



Policy: **Postgraduate Completion Requirements**

Code: **03EP04**

Reviewed/ Revised: **24/07/2023**

Date of Next Review: **July 2024**

Policy Owner: **Dean**

Target audience: **Faculty, Staff, and Postgraduate Students**

PURPOSE:

This policy should be read in conjunction with the current Catalogue and provides a clear statement of the requirements to obtaining the Postgraduate award of Master of International Hospitality Management (MIHM).

SCOPE:

This policy is relevant to all postgraduate students and provides guidelines for use by the Faculty when attending the Examination Board for the consideration of graduating students.

DEFINITIONS:

Graduation is an annual event, normally held in October or November, when those students who are eligible for an award officially have that award conferred upon them.

POLICY STATEMENT:

No student may graduate from EAHM unless they have met the requirements as set out in the Catalogue, which is the official document stating the academic rules and regulations.

RESPONSIBILITY:

The Programme Managers and Registrar are responsible for the implementation of this policy, and the Dean will update the policy as needed.

IMPLEMENTATION OF THE POLICY:

The performance of graduating students will be discussed at the Examination Board.

All members of Faculty who teach on EAHM postgraduate degree programme are expected to attend the Examinations Board Meeting. Exceptionally, if a member of Faculty cannot attend the meeting, they are required to submit a report on the grades they have awarded to students and to be available for telephone calls at this time.

Prior to the meeting, the Registrar reviews the transcripts and academic performance and brings the transcript to the meeting should it need to be reviewed in detail. At the Examination Board Meeting candidates for graduation are discussed when going through the student's individual grades. A Postgraduate student will be conferred with their degree when the following conditions are fulfilled:

1. They have completed the required number of credits as follows:

<i>Description</i>	<i>Credits</i>
Core courses (3 CR) x 7 courses	21
Elective courses (3 CR) x 2 courses	6
Research Project (6 CR) x 1 course	6
Total Credit Requirement	33

2. They have achieved a Cumulative Grade Point Average of no less than Two (2.00).
3. They have achieved at least a Grade of C or 2.00 on the Postgraduate Thesis
4. The student must be in good financial standing with EAHM.
5. The student must have obtained the "Certificate of Equivalency-CoE" from the Ministry of Education for their bachelor's degree, unless graduates from a CAA accredited institution in the UAE.

Credit System Conversion

1 US Credit represents 45 hours of learning at EAHM which is equivalent to 1.67 ECTS. Therefore, a 3 US Credit course represents 135 hours of learning and 5 ECTS. An MBA programme student will therefore complete 60 ECTS.

The following are guidelines for the examination boards reference in determining the award classification for students who have completed the requirements for the Masters of International Hospitality Management.

Award	CGPA	Guidelines
High Distinction	3.67 to 4.00	The student's attainment and performance has been outstanding and identifies the student as exceptionally able in the field covered by the programme in question.
Distinction	3.00 to 3.66	The student's attainment and performance show evidence of critical capacity and analytical ability; reasonable understanding of relevant issues; evidence of familiarity with the discipline.
Merit	2.67 – 2.99	The student has reached some understanding of the subject matter; the ability to develop solutions to simple problems; benefitting from his/her academic experience.
Pass	2.00 – 2.66	The student has reached a standard of attainment and performance that is judged to be minimally acceptable familiarity with subject matter, critical and analytical skills.

In considering the degree classification, members of the examination board will be made aware of any mitigating or exceptional circumstances (such as family member bereavement, illness etc) that may have impacted upon the students' performance. However, significant deviation from the CGPA Guidelines should be avoided. The Examination Board must vote and agree unanimously if a higher Honours classification is to be awarded (borderline CGPAs only).

ASSOCIATED DOCUMENTS:

- Transcript of Records
- Student File
- Catalogue

MENTIONS:

- Catalogue
- Student Handbook
- Faculty Handbook

DATE OF NEXT REVIEW:

This document should be reviewed by **July 2024**.

POLICY APPROVALS RECORD

Policy Name: **Postgraduate Completion Requirements**

Policy Code: **03EP04** Formerly: EA/ACA/014

Date of first approval: **09/2013**

Reviewed/ Updated	Details of Amendment
31/07/2015	- Reviewed
15/09/2016	- Reviewed
20/01/2019	- Reviewed
24/02/2020	- Reviewed
31/07/2021	- Changed the required number of electives and mandatory courses (page 2) - Changed the grading system
15/02/2022	- Added the Programme Managers as responsible person for the implementation of this policy - Awards definition
24/07/2023	- Changed the programme from MBA to MIHM - Changed the total number of required credits to successfully complete the programme - Change Dissertation to Research Project and credit hours changed to 6 credits (previously 9 credits) - Awards classification updated to reflect the new grading system requirements