate themselves for the AGDA-SC through a survey.

Week 2 - Personal Statements: Eligible nominees will receive a copy of the relevant document for review and will be instructed to submit a personal statement to proceed in the nomination process. Additional information, such as recommendation letters, may be requested from nominees.

Week 3 - Interviews & Selection Committee: The Student Affairs will conduct interviews with eligible nominees interested in serving as President or Vice President. Subsequently, the Registrar will assemble a Selection Committee comprising the Registrar, Student Affairs representatives, and two faculty representatives. This committee will approve at least two nominees per elected position to run, along with two alternates per position in ranked order. Additionally, they will select ten appointed members and five appointed alternates in rank order.

Week 4 - Election Preparation: The Student Affairs Office will notify approved nominees to run for election. Candidates must provide a professional photo, submit their campaign slogan, and seek approval for their campaign speech from the Student Affairs Office. The Student Affairs Office will provide support in designing campaign posters for each candidate.

Weeks 5 & 6 - Campaigning and Voting: The Student Affairs Office will oversee the dissemination of candidate posters throughout campus, utilizing both physical and digital formats. Additionally, they will handle the management of postings on AGDA social media channels and coordinate an event for campaign speeches. Candidates will be provided with a digital version of their campaign poster for personal use on social media platforms. Failure to deliver a campaign speech or breach of the Student Code of Conduct and Discipline will result in automatic disqualification. Voting will begin within one day of the campaign event and continue for at least three days.

Week 7 - Announcement of Results: All candidates will be notified of the election outcomes, and appointed members will be informed of their selection. Elected and appointed members will have two business days to accept their position; otherwise, it will be offered to the runner-up.

6.4. AGDA Annual Trip

The AGDA 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 experience team spirit, diplomatic networking and will build relationships with their colleagues. If undertaken, 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 AGDA Director General's Office will choose different destinations to reflect a balance between cultures, people and diplomacy.

The following rules and regulations will apply:

When more than one destination is given, 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 Student Affairs. If students decline signing the Terms and Conditions of Participation, he/she will not be allowed to participate in the Trip.

AGDA will cover the students' transportation and accommodation costs during the duration of the trip. The AGDA will offer economy-class ticket to each student and students may opt to upgrade at their own expense (PGD Students are not eligible for upgrades) . 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. AGDA will not cover accommodation costs once the trip is completed.

When abroad, students are recognised as AGDA 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 AGDA Student Code of Conduct (see section 8), throughout the duration of the trip. In addition, students are required to observe the following rules, which are subject to change:

01 | Students are not allowed to invite family members or friends to accompany them on the trip.

02 | All students are expected to attend all functions associated with the Trip, including, but not limited to, meetings, meals, social gatherings and tours.

03 | Students who are absent from or late to more than two activities may be held accountable through the AGDA disciplinary process.

04 | Students are expected to follow their trip leaders' and chaperones' directions and adhere to their expectations.

05 | All students must abide by the UAE Ministry of Foreign Affairs travel guidelines and tips.

06 | Students are expected to behave in a manner that is consistent with AGDA mission and values.

07 | The Trip Administrators will report to the AGDA Director General's Office any student misconduct and/or serious matters involving health, safety or well-being of students.

08 Students must take full responsibility for their own safety and well-being.

09 Students are not permitted to leave the group during official Trip activities.

6.5. Student Activities

AGDA recognizes the significance of extra-curricular activities as integral to the holistic learning experience at the institution. These activities serve as avenues for students to explore and engage with topics pertinent to foreign affairs and diplomacy, enriching their academic journey.

All student activities must be scheduled outside of regular class hours and should not disrupt other scheduled activities or events at AGDA. In the event where external guests are involved, students are required to notify both the AGDA Communications and Outreach Department and the Director General Office to ensure adherence to proper protocol procedures.

Students can propose an activity by initiating the process via the AGDA Student Council. The Student Council collaborates with the Student Affairs Office to seek approval from the Academic Affairs Committee (AAC). Upon endorsement by the AAC, students can proceed with planning and executing the activity in coordination with Student Affairs. Activities not endorsed by the AAC are prohibited from implementation.

Student Council Role

The AGDA Student Council plays a vital role in receiving and reviewing proposed activities submitted by students. It operates within a transparent and efficient review and approval process, closely coordinated with the Student Affairs Office, as outlined in this policy's procedures. Moreover, the Student Council is responsible for identifying and addressing potential risks associated with student activities and events. Before any activity or event begins, the Student Council collaborates with the Student Affairs and General Services Offices to implement necessary measures ensuring the safety and well-being of all participants.

Assessment of Student Activities

After each activity or event ends, a comprehensive survey is administered to gather feedback and assess the satisfaction of participating students and relevant AGDA stakeholders. The feedback collected is analyzed and then shared with the AGDA Student Council to identify areas for enhancement in future events.

Conduct of Students Activity and Events

The codes of conduct are designed to foster a positive and secure environment for all participants, enhancing student activities' overall success and effectiveness. AGDA is committed to upholding these standards and will implement disciplinary measures in accordance with its Student Code of Conduct Policy and Procedure in the event of any misconduct by students during activities or events.

1. **Treat** all participants, organizers, and attendees with courtesy and respect, regardless of differences in opinion, background, or identity.
2. **Follow** all rules, guidelines, and regulations set forth by the organizing body, institution, or governing authority regarding the activity.
3. **Work** collaboratively with fellow participants, organizers, and staff to ensure the smooth execution of the activity and contribute positively to the overall experience.
4. **Prioritize** the safety and well-being of all participants by adhering to safety protocols, guidelines, and instructions provided by the organizers.
5. **Take** responsibility for your actions and decisions during the activity, acknowledging the consequences of any behavior that violates the established rules or guidelines.
6. **Foster** an inclusive and welcoming environment that respects the diversity of participants and promotes equal opportunities for all individuals to participate and engage.
7. **Maintain** professionalism in your interactions and conduct, representing yourself and your institution positively and upholding the reputation of the activity.
8. **Communicate** openly, effectively, and respectfully with fellow participants, organizers, and staff, addressing any concerns or issues in a timely and constructive manner.
9. **Ensure** that all aspects of the activity, including planning, execution, and participation, comply with relevant laws, regulations, and policies.

Procedure:

Following procedures to be followed for proposing, reviewing, approving, executing, and assessing studentactivities:

- **Students** interested in organizing an activity must submit a proposal to the AGDA Student Council. Proposals should outline the details of the proposed activity, including its objectives, date, time, venue, budget, and any involvement of external guests.
- **The AGDA Student Council** reviews all submitted proposals in collaboration with the Student Affairs Office.
- **The Student Council** forwards approved proposals to the Academic Affairs Committee (AAC) for endorsement.
- **The AAC** evaluates each proposal based on its alignment with the institution's mission and its potential impact on students' learning experience.
- **Upon** approval by the AAC, the Student Council can proceed with planning and execution.
- **The Student Council** collaborates with the Student Affairs and General Services Offices to ensure the implementation of necessary safety measures before the activity begins.
- **The Student Council** collaborates with the Communication and Outreach Department for preparing a campaign and needed posters for the activity announcement.
- **After** the conclusion of each activity or event, a comprehensive survey is administered by the Strategy and Future Department to gather feedback from participating students and relevant stakeholders.
- **The collecte**d feedback is analyzed and shared with the AGDA Student Council to review and assess the effectiveness of the activity and identify areas for improvement.
- **The AGDA Student Counci**l provides recommendations to enhance future activities, promoting continuous improvement and the enrichment of students' academic journey.

6.6. Alumni Relations

While the AGDA does not have an Alumni Office because of the small size of its cohorts and the small size of the organization, the AGDA houses its alumni affairs within the Student Affairs section. A dedicated staff member, the Student Affairs Supervisor, is the person responsible for maintaining AGDA's relations with its alumni.

The Student Affairs Supervisor is responsible for undertaking the following tasks:

- **Maintaining** and updating a database of the AGDA alumni
- **Maintaining** and updating the AGDA alumni contact list
- **Liaising** with the Communications Department in the organization of alumni events
- **Serving** as the point of contact for all alumni
- **Liaising** with the Academic Affairs Committee (AAC) and the Dean's office

When it comes to the allocation of time in the service of the alumni and the AGDA Alumni Association, the AGDA foresees that the Student Affairs Supervisor would normally spend three to five hours per week in the service of the alumni, with more hours being allocated whenever an event is being organized.

Procedure:

- **Once** they graduate from AGDA, all alumni will be added to the alumni contact list and alumni data base
- **The Student Affairs Supervisor** communicates with alumni and is the first point of contact of all alumni
- **The Student Affairs Supervisor** communicates with the Dean and AAC if/when an issue arises that involves an alumnus
- **The Student Affairs Supervisor** keeps all important communication with alumni in the alumni's files
- **The Student Affairs Supervisor** forward to alumni all event invitations, as required

6.7. Student with Special Needs

1. **The Academic** Department is committed to fostering a constructive learning environment for all students, including those with special physical needs.
2. **The campus** adheres to all the physical requirements needed to ensure that people of determination can go through all facilities smoothly (with special parking spots, ramps, elevator access and special bathrooms).
3. **To facilitate** the process and ensure complete awareness from the beginning, the application forms for admissions requests information on whether prospective candidates are people of determination. Candidates are expected to give further details should this apply to them. That way, the admissions team is made aware from the very beginning on the status of all students.
4. **In addition,** faculty and staff are made aware at the beginning of each academic year should any student with special needs be a part of the cohort and are expected to practice the needed level of care when engaging with the student.
5. **The Student Affairs section** is expected to keep track of whether a student has any special needs and communicates the information to the Dean, the faculty, and the General Services department.

Procedure:

- **The Admissions** Team includes two questions on the Admissions Form regarding whether prospective candidates have any special needs. If so, a box is included on the form for candidates to provide further detail.
- **In the eventuality** that a student does have special needs, the Admissions Team informs Student Affairs and provides the student's details.
- **Student Affairs** informs all relevant parties in writing of the student's needs, including the student's contact information and details.
- **Student Affairs** informs the Dean, the faculty, and the General Services Department.



07 PGD PROGRAMME IN UAE DIPLOMACY AND INTERNATIONAL RELATIONS

7.1. Description and Objectives

The Post-Graduate Diploma (PGD) programme in UAE Diplomacy and 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 and protocol, presenting, debating and political reporting. Throughout the programme, students also learn and develop their proficiency in a third language.

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

1- Knowledge and 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.

2- Diplomatic and General Skills:

The programme aims to enable students 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, as well as research and communication strategies.

3- UAE National Pride and Civic Responsibility:

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

4- Linguistic and Communication Skills:

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



7.2. PGD Programme Learning Outcomes (PLOs)

The Programme Learning Outcomes of the PGD in UAE Diplomacy and International Relations are:

PGDs PLOs and Third Languages:

01 **PLO1: Disciplinary Knowledge:** Upon the 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, historical, security, legal, cultural, and social aspects of current international developments, in particular those affecting the UAE and the Middle East region.

02 **PLO2: UAE History and Foreign Policy Expertise:** Upon the successful completion of the programme, students will demonstrate a solid understanding of UAE's history, both before and after the formation of the Federation. Students will also be able to understand and evaluate UAE foreign policy towards various regions of the world, and how UAE diplomacy has evolved through time.

03 **PLO3: Critical Thinking and Analysis:** Upon the 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 and analytical skills and adapt various research methods to complete high-quality research papers.

04 **PLO4: Communication and Language Skills:** Upon the 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.

05 **PLO5: Diplomatic Excellence:** Upon the successful completion of the programme, students will be able to understand how diplomacy works in practice. They will also be able to effectively apply and adapt foundational diplomatic skills, general professional skills, and more cutting-edge diplomatic skills in professional settings at AGDA and in the conduct of UAE's foreign policy.

The following courses are offered at AGDA during the 2024-2025 academic year:

PGD-INTRO-500: Foundations of Diplomacy: Theory & Practice of International Relations (0 CH)

PGD-CORE-500: Global UAE I: International Law (2 CH)

PGD-CORE-501: Global UAE II: UAE Foreign Policy (2 CH)

PGD-CORE-502: UAE State & Society I: History and Government and Political Economy (2 CH)

PGD-CORE-503: UAE State & Society II: Economy (2 CH)

PGD-CORE-504: History and Practice of Diplomacy (2 CH)

PGD-CORE-505: Economic Diplomacy (2 CH)

PGD-ELEC-500: Middle East Politics and History (2 CH)

PGD-ELEC-501: Global Order (2 CH)

PGD-ELEC-502: Peace Processes & Conflict Resolution (2 CH)

PGD-ELEC-503: Public and Cultural Diplomacy (2 CH)

PGD-ELEC-505: Issues in Foreign Policy (2 CH)

PGD-ELEC-506: Thematic Issues in Diplomacy & International Relations (2 CH)

PGD-SKILL-500: Diplomatic Writing (1 CH)

PGD-SKILL-501: Diplomatic Negotiations (1 CH)

PGD-SKILL-502: Consular Diplomacy and Crisis Management (1 CH)

PGD-SKILL-503: Protocol and Etiquette (1 CH)

PGD-SKILL-504: Diplomatic Communication - Arabic (1 CH)

PGD-SKILL-505: Policy Formulation (1 CH)

7.3. PGD Degree Requirements

The degree requirements for the PGD in UAE Diplomacy and International Relations are as follows:

- The successful completion of all courses with a CGPA of 3.0 and above.
- The successful completion and passing of all language courses.

7.4. Programme Time Limit

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

B. Third LANGUAGE COURSES

The PGD programme combines academic courses with diplomatic training courses and third language skills. During the 2024-2025 academic year, AGDA will offer the following third language courses: Chinese, French, Russian and Spanish.

Third language classes will be conducted from 1:00 pm to 3:00 pm, on Mondays, Wednesdays and Thursdays throughout the academic year.

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). 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.

- Students can select one of these languages to learn during his/her study at AGDA.
- Registration for language courses will be open during Orientation. Students should keep in mind that there are limited seats in every language class.
- Language courses are offered throughout the academic year.
- 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.


Lessons Learned
Q&A Session
with DiploXChange Participants

08 MA PROGRAMME IN GLOBAL AFFAIRS AND DIPLOMATIC LEADERSHIP

8.1. Mission and Description

The MA in Global Affairs and Diplomatic Leadership (MAGAD), formerly known as the MA in Diplomacy and International Relations, was launched in October 2017 as an accredited programme that aims to equip students with greater knowledge of global and regional issues and with an advanced grasp of important diplomatic skills.

The MA is a **30-credit** programme where students acquire the ability to think critically about important political and economic trends while gaining first-hand training in advanced negotiations and mediation, public diplomacy, leadership and crisis management in the field of diplomacy.

MAGAD has the following objectives:

- **To equip** students with greater knowledge of global and regional issues, especially as they relate to the UAE.
- **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.

8.2. MA Programme Learning Outcomes (PLOs)

The PLOs for the MA programme include:

- **PLO1: Global and Thematic Knowledge:** Upon the successful completion of the programme, students will acquire a strong and advanced understanding of current and historical policies, events and practices happening in a region of the world that is central to the national interests of the UAE. They will also be able to understand and use the conceptual tools in comparative politics and will be able to critically evaluate and analyse regional issues related to the study of international relations and foreign policy. Students will also acquire an advanced understanding in a field of study of their choice, in security, development, international organisations, cultural diplomacy and/or economics and trade.
- **PLO2: Research and Critical Thinking:** Upon the successful completion of the programme, students will demonstrate a strong capacity to successfully conduct individual research projects. 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 and theses.
- **PLO3: Diplomatic Leadership Skills:** Upon successful completion of the programme, students will be able to demonstrate leadership, managerial and strategic skills, while carrying out their work, and will proudly carry out the mission of UAE foreign policy and diplomacy, during their tenure at the AGDA and beyond, in an ethical, responsible, sensible and tactful manner.

MA Courses:

The MAGAD programme balances core courses, electives and the MA thesis. Core courses are required courses for all MAGAD students, whereas students can choose the elective courses that they wish to enrol in. The MA Thesis is also required of all MA students.

The courses are:

Core Courses - Total: 12 credits:

- **GAD-CORE901:** Contemporary Global Affairs **(3 credits)**
- **GAD-CORE902:** International Economics **(3 credits)**
- **GAD-CORE903:** Public Diplomacy, Leadership and Crisis Management **(3 credits)**
- **GAD-CORE904:** International Negotiation and Mediation: Strategy and Methods **(3 credits)**

Elective Courses - Total 12 credits:

- **GAD-ELECT914:** Comparative Politics **(3 credits)**
- **GAD-ELECT918:** The Geopolitics of Food Security **(3 credits)**
- **GAD-ELECT919:** Countering Global Terrorism and Extremism **(3 credits)**
- **GAD-ELECT913:** Trends in Gulf-Asia-Africa Foreign Relations **(3 credits)**
- **GAD-ELECT600:** Economics for Public Policy
- **GAD-ELECT602:** Security and Development **(3 credits)**
- **GAD-ELECT603:** War and Diplomacy **(3 credits)**
- **GAD-ELECT604:** Power and Institutions **(3 credits)**
- **MA-HAD 916:** Human Rights **(3 credits)**

MA Thesis - Total: 6 credits:

The MA Thesis starts in the Fall semester with a defence date set for either June or September of the following academic year.

8.3. MAGAD Curriculum

The MAGAD programme is a 30-credit programme that can be completed in one academic year (full-time) or in two academic years (part-time).

Students who choose to take the programme on a full-time basis can expect to attend evening classes throughout the week (Monday - Thursday) on the AGDA campus. Students who opt for the part-time option can expect to attend evening classes twice a week for a duration of two academic years.

All students in the MAGAD programme have to complete 4 core or required courses (of 12 credits), 4 elective courses (12 credits) and a Master's Thesis (6 credits). Work on the MA thesis begins throughout the academic year with a defence date scheduled in either June or September.

AGDA alumni who successfully completed the Post-Graduate Diploma (PGD) programme in UAE Diplomacy and International Relations can enrol in MAGAD. They are required to complete 12 credits worth of course work, which include 6 credits of course work and 6 credits for the MA thesis.

Alumni can expect to complete the programme in one academic year by taking one course per semester and defending their thesis in either June or September.

8.4. 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 emphasise discussion and a critical analysis of assigned texts.

8.5 . Programme Time Limit

Full-time students in the MAGAD programme may complete the programme requirements in one academic year. AGDA alumni can expect to finish the programme in one academic year.

8.6. Research Ethics Guidance and Consent relating to Written Work

All AGDA 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 AGDA and therefore seek to ensure that their conduct enhances the good reputation of the institution. The most common research methods involving human subjects that AGDA 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 and Analysis Department, or RAD), sign it and return it to the Director of the RAD and to the programme manager.

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

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.

Beforeundertakinganyresearchinterviews,studentsshouldcontactMAThesissupervisor,providing information on what interviews they plan to conduct, and give the supervisor the opportunity to raise any concerns.

09 MASTER'S (MA) PROGRAMME IN HUMANITARIAN ACTION & DEVELOPMENT

The Master of Arts (MA) programme in 'Humanitarian Action and Development' is the first such programme in the UAE and the region. The MA programme is an accredited, nine-months full-time course, which will offer young and mid-level professionals the practical and theoretical skills necessary to work in the field of humanitarianism and foreign aid.

The programme and its framework were jointly devised by the AGDA and the MoFA, in 2018. The programme is based on four main areas: Humanitarian Action, Poverty and Sustainable Development, International Humanitarian Law, and Development and UAE Foreign Policy.

MAHAD is structured in a way that will equip diplomats, civil servants and professionals to take on challenging roles within the development field by improving their skills and knowledge. After completing the programme, graduates should expect to understand the different global humanitarian frameworks at play. They will also possess an understanding of development studies and humanitarian action in the context of international relations, international law, diplomacy, and the relevant United Nations agendas.

MAHAD will prepare graduates to manage humanitarian action programmes and enable them to overcome the challenges they will likely encounter in these activities. They will also acquire the cognitive skills needed to be ethical leaders in the workplace, as well as the ability to communicate effectively both internally and externally, especially through the media.

9.1. MAHAD Curriculum:

Full-time students enrolled in the MA in Humanitarian Action and Development will have to complete 30 credit hours (CH) to graduate. Students will do 12 credit hours of core course (4 courses), 12 credit hours of elective courses (4 courses), and 6 credit hours of a thesis project. The thesis will begin in the Fall semester, with a completion date scheduled for the summer of the following year.



9.2. MAHAD Courses:

The following core and elective courses are included in the MAHAD programme:

HAD 933 Principles and Practices of Humanitarian Action & Development (3 CH)

HAD 932 Managing a Development Project (3 CH)

HAD 904 International Humanitarian Law (3 CH)

HAD 931 Economics of International Development (3 CH)

HAD 907 Humanitarian Action, Development and UAE Foreign Policy (3 CH)

HAD THESIS (6 CH)

HAD 500 Capstone (6 CH)

HAD 934 Women and Development (3 CH)

HAD 915 The UN 2030 Agenda and Sustainable Development (3 CH)

HAD 916 Human Rights (3 CH)

HAD 917 Emergency Response and Crisis Communication (3 CH)

HAD 919 Leadership and Ethics in Humanitarian Practice (3 CH)

HAD 921 Stabilisation in Conflict-Affected Countries (3 CH)

HAD 922 Middle East Refugee Crisis Management (3 CH)

HAD 928 Special Topics in Development (3 CH)

HAD 929 Regional Studies in Development (3 CH)

9.3. MAHAD Programme Learning Outcomes (PLOs)

Upon the successful completion of the program, graduates will be able to:

- PLO1: Disciplinary Knowledge in Humanitarian Action and Development _ Upon the successful completion of the programme, students will gain relevant and highly specialised knowledge in international development and humanitarian action, including how various paradigms have evolved over time, and the political, economic and legal frameworks that are currently used to understand development and humanitarian action in the region, as well as globally.

- PLO2: Applied Knowledge in Humanitarian Action and Development - Upon the successful completion of the programme, students will possess diverse knowledge of case studies in humanitarian action and development, and be able to assess and apply the practical lessons learned from those case studies. They will have a sound grasp of the roles of different kinds of actors in the development and humanitarian sectors and the tools available to them. They will also have an overview of the policies and programmes of the United Arab Emirates in the field of humanitarian action and development and be able to situate this in a wider diplomatic context.

- PLO3: Research Skills _ Upon the successful completion of the programme, students will demonstrate a solid ability to critically evaluate information, develop coherent arguments and ideas and complete high-quality research papers as well as in-depth policy-oriented research projects that are relevant to the field of humanitarian action and development. They will also be able to adapt and use various research methods to develop and complete their projects and apply these to the type of issue that they might expect to encounter in a professional context.

- PLO4: Professional Excellence - Upon the successful completion of the programme, students will be able to take autonomous responsibility for designing and managing programmes or projects in the field of development and humanitarian action. They will also understand the role of communications and leadership in the fields of development and humanitarian action. In addition, students will be able to communicate effectively, both verbally and in writing, the findings of their projects and papers to their peers and relevant AGDA stakeholders.

10 Master in International Law, Human Rights, and Diplomacy

10.1. Course Description:

The proposed new Master in International Law, Human Rights, and Diplomacy program is a specialized academic offering that gives depth and breadth to the challenges, dilemmas and stakes in the field of international law and human rights. The status of human rights will be analyzed in a global context and through national implementation. It will focus on equality, social policy and rights protection. This program will equip students with valuable knowledge of the practice and theory of human rights laws and politics, the UN human rights institutions, and their history and philosophical foundations, focusing on questions regarding legitimacy, justiciability, compliance, and efficacy. Particular emphasis will be put on developing students' capacity to apply international legal norms in concrete settings, and the program will include problem-solving workshops. On top of the interactive seminars, the one-year Master's program will offer workshops by prominent experts in soft-skill building and extra-curricular visits.

This program is ideal for any graduate or professional with a background in law, International Law, or any related field and who is seeking to finesse their skills and knowledge in human rights issues and mechanisms, negotiation and leadership skills, multilateral diplomacy, the architecture of human rights institutions within the UN System, and international law in a dynamic, multicultural environment.

10.2. Objectives of Programme:

1. **Ensure** students acquire a deep and comprehensive understanding of international law, human rights principles, and diplomatic practices through rigorous academic coursework and hands-on experiences.
2. **Develop** students' practical skills, including the ability to apply international legal norms, negotiate effectively, and lead in multicultural and diplomatic settings.
3. **Cultivate** students' critical thinking abilities and problem-solving skills, particularly in the context of human rights issues and international disputes.

4. **Foster** connections and networks with experts, practitioners, and international organizations in the fields of international law and human rights.

5. **Encourage** them to use their knowledge and skills to promote positive change, uphold principles of justice, and contribute to the protection and advancement of human rights globally.



10.3. MILAD Programme Learning Outcomes (PLOs):

PLO1: Coherently synthesize the concepts, principles and theories in international law, human rights and diplomacy to deconstruct complex global issues

PLO2: Execute and formulate diplomatic initiatives that effectively address global issues, advance human rights, and promote peaceful resolution of disputes

PLO3: Employ sophisticated evaluation methods to measure the impact of policies, interventions, and initiatives on protecting and promoting human rights.

PLO4: Facilitate collaboration among diverse stakeholders, manage complex negotiations, and guide teams towards achieving common goals in a global diplomatic context.

10.4. MILAD Courses:

Core Courses (4 courses - 12 credit hours)

Course Code	Program Name	Credit hours
MILAD 600	Principles of International Law and Diplomacy	3
MILAD 601	International Human Rights Law and Practice	3
MILAD 602	International Politics of Human Rights	3
MILAD 603	Global institutions and Multilateral Diplomacy	3

Elective Courses (3 courses - 9 credit hours)

Course Code	Program Name	Credit hours
MILAD 605	Foreign Relations and Diplomacy	3
MILAD 606	Treaty Law and Practice	3
MILAD 607	Comparative Human Rights	3
MILAD 608	Peace Processes & Conflict Resolution	3
MILAD 609	The Human Rights System of the UN and its Specialized Agencies	3
	A pre-approved course from a list in one of the other Masters offered at the AGDA	

Thesis Track (2 courses - 9 credit hours)

Course Code	Program Name	Credit hours
MILAD 604	Research Methods	3
MILAD 700	Thesis	6

أكاديمية أنور قرقاش الدبلوماسية

ANWAR GARGASH DIPLOMATIC ACADEMY

STUDENT HANDBOOK

2025-2026

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