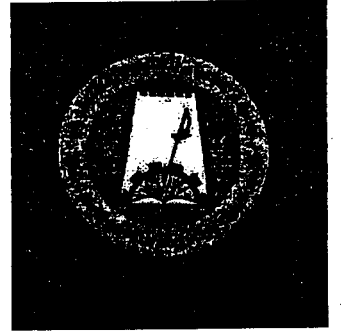


Ajman University of Science and Technology Network



Student Handbook

Academic Year 2005 - 2006



Ajman University of Science and Technology Network
Education - Information - Investment



Student Handbook

Academic Year 2005 - 2006

Ajman University of Science and Technology Networ

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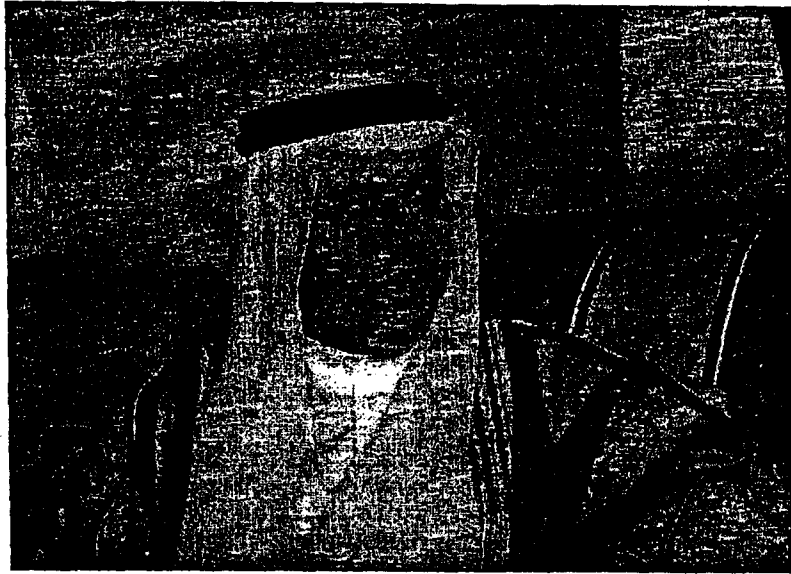
His Highness Sheikh Zayed Bin Sultan Al Nahayan
Founder of the United Arab Emirates



His Highness Sheikh Khalifa Bin Zayed Al Nahayan
President of the United Arab Emirates



His Highness Sheikh Humeid Bin Rashid Al Nuaimi
Member of Supreme Council - Ruler of Ajman



His Excellency Dr. Saeed Abdullah Salman
President of Ajman University of Science and Technology
President of Arab Private Institutions for Higher Education

From the President

I welcome you to Ajman University of Science and Technology Network and wish you every success and a prosperous future.

Ajman University of Science and Technology Network

Contents

1. Message to AUST Students	1
2. AUST History	1
3. System of education and programs offered at AUST	2
4. Admission and Registration	4
4.1 Admission regulations	4
4.2 Admission on probation	5
4.3 Required documents for admission	6
4.4 Course registration for new students	7
4.5 Course registration for continuing students	7
4.6 Dropping and adding course	8
4.7 Study load	8
4.8 Registration suspension	9
5. Academic advising	10
6. Transfer of courses earned in other institutions	10
7. Change of majors	12
7.1 New students	12
7.2 Continuing students	12
8. Academic Evaluation and assessment	13
8.1 Course assessment	13
8.2 Grading system	13
8.3 Semester Grade Point Average (G.P.A.)	14
8.4 Cumulative Grade Point Average (G.P.A.)	15
8.5 Incomplete Requests	16
8.6 Complaint about a grade	17
8.7 Resit examinations	17

Ajman University of Science and Technology Network

Contents

9. Office hours study mode	18
10. Attendance policy	18
11. Academic probation	20
12. Graduation requirements	22
13. Computer and learning resources	23
13.1 Computer facilities	23
13.2 Learning resources	24
14. Student activities	25
14.1 Sports activities	25
14.2 Social activities	25
14.3 Cultural activities	25
15. Student services	26
16. Student ID card	28
17. Student Behavior Code	28
18. Disciplinary Policy	29
19. Student grievance procedure	30
20. The career development agency	30
21. Tuition Fees and Financial Information	31
21.1 Application and Registration fees	31
21.3 Tuition fees	31
21.5 Refund Policy	32
21.4 Reduction of tuition fees and Scholarships	34
21.4 Scholarships and Bursuries	35
21.4 Books	35

4.4 Course registration for new students

New students are requested to attend the orientation program that is held during the first day of the semester by the Faculty in which they are admitted. The aim of the orientation is to introduce students to the University system, the credit-hour system, selection of courses of the first semester, course registration procedure, and the academic advising.

New students are also required to take an English placement test according to the schedule set by the Language Center of the University before they register courses. The results of the test are used to determine the number of English contact hours they need.

After the selected courses are entered by the academic advisor, and on payment of the tuition fees students will get their timetable that includes the name of the courses, the schedule of classes, the name of the lecturer, and the classroom or Laboratory number.

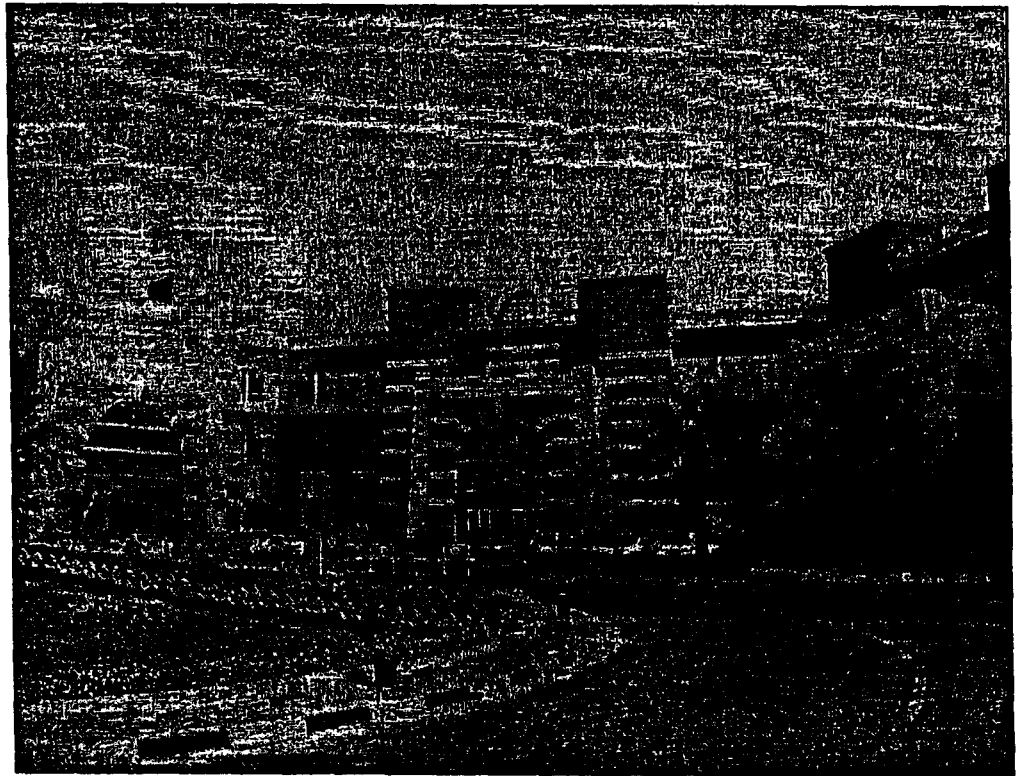
The admission offer may be canceled by the faculty if the student doesn't finalize his/her registration during the registration week.

4.5 Course registration for continuing students

Faculties encourage non-warned students to use the early registration period to select the courses in consultation with the academic advisor. The early registration period is specified in the academic calendar of each semester. Warned students and students who did not benefit from the early registration phase can register during the registration week as specified in the academic calendar.

3. SYSTEM OF EDUCATION AND PROGRAMS OFFERED AT AUST

The university adopts the credit hour system. This system requires that a total number of credit hours, determined by the University, has to be earned by students to complete the program. The required number of credit hours is distributed over a certain number of semesters depending on the program (see Table 1 for details). Apart from the Faculty of Engineering, the faculties offer their programs on the four campuses. The Faculty of Engineering does not offer yet its programs at Al-Fujairah campus.



Business Administration	Bachelor of Science in Management	132	8
	Bachelor of Science in Marketing	132	8
	Bachelor of Science in Accounting	132	8
	Bachelor of Science in Finance	132	8
	Diploma in Business Administration	72	4
Computer Science and Computer Engineering	Bachelor of Science in Computer Science	135	8
	Bachelor of Science in Computer Engineering	165	10
	Bachelor of Science in Information Systems	131	8
	Diploma in Information Technology	70	4
Dentistry	Doctor in Dental Surgery	189	10
Engineering	Bachelor of Engineering in Electrical Engineering / Electronic	165	10
	Bachelor of Engineering in Electrical Engineering / Communication	165	10
	Bachelor of Engineering in Biomedical Engineering	165	10
	Bachelor of Engineering in Architectural Engineering	169	10
	Bachelor in Interior Design	134	8
Foreign Languages and Translation	Bachelor of Arst In English Language and Translation	132	8
	Bachelor of Arts in Communication and Translation	132	8
Pharmacy and Health Sciences	Bachelor of Science of Pharmacy	150	8-10
Education and Basic Sciences	B. in Ed. Tech/Teacher Training Program In Mathemacics and Science	132	8
	B. in Ed. Tech/Teacher Training Program In Arabic and Islamic Studies	132	8
	Bachelor of Education / Teaching English as a Foreign Language	132	8
	Bachelor In Educational Technology	132	8
Information, Mass Communications & Public Relations	Bachelor of Arts in Mass Communication and Public Relations	132	8

Introduction



4. ADMISSION AND REGISTRATION

The Academic and Scientific Council of the University determines the number of students to be admitted to each degree program in each semester according to the University's available resources. Applications for admission to one of the programs should be submitted to the Admission and Registration Deanship prior to the beginning of the Fall and Spring academic semesters of each academic year.

4.1 Admission Regulations

To be eligible for admission, the student must have a secondary school certificate issued in the U.A.E. or its equivalent approved by the Ministry of Education & Youth, UAE.

Holders of a Secondary School Certificate (SSC), Science Section, are eligible for admission in any faculty in the University if they satisfy the minimum score that is required for the degree program (See Faculty Handbook). Holders of Secondary School Certificate, Literary Section, with a minimum score of 60% are eligible for admission to all degree programs of the following faculties:

- Business Administration.
- Foreign Languages and Translation.
- Information, Mass Communication and Public Relations

and to the following specific programs :

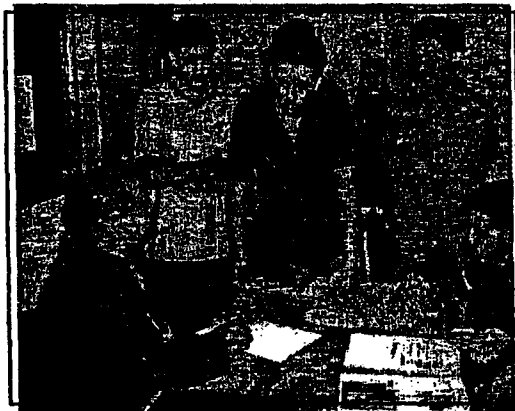
- Bachelor in Ed. Tech. / Teacher Training Program In Arabic and Islamic Studies
- Bachelor in Teaching English as a Foreign Language
- Bachelor in Computer Information System
- Bachelor in Interior Design.
- Diploma in Information Technology

Admission decision is made on a competitive basis taking into the number of places set by the Faculty, and the applicant's scores in the secondary school.

4.2 Admission on Probation

Faculty councils may give admission on probation for some applicants not satisfying the admission conditions fully. In this case, applicants must register for at most five courses selected by their respective faculties and must achieve at least a 'C' grade in each course; otherwise his/her admission will be cancelled.

Applicants admitted on probation will sign an undertaking which articulates that the University is not responsible for their transfer to any other university or institution.



4.3 Required documents for admission

- An application form , obtained from the Admission and Registration Deanship , to be filled in by the applicant.
- A UAE Secondary School Certificate (or its equivalent issued by the Ministry of Education & Youth, UAE and a grade transcript). Certified copies are equally accepted.
- A photocopy of a valid passport.
- Health certificate issued by the University's doctor.
- Certificate of good conduct issued by an official body.
- Six passport size photographs with full name written on the back of each.
- A written commitment signed by the applicant to observe the University Rules and Regulations.

Holders of High School Certificates requiring equivalency to UAE High School Certificate may be admitted for one semester subject to the signature of an undertaking which gives the right to the University to cancel their registration if the equivalence of their certificate is not approved by the Ministry of Education and Youth.

The application is processed by the Admission and Registration Deanship only after payment of the application and registration fees of AED 1300.

Prior to admission, students who have not been dismissed from other accredited institutions may find out the number of credit hours that will be transferred to them, after payment of a non-refundable fee of AED 500. This fee will be deducted from their admission and registration fees in case they are admitted at the University. See also section 6.

4.4 Course registration for new students

New students are requested to attend the orientation program that is held during the first day of the semester by the Faculty in which they are admitted. The aim of the orientation is to introduce students to the University system, the credit-hour system, selection of courses of the first semester, course registration procedure, and the academic advising.

New students are also required to take an English placement test according to the schedule set by the Language Center of the University before they register courses. The results of the test are used to determine the number of English contact hours they need.

After the selected courses are entered by the academic advisor, and on payment of the tuition fees students will get their timetable that includes the name of the courses, the schedule of classes, the name of the lecturer, and the classroom or Laboratory number.

The admission offer may be canceled by the faculty if the student doesn't finalize his/her registration during the registration week.

4.5 Course registration for continuing students

Faculties encourage non-warned students to use the early registration period to select the courses in consultation with the academic advisor. The early registration period is specified in the academic calendar of each semester. Warned students and students who did not benefit from the early registration phase can register during the registration week as specified in the academic calendar.

4.3 Required documents for admission

- An application form , obtained from the Admission and Registration Deanship , to be filled in by the applicant.
- A UAE Secondary School Certificate (or its equivalent issued by the Ministry of Education & Youth, UAE and a grade transcript). Certified copies are equally accepted.
- A photocopy of a valid passport.
- Health certificate issued by the University's doctor.
- Certificate of good conduct issued by an official body.
- Six passport size photographs with full name written on the back of each.
- A written commitment signed by the applicant to observe the University Rules and Regulations.

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4.6 Dropping and adding courses

Dropping and adding courses must be done with the approval of the academic advisor. During the allowed period for Drop & Add courses, students will not lose the fees of dropped courses. The academic calendar also specifies the period for dropping courses without affecting the academic record but with no refund of the fees. However, students have to bear in mind that the minimum number of credit hours they should register in is nine.

The academic calendar also specifies the last date for withdrawal from a course with 'W' without refund of the fees. In this case the course appears in the transcript with the letter 'W' which does not affect the computation of the semester grade point average (GPA), and the accumulated grade point average (AGPA).

4.7 Study load

Study load is the number of credit hours a student is registered for during the semester. For Fall & Spring semesters, the study load varies from nine to eighteen credit hours where one credit hour refers to one lecture hour, or two hours of practical study per week lasting for sixteen weeks. For summer semesters, the study load varies from three to six credit hours.

Students may increase their study load up to twenty-one credit hours in the Fall & Spring semesters, and to nine credit hours in summer semesters in the following two situations:

- a. The AGPA of the student is at least 3.5 in the preceding semester.
- b. The student is expected to graduate at the end of the semester, and his/her AGPA is at least 2.0



4.8 Registration suspension

Suspension of study Is allowed only if the student has completed his/her first semester. The total number of semesters that can be suspended is four (4). This is allowed either for two consecutive semesters or one by one with gaps after attending one or more semesters. In all cases the Deanship of Admission and Registration should be notified in writing.

5. ACADEMIC ADVISING

Advising is a very important element in the credit hour system. It is not confined to acquainting the student with the syllabus and its contents only but goes beyond that to strengthen the relationship between the student and the faculty members in order to achieve the objectives of the educational process.

Each new student is assigned an academic advisor who is a member of the faculty in which the student is enrolled. Academic advisors assist student in solving the problems that they face during their academic career. In particular, they follow-up the academic progress of the student until the completion of the program, and will assist the student in selecting appropriate courses prior to the start of each semester taking into account the student's academic performance. Students are encouraged and sometimes required to meet their academic advisors regularly during each semester.

6. TRANSFER OF COURSES EARNED IN OTHER INSTITUTIONS

Students transferring to AUST from accredited institutions of higher education may apply for equating courses by submitting to the Admission and Registration Deanship a certified grade transcript issued by the institution of origin, and the prospectus or course contents of the program they have studied. Transfer of courses is considered in accordance with the following

- The number of credit hours of the course will not be less than that of AUST equivalent course
- The grade obtained at the course is at least C or the grade that corresponds to Merit "Good" for the institutions that uses a different grading scale.
- The course content should be similar to the corresponding course offered at AUST.



If a student meets the conditions of transferring a given course but cannot submit its detailed contents, then he/she may sit for an examination set by the faculty after payment of the fee. The final decision will be based on the result of the examination concerned.

Grades of the transferred courses are not considered in the computation of the student's cumulative grade point average (AGPA). The latter is confined only to courses taken at AUST.

AUST does not grant transferring students a degree unless they successfully complete at least 50% of the credit hours of the program including the last 30 credit hours of the program on one of AUST's Campuses.

Registered AUST students can take some courses outside AUST provided that they obtain prior approval from the Dean of the faculty. Acceptance of the transfer of these courses is conducted according to the criteria mentioned above .

Transfer of courses

7. CHANGE OF MAJOR

7.1 New Students

First-semester students may apply to transfer within the University from one major to another during the Drop & Add period. The application is processed through the Admission and Registration Deanship if:

1. The applicant meets the admission requirements of the degree program he is applying to.
2. There is availability of places in the degree program.
3. Approval of the Deans of the two faculties concerned is obtained.

7.2 Transfer between programs

Students may transfer from one program to another within the University provided that they satisfy Items 2 and 3 of section 7.1, in addition to the following:

1. The preceding semester Grade point average (GPA) should be equivalent to the new program's requirement.
2. The application for transfer should be submitted within the period specified in the academic calendar.

A student is normally entitled to only one transfer throughout his/her course of study at the University.

8. ACADEMIC EVALUATION & ASSESSMENT

8.1. Course assessment

In each registered course, student's performance is assessed according to a procedure set-up and detailed by the faculty concerned and explained in the course plan. The overall score is normally distributed as follows:

- 1 - Semester Tests & Activities 30 %
- 2 - Mid-semester Examination 20 %
- 3 - Final Examination 50 %

Semester tests & activities score includes the marks for tests, quizzes, assignments, research, and laboratory work.

Sixty (60%) is the total pass mark in each course.

8.2 . Grading system

The University adopts the following grading system:

from 95 to 100	A+	4.5	Excellent with honor
from 90 to 94	A	4	Excellent
from 85 to 89	B+	3.5	Very Good (High)
from 80 to 84	B	3	Very Good
from 75 to 79	C+	2.5	Good (High)
from 70 to 74	C	2	Good
from 65 to 69	D+	1.5	Pass (High)
from 60 to 64	D	1	Pass
less than 60	F	0	Fail

8.3. Semester Grade (GPA)

This indicates student performance during the semester, and is calculated as follows: the total of the grade point of each course taken in the semester multiplied by its credit hours divided by the total number of credit hours registered in the semester.

Example: If the student obtains the following results:

Subject	No. of Credit Hours	Point Grade
Mathematics I	3	3
Statistics	3	2
Intr. to computers	3	3
Islamic Culture	3	4
Arabic Language	3	4
English I	3	2
Total	18	

his/her GPA will be computed as follows:

$$\text{GPA} = \frac{3*3+3*2+3*3+3*4+3*4+3*2}{18} = 3$$

8.4 . Cumulative Grade Point Average (AGPA)

This indicates the student averaged performance over all semesters up to the final or current semester.

It is calculated as follows: The total of the point grade of each course taken to date multiplied by its credit hours divided by the total number of credit hours taken till then.

If a student repeats a course in which he obtained F or does so in order to improve his/her AGPA, the last grade obtained will be considered in the calculation of the AGPA regardless of whether the last grade is higher than the original one or not. However, the original grade will appear in the academic record without affecting the calculation of the AGPA.

The AGPA is also used for academic probation as follows: Starting from the end of the second semester, if the AGPA is less than 2, the student will be regarded as a warned student, and he/she will be requested to improve his/her academic performance to raise the AGPA to 2 or above. (See Section 11 for the policy regulating the study load of warned students)



A student will not be allowed to graduate unless his/her AGPA is at least 2 even if he/she has passed all required courses of the program he/she is studying. In consultation with the academic advisor, the student must repeat a number of courses of the study plan in order to raise his/her AGPA to at least 2.

8.5. Incomplete

Attendance in the final examination of a course is obligatory. Failing to do so means failure in that course. However, if a student does not attend the final examination due to pressing reasons and he/she scored at least a total of 30 out of 50 in the course work (tests & midterm examination), the course may be considered as "incomplete". The acceptable excuse must be one of the following:

1. illness that is certified in a medical report approved by the University's doctor.
2. the death certificate of a first or second degree relative.
3. being arrested or convened before justice or police.

In this case, the student must complete and submit the request form within a maximum of three days from the examination date. He/she also must present the relevant documents to the Admission and Registration Deanship.

The application is processed only if the student has no financial obligation to the University, and has paid the fee of "incomplete request". The application will not be accepted if the student has 25% absence warning.

A student who has been given an 'incomplete' in a course must take the final examination before the end of the second week in the following semester in which he/she will register.



Normally 10% will be deducted from the student's final examination mark by the Admission and Registration Deanship unless it causes a fail.

8.6. Complaint about grades

Complaints regarding final examination result may only be lodged within a period of two weeks following the announcement of the examination results. The student will then complete and submit the Complaint Form to the Admission and Registration Deanship. The form will then be transferred to the faculty concerned for the appropriate decision to be made. The Admission and Registration Deanship notify the student of this decision.

8.7. Resit examination

If a student passes all required courses for graduation except one in which he failed in the last semester, he/she will be allowed to re-register for that course. The student should pay 50% of the course fees and he/she will re-take the final examination before the beginning of the following semester.

9. OFFICE HOURS STUDY MODE

A graduating student is allowed to register for a maximum of three courses on an office hours study mode if he/she satisfies the following conditions:

1. The student has failed these courses.
2. The course is not offered in the same semester.
3. The total number of credit hours registered does not exceed his/her allowed limit.

The student concerned must meet his/her lecturer one hour weekly in regular semesters and three hours weekly in a summer semester. Absence warnings and assessment procedures are applicable as in regular courses.

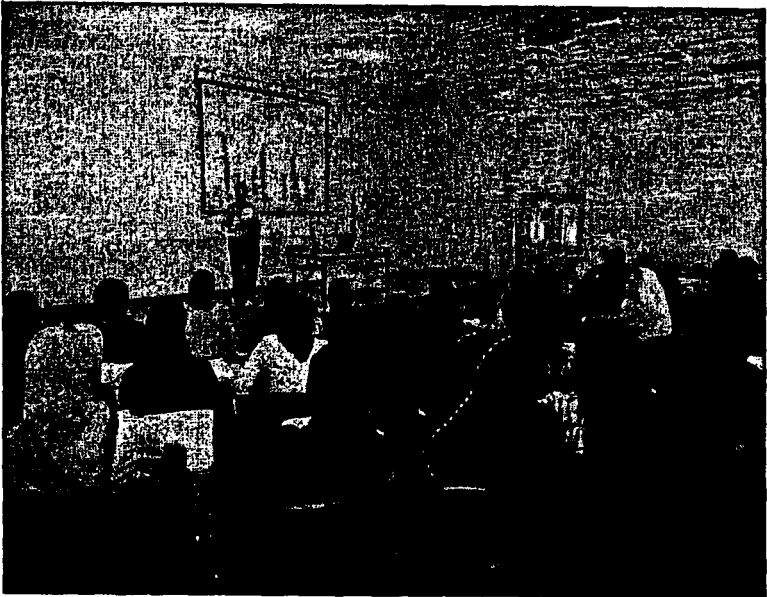
10. ATTENDANCE POLICY

Attending classes is compulsory in all courses. A student will not be allowed to take the final examination if he/she misses more than 25% of the classes during the semester.

- If a student is absent for 10% of theoretical and practical class hours, the lecturer of the course will issue a 10% absence warning.
- If a student is absent for 20% of theoretical and practical class hours, the lecturer of the course will issue a 20% absence warning.
- If a student is absent for 25% of theoretical and practical class hours, the lecturer of the course will issue a 25% absence warning and will give grade F to the student.

The Academic and Scientific Council may consider a student's withdrawal from the course if sufficient and convincing reasons for the student's absence is submitted to it by the Admission and Registration Deanship.

Attendance



11. ACADEMIC PROBATION

If the AGPA of the student is less than (2.0) in any semester other than the first semester or summer semesters, he/she will receive an academic warning and be placed on probation. The Admission and Registration Deanship will notify the student and his/her guardian.

A student on probation must raise his/her AGPA to at least (2.0) within three semesters not including the summer semester, and he/she will not be allowed to register unless he/she signs the corresponding undertaking, and produces the address of his guardian.

The study load of academically warned students is reduced:

- a. for the first warning to a maximum of 15 Credit hours among which (3) or (6) credit hours are repeated depending on the AGPA and the last semester GPA.
- b. for the second warning to a maximum of 12 credit hours among which (6) or (9) credit hours are repeated depending on the AGPA and the last semester GPA.
- c. for the third warning to 9 repeated credit hours.





If a student having a third warning fails to raise his AGPA to (2) at the end of the semester, his/her case will be reviewed by the faculty council. The latter can take one of the following actions:

- a. to give the student a grace semester if he/she has completed 80% of the required credit hours of the program and his/her AGPA may be raised to 2 by the end of the semester.
- b. to transfer the student to another program provided that his/her AGPA for the courses to be transferred is 2 or above.
- c. to suspend the student for at most two consecutive semesters during which he/she repeats courses at another accredited institution. He/she may be reinstated if the transfer of the courses will raise his/her AGPA to 2.
- d. to dismiss the student from the University.



12. GRADUATION REQUIREMENTS

A student will be awarded the Degree after fulfilling the following requirements:

- a. Completion of all courses of the program.
- b. Completion of the practical training as specified in the study plan.
- c. The AGPA is at least 2.

The merit of the degree is determined according to the following scale:

Scaling system for graduation

AGPA	Merit
From 4.0 to 4.5	Excellent with honor
From 3.75 to less than 4.0	Excellent
From 2.75 to less than 3.75	Very Good
From 2.25 to less than 2.75	Good
From 2.0 to less than 2.25	Satisfactory



13. COMPUTER AND LEARNING RESOURCES

13.1 Computer facilities

The Information Technology Department of the University has developed an easy , efficient and integrated communication system via the networking for the whole community. The Department has , at each campus , a Help Desk team whose duty is to assist computer users on how to use the available facilities.

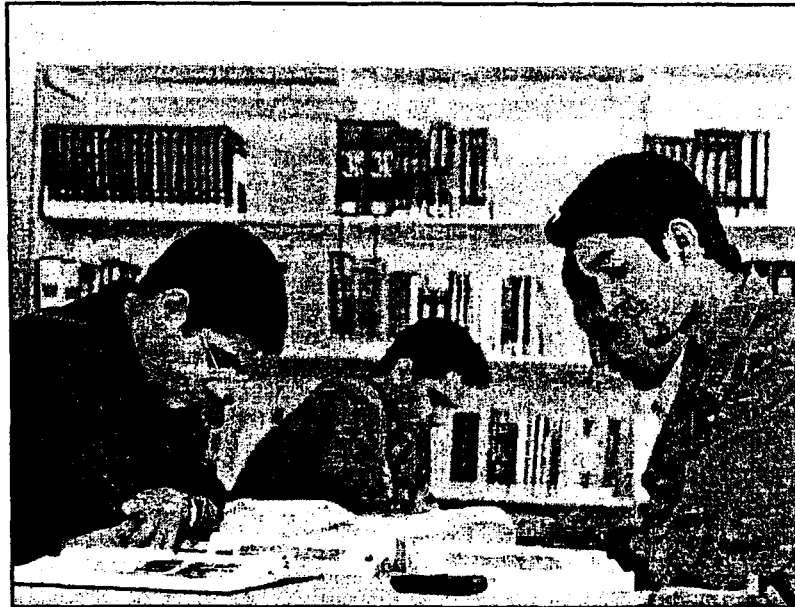
Students are encouraged to use the available computer facilities at the University. They are given an adequate storage space on the network of the University which is accessible from any computer within the University. However, students are recommended to save copies of their work on floppy disks.

Access to and use of computer facilities comply with UAE laws, and the internal regulations of the University. Any misuse of computer facilities may result in University disciplinary sanctions against the user. It is a violation of University regulations to intentionally and without authorization access, alter the operation system of a computer, damage a computer, publish a password or any confidential information that helps non authorized users to access to the network.

13.2 Learning Resources

AUST library assists and enriches the learning process by providing material and services supporting curricula and improving academic development. It offers educational and research materials in a variety of formats and media. In addition to books, periodicals, and audio visual materials, the library provides access to electronic indexes and full text data bases on CD ROMs and the internet. The library subscribes also to several hundred electronic journals and magazines through databases such as PROQUEST and EBSCO which are accessible through the university website.

Each student can borrow library materials for one renewable week subject to the presentation of the Library card. If the material that the student wants to borrow is on loan, the material can be reserved at the loan desk. See the Library manual for details, and regulations.





14. Student Activities

14.1 Sports activities

The University encourages sporting activities to promote the physical and health well being of students. The University provides facilities for football, basketball, handball, volleyball, field and track events, swimming pool and gymnasiums. Several sports teams, coached by qualified people, have been formed. The University teams participate in sporting events and competitions both inside and outside the UAE.

14.2 Social activities

The University makes efforts to promote relations between students, and between students and University administrative body and academic staff members in order to create a friendly and cooperative environment.

14.3 Cultural activities

Considered an important element of social life, cultural activities are given special attention. The University encourages its students to write articles and provides facilities to promote ties between society and the students through the organization of cultural exhibitions, seminars and lectures. These are held on appropriate occasions, particularly religious and national ones

15. Student Services

15.1 Accommodation

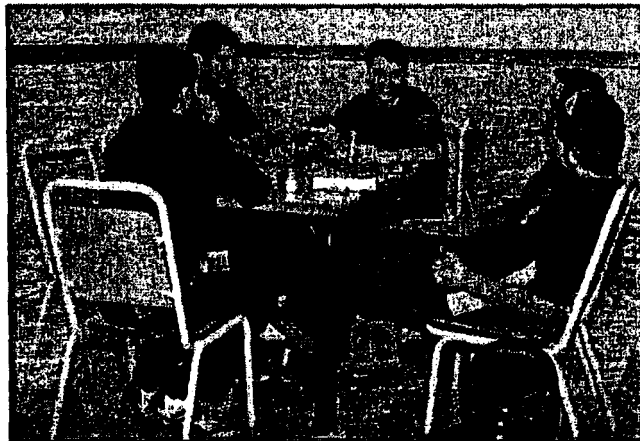
The University provides accommodation services for students. The fees vary according to the type of accommodation. Both female and male accommodations are in separate buildings outside the University, managed by the Emirates Company, annexed to the University. A deposit of AED 500 is paid by students and refunded to them on their final evacuation of the premises.

15.2 Transportation and Trips

The University provides transportation for students :

- Regularly : Between both AlJurf and Al Nuaimia Campuses and to and from the student hostels.
- Daily : for those wishing to travel from the University to the nearby Emirates and vice versa.
- Weekly : to other Emirates further away.

The University also provides transportation for cultural and scientific trips that are organised in cooperation with the Student Affairs Deanship.



15.3 Cafeteria

The University provides a cafeteria, on each campus, which offers various meals and beverages. There are separate parts for both male and female students. Female students living in hostels have a private cafeteria in the hostel building. Prices are set according to the choice of meals and are kept at a reasonable level.

15.4 Health Unit

There is a health unit on each of the university campuses as well as in student hostels. The health unit ensures a healthy and clean environment which is maintained in all university premises and provides students with health services that comprise:

- Carrying out medical examinations for new students and delivery of medical certificates.
- Examination and prescription treatment as appropriate.
- Treatment of emergency cases.
- Medical supervision of sporting and social activities.
- Raising health awareness among students
- Organizing seminars on health issues for the benefit of students
- First aid training.
- Checking of medical certificates and giving opinion on health-based student excuses for not taking exams.

15.5 Bookshops

There is a bookshop ,at each campus, which sells books, and stationery to students. In addition, it provides photocopying services.

15.6 Mosques

The University has mosques on each campus within easy reach for male and female students.

15.7 Shops

There are shops on each campus and on student hostels. These outlets aim to supply items which students may require on a daily and regular basis. Weekdays and weekend opening hours and any alterations to opening times are displayed on the shop front.

16. STUDENT ID CARD

Students will receive a University ID Card carrying their photograph, name, date of birth, AUST ID Number. This card may provide access to certain academic buildings and hostels. Students will need the card for admission to sports facilities, to sit University exams, and to make use of computer facilities. The ID card should be carried at all times.

In the event of loss of the ID card, this should be reported immediately to the Admission and Registration Deanship. Fraudulent use of the University ID card shall result in disciplinary action.

17. STUDENT BEHAVIOR CODE

All members of AUST are expected to conduct themselves in accordance with the regulations of the University, and the Laws of UAE. In Particular, AUST students are requested to play an exemplary and a positive role to enhance the reputation of the University by:

- demonstrating a clear commitment to their own learning,
- conforming themselves to all specified time requirements for registration, schedule of classes, examinations, and completion of assignments,
- ensuring that the work presented is the result of their own personal work.
- ensuring that all information presented to the faculty members, and administrative staff is accurate and true.
- conducting themselves in a courteous and a good manner in their dealings with faculty members, employees or other students

- meeting their academic advisors regularly;
- respecting the property of others and of the University,
- reporting their grievances to their academic advisor or the Dean of the Faculty,
- not engaging in cheating, plagiarism, in disruptive behavior, or in improper conduct which can damage the reputation of the University
- not using AUST facilities for other than learning purposes without a prior authorization,
- not falsifying documents or using falsified documents for any purpose related to the University,
- not distributing leaflets or collect signatures on the premises of the University or in the hostels without prior authorization,
- abiding by AUST rules and regulations, and the directives of the academic and administrative staff,
- acting in a way that will not cause offence to the culture of the UAE,

18. DISCIPLINARY POLICY

Any violation of the University regulations, directives, or sane behaviour, see section of student behaviour, is considered as misconduct which makes the student liable to disciplinary punishment which ranges from a verbal warning to dismissal from the University.

As far as examinations are concerned, if a student violates any of the rules or instructions during an examination, or he/she is caught cheating, then the student is asked to leave the examination room. In this case, the examination committee of the campus will hear the student during the day after that in which the incident occurred, and will recommend the level of punishment in a detailed report to be submitted to the President of the University. The level of punishment could be failing in the course concerned or failure in all courses for which he/she is registered in that semester.

A copy of the decision of the President of the University is kept in the student file at the Admission and Registration Deanship which will also inform the sponsor when applicable.

19. STUDENTS GRIEVANCE PROCEDURE

The purpose of the student grievance procedure is to resolve grievances, other than grade complaint, that are introduced by students. If a student has a complaint or grievance about any aspect of University life, he should raise the matter at the earliest opportunity to the Academic advisor, or the Dean of the Faculty who will inform the appropriate responsible which may resolve the grievance.

However, when the student is not satisfied by the result of the normal administrative channel, he can submit by writing his grievance within three weeks from the occurrence of the incident to the Dean of Students Affairs.

The latter will forward it to the Chairman of the grievance committee who will arrange a meeting to hear both parties, and eventual witnesses. The committee will, then, deliberate upon their findings and make recommendations to the President of the University who will take the final decision to be communicated to both parties.

20. THE CAREER DEVELOPMENT AGENCY (CDA)

The CDA is an AUST instrument aiming to promote and enhance chances of employment for graduates. It offers one-to-one guidance, and interviews together with a comprehensive range of careers information. This includes help with occupational and employer search, writing applications, local employer contacts and details of part-time vacations, and permanent vacancies. The CDA has woven solid ties with various National and Multinationals companies looking for potential employees.

The Agency works closely with the Alumni Association.

21. TUITION FEES AND FINANCIAL REGULATIONS

21.1 Application and Registration fees

- Application and registration fees add up to AED 1300 paid cash in one instalment upon registration and are not part of the tuition fees.
- The application and registration fees are non-refundable except when the student's application is not accepted.
- Students who wish to apply for transfer of courses from other accredited institutions pay a non-refundable fee of AED 500. This fee shall be considered part of the application and registration fees.

21.3 Tuition fees

a. Credit Hours

Tuition fees for the programs offered at the University are determined as follows:

Faculties	Faculty of Dentistry	Faculty of Pharmacy and Health Sciences	All the other faculties
Fee per one credit hour	AED 850	AED 770	AED 550

b. Academic advising

Students pay a fee of AED 200 for the academic advising course which is taken during the first semester of enrolment.

c. Laboratory Fees

The fee that covers access to laboratories differs from one course to another. It ranges from a minimum of AED 200 to a maximum of AED 1500

d. Additional Fees

The student pays the following additional fees:

- AED 200 for the various student services that are offered during the semester.
 - AED 50 for each application for an Incomplete.
 - AED 30 for each reference letter.
 - AED 20 for each extra copy of the academic record.
 - AED 30 for a request for a complaint about the grade in a course.
 - AED 10 for ID Card
- The student should pay the tuition fees in full for all courses s/he takes upon registration of these courses.
 - A student shall not be allowed into the classroom until s/he has paid these fees in full.
 - The University Network reserves the right to change the fees mentioned above when deemed necessary.

21.4 Refund Policy**a. Drop and add period**

- The drop and add period lasts for two weeks from the start of the lectures. During this period the student may add or drop courses without incurring any charges.
- If a student adds a course or more during the add and drop period, s/he must pay the fees of the added course(s) upon submitting the application for the course addition, otherwise the application shall be rejected.
- If a student withdraws a course or more during the add and drop period, the fees of the dropped course (s) may only be refunded after the expiry of the add and drop period. The student may also opt for the transfer of the amount to his/her balance for the following semester.

- The student may withdraw one course or more after the expiry of the drop and add period, provided s/he remains registered in at least three courses in the same semester, and in this case s/he does not have the right to claim any part of the fees of the courses dropped.
- If the student wishes to be refunded for any extra amount in his/her balance, s/he must fill in and submit the Application for Refund Form to the Students' Account Officer after the expiry of the add and drop period. Otherwise, the extra amount shall be added to the student balance for the following semester.

b. Registration suspension for one or two semesters

- The student may submit to the Registrar's Office, during the add and drop period, an application for registration suspension for one or two successive semesters at the utmost, in which case the paid fees shall be fully transferred as a credit for the following semester or refunded one week after the submission of the application for refund to the Students' Accounts Officer.
- If the student submits to the Registrar's Office within the two weeks that follow the expiry of the add and drop period an application for registration suspension for one or two semesters s/he shall be entitled to only 50% of the tuition fees paid in the semester in which s/he submits the suspension application.
- If the student submits to the Registrar's Office after two weeks from the expiry of the add and drop period an application for registration suspension for one or two semesters s/he shall not have the right to claim any part of the tuition fees paid in the semester in which s/he submits the suspension application.

c. Withdrawal from the University Network

- The student may apply, during the add and drop period, to the Registrar's office for suspension of registration and withdrawal from the University Network. In this case, s/he is entitled to a full refund of the tuition fees paid for the semester in which s/he submits the withdrawal application. The refund shall take place one week after the submission of the application for refund to the Students' Accounts Officer.
- If the student applies for registration suspension and withdrawal from the University Network within two weeks from the end of the add and drop period, s/he shall be refunded only 50% of the tuition fees paid in the semester in which s/he submits the suspension application.
- The student shall not have the right to claim any part of the tuition fees s/he paid if s/he applies for registration suspension and withdrawal from the university two weeks after the end of the drop and add period.

d. Disciplinary dismissal

- Students who are dismissed from the University Network for disciplinary reasons shall not have right to claim the any part of the tuition fees paid for the semester in which s/he is dismissed.

21.5 Reduction of tuition fees and Scholarships

a. Reduction in tuition fees

The student shall be entitled for one semester to a 20% reduction of the tuition fees of the courses registered in the two cases hereinafter:

- a) If the student passes the secondary school final examinations with a score of 90% or above.
- b) If the student obtains a grade point average (GPA) of 3.75 or higher provided s/he registers at least 15 credit hours in the semester that follows the semester where s/he obtains the above GPA. The student shall be entitled to this reduction as long as s/he maintains the above GPA in subsequent semesters.

- Any two brothers/sisters who enroll at the University Network in the same semester shall be granted a 5% reduction in tuition fees. If they do not register in the same semester, none of them shall be entitled to such a reduction.
- Any student whose AGPA goes below 2.00 shall be disqualified from all types of reductions granted by the University Network.
- In the event the student meets both conditions (a) and (b) above, s/he shall not benefit from two reductions at the same time. In such a case, s/he shall be granted the highest

21.6 Scholarships and Bursaries

The University Network grants scholarships and bursaries. For more information, students may contact the scholarships committee.

21.7 Books

- The University Network shall provide all required textbooks to students for competitive prices.
- The reductions above do not include textbook prices.