AJMAN UNIVERSITY
OF SCIENCE & TECHNOLOGY
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STUDENT HANDBOOK

2012-2013

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

His Highness Sheikh Humaid Bin Rashid Al Nuaimi

Member of the Supreme Council

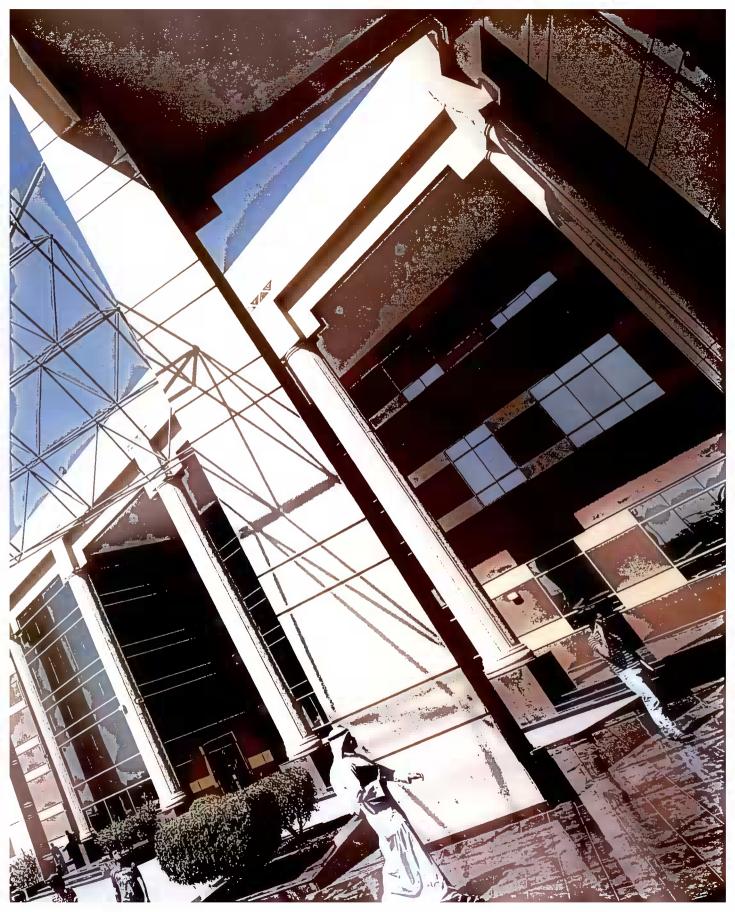Ruler of Ajman Patron of Ajman University of Science and Technology

His Excellency Dr. Saeed Abdullah Salman
President of Ajman University of Science and Technology
Honorary President & Founder of Arab Private Institutions for Higher Education
President of Euro-Arab Network

"I welcome you to Ajman University of Science and

Technology and wish you every success and a prosperous future."

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1. Message to AUST Students

The AUST *Student Handbook* can be used as a quick-reference guide to student life at AUST as it provides answers to many of the questions students ask. It gives general information about the university, the programs offered by each of the eight colleges, admission and registration procedures, and the key regulations that are relevant to students.

Introduction

2. History of AUST

Ajman University of Science and Technology was founded in 1988 as a non-conventional private institution of higher education. The university was established by His Highness Sheikh Humaid Bin Rashid Al-Nuaimi, Member of the Supreme Council and Ruler of Ajman. On June 17, 1988 he issued an Emiri Decree establishing Ajman University College of Science and Technology (AUCST), as AUST was then called, and the first intake of students took place on September 15 that year. In accordance with the Ministry of Higher Education and Research decree No 54 of 1997, AUCST became Ajman University of Science and Technology (AUST). The university has two campuses - in Ajman and Fujairah - at which it offers 31 accredited undergraduate programs and 12 accredited graduate programs. The aim of these programs is to provide the community with competent graduates capable of using technology and its applications for the development of UAE society.

Introduction

3. System of Education and Programs Offered

The university utilizes the credit hour system. This system requires that students earn a total number of credit hours, as determined by the university, to complete their program of study. The required number of credit hours is distributed over a certain number of semesters, depending on the program (see Table 1 for details).

Table 1: Accredited degree programs offered

a. Undergraduate Programs

College	Degree	Total Credit Hours	Type of school certificate & minimum average score
Dentistry	Doctor in Dental Surgery	199	80% Science
Pharmacy & Health Sciences	Bachelor of Pharmacy	150	70% Science
	BSc in Nursing	132	70% Science
Engineering	BSc in Electrical Engineering/Electronics	142	70% Science
	BSc in Electrical Engineering/Communication	142	70% Science
	BSc in Electrical Engineering/Instrumentation & Control	142	70% Science
	BSc in Biomedical Engineering	142	70% Science
	BSc in Architectural Engineering	169	70% Science
	Bachelor in Interior Design	133	60% Science/Arts
Information Technology	BSc in Computer Engineering	140	70% Science
	BSc in Computer Science	126	60% Science
	BSc in Information Systems / Project Management BSc in Information Systems / E-Business Management	126	60% Science, 65% Arts
	BSc in Multimedia & Web Development	126	70% Science
	BSc in Information Technology/Networking & Security	123	70% Science
	BSc in Information Technology/Databases &Web design	123	70% Science
Business Administration	BSc in Management	126	60% Science/Arts
	BSc in Marketing	126	60% Science/Arts
	BSc in Finance	126	60% Science/Arts
	BSc in Accounting	126	60% Science/Arts

Introduction

College	Degree	Total Credit Hours	Type of school certificate & minimum average score
Education & Basic Sciences	Bachelor of Education: "Teacher Training Program in Arabic Language & Islamic Studies"	132	60% Science/Arts
	Bachelor of Education: "Teacher Training Program in Mathematics & Science"	132	60% Science
	Bachelor of Education: "Teaching English as a Foreign Language"	126	60% Science/Arts
	Bachelor in Educational Technology	120	60% Science/Arts
Information, Mass Communication & Humanities	BA in Mass Communication/ Public Relations & Advertising	126	60% Science/Arts
	BA in Mass Communication/ Radio & Television	126	
	BA in Mass Communication/ Electronic & Printed Print	126	
	BA in Mass Communication/ Graphic Design	126	
	BA in English Language & Translation	126	
	BA in English Language & Translation/Translation for Media	126	
	BA in Sociology and Social Work	126	
Law	Bachelor of Law	132	60% Science/Arts

Introduction

b. Graduate Programs

College	Degree	Total Credit Hours
Institute of Environment, Water and Energy	MSc in Ground Water Engineering and Management	36
Business Administration	MBA (Human Resource Management)	36
	MBA (Financial Management)	36
	MBA (Marketing)	36
Information Technology	MSc in Information Systems	33
Engineering	MSc in Architecture and Urban Studies	36
Law	Master of Law (Private Law)	33
	Master of Law (Public Law)	33
Dentistry	MSc in Restorative Dentistry	57
Pharmacy and Health Sciences	MSc in Pharmacy (Clinical Pharmacy)	36
	MSc in Pharmacy (Pharmaceutical Technology)	36
Education and Basic Sciences	Professional Diploma in Teaching	24

Introduction

4. Admission and Registration

Applications for admission should be submitted to the Admission and Registration prior to the beginning of each semester. To be eligible for admission, a student must have a secondary school certificate issued in the UAE, or its equivalent as approved by the UAE Ministry of Education.

The AUST Council of Academic and Scientific Affairs determines the number of students to be admitted to each degree program each semester, according to the university's available resources.

Admission

القبول و التسجيل
Admission & Registration

2

1

Admission

- Bachelor in Interior Design

The decision to admit a student is made on a competitive basis taking into account the number of available places as determined by the individual college and the applicant's final secondary school examination score.

Applications made by holders of foreign secondary school certificates will be considered according to Circular No. 200, 2004, and Circular No. 123, 2005, issued by His Excellency the Minister of Higher Education and Scientific Research, UAE, as listed below:

b. Holders of Foreign Secondary School Certificates other than British System Certificates

In general, holders of the national high-school certificate of a foreign country are eligible for admission if:

1. The certificate is considered for admission in public universities of the country where it was obtained
2. The certificate was awarded after at least 11 years of schooling
3. The certificate includes at least six subjects covering the following four areas:

- Mathematics
- Sciences
- Languages
- Social Sciences/Humanities or Arts

Holders of high-school certificates from countries having two-level high-school certificates, must submit the certificate of the higher level.

Examples of Acceptable Foreign Certificates:

- Iranian: the Pre-University Certificate
- Indian Board(s): Senior Secondary School Certificate (Part II)
- Pakistani Board(s): Higher Secondary School Certificate (Part II)
- French Baccalaureate: completion of Part II
- Lebanese Baccalaureate: completion of Part II
- International Baccalaureate: completion of six subjects, with three at the higher level
- American High-school Diploma : High-school Diploma and completion of SAT

Admission

c. Holders of British System Certificates (IGCSE, GCSE, GCE)

A holder of a British system certificate is eligible for admission if:

- the applicant has passed seven subjects at the ordinary level of IGCSE or GCSE, with a minimum grade of C. If a subject is taken at the AS Level or A Level the required minimum score is reduced to D and E respectively
- the seven subjects must cover the following four areas: Mathematics, Science, Languages, and Humanities or Arts
- the applicant must prove that he/she has completed at least 11 years of schooling by providing the grade transcript of Grade 11 and that of Grade 12, when available
- the applicant submits his/her school leaving certificate

4.2 English Language Proficiency

Full admission to programs where the medium of instruction is English is given only to applicants with a score of at least 500 in the TOEFL (paper-based test), 61 in TOEFL (iBT), or Band 5 in IELTS (Academic). TOEFL and IELTS scores are accepted only if they were obtained in less than two years from the admission date. Institutional TOEFL score is considered only if the test is taken at AUST.

Students who do not satisfy the above-mentioned minimum English proficiency requirement may begin their studies with conditional admission.

During their first semester, holders of TOEFL ,with score between 450 and 499 or equivalent, will be required to enroll in the Intensive English Program (IEP) offered by the College of University Requirements and Academic Counseling, until they obtain at least 500 in the TOEFL, or its equivalent.

Admitted students with a score below 450 (TOEFL) are required to enroll for an English preparation course (lower level) at the on-campus Continuing Education Centre. However, colleges will reserve a seat for them, for one semester only, if they obtain a score of at least 450 in TOEFL, iBT 45, or Band 4 in IELTS, at the end of the first semester of registration.

4.3 Admission on Probation

Applicants holding a high-school score below the required minimum admission score, not less than 60%, of an academic program may be admitted on probation in a program. They must sign an undertaking stating that they are aware that they will be dismissed from the program at the end of the probation period if they do not satisfy the condition(s) set by the College such as obtaining a Grade C in a given course, or a GPA greater or equal to 2, etc.

4.4 Re-Admission of Former Students

Students who have missed more than two consecutive semesters of enrollment (excluding the summer semester) at the university may apply for re-admission by completing the re-enrollment form which is available from the Admission and Registration.

To be eligible for readmission, the applicant must meet the following conditions:

- The applicant was not subject to academic or behavioral dismissal from AUST
- The applicant must satisfy admission requirements in effect at the time of re-admission
- If the applicant transferred from AUST to another accredited institution, he/she must apply as a transfer student

No student will be re-admitted until all fees, charges and dues owed to the university have been paid. A non-refundable re-admission fee of AED 300 is charged.

Admission

4.5 Transfer Students from Accredited Institutions

Students from accredited institutions of higher education may apply for admission in an AUST program in the same field of study if they have been in good academic standing, i.e., their Cumulative Grade Point Average (CGPA) is a least 2.0 on a scale of 4.0, or the equivalent, and they have not been the subject of disciplinary dismissal. However, those students who have not been in good academic standing (i.e. those having a CGPA of less than 2.0 on a scale of 4.0) will be allowed to transfer only to programs in a different field from the one in which they were enrolled at the institution they previously attended.

Any transferred student is required to meet the English Language Proficiency condition (see Section 4.2). If the student was admitted at his/her previous university based on the Institutional TOEFL, he/she will be requested to re-take TOEFL test at AUST.

The transfer of credited courses is considered for students who are transferring to a similar program to one studied previously if:

- their cumulative grade point average was at least 2.0 on a scale of 4.0, or the equivalent
- the number of credit hours for the course is not less than that of the AUST equivalent course
- the grade obtained on the previous course must have been at least C (or the grade that corresponds to "Merit/Good" for institutions using a different grading scale)
- the course content at the institution previously attended should be similar to that of

Admission

the corresponding course offered at AUST

If the transfer of a student with a CGPA less than 2.0 is accepted in a program in different field of study, the transfer of credited General Education courses may be considered if the points 2-4 listed above are fulfilled.

If a student meets these transfer conditions but is unable to submit the course content that was covered previously, he/she may sit an examination set by the College (after payment of a fee). The examination result will be used to determine whether the course will be transferred or not.

Only grades obtained from courses taken at AUST will be taken into account in the calculation of a student's CGPA, i.e.: grades obtained from transferred courses at the previous institution will not be taken into account in the computation of the CGPA at AUST.

It is important to note that AUST does not grant transfer students a degree unless they successfully complete at least 50 percent of the credit hours of the program, including the majority of the final year courses, at one of the AUST campuses.

4.6 Documents Required for Admission

- Application form, which may be obtained from the Admission and Registration, to be filled in by the applicant
- UAE Secondary School Certificate, or its equivalent, and grade transcript. Certified copies are acceptable
- Photocopy of valid passport
- Photocopy of a valid Identity Card (for UAE residents)
- Health certificate, issued by a university doctor
- Certificate of good conduct, issued by an official body
- Six passport-size photographs with the applicant's full name on the back of each
- A written commitment signed by the applicant that he/she will observe university rules and regulations
- If available, a certificate of proficiency in English language, e.g. TOEFL with a minimum score of 500 score, or IELTS with a score of at least 5.

    Important: Institutional TOEFL score is considered only if the test was taken at AUST.

Applications will be processed by the Admission and Registration only after the payment of application and registration fees of AED 1,300. Transfer students are also requested to pay AED 500 for the evaluation of the credits that will be transferred to them.

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4.7 Certification of Documents

Newly-admitted students are requested to have their documents certified before the end of the first semester of study, otherwise their registration will be cancelled.

- High-school certificates obtained in the UAE must be certificated by the UAE Ministry of Education.
- High-school certificates obtained abroad must be certificated by the Ministry of Education, and by either the Ministry of Foreign Affairs of the country of origin and the UAE embassy in that country, or by the embassy of the country which issued the certificate, and by the UAE Ministry of Foreign Affairs.

4.8 Seat Reservation

Students admitted to the Architectural Engineering, Interior Design, Pharmacy and Dentistry programs are required to pay a seat reservation deposit of AED 4,000. This deposit is non-refundable and non-transferable and must be paid before the deadline stated on the letter of admission. This deposit is deductible from the student's fee once the applicant joins Ajman University of Science and Technology. If the student asks to defer admission to the following semester and the request is approved, the deposit will be applied to the following semester.

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4.9 Course Registration for New Students

Newly-admitted students who have a TOEFL score of at least 500, iBT 61, or IELTS Band 5, will be allowed to register for between 9 and 18 credit hours according to their study plan.

Newly-admitted students who have a TOEFL score of between 480 and 499, iBT 54 - 60, or an IELTS Band 4.5, will be allowed to register up to 9 credit hours according to their study plan, subject to concurrent registration in the Advanced Level of the Intensive English Program (9 hours per week), which is offered by the College of University Requirements and Academic Counseling.

Newly-admitted students who have a TOEFL score of between 450 and 479, iBT 45 - 53, or an IELTS Band 4, will be allowed to register for up to 6 credit hours according to their study plan subject to concurrent registration in the Intermediate Level of the Intensive English Program (15 hours per week) which is offered by the College of University Requirements and Academic Counseling.

Newly-admitted Mass Communication students who have a TOEFL score of between 400 and 449, iBT 32-44 or an IELTS band 4 will be allowed to register up to nine credit hours general education courses accordingly to their study plan, subject to concurrent registration in TOEFL for mass Communication of the Intensive English program (nine hours per week) which is offered by the College of University Requirements and Academic Counseling.

Newly-admitted students who have a TOEFL score less than 450 or 45 iBT, or less than Band 4 of IELTS, will be allowed to register for a three credit hours course according to their study plan subject to concurrent registration in the Lower Level of the Preparatory English Program (15 hours per week) which is offered by AUST Continuing Education Centre.
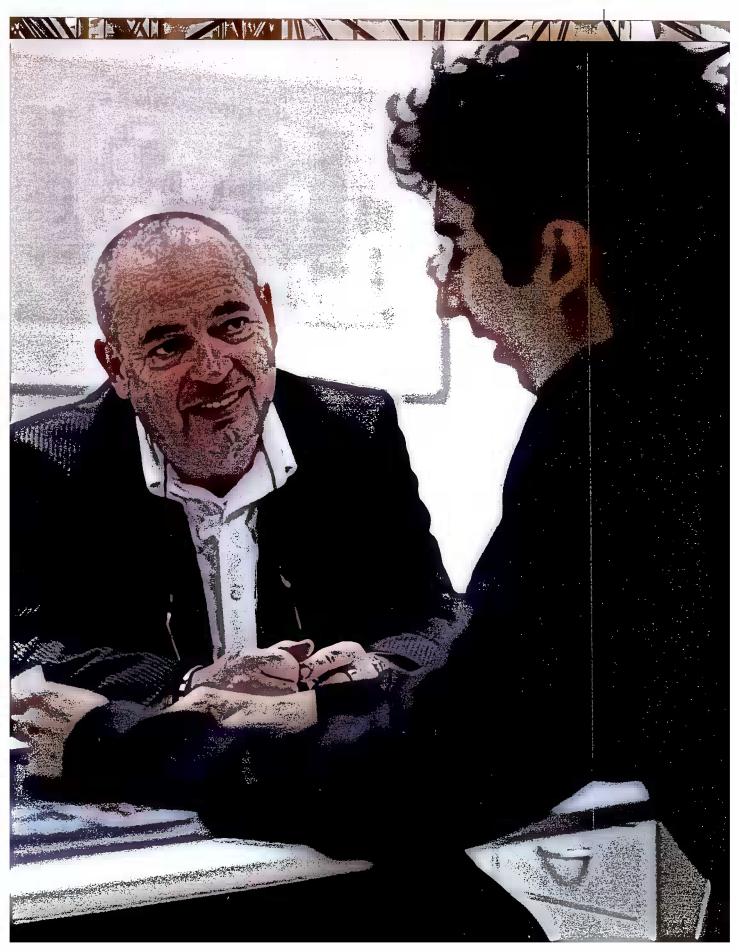

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Load of New Students according to their TOEFL Score or equivalent				
TOEFL (Paper-Based)	TOEFL (iBT)	IELTS (Academic)	Number of IEP Hours Required	Number of University Credit Hours Permitted
500 or more	61	5	None	9-18
480-499	54-60	4.5	9	Not more than 9
450-479	45-53	4.0	15	Not more than 6
400-449 BA in Mass Communuction Students Only	32-44	4.0	9	Not more than 9
Below 450	Below 45	Below 4	15	3

Important: Students are allowed to complete at most 15 credit hours before fulfillment of English Language Proficiency. If they complete 15 credit hours without achieving 500 score (450 for BA in Mass Communication students) in TOEFL, they will be allowed to register only in the appropriate IEP program during the next semester.

If the student does not achieve the 500 TOEFL score during 2 semesters after his/her admission, the Council of the College may consider dismissal of the student from his/her program. In this case, the student may be allowed to transfer to a program taught in Arabic if he/she satisfies its admission conditions.

Once a student's selected courses have been approved by the academic advisor, and on payment of the tuition fees, the student will be given a timetable which states the name of the courses, the schedule of classes, the name of the lecturer and the number of the classroom or laboratory in which the course is held.

The offer of admission may be canceled if the student fails to finalize his/her registration during the registration week.

Admission

5. Orientation Program for New Students

AUST gives special attention and assistance to new students to ease the transition between life at high-school and the university. For this purpose, a special program has been designed:

a. Orientation Session

At the beginning of each semester, AUST organizes an orientation session for new students which enables them to meet the Vice-President, Deans of the Colleges and the Admission & Registration and Students Affairs. The orientation also provides them with essential information about course registration, academic advising, important deadlines and other related matters.

b. Orientation Course

All new students must register in the orientation course during their first semester. It is a non-credit course which aims to provide them with information about AUST rules and regulations, services and essential skills such as time-management and exam preparation.

Orientation

Admission

6. Academic Counseling

AUST is committed to providing quality advising services. Each new student is assigned an academic advisor who is a member of the College in which the student is enrolled. Advising is a very important element of the credit hour system. Not only does the advising system help acquaint the student with the syllabus and its contents, but it also strengthens the relationship between the student and faculty members in order to achieve the objectives of the educational process.

Academic advisors assist student in solving the problems that they face during their academic career. In addition, they follow the student's academic progress through their course of study and assist in the selection of appropriate courses prior to the start of each semester. Students are encouraged, and sometimes required, to meet their academic advisors regularly during each semester.

Academic Counseling

Admission

7. Change of Major

7.1 New Students

First-semester students may apply to transfer from one major to another within the university during the add/drop period. The application is processed through the Admission and Registration provided that:

1. The applicant meets the admission requirements of the degree program to which he/she is applying
2. There is availability of seats
3. Approval of the deans of both colleges 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, they must satisfy the following:

1. The preceding semester's Grade Point Average should be equivalent to that required by the new program
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.

Change of Major

8. Academic Grading and Assessment

8.1. Course Assessment

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

1. Semester tests and activities   40 percent
2. Mid-Semester examination   20 percent
3. Final examination   40 percent

The score for semester tests and activities includes marks for tests, quizzes, assignments, research and laboratory work. The pass mark in each course is sixty percent.

Grading and Assessment

… university adopts the following grading system:

	Grade		Merit
	Letter	Point	
From 90 to 100	A	4.0	Excellent
From 85 to 89	B+	3.5	Very Good (High)
From 80 to 84	B	3.0	Very Good
From 75 to 79	C+	2.5	Good (High)
From 70 to 74	C	2.0	Good
From 65 to 69	D+	1.5	Pass (High)
From 60 to 64	D	1.0	Pass
Less than 60	F	0	Fail

8.3. Semester Grade Point Average

The semester GPA 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.

For example, if a student obtains the results as set out in the table given below, his/her semester grade point average will be computed as follows: **GPA = 54/18 = 3**

Subject	Credit Hours	Points	Product of Credit Hours by Point Grade
Mathematics 1	3	3	9
Statistics	3	2	6
Physics I	3	3	9
Islamic Culture	3	4	12
Arabic Language	3	4	12
Psychology	3	2	6
Total	18		54 points

Grading and Assessment

8.4. Cumulative Grade Point Average

The CGPA indicates the student's average 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.

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

The CGPA is also used for academic probation as follows: starting from the end of the second semester of study, if the student's CGPA is less than 2.0, he/she will be regarded as an "academically-warned" student and will be requested to improve his/her academic performance to raise the CGPA to 2.0 or higher. (See Section 11 for the policy regulating the study load of warned students).

A student will not be allowed to graduate unless his/her CGPA is at least 2.0, even if he/she has passed all required courses of the program of study. In this case, in consultation with the academic advisor, the student must repeat a number of courses of the study plan in order to raise his/her CGPA to at least 2.0.

8.5. Incomplete Grade

Attendance at final examinations is compulsory. Failure to attend means failure in the course. However, if a student does not attend the final examination for emergency reasons and he/she scored at least a total of 36 out of 60 in coursework (tests and midterm examination) the course may be considered as "incomplete." Acceptable evidence for failure to attend a final examination consists of the following:

1. illness certified in a medical report approved by the university doctor
2. death certificate of a first or second degree relative
3. arrest or summons before a court or other legal body

In these cases the student must complete and submit a request form within three days of the examination date. He/she also must present the relevant documents to the Admission and Registration. The application will be processed only if the student has no financial obligation to the university and has paid the fee for an "incomplete request." The application will not be accepted if the student has a 25 percent absence warning.

Grading and Assessment

A student who has been deemed to be "incomplete" in a course must take the final examination before the end of the first week of the following semester in which he/she registers, as shown in the academic calendar.

8.6. Examination Re-sits

If a student passes all courses required for graduation except one, which he/she failed in the last semester, he/she will be allowed to re-register for that course. In this case there is a charge of 50 percent of the course fees and the student must re-take the final examination before the beginning of the following semester.

8.7. Complaints about Grades

Complaints regarding final examination results must be lodged within a period of two weeks following the announcement of the examination results. The student should complete and submit a Complaint Form to the Admission and Registration. The form will be transferred to the college concerned where an appropriate decision will be made. The Admission and Registration notifies the student of this decision.

Evaluation and Assessment

9. Supervised Credit-Earning

Colleges may approve supervised credit-earning on selected courses designed for advanced undergraduates that have completed 50 percent of the required credits for graduation. The purpose of such courses is to make it possible to study all the units of a course under the supervision of a faculty member on a meeting session basis. The schedule of these meetings should not be less than 15 contact hours per semester.

The supervised work should cover all the content of the course and meet its objectives. The supervisor must ensure that the course is devoted to advancing student's knowledge and skills as required in the course outline.

Reasons why a student may wish to take a supervised study course include:

1. To adjust his/her study plan by completing a specific course which is not offered in that semester
2. To complete a course which is not offered but it is required for graduation during the final semester
3. To gain additional knowledge and practical experience in designing, conducting, analyzing and documenting coursework

A maximum of nine credit-hours of supervised study can be taken during a student's undergraduate degree program. A student may not register for more than three credit hours of supervised study per semester.

The assessment of the course will be conducted as follows:

1. the student will be required to sit for a written exam to be evaluated by the supervisor out of 20 percent before the end of the semester
2. at the end of the semester the student will submit a written report to the supervisor detailing the work carried out. This report will be evaluated out of 40 percent
3. The student will defend his work in front of an internal examiner who will not be the supervisor. The oral presentation will be evaluated out of 40 percent

The student's final grade for the supervised study course will be determined by the student's supervisor and the internal examiner after evaluation of the student's work, written report, oral presentation and response to questions.

Grading and Assessment

10. Attendance Policy

Attending classes is compulsory for all courses. A student will not be allowed to take the final examination if he/she has missed more than 25 percent of the classes during the semester. Absence warning policies are set out below:

- If a student is absent for 10 percent of theoretical and practical class hours, the lecturer will issue a 10 percent absence warning.
- If a student is absent for 20 percent of theoretical and practical class hours, the lecturer will issue a 20 percent absence warning.
- If a student is absent for 25 percent of theoretical and practical class hours, the lecturer will issue a 25 percent absence warning and the student will receive the grade of "F."

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

Attendance Policy

12. Graduation Requirements

A student will be awarded a degree subject to fulfilling the following requirements:

a) Completion of all courses of the academic program
b) Completion of practical training as specified in the study plan
c) A CGPA of at least 2.0

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

Scaling System for Graduation

Cumulative GPA	Merit
From 3.8 to 4	Excellent with Honor
From 3.6 to less than 03.8 Cumulative GPA	Excellent
From 3.0 to less than 3.6	Very Good
From 2.5 to less than 3.0	Good
From 2.0 to less than 2.5	Satisfactory

13. Information Technology and Learning Resources

13.1 IT Facilities

Students are encouraged to use the university's IT facilities and are given adequate storage space on the university's network, which is accessible from any computer within the university. However, students are recommended to back up their work on CD's or flash drives, etc.

The university's Information Technology department has developed an easy, efficient and integrated communication system via the university network. There is an IT Help Desk at each AUST campus with a team ready to help computer-users.

Every student will be given an user ID and an Email address ID@ajman.ac.ae to enable the student to access online registration, and E-learning applications from the University website.

Every registered student can access useful information from Online Registration application such as: Schedule of registered courses, Transcript, offered courses and their scheduling, and E-payment of the tuition fees, etc.. Non academically warned students can complete their course registration using the following three steps:

1. Send to the academic advisor a set of selected courses to be registered for the next semester.
2. Receive back from the academic advisor the list of submitted courses with his approval or denial and related justifications and comments.
3. Complete the registration of the approved courses after having selected the appropriate sections. Students can also add and drop courses using the application during the Add & Drop period.

A Help manual for online registration is available to the users.

In collaboration with the IT Department , the E-Learning Department manages the Learning Management System Moodle to enable students to have access to information about their courses, interact with their lecturers, and submit their assignments.

Note: Access to and use of IT facilities must comply with UAE laws and the internal

Resources

13.3 Plagiarism

The rich learning resources that are available at AUST are expected to be used for reading to help you to understand and find out the work of others in the topic of your essays or projects only. Students are requested to submit their own work to be used for evaluating the level of achievement of a specific learning outcome. Thus, your Faculty is interested in evaluating your own work and not the work of others. However, it is not forbidden to reproduce an idea or sentences from a book or an article as long as you use quotation marks and give its source. Usually a good student reproduces a material to justify his/her arguments or his/her understanding. In other words, a quoted sentence (s) must either be preceded or followed by your own sentences. There is no usage in reproducing sentences if you do not refer to them in your own sentences. For instance, every submitted project is expected to contain a Bibliography in which you list all the materials that you consulted or used in your project.

Plagiarism is strictly forbidden at AUST which has acquired a specialized software that detects plagiarism. If plagiarism is proven, a Zero mark could be given to the project and can includes a Failure in the course. See Plagiarism policy for more detail and do not hesitate to request help from your academic advisor or your faculty for what could regarded as plagiarized work.

Resources

14. Student Activities

14.1 Sports Activities

AUST encourages sporting activities to promote the physical health and wellbeing of students. The university provides facilities for football, basketball, handball, volleyball, and field and track events, as well as a swimming pool and gymnasiums. There are several sports teams, coached by qualified trainers, and university teams participate in sporting events and competitions both in and outside the UAE.

Student Activities

14.2 Social Activities

The university seeks to promote social relationships between students, and between students and the university administrative body and academic staff members, in order to create a friendly and cooperative environment.

14.3 Cultural Activities

Cultural activities are considered an important aspect of social life and are given special attention by AUST. The university encourages its students to be active members of the various clubs and provides facilities to promote ties between society and students by the organization of cultural exhibitions, seminars and lectures. These are held on appropriate occasions, particularly religious and national ones.

Student Activities

15. Student Services

15.1 Accommodation

The university provides accommodation services to students. Hostel fees vary according to the type of accommodation. Women and men are accommodated in separate buildings, adjacent to the university, managed by the Hostel Department. A deposit fee of AED 500 is charged and refunded on final evacuation of the accommodation.

15.2 Transportation and Trips

The university provides transportation for students as follows:

- Hostels to Campus - hourly
- Nearby emirates – one return trip daily
- Weekend service - Thursday and Saturday

Bus schedules are available from the Transportation Department. The university also provides transportation for cultural and scientific trips organized in conjunction with the Student Affairs Department.

Student Services

15.3 Cafeterias & Restaurants

The university provides cafeterias and restaurants on each campus, offering a variety of meals and beverages. Separate areas are provided for men and women students. Women students living in university 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.

Student Services

15.4 Health Unit

There is a health unit on each of the university's campuses, as well as in student hostels. The health units ensure that a healthy environment is maintained in all university premises, and provides students with the following health services:

- medical examinations for new students and delivery of medical certificates
- examination and prescription treatment as appropriate
- emergency treatment
- 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 medical certificates and advising on health-based student excuses

Student Services

15.5 Bookshops

A bookshop on each campus sells books and stationery and provides photocopying services.

15.6 Mosques

The university has conveniently-located mosques and prayer rooms with facilities for men and women students on each campus.

15.7 Shops

There are shops on each campus and in student hostels to supply everyday items. Weekday and weekend opening hours are displayed on the shop fronts.

16. Student ID Card

Students will receive a university ID card containing their photograph, name, date of birth and AUST ID number. The ID card should be carried at all times. It provides access to certain academic buildings and hostels. In addition, the card is required for admission to sports facilities, to sit university exams and to make use of computer facilities.

The loss of an ID card should be reported immediately to the Admission and Registration. Fraudulent use of an ID card shall result in disciplinary action.

Student Services

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 the UAE. In particular, AUST students are requested to play an exemplary and positive role in enhancing the reputation of the university by:

- demonstrating a clear commitment to their own learning
- conforming themselves to all specified time requirements for registration, class schedules, examinations and completion of assignments
- ensuring that work presented is their own personal work
- ensuring that all information presented to faculty members and administrative staff is accurate and true
- conducting themselves in a courteous and proper 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 grievances to their academic advisor or the Dean of the College
- not engaging in cheating, plagiarism, disruptive behavior or improper conduct which could damage the reputation of the university
- not using AUST facilities for other than learning purposes without prior authorization
- not falsifying documents or using falsified documents for any purpose related to the university
- not distributing leaflets or collecting signatures on university premises or in 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

Behavior Code

18. Disciplinary Policy

Any violation of university regulations or directives, or improper behavior (as set out in Section 17), is considered as misconduct and will render the student liable to disciplinary action which may range from a verbal warning to dismissal from the university.

In addition, if a student violates any rule or instruction during an examination, or is caught cheating, he/she will be asked to leave the examination room. In this event, the campus examination committee will interview the student on the day following that in which the incident occurred and will as a result submit a detailed report to the President of the University, in which the level of punishment is recommended. The level of punishment may range from the giving of an "F" grade for the course concerned, or failure in all courses for which the student is registered that semester.

A copy of the decision of the President will be kept in the student's file, and the Admission and Registration will also inform the sponsor as appropriate.

19. Student Grievance Procedure

The purpose of the grievance procedure is to resolve grievances, other than grade complaints, that are raised by students. If a student has a complaint or grievance about any aspect of university life, he/she should raise the matter with the academic advisor or the dean of the college at the earliest opportunity. The academic advisor or dean will inform the appropriate parties so that the grievance may be resolved. If the student is not satisfied with the results obtained via normal administrative procedures, he/she can submit the grievance in writing within three weeks of the occurrence of the incident to the General Manager of of Student Affairs Department.

The General Manager of Student Affairs Department will then forward the matter to the Chairman of the Grievance Committee who will arrange a meeting to hear both parties, and witnesses, as appropriate. The committee will then deliberate upon its findings and make a recommendation to the university President who will take the final decision, to be communicated to both parties.

20. The Career Counseling Center

The Career Counseling Center (CCC) aims to educate and serve AUST students and alumni to successfully identify, plan and pursue their career goals. In doing so, the Career Counseling Center will support the mission of AUST by providing quality services to its students, thereby enhancing their employability potential, and also to the community through liaison with prospective employers.

The CCC has established solid ties with various national and multinational companies seeking potential employees. The center also works closely with the AUST Alumni Association.

Career Counseling Center

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

College/ Institute	Major	Fee per one credit hour
Institute of Environment, Water and Energy	M. Sc. in Groundwater Engineering & Management	AED 2,000
College of Engineering	M. Sc. in Architecture & Urban Studies	AED 2,500
College of Business Administration	MBA: Human Resources Management	AED 2,000
	MBA: Financial Management	
	MBA: Marketing	
College of Information Technology	M. Sc. in Information Systems	AED 2,000
College of Law	Master of Law (Public Law)	AED 2,000
	Master of Law (Private Law)	
College of Education and Basic Sciences	Professional Diploma in Teaching	AED 950
College of Pharmacy and Health Sciences	M. Sc. in Pharmacy (Clinical Pharmacy)	AED 2,500
	M. Sc. in Pharmacy (Pharmaceutical Technology)	
College of Dentistry *	M. Sc. in Restorative Dentistry	AED 420,000 per program (3 years)

* The average annual tuition cost for M.Sc. in Restorative Dentistry is AED 140,000 per academic year.

Tuition Fees

b. Laboratory, Clinic and Studio Fees

Students registered in the programs offered by the College of Dentistry and College of Pharmacy & Health Sciences pay a flat semester fee for specialized laboratory sessions and clinics as shown in the table below:

College	Dentistry			Pharmacy
	1st -3rd year	4th & 5th year		
Fees	AED 2,000	Clinics	Productive Lab	AED 1,200
		AED 3,000	AED 1,500	

This fee does not include the lab fees of courses of the proposed sequence of study (study plan) offered by other colleges.

Students registered in a program other than those of Doctor of Dental Surgery and the Bachelor in Pharmacy will pay a lab fee of AED 600 for each registered course having lab sessions.

- Students registered in the programs of Architectural Engineering and Interior Design will pay a studio fee of AED 1,000 per semester.
- Students registered in the program of Bachelor of Arts in Mass Communication will pay a studio fee of AED 900 per semester course having Radio/TV session.

c. Tutorial Session Fees

Students registered in courses having tutorial sessions will be charged a fee of AED 500 per course.

d. Orientation Course Fee

New students pay a fee of AED 900 for the Orientation Course, which is taken during the first semester of enrolment.

Tuition Fees

21.3 Additional Fees

- one-off fee for medical check-up to be paid upon enrolment: AED 150
- student service fee per semester: AED 200
- application fee for an incomplete course: AED 200
- reference letter: AED 30
- extra copy of the academic transcript: AED 50
- grade grievance application: AED 100
- ID card, per academic year: AED 10
- additional fee of AED 500 per each registered course taken as independent studies.

The University may and reserves the right to increase the fees up to 10% per academic year when deemed necessary.

21.4. Payment Terms

A student should pay AED 3,000 in advance as a deposit in order to register in fall/ spring semesters (AED 2,000 in summer semester).

The student should pay the tuition fees in full for all courses upon registration so that he/she can add/drop courses and receive the "Student Timetable" that shows the details of registered courses. Finance Department has the right to take necessary action against any fee student who has not settled their due balance of tuition fees.

The student has an option to settle tuition fees in 4 monthly installments (for spring/ fall semesters only). To get this privilege, the student should obtain Finance Department's approval after filling the required form. Only then can he/she add/drop provided that he/ she pays 25% or more of semester tuition fees.

Tuition fees for summer semester should be paid in one installment upon registration.

Tuition Fees

21.5. Refund Policy

a. Add/Drop Period

During the add/drop period students may add or drop courses without incurring charges. If a student adds one or more course(s) during the add/drop period, he/she must pay additional fees for the added course(s) at the time of submitting the application, otherwise the application will be rejected.

If a student withdraws from one or more courses during the add/drop period, the fees of the dropped course(s) will be refunded only after the end of the add/drop period. Alternatively, the student may request that the amount be credited to his/her balance for the following semester.

A student may withdraw from one or more course(s) after the end of the add/drop period, provided he/she remains registered in at least three courses during that semester. In this case, the student does not have the right to claim any refund for the fees of the withdrawn courses.

If a student wishes to reclaim any amount from a credit balance, he/she must fill in an Application for Refund Form and submit it to the Student Account Officer (at Finance Department) after the end of the add/drop period. A cheque payment will be prepared within one week from receiving the application. If the student fails to do this, the amount will be credited to the student balance for the following semester.

b. Suspension of Registration

During the add/drop period a student may submit an application for suspension of registration for one or a maximum of two consecutive semesters. The application should be submitted to the Admission and Registration Department. In this case, the full amount of any fees paid shall be credited in full to the student's account for the following semester, or refunded one week after the submission of the refund application to the Student Account Officer (at Finance Department).

If the student submits an application for suspension of registration for one or two semesters during the two weeks following the end of add/drop period, he/she shall be entitled to only 50 percent of the tuition fees of the semester in which he/she submits the application for suspension.

Tuition Fees

Academic Calendar

ACEDEMIC CALENDAR 2012-2013

Academic Calendar for the Fall Semester
Academic Year 2012 – 2013

Day	Date	Event
Monday	August 27	10:00.: TOEFL exam
Wednesday	August 29	Faculty members report to work
Wed-Thurs.	August 29-30	Examinations for Incomplete Removal
		Period for accepting credit transfer requests
		Period for accepting changing major requests
Thursday	August 30	11:00: The Deans welcome the new students 12:00-13:00: Tour of the Campus & AUST Units 13:00-14:00: Tutorial session on course registration for new students
Sun -Thurs.	Sept. 2 - 6	Course registration for continuing & new students
Sunday	September 9	Beginning of Classes
Sun. -Thurs.	Sept. 9 - 13	Add & Drop Period
Thursday	September 13	Last date for registration suspension with 100% refund
Sun. – Thurs.	Sept. 16 - 27	Suspension registration period with 50% refund
Thursday	October 4	Last date for dropping courses without academic penalty
Tuesday	October 30	Beginning of Mid-term Examinations
Sunday	November 4	Beginning of Admission Period for Spring Semester 2012-2013
Thursday	November 22	Last date for dropping courses with academic penalty (W)
Sun. – Thurs.	Nov. 25 - Dec. 6	Survey of Course & Academic Advising Assessment
		Early Registration for Spring Semester 2012-2013
Sun. – Thurs.	Dec.16 - Jan. 3, 2013	Fall-Semester Vacation
Sat. - Thurs.	Jan. 12 - 24, 2013	Final Examinations Period
Tuesday	January 29	Last date for requesting incomplete
		10:00: Colleges Council Meeting
Wednesday	January 30	13:00 : Scientific and Academic Council Meeting
Thursday	January 31	Announcement of Final Examinations Results

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Public holidays will be scheduled accordingly by officials Department of Admissions & Registration

Academic Calendar

Academic Calendar for the Spring Semester
Academic Year 2012 - 2013

Day	Date	Event
Wednesday	January 30	10:00 a.m.: TOEFL exam
Thursday	January 31	11:00: The Deans welcome the new students 12:00-13:00: Tour of the Campus & AUST Units 13:00-14:00: Tutorial session on course registration for new students
Sun. - Thurs.	Feb. 3 – 7	Course registration for continuing & new students
		Examinations for Incomplete Removal
		Period for accepting credit transfer requests
		Period for accepting changing major requests
Sunday	February 10	Beginning of classes
Sun.-Thurs.	Feb. 10 - 14	Add & Drop Period
Thursday	February 14	Last date for registration suspension with 100% refund
Sun. – Thurs.	Feb. 17 - 28	Suspension registration period with 50% refund
Thursday	March 7	Last date for dropping courses without academic penalty
Sun. - Thurs.	March 31 – April 11	Spring- Semester Vacation
Sunday	April 14	Beginning of Mid-term Examinations
		Beginning of Admission Period for Fall Semester 2013-2014
Thursday	May 9	Last date for dropping courses with academic penalty (W)
Sun. - Thurs.	May 5 – 16	Survey of Course & Academic Advising Assessment
		Early Registration for Summer Semester 2012-2013
Sun. - Thurs.	May 19 – 30	Early Registration for Fall Semester 2013-2014
Sat. - Thurs.	June 8 – 20	Final Examinations Period
Monday	June 24	Last date for requesting Incomplete
Tuesday	June 25	10:00 : Colleges Council Meeting
Wednesday	June 26	13:00 : Scientific and Academic Council Meeting
Thursday	June 27	Announcement of Final Examinations Results
		Late Registration for Summer Semester 2012-2013
Sunday	July 7	Beginning of Summer Vacation

Public holidays will be scheduled accordingly by officials

Department of Admissions & Registration

Academic Calendar

Academic Calendar for the Summer 1 Semester
Academic Year 2012 - 2013

Day	Date	Event
Sunday	June 30	Beginning of classes
Sun-Mon.	June 30 - July 1	Add & Drop Period
Sunday	July 14	Beginning of Mid-term Examinations
Thursday	July 18	Last date for dropping courses with academic penalty (W)
Sat. – Sun.	August 3 - 4	Final Examinations Period
Wednesday	August 7	11.00: Colleges Council Meeting
		13:00: Scientific and Academic Council Meeting
Thursday	August 8	Announcement of Final Examinations Results

NB: 2 hours per class session

Academic Calendar for the Summer 2 Semester (Field Training)
Academic Year 2012 - 2013

Day	Date	Event
Sunday	August 11	Beginning of 6 - week training session
Thursday	September 19	End of 6 - week training session
Sunday	September 29	Announcement of Field Training results

Public holidays will be scheduled accordingly by officials.

Academic Calendar