



جامعة دبي الطبية  
DUBAI MEDICAL UNIVERSITY



# DMU STAFF HANDBOOK

## 2024-2025



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## FOUNDER'S MESSAGE

We have the privilege of being the pioneer in medical education in the UAE with the establishment of Dubai Medical College in 1986 & Dubai Pharmacy College in 1992, and as much as we believe it is a privilege, we realize the great responsibility that comes with it.

My happiness at our success in educating girls to become professional health practitioners to serve UAE community is beyond measure. It is my belief that achieving Dubai Medical University vision of providing health education excellency and to advance health and well-being of the community can only be fulfilled effectively if the direction and mission described in these pages have a noticeable impact on our choices and actions every single day.

It is essential that our deeds match our Islamic values, aspirations, and the expectations of our community. We are judged by how we act, the sum of these judgments is our reputation, upholding our reputation of integrity, and respect for Islamic values can be maintained only by commitment to Dubai Medical University values from all our students, faculty members & staff members.



*Late Haj Saeed Bin Ahmed Al Lootah  
The Founder*

## UNIVERSITY OVERVIEW

Dubai Medical University (DMU) embodies the visionary legacy of the late H.E. Saeed Ahmed Lootah, a trailblazer in UAE education. The inception of Dubai Medical College for Girls in 1986 and Dubai Pharmacy College in 1992 attests to his commitment. Recognizing the importance of interdisciplinary collaboration and a holistic approach to healthcare education, the transformative merger of these established institutions, along with the recent addition of the College of Nursing in 2023, marks a significant milestone—the birth of Dubai Medical University.

This evolution aims to establish a comprehensive healthcare education institution offering a diverse range of programs, from undergraduate to postgraduate degrees, across various healthcare fields. The establishment of DMU not only elevates educational standards but also provides students with a more inclusive and well-rounded learning experience, impacting the healthcare industry in Dubai and the UAE positively.

This preface introduces the exciting journey of quality enhancement undertaken by Dubai Medical University—a journey that reshapes medical, pharmaceutical, and nursing education, envisioning a future where healthcare professionals collaborate seamlessly across disciplines to enhance patient care.

## BOARD OF TRUSTEES

The highest governing body of the institution is the Board of Trustees.

### Members of BoT:

No	Name	Position on the Board	Background
1	H.E Lieutenant General Dhahi Khalfan Tamim	Chairman	Chairman, Deputy Chief of Police and General Security
2	Eng. Yahya Saeed Lootah	Vice Chairman	CEO SS Lootah Group
3	Eng. Hussain Nasser Lootah	Member	Businessman
4	Mr. Sultan Abdullah Bin Hada AlSwuidai	Member	Chairman, Sharjah Economic Development Department (SEDD)
5	Dr. Mohammed Murad Abdulla	Member	Director of the General Department of Security Conferences and Seminars
6	Dr. Wadia Mohamed Al Sharief	Member	Director, Medical Education and Research Department, Dubai Health Authority
7	Dr. Fatima Sultan AlOlama	Member	Consultant and Head of Child Health section

## DMU VISION, MISSION AND GOALS

### DMU Vision



DMU will be known as a university with transformational impact and will be one of the top world Research intensive Universities in Medicine and Health Sciences. To do this we will empower the next generation of health care leaders with all the skills needed in education, research/innovation, clinical practice, and leadership/management. Our students, staff and faculty will thus form wider impactful partnerships with quality outputs, for the patients, community, peers and the international medical society.

### **DMU Mission**

DMU is committed to educate and nurture the next generation of competent health care professionals through excellent learning environment, research, innovation, compassionate and competent patient care, leadership for the next generation, as well as impactful partnerships with quality outputs. To do this we will drive quality culture and structure, reputational Enhancement and opportunities that ensure diversity, equality & inclusion.

### **DMU mandate:**

1. To educate and develop highly skilled and compassionate health care professionals who are prepared to meet the needs of patients and the community.
2. To conduct research and innovation that advances the knowledge and practice of medicine.
3. To develop leaders in healthcare
4. To form impactful partnerships with quality outputs.

### **DMU Strategic Goals**

#### **Strategic Goal 1 (Values Driven):**

To enhance student values and inspire compassion, ethical culture and success.

#### **Strategic Goal 2 (Lifelong Education):**

To promote academic excellence through innovative learning environment and the pursuit of lifelong learning and the iteratively developing needs of society.

#### **Strategic Goal 3 (Research and Innovation):**

To be a leading center of excellence in medical research and innovation by exploiting creativity in all we do following UAE goals and standards.

#### **Strategic Goal 4 (Authentic Leadership):**

To engage strategic partnerships and community outreach with informal and formal leadership and self-leadership programs.

#### **Strategic Goal 5 (Quality Clinical Practice):**

To enhance development of the clinical skills by optimising the professional knowledge and capabilities.

#### **Strategic Goal 6 (Growth):**

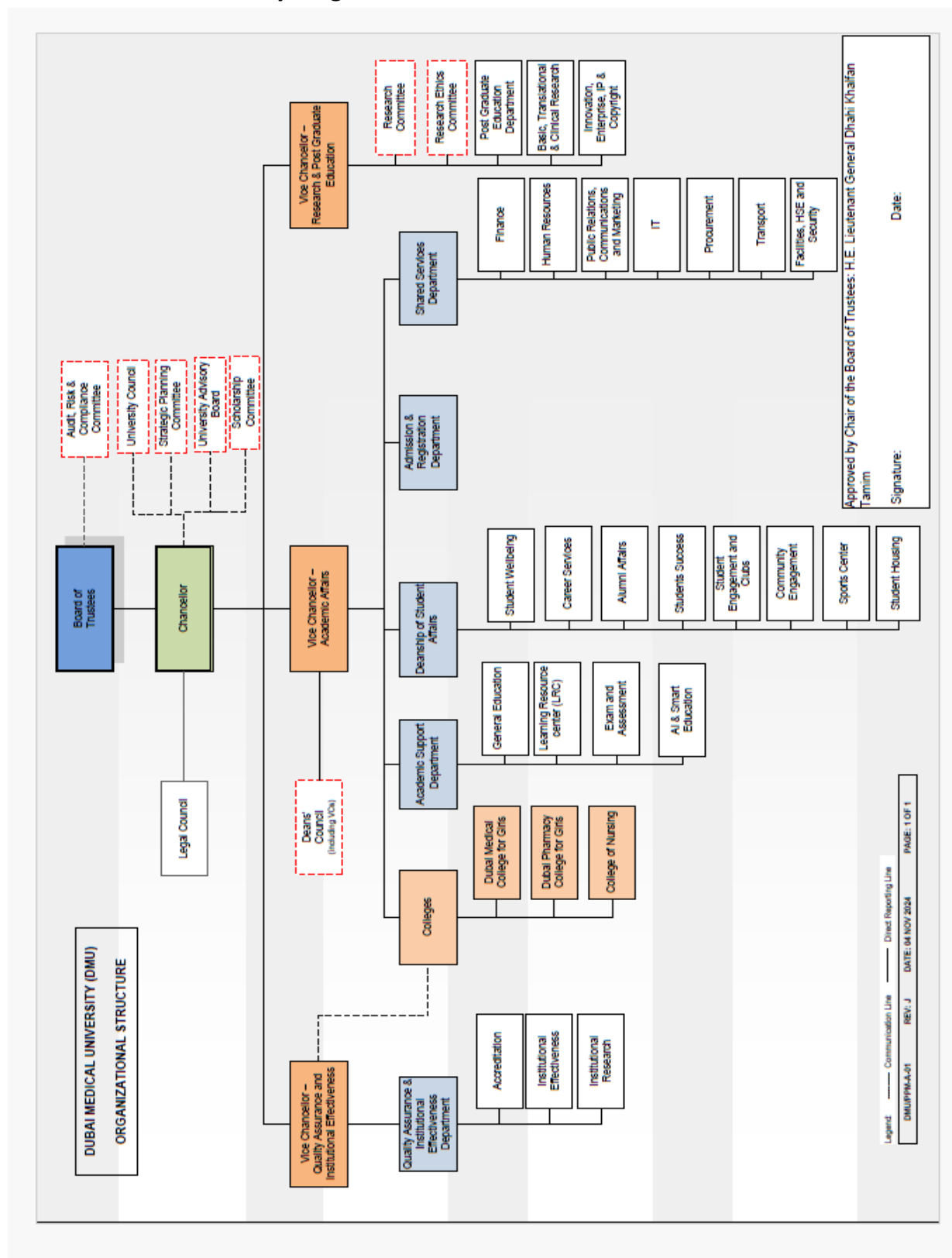
To expand health education programs.



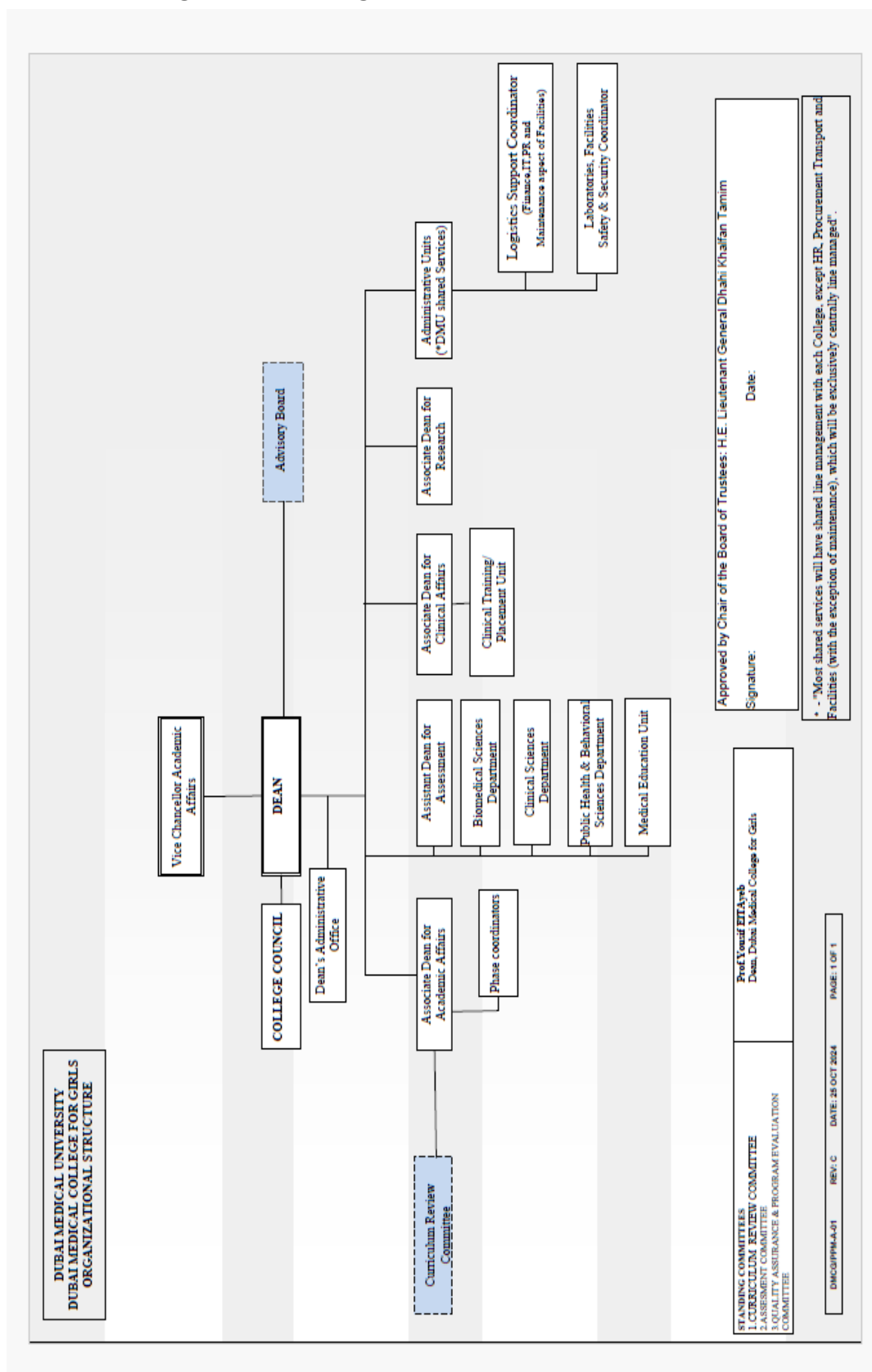


# Dubai Medical University (DMU) ORGANIZATION STRUCTURE

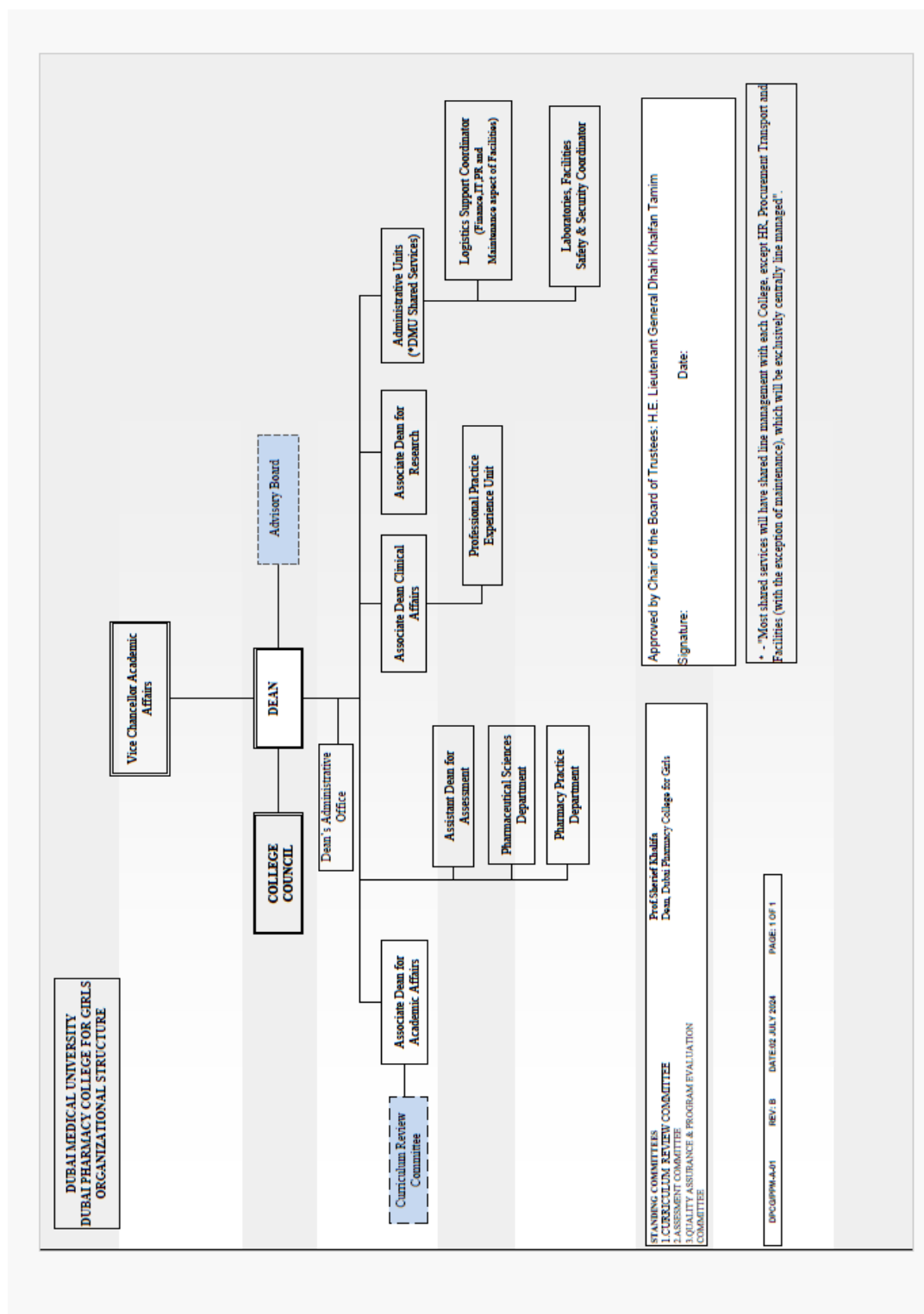
## Dubai Medical University -Organizational Structure



## Dubai Medical College for Girls - Organization Structure

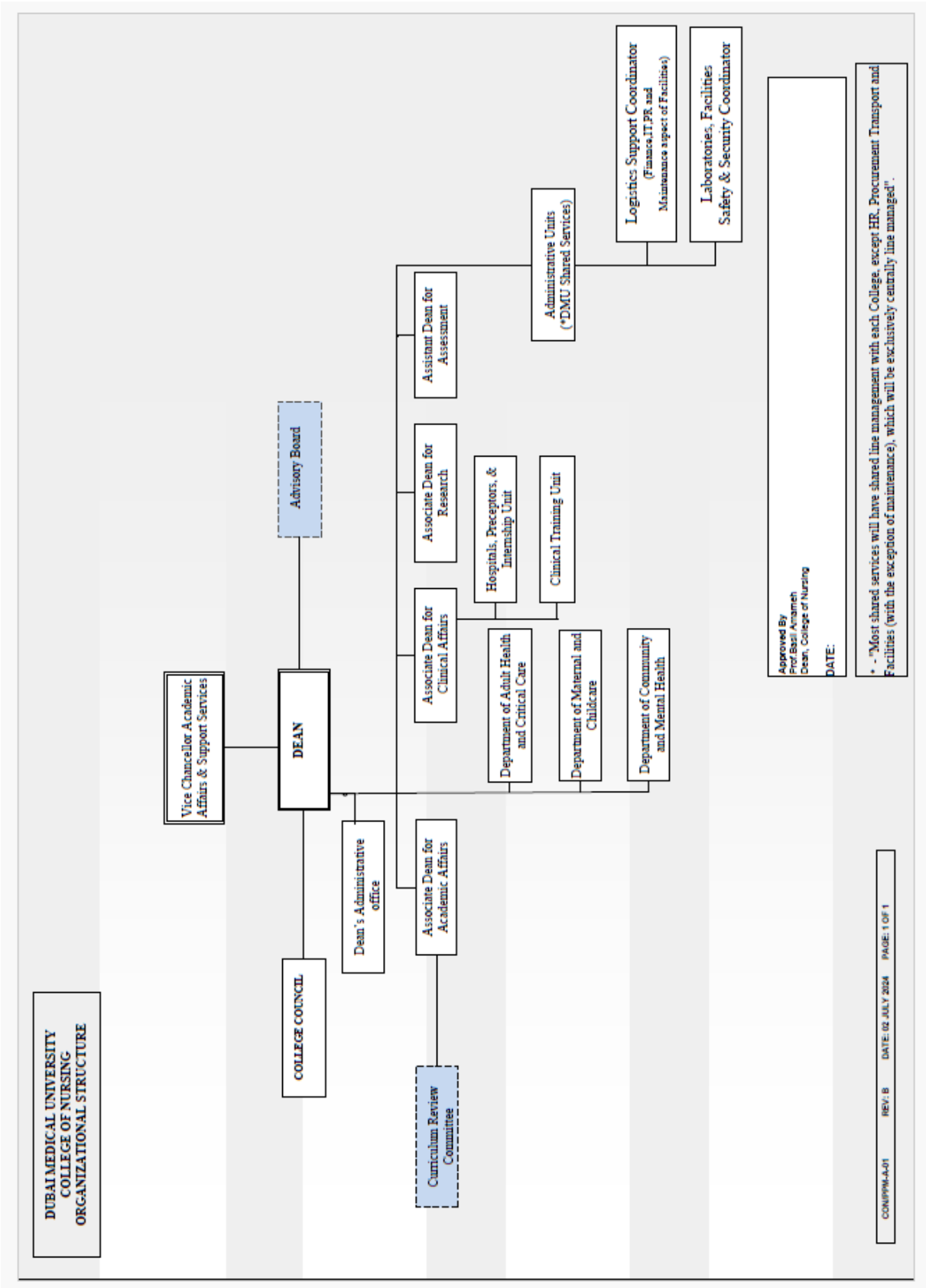


## Dubai Pharmacy College for Girls -Organization Structure





College of Nursing - Organization Structure



## 1. DEFINITION OF THE CATEGORIES OF STAFF

### Administrative & Academic Staff Categories

DMU University categorizes its Human Capital as follows:

- **Academic Staff:** Faculty members responsible for teaching, research, and community services. This includes professors, associate professors, assistant professors, lecturers, teaching assistants, and research faculty.
- **Non-Academic Staff:** Support roles to ensure effective operation and advancement of the university. These include:
  - **Administrative Staff:** Leadership and managerial roles responsible for university administration.
  - **Administration Support Staff:** Employees in administration and operational support roles, such as HR, accounts, IT, etc.
  - **Logistics, Procurement, General Service:** Staff involved in logistics, procurement, and general services.
  - **Academic Support Staff:** Employees supporting educational activities, including library staff, OHSE, assessment and evaluation teams, IT, etc.
  - **Student Support Staff:** Employees providing student support in various areas, including admissions, registrar/enrollment, etc.
  - **Elementary Occupational Staff:** Staff in elementary occupations, including housekeeping, security personnel, maintenance, etc.
  - **Teaching Assistants:** Employees assisting in teaching, such as tutors, lab assistants, lab technicians, preceptors, etc.

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### Chancellor

#### The Chancellor's Role and Responsibilities:

- **Chief Executive Officer** of the university, reporting to the Board of Trustees (BOT).
- **Core Responsibilities:**
  - Develop and implement university strategies and policies.
  - Ensure efficient and effective use of university resources.
- **Functions:**
  - Foster and sustain the founder's vision and goals.



- Ensure ethical, cultural, and code of conduct alignment with UAE values.
- Seek approvals from the BOT as required.
- Provide overall leadership and strategic direction.
- Work closely with the BOT for effective communication and collaboration.
- Participate in policy and procedure development, ensuring legal compliance.
- Represent the university to external stakeholders and engage in fundraising.
- Oversee academic programs, ensuring quality and relevance.
- Ensure accreditation and regulatory compliance.
- Oversee financial management and planning.
- Lead long-term development and expansion plans.
- Promote student welfare and success.
- Foster community and healthcare provider relationships.
- Engage in community outreach and regional development.
- Manage crises and emergencies.
- Promote innovation and research in healthcare and medical education.
- Improve university ranking through scholarly activities and research.

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## **Vice Chancellor - Academic Affairs**

### **The Vice Chancellor's Role and Responsibilities:**

- **Chief Academic Officer** of the university, reporting to the Chancellor.
- **Functions:**
  - Plan and implement Chancellor's functions as required.
  - Seek Chancellor's approvals as per the authority matrix.
  - Prepare annual academic and events calendar.
  - Form committees for regulatory and accreditation bodies.
  - Provide academic leadership and strategic direction.
  - Oversee staff recruitment, development, and retention.
  - Lead curriculum and program development and assessment.
  - Develop and implement academic policies and procedures.



- Oversee budget planning and resource allocation.
- Generate revenue from external sources.
- Develop short-term professional courses for revenue generation.
- Participate in long-term academic planning and evaluation.
- Foster partnerships and collaborations with external stakeholders.
- Promote student success, happiness, and support services.
- Support research and scholarly activities.
- Ensure appropriate research facilities and technology.
- Lead university strategic planning.
- Coordinate with Vice Chancellor – Quality Assurance for academic compliance.

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## **The Dean**

### **Functions:**

- Chair of College Council.
- Implement and achieve the university and college's vision, mission, goals, strategic plan, and objectives.
- Prepare and implement the college's annual budget and operational plans.
- Implement decisions from the BOT, Chancellor, Vice Chancellor, and College Council.
- Manage and improve employees' performance.
- Evaluate employee performance and report to the Vice Chancellor.
- Monitor academic departments' performance.
- Constitute examination committees.
- Report vacant faculty and staff positions.
- Approve curricula and teaching/training courses.
- Create necessary committees.
- Propose improvements for performance, programs, curricula, and courses.
- Forward annual and other reports to the Vice Chancellor.
- Ensure and expand community need programs.
- Develop partnerships for student training, research, and faculty development.
- Collaborate on research agenda and plan.



- Support QAIE unit in accreditation.
- Validate and approve student transcripts and certificates.
- Submit required accreditation documentation.
- Coordinate student affairs matters.

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### **Vice Chancellor - Quality Assurance and Institutional Effectiveness**

#### **Functions:**

- Develop and implement strategic plans.
- Ensure compliance with accreditation bodies.
- Oversee data collection, analysis, and interpretation.
- Ensure institutional compliance with standards.
- Develop and implement quality assurance frameworks.
- Assess academic programs and administrative processes.
- Distribute performance and assessment reports.
- Compare performance with peer institutions.
- Develop action plans for improvement.
- Review academic programs and services periodically.
- Provide training on assessment methods and quality assurance.
- Maintain policies related to institutional research and assessment.
- Engage with stakeholders for feedback on effectiveness.
- Allocate resources based on assessment results.
- Utilize technology for data management.
- Contribute to risk management and contingency planning.

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### **Academic Support Department**

#### **Functions:**

- Design and develop academic support programs.
- Assess academic needs of students.
- Allocate resources effectively.



- Train and manage academic support staff.
- Collaborate with stakeholders to align support services.
- Collect and analyze student performance data.
- Provide academic advising and support.
- Ensure accessibility of support services.
- Monitor student progress.
- Organize workshops and seminars.
- Evaluate effectiveness of support programs.
- Contribute to academic policies and procedures.
- Utilize educational technology.
- Support students in academic crises.
- Promote academic excellence.
- Engage in professional development.
- Foster community relationships.
- Manage budget for support programs.
- Communicate impact of support programs to leadership.

#### **Units Reporting to Academic Support Department:**

- General Education Unit
- Library Resource center (LRC)
- Exam and Assessment
- AI & Smart Education Unit

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#### **Vice Chancellor - Research & Post Graduate Education**

##### **Functions:**

- Seek funding and grants for research and graduate studies.
- Evaluate effectiveness and quality of research programs.
- Foster collaboration with academic institutions, industry, and government.
- Develop and implement research strategies.
- Ensure compliance with ethical standards.





- Manage graduate programs and student support services.
- Secure funding for research initiatives.
- Support faculty and student research.
- Monitor graduate program quality and outcomes.
- Collaborate with external partners for research opportunities.
- Collect and analyze research data.
- Manage research and graduate studies budget.
- Promote professional development for faculty and students.
- Ensure accreditation and compliance.
- Foster a culture of research and innovation.
- Promote diversity and inclusion in research.
- Disseminate research findings to the public.
- Advise university administration on research matters.
- Stay updated on higher education and research trends.
- Identify and mitigate research-related risks.

**Units Reporting to RGD:**

- Research Committee
- Research & Ethics Committee
- Post Graduate Education Department
- Basic Transitional & Clinical Research
- Innovation, Enterprise, IP & Copyright

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**Deanship of Student Affairs Department**

**Functions:**

- Provide comprehensive support services for students.
- Foster a vibrant campus life through extracurricular activities.
- Oversee the admissions process and manage enrollment matters.

For detailed information, refer to:

- [DMU/PPM – Chapter A: A.2. GOVERNANCE, DUBAI MEDICAL UNIVERSITY](#)

## 2. DEFINITION OF WORK WEEK

### 2.1. Work Hours

Article 17 of the Federal Decree Law No. 33 of 2021 on the Regulation of Labour Relations in the Private Sector, the 'UAE Labour Law' identifies the normal working hours for the private sector as 8 hours per day, or 48 hours per week.

### 2.2. Overtime

The employer may ask the worker to work overtime, provided the number of extra hours does not exceed two hours in one day.

- If the nature of the work requires the worker to work beyond the normal working hours, then he will be entitled to a pay equal to normal working hours' remuneration (which is based on basic salary) plus 25 per cent of that pay. It could increase to 50 per cent if overtime is done between 10 pm and 4 am. This rule does not apply on workers who work on basis of shifts.
- If the circumstances require the worker to work on his off-day, as specified in the labour contract, or work regulations, then the worker will be entitled to a substitute rest day, or to a pay equal to normal working hours' remuneration (which is based on basic salary) plus 50 per cent of that pay.
- An employee who works extra hours or works on holidays at the instance of the immediate supervisor and staff members who stay back for office hours on a specified day per week to be available for students who wish to clarify their doubts shall be compensated by a day off or award of basic wages.

## 3. LEAVE POLICIES

### Annual Leave

- Staff members are entitled to 30 calendar days of paid leave per academic year, in addition to public holidays.

### Sick Leave

- After probation, staff members are entitled to:
  - First 15 days: Full pay
  - Next 30 days: Half pay
  - Thereafter: Unpaid leave
- For 1-2 days of sick leave, a medical certificate is required. For over 3 days, a DHA/MOH certified sick leave certificate is needed.
- Work-related injuries are covered under Federal Law 33 of 2021.

### Emergency Leave

- Up to 2 days at a time, not exceeding 3 times per academic year.



- Cannot be combined with other leaves except at the start or end of a holiday.
- Requires notification and documentation from the direct line manager.
- The Dean's approval is necessary, and non-acceptance may result in deduction from annual leave or unpaid leave.

#### **Hajj Leave**

- Muslim faculty attending Hajj for the first time may be granted up to one month of unpaid leave with the Dean's approval.

#### **Maternity Leave**

- Female staff members on a full-time basis are entitled to 45 days of full pay and 15 days of half pay.
- If service is less than one year, leave is proportional to the period worked.

#### **Bereavement Leave**

- Up to 3 days of paid leave for the death of an immediate family member.

#### **Special Leave**

- Up to 3 days of paid leave for marriage.
- Four months and ten days of unpaid leave for mourning the death of a husband.

#### **Parental Leave**

- Fathers are entitled to 5 working days of paid parental leave within six months of the birth of their child.

#### **Compensatory Leave**

- Staff working outside normal hours can take compensatory time off, with prior Dean's approval.

#### **Absence Without Notice/Approval**

- Absence for 7 consecutive days without notice may result in termination, unless justified and approved by the Dean or Vice Chancellor.

#### **Training Leave**

- Staff may take leave for professional development courses/programs with the Dean approval. The duration is based on the program's nature.

For detailed information, refer to:

- [DMU/PPM – Chapter D.1. FACULTY AND STAFF RECRUITMENT AND SALARY SCALE \(Page 11 - 13\)](#)

## **4. STAFF SUPERVISION AND PERFORMANCE EVALUATION**



DMU values performance evaluation as a tool for setting and measuring productivity, achieving strategic goals, motivating superior performance, and counseling poor performers.

### **Performance Review Process**

- Communication: Continuous, two-way communication between staff members and supervisors throughout the year.
- Review: Separate evaluation criteria for faculty and staff. Performance is reviewed at the end of each academic year through self-evaluation and one-on-one meetings with direct supervisors.

### **Professional Staff Performance Evaluation Criteria**

Reviewed based on key job objectives, community service participation, and adherence to DMU principles and professional conduct.

### **Performance Rating Categories**

1. Exceeds Expectations (Green): Excellent performance in all areas.
2. Meets Expectations (Green): Consistently meets expectations, sometimes exceeds.
3. Partially Meets Expectations (Yellow): Inconsistent performance; improvement plan required.
4. Did Not Meet Expectations (Red): Consistently below expectations; significant improvement needed.

### **Professional Development**

Mandatory for all staff members.

#### *Performance Improvement Plans*

For staff with unsatisfactory performance. A plan is created and monitored to improve performance, involving the Dean and HR.

### **Incentive Bonus**

Annual bonus equivalent to one month's basic salary for distinguished staff members, subject to budget and DMU management decision.

For detailed information, refer to:

[DMU/PPM - D.5. FACULTY MEMBERS & PROFESSIONAL STAFF PERFORMANCE EVALUATION](#)

## **5. STAFF COMPENSATION, BENEFITS & ALLOWANCE**

### **Compensation Package**



Staff members receive a package including salary, allowances, and benefits, with periodic revisions benchmarked against other UAE universities.

### **Equal Pay Policy**

DMU adheres to the UAE Cabinet Law of 2018, ensuring equal wages for women and men performing the same work or work of equal value.

### **Grading System for Administrative Faculty**

A new grading system based on international benchmarks has been established for administrative faculty.

### **Accommodation**

Staff members receive a monthly accommodation allowance.

### **Transport**

DMU provides transport from residence to workplace and back. staff not using university transport receive a monthly allowance.

### **Vacation Tickets**

Annual tickets are provided for the staff member, spouse, and up to two dependent children residing in the UAE under the staff member's sponsorship.

### **Healthcare**

Healthcare is provided for the staff member, spouse, and up to two dependent children residing in the UAE under the staff member's sponsorship.

### **Other Benefits and Allowances**

- Annual bonus: Equivalent to one month's basic salary for excellent performance, awarded at DMU management's discretion.
- Gratuity: Entitled as per UAE Labor Law (Federal Law No 33 of 2021).

### **Death Compensation Policy**

In the event of a staff member's death, dependent family members receive:

- Salary for the month of death
- Payment equivalent to 24 basic salaries (not less than Dh18,000 or exceeding Dh35,000)
- End of service benefit
- Coverage of embalming and repatriation expenses

The Dean may waive repayment of dues to the university or clearance requirements.

### **Work Hours**



Staff members are expected to work 8 hours per day, up to 48 hours per week. During Ramadan, duty hours are reduced by two hours daily. Travel time between home and work is not counted as duty hours.

For detailed information, refer to:

[DMU/PPM Chapter D - D.1. FACULTY AND STAFF RECRUITMENT AND SALARY SCALE](#)

## 6. TERMS OF SERVICE FOR STAFF

Dubai Medical University is committed to adopting fair and consistent methods for recruitment and selection to choose the most appropriate candidates who satisfy the job requirements. The recruitment of staff members is based on the approved DMU hiring plan. The hiring department will collaborate with the Human Resources department to determine the appropriate action to attract qualified candidates.

The Human Resources unit shall be responsible for advertising vacant positions through various appropriate recruitment channels and sources or, where applicable, using accepted Head-Hunting techniques to identify potential candidates. The Human Resources Department shall be responsible for short-listing and recommending candidates to the Dean of the respective college at DMU.

The Human Resources Unit shall prepare the limited employment contracts for 2 years and send it to the successful candidate.

The Human Resources Unit shall further be responsible for background and reference checks for the candidates that will include professional and character references. These processes will be concluded before the offer letter is extended to the candidate.

### Recruitment and Selection Summary

**Commitment to Fair Recruitment** Dubai Medical University (DMU) ensures fair and consistent recruitment methods to select the most suitable candidates for job requirements based on the approved DMU hiring plan. The hiring process involves collaboration between the hiring department and the Human Resources (HR) department.

**Advertising and Shortlisting** The HR unit is responsible for advertising vacancies and headhunting potential candidates. Shortlisted candidates are reviewed by the Dean and then interviewed by the Appointment & Promotion Committee.

**Employment Contracts and Background Checks** The HR unit prepares limited employment contracts for two years for successful candidates and conducts background and reference checks before issuing offer letters.

**Renewal of Employment Contracts** All full-time staff members are appointed with limited contracts, including a maximum six-month probation period, as per UAE law.

**Sources of Recruitment** Vacant positions are filled internally through promotions or externally by advertising on various platforms.





**Interview Process** The HR unit arranges and coordinates interviews with the Appointment & Promotion Committee for shortlisted candidates.

**Offers of Employment** The HR department prepares and sends employment offers to successful candidates after obtaining professional and character references.

**Employment Contracts** specify the duration, job title, nationality, salary, benefits, and other terms and conditions.

**Appointment of Staff** Appointments are based on education, experience, skills, character, and position requirements, considering the nationality composition per the Ministry of Human Resources and Emiratization guidelines. DMU promotes equal opportunity without discrimination based on race, religion, or gender.

**Office Staff** Must have a bachelor's degree or equivalent in the relevant area.

### Types of Employment

- **Full-time Regular Employment:** 48 hours a week.
- **Temporary Employment:** Duration of specific projects or assignments, usually not extending beyond six months, compensated on a salary or hourly basis.

For detailed information, refer to:

[DMU/PPM Chapter D - D.1. FACULTY AND STAFF RECRUITMENT AND SALARY SCALE](#)

## 7. Code of Conduct

The DMU Code of Conduct guides the ethical behavior of Staff members, ensuring respect for Islamic religion, colleagues, and UAE traditions. Minor violations are handled informally by supervisors, while major violations lead to disciplinary actions and are filed in personnel records.

### Procedures:

#### 1. Professional and Personal Conduct:

- Staff members must demonstrate integrity, decency, and respect in their behavior, complying with DMU regulations to maintain a positive work environment.

#### 2. Use of DMU Funds and Assets:

- Assets are for DMU's benefit only. Unauthorized personal use or transfer of assets is prohibited.

#### 3. Damage to Property:

- Reckless or deliberate damage to DMU property is not tolerated and may be reported to law enforcement.

#### 4. Falsification of Records:



- Providing false information related to work status, education, or job records is prohibited and must be reported to the Dean.

#### **5. Theft:**

- Stealing or attempting to steal DMU property or others' property is prohibited. DMU reserves the right to inspect personal belongings within its premises.

#### **6. Gifts & Gratuities:**

- Accepting money or personal benefits from students, service providers, and suppliers is prohibited. Simple, non-monetary gifts of minimal value are acceptable with reporting. Business-related gifts and bribery are prohibited.

#### **7. Harassment:**

- DMU prohibits harassment and offensive behavior based on race, color, sex, age, disability, or other protected categories. Retribution for harassment complaints is also prohibited.

#### **8. Injuries and Accidents:**

- All injuries must be reported immediately for first aid and medical treatment.

#### **9. Research Integrity:**

- Faculty members must adhere to high ethical standards in research and ensure those standards are communicated to their teams. Misconduct investigations must be prompt and fair.

#### **10. Confidentiality & Privacy:**

- Confidentiality of all staff records, research data, and proprietary information must be maintained. Violations can result in disciplinary action.

#### **11. Combating Cheating and Violation of Examination System:**

- As per Federal Decree No. 33 of 2023, all acts of cheating or violations in examinations must be reported immediately. Failure to do so will result in penalties.

For detailed information, refer to:

[DMU/PPM Chapter D - D.7.1 Code of Conduct](#)

## **8. DMU DISCIPLINARY PROCEDURES**

All staff members are expected to comply with all DMU regulations and Code of Conduct, any violations of DMU regulations will be addressed promptly. This policy is to frame procedures for



reporting conduct violations, methods for investigating such violations, the rights of the staff member, and the disciplinary actions that may be imposed by DMU management.

To establish procedures for reporting conduct violations, investigating such violations, outlining staff rights, and detailing potential disciplinary actions by DMU management.

### **Key Points:**

### **Violations Include:**

1. Refusal to perform duties or follow employment contract instructions.
2. Unauthorized distribution of literature or posting on institution property.
3. Unprofessional behavior compromising safety and security of university assets.
4. Harassment or abuse (racial, sexual, verbal, physical) toward any student, employee, or visitor.
5. Unjustified absence.
6. Breaching contract articles or university regulations on safety and security.
7. Disturbing safety procedures or obstructing employees.
8. Falsification of reports or records.
9. Unauthorized access or hacking of electronic records.
10. Theft of property on institution premises.
11. Submission of false certificates/documents.
12. Professional negligence causing damage.
13. Intentional breach of university policies and laws.
14. Disclosure of confidential or professional secrets.
15. Violation of UAE moral ethics.
16. Substance abuse on university premises.
17. Reporting to work under the influence of alcohol or drugs.

### **Disciplinary Actions:**

1. **Verbal Warning:**
  - Issued by the department head or direct supervisor for initial violations.
  - A written summary is added to the faculty member's personnel file.
2. **Written Warning:**
  - Issued by the Dean if violations continue after a verbal warning.
3. **Loss of Pay:**
  - Salary deduction for up to 15 days per major violation.



**4. Suspension of Annual Bonus:**

- Applicable if performance expectations are not met or obligations neglected.

**5. Dismissal with Notice:**

- Termination of employment with end-of-service gratuity.
- Imposed by the Dean's Council for misconduct.

**6. Termination without Notice:**

- For "gross misconduct," as stipulated in Federal Degree 33 of 2021, Art 44.
- Imposed by the Dean's Council.

**Handling Employment Legal Issues:**

- Disciplinary actions or work disputes reaching litigation will be referred to the Legal Department.

For detailed information, refer to:

[DMU/PPM Chapter D - D.7.2 DMU DISCIPLINARY PROCEDURES](#)

## **9. TERMINATION OF EMPLOYMENT RELATIONS POLICY**

**Purpose:** To outline the procedures and reasons for ending employment at DMU, adhering to the Federal Decree-Law No. 33 of 2021 regarding employment relationships.

**Reasons for Employment Termination:**

**1. Resignation:**

- Staff must provide written notice according to the contracted notice period.

**2. Unsuccessful Probation Period:**

- Termination during probation with one-day written notice; only basic salary is paid.

**3. End of Employment Contract:**

- Termination upon contract completion.

**4. Low Performance Rating:**

- Termination due to consistently low performance evaluations.

**5. Death:**

- Employment ends the day after the official date of death.

**6. Disciplinary Decision or Judicial Decree:**



- Termination due to severe violations or legal judgments.

#### **7. Mutual Agreement:**

- Termination by mutual consent between the university and the staff member.

#### **Termination Without Notice and Benefits:**

- Staff may be terminated without notice or benefits for misconduct, including:
  - Submission of false documents or falsification of identity.
  - Acts causing significant loss or damage to DMU assets.
  - Disclosure of confidential information.
  - Absence without reason for over 15 consecutive days in a year.
  - Conviction of offenses related to honor, honesty, or public morality.
  - Being under the influence of alcohol or drugs during work hours.
  - Physical assault on supervisors or colleagues.
  - Providing private lessons to DMU students.
  - Major violations of the DMU Code of Conduct.

#### **Notice Period:**

- Notice of termination must be given by either party:
  - For faculty, the notice period is three (3) months post-probation.
  - For professional staff, the notice period is thirty (30) days post-probation.
  - During probation, notice is given as per Federal Law 33 of 2021.
  - Notice period should ideally result in employment ending outside of a regular semester.

#### **End of Service Benefits:**

- **Resignation:**
  - Staff must provide written notice and honor duties during the notice period.
  - Resignation acceptance is confirmed in writing or implied by lack of response.
- **Exit Interview:**
  - Conducted by HR to gather feedback and insights for university improvement.
- **Redundancy:**
  - Termination may occur if services are no longer required, and reassignment is not possible due to qualifications or budgetary constraints.



- **Medical Grounds:**
  - Termination for continuous or severe illness beyond sick leave balance.
  - Termination based on confirmation of permanent medical unfitness by a competent medical entity.
- **Death:**
  - Employment ends the day after the official date of death.

For detailed information, refer to:

[DMU/PPM Chapter D - D.8.2. TERMINATION OF EMPLOYMENT RELATIONS POLICY](#)

## **10. GRIEVANCES AND APPEALS POLICY**

DMU is committed to resolving grievances of faculty members and staff fairly and efficiently, providing clear guidance on the procedures for addressing grievances.

### **Process:**

#### **1. Applying for a Grievance:**

Staff members can apply for a grievance if they believe they have been treated unfairly in their working relationships or employment conditions.

A signed, detailed complaint should be submitted to the HR department, which will refer the case to the Vice Chancellor Academic Affairs .

The Vice Chancellor will appoint members of the Grievance Committee to review the case.

#### **2. Informal Resolution:**

Staff members are encouraged to resolve grievances informally by discussing the issue with their immediate supervisor or the concerned party.

If unresolved, faculty members may apply for a formal grievance.

#### **3. Investigation:**

The Grievance Committee will investigate, interviewing all relevant personnel, including the faculty member, supervisor, and witnesses.

Written replies and explanations are required within five (5) working days from all parties involved.

#### **4. Grievance Decision:**

The Grievance Committee will make recommendations to the Vice Chancellor Academic Affairs within 20 working days.

The decision will be communicated to the staff member in writing.





If a grievance is found to be based on false information, the staff member may face disciplinary action, up to termination.

#### **5. The Grievance Committee:**

Has the authority to access all documents and interview all personnel related to the grievance.

Maintains confidentiality of all grievance information and proceedings, sharing information only with appropriate university officials on a need-to-know basis.

#### **6. Appeals:**

Faculty members can appeal imposed penalties resulting from violations of university regulations and the Code of Conduct.

- Appeals must be in writing, presenting new information not previously considered, and submitted within 15 days of the disciplinary action.

For detailed information, refer to:

[DMU/PPM Chapter D - GRIEVANCES AND APPEALS POLICY](#)

### **11. STAFF GOVERNANCE AND PARTICIPATION IN COMMITTEES**

Staff members can play important roles in governance and participation in committees within an organization, including universities. Their contributions are vital for effective decision-making, problem-solving, and the overall success of the institution.

### **12. EMPLOYMENT / PERSONNEL RECORDS**

Maintaining employment and personnel records for staff is a critical aspect of human resources management. Properly managed records help ensure compliance with legal requirements, facilitate employee management, and provide essential information for various HR functions. Here's an overview of the types of employment and personnel records typically maintained for staff:



Human Resources Department Documents Checklist			
Employee Id:		Employee Name:	
1	CV	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Copy of Passport	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Copy of Visa	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	Copy of all Educational Certificates /Documents	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	Copy of Equivalency Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	Copy of previous Experience Letters/ Certificates /Documentations (if any)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7	Copy of previous Training Letters/Certificates / Documentations (if any)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8	Signed Employment Contract / Offer Letter (staff should receive their copy)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9	Copy of Signed Job Description (Employee should receive a copy)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10	Other Documents	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### 13. DMU ACADEMIC CALENDAR



## DMU Academic Calendar- Academic Year 2024-2025

### Fall Semester

Event	Day	Dates
Faculty and Admin orientation	Monday	19/08/2024
DMU General Orientation and College Orientation	Thursday & Friday	22-Aug-2024 and 23-Aug-2024
Commencement of classes	Monday	26/08/2024
Add /Drop	Monday	26-Aug-2024 to 09-Sept-2024
White coat ceremony	Monday	09-Sept-2024
Prophet's Birthday*	Sunday	15-Sept-2024
Last day to withdraw from courses	Monday	07-Oct-2024
Midterm Exams**	Monday	14-Oct-2024 to 04-Nov-2024
Commemoration Day	Saturday	30-Nov-2024
UAE National Day	Monday & Tuesday	02-Dec-2024 and 03-Dec-2024
Final Exams	Monday to Friday	09-Dec-2024 to 20-Dec-2024
Winter Break	Monday to Sunday	23/12/2024 to 05/01/2025
Announcement of Final Exam result	Wednesday	25-Dec-2024
Beginning of Re-sit Exams	Monday To Tuesday	06/01/2025 To 14/01/2025



Spring Semester		
Event	Day	Dates
Commencement of classes	Monday	06/01/2025
Add/Drop	Monday To Monday	06-Jan-2025 to 20-Jan-2025
Last day to withdraw from courses	Monday	17-Feb-2025
Midterm Exams**	Monday To Friday	24-Feb-2025 to 14-Mar-2025
The holy month of Ramadan begins*	Friday	28-Feb-2025
Spring Break	Monday to Sunday	24/03/2025 to 30/03/2025
Eid Al Fitr*	Saturday To Tuesday	29-Mar-2025 to 01-Apr-2025
Final Exams	Monday To Friday	28-Apr-2025 to 09-May-2025
Announcement of Final Exams result	Saturday	10-May-2025
Beginning of Re-sit Exams	Monday To Sunday	12/05/2025 To 18/05/2025
Summer Semester		
Event	Day	Dates
Commencement of classes	Monday	19-May-2025



Add/Drop	Monday To Monday	19-May-2025 to 26-May-2025
Last day to withdraw from courses	Monday	02-Jun-2025
Eid al Adha holiday*	Thursday To Sunday	05-Jun-2025 to 08-Jun-2025
Hijri New Year*	Friday	27-Jun-2025
Final Exams	Monday To Friday	30-Jun-2025 to 04-July-2025
Announcement of Final exam result	Saturday	05-July-2025
<b>Summer Vacation Begins for both faculty and students</b>	<b>Monday</b>	<b>07/07/2025</b>
*: Islamic holidays are determined after sighting of the moon. Thus, actual dates may not coincide with the dates in the calendar		
**: The midterm exams will be held during class time		
<b>End of Summer Holiday for Faculty Members: Sunday, 17August, 2025</b>		
<b>Beginning of Academic Year 2025-2026 for the students: Monday, 25 August, 2025</b>		

## 14 . ACCESS TO POLICIES AND PROCEDURES MANUAL

Policies and procedures can be accessed by clicking on the link below: [PPM Folder](#)

For more information, please refer to the Federal Decree Law No. 33 of 2021 on the Regulation of Labour Relations in the Private Sector



## 15.DOCUMENT REVISION HISTORY

Version	Date	Updated Information	Author/ Reviewer
V 1.0	Nov 2023	Policy Newly Implemented	HR
V 1.1	June 2024	<ul style="list-style-type: none"> <li>• Included revised DMU's Vision , Mission, Mandates and Goals</li> <li>• Version History added and link to PPM</li> <li>• Combating Cheating &amp; Violation of Examination System</li> <li>• Added hyperlinks in the contents related to PPM</li> </ul>	HR Unit
V 1.2	Jan 2025	<ul style="list-style-type: none"> <li>• Updated revised DMU organization charts</li> <li>• Added hyperlinks in the contents related to PPM</li> </ul>	

