



**MOHAMED BIN ZAYED**  
**UNIVERSITY OF**  
**ARTIFICIAL INTELLIGENCE**

# **Program Advisory Board**

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Terms of Reference

**June 2024**

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## 1. Introduction

Mohamed bin Zayed University of Artificial Intelligence shall establish Program Advisory Boards (PAB) comprised of regional, national, and international leaders with diverse expertise. PABs will provide strategic guidance on each department's educational and research programs while fostering deeper connections with the business community. The PABs will serve as trusted advisors, offering collegial advice and practical support to help promote educational and research excellence, ensure alignment with the national agenda, and stay up to date with AI technological advancements. PABs shall be governed by the policies in the Academic Programs Policy Manual.

## 2. Objective

The PABs will:

- i. **Shape Educational and Research Agenda:** Advise on curriculum development, ensuring it aligns with future workforce needs.
- ii. **Industry Engagement:** Recommend strategies to strengthen relationships with local, national, and international businesses and social organizations.
- iii. **Internationalization:** Contribute to the department's strategy for increasing international student enrolment and enhancing the global learning experience.
- iv. **Brand and Reputation:** Elevate and promote the departments' brand and market position, aligned with both the departments and the University's strategic plans.
- v. **Research Development Partnerships:** Identify potential research partners and facilitate discussions for collaborative projects. Identify opportunities for co-funding research grants.
- vi. **Internships, Student Projects, Sponsorships, and Employment Opportunities:** Advocate for and actively support student internship and project opportunities. Encourage the industry to sponsor students they wish to employ to secure future workforce needs.
- vii. **Faculty and Staff Exchange:** Identify opportunities for faculty and staff exchange between the University and industry. Industry staff can serve as adjunct faculty or be invited as guest speakers.

## 3. Working Groups

The PABs can have three working groups to focus on specific areas:

- **Education:** Advises on current and future business education needs, providing course and program development feedback.
- **Industry Engagement:** Identifies opportunities for partnerships, donor cultivation, networking, and securing student internships/projects.
- **Research:** Facilitates contact with organizations for potential funded research collaborations.

## 4. Membership and Meetings

- **Term:** Two (2) years.
- **Frequency:** Minimum two (2) meetings annually (1/semester), with additional meetings for curriculum reviews. Meetings can be held in person or virtually.
- **Quorum:** Chair and at least half of the external and internal members present for meetings.
- **Decision-Making:** Consensus-based.
- **Minutes:** Draft minutes circulated five (5) days after each meeting, confirmed by the Chair at the following meeting, and posted on the CMS.

## 5. Membership Composition

### ➤ Internal Members:

- Department Chair or delegate
- Academic development or representative
- Faculty representative
- Research office representative
- PAAR representative
- Student representative
- Alumni representative (recent graduates, alumni advisory board member, or young professionals can share their experiences transitioning from academia to the workplace and offer a fresh perspective).

### ➤ External Members:

- **Industry Leaders:** CEOs, COOs, or senior executives from companies relevant to the programs/ focus. They can provide insights into current industry trends and skill requirements.
- **Mid-Level Professionals:** Managers or subject matter experts who can offer specific details about the skills graduates should possess and the challenges faced in the field.
- **Diversity and Expertise:**
- **Company Sizes:** Representatives from large corporations, small and medium-sized enterprises (SMEs), and startups to gain insights from different business environments.
- **Discipline experts from academia.**

Committee Secretariat: Department's Executive Assistant.

## 6. Representatives for PAB Correspondences

The PABs must register the correspondence nominee (name, phone number, and email) from each organization for future meeting arrangements, correspondences, and meetings. PABs can nominate more than one person:

Name	Organization	Designation	Phone number	Email Address

## 7. Related Documents

<b>Related Document(s)</b>
Academic Programs Policy Manual
Alumni Policy Manual
Faculty Manual

## 8. Document Control and Version History Information

<b>Document Name</b>	Program Advisory Board Terms of Reference
<b>Reference Number</b>	
<b>Guidelines owner</b>	Provost
<b>Department</b>	Academic and Student Affairs
<b>Version Number</b>	V01.00
<b>Approval Date</b>	
<b>Approved By</b>	
<b>Date of Last Review</b>	N/A
<b>Date for Next Review</b> (normally after two years or when changes occur).	01/05/2024
<i>For Office Use – Keywords for search function</i>	advising, student research, supervisor, supervision

## 9. Version History

<b>Version number</b>	<b>Person responsible</b>	<b>Date of change</b>	<b>Comments</b>
V01.00	Provost	24/06/2024	First approved version

APPROVALS		
Initiated by: Head of Academic Development	Date: 2024-05-30	Signature: Email approval
Reviewed by: Head of IEQA	Date: 2024-06-04	Signature: Email approval
Reviewed by: Academic Consultant	Date: 2024-06-04	Signature: Email approval
Approved by: Provost	Date: 2024-07-01	Signature: Email approval

**10. Revision History**

Revision number	Date	Description	Comments