# STUDENT
## HANDBOOK
## 2017-2018

**Ajman Campus**

Tel: 971-6-7466666

Fax: 971-6-7468888

P.O. Box: 346

United Arab Emirates

**Fujairah Campus**

Tel: 971-9-2222644

Fax: 971-9-2227644

P. O. Box 2202

United Arab Emirates

**Toll Free:**

800 6688 ajman.ac.ae

E-mail : info@ajman.ac.ae

**His Highness Sheikh Khalifa Bin Zayed Al Nahayan**
President of the United Arab Emirates
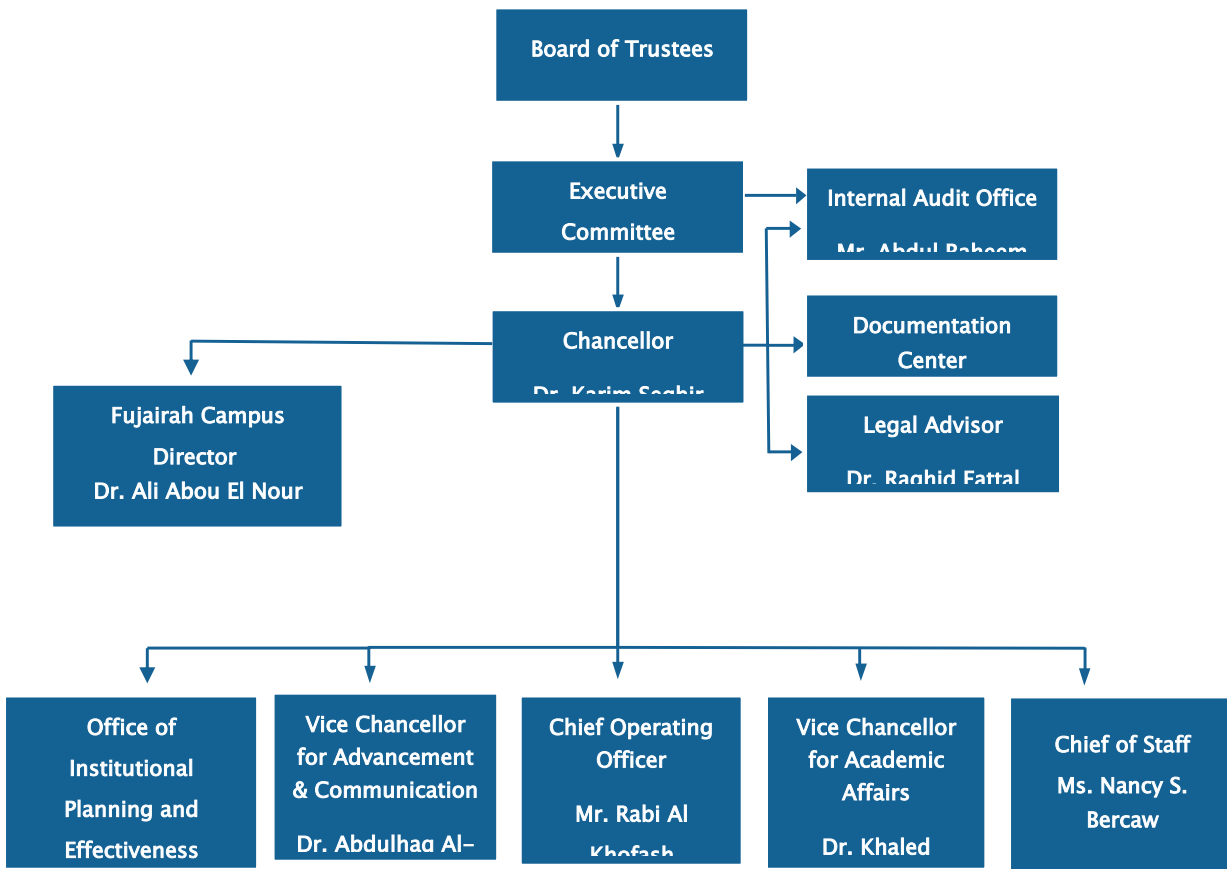
**His Highness Sheikh Humaid Bin Rashid Al Nuaimi**
Member of the Supreme Council
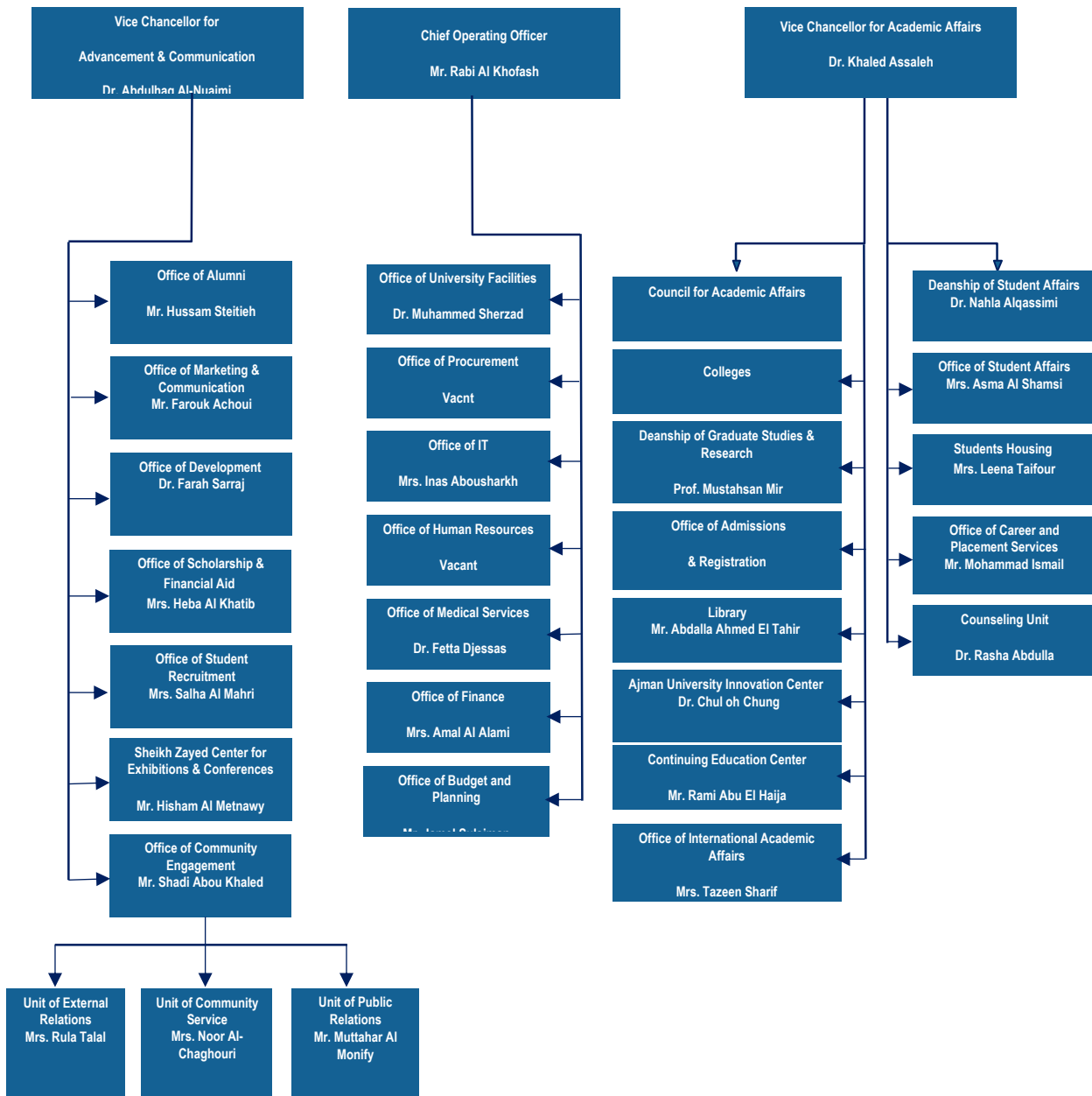Ruler of Ajman Patron of Ajman University

# CONTENTS

# 1 Ajman University Organization Chart

Board of Trustees

Executive Committee

Internal Audit Office

Mr. Abdul Raheem

Chancellor

Dr. Karim Seghir

Documentation Center

Legal Advisor

Dr. Raghid Fattal

Fujairah Campus Director
Dr. Ali Abou El Nour

Office of Institutional Planning and Effectiveness

Vice Chancellor for Advancement & Communication

Dr. Abdulhaq Al-Khofash

Chief Operating Officer

Mr. Rabi Al Khofash

Vice Chancellor for Academic Affairs

Dr. Khaled

Chief of Staff

Ms. Nancy S. Bercaw

AJMAN UNIVERSITY
جامعة عجمان

| | | |
|---|---|---|
| **Vice Chancellor for Advancement & Communication** Dr. Abdulhaq Al-Nuaimi | **Chief Operating Officer** Mr. Rabi Al Khofash | **Vice Chancellor for Academic Affairs** Dr. Khaled Assaleh |

**Office of Alumni**
Mr. Hussam Steitieh

**Office of Marketing & Communication**
Mr. Farouk Achoui

**Office of Development**
Dr. Farah Sarraj

**Office of Scholarship & Financial Aid**
Mrs. Heba Al Khatib

**Office of Student Recruitment**
Mrs. Salha Al Mahri

**Sheikh Zayed Center for Exhibitions & Conferences**
Mr. Hisham Al Metnawy

**Office of Community Engagement**
Mr. Shadi Abou Khaled

**Office of University Facilities**
Dr. Muhammed Sherzad

**Office of Procurement**
Vacnt

**Office of IT**
Mrs. Inas Abousharkh

**Office of Human Resources**
Vacant

**Office of Medical Services**
Dr. Fetta Djessas

**Office of Finance**
Mrs. Amal Al Alami

**Office of Budget and Planning**
Mr. Jamal Sulaiman

**Council for Academic Affairs**

**Colleges**

**Deanship of Graduate Studies & Research**
Prof. Mustahsan Mir

**Office of Admissions & Registration**

**Library**
Mr. Abdalla Ahmed El Tahir

**Ajman University Innovation Center**
Dr. Chul oh Chung

**Continuing Education Center**
Mr. Rami Abu El Haija

**Office of International Academic Affairs**
Mrs. Tazeen Sharif

**Deanship of Student Affairs**
Dr. Nahla Alqassimi

**Office of Student Affairs**
Mrs. Asma Al Shamsi

**Students Housing**
Mrs. Leena Taifour

**Office of Career and Placement Services**
Mr. Mohammad Ismail

**Counseling Unit**
Dr. Rasha Abdulla

**Unit of External Relations**
Mrs. Rula Talal

**Unit of Community Service**
Mrs. Noor Al-Chaghouri

**Unit of Public Relations**
Mr. Muttahar Al Monify

*AU Organisation Chart (Cont.)*

# 2 Message to AU Students

AU Student Handbook can be used as a quick-reference guide to student life at AU 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 nine colleges, admission and registration procedures, and the key regulations that are relevant to students.

# 3 History of AU

Ajman University 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 17th June 1988, His Highness issued an Emiri Decree establishing Ajman University College of Science and Technology (AUCST), as AUST was then called, and the first intake of students commenced its learning journey at AUCST on 15th September that year. The Ministry of Higher Education and Research decree No 54 of 1997, brought a name change to AUCST as it became Ajman University of Science and Technology (AUST). The name of the university has been changed from Ajman University of Science and Technology (AUST) to Ajman University (AU) starting from 26th of Oct. 2016.  AU offers 28 accredited undergraduate programs and 11 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.

## Accreditation and Licensure

Ajman University is licensed and its programs are accredited by the Commission for Academic Accreditation (CAA) of the Ministry of Education in the United Arab Emirates.

# 4 Vision, Mission, Goals, and Core Values

### AU Vision

Ajman University aims to be internationally recognized as one of the leading universities in the Arab world in terms of cutting-edge learning, impactful research and responsible outreach and community engagement.

### AU Mission

Ajman University (AU) is a multicultural academic institution that offers a broad range of high quality and relevant academic programs. The University strives to fulfil the needs of students, alumni, employers, and society through quality education, scholarship and community engagement. AU develops well-rounded graduates who are professionally competent, socially responsible, innovative and active contributors to sustainable development of the UAE and beyond.

### AU Goals

AU strive to achieve the following goals:

1. Ensuring excellence in teaching and learning
2. Enhancing the quality, relevance, and impact of research and intellectual contribution
3. Recruiting, supporting and fostering the development of a bright anddiverse student body
4. Enhancing the visibility and the positioning of the University
5. Building impactful and long-lasting ties with the external communities
6. Promoting cutting-edge and innovative support services

### Core Values

- **Excellence:** All AU activities are conducted with strong emphasis on international quality standards.
- **Integrity:** AU adheres to the principles of honesty, trustworthiness, reliability, transparency and accountability.
- **Inclusiveness:** AU embraces shared governance, inspires tolerance, and promotes diversity.
- **Social Responsibility:** AU promotes community engagement, environmental sustainability and global citizenship. It also promotes awareness of, and support for, the needs and challenges of the local and global communities.
- **Innovation:** AU supports creative activities that approach challenges and issues from multiple perspectives in order to find solutions and advance knowledge.

# 5 System of Education and Programs Offered

Table 1: Accredited degree programs offered

### a. Undergraduate Programs

| College | Specializations and degrees offered | Years of Study | Total CrHrs | Certificate and percentage required for admission |
|---|---|---|---|---|
| **Dentistry** | Doctor of Dental Surgery * | 5 | 199 | Advanced Stream - MOE (80%) with minimum score of (80%) in chemistry, Biology and physics / Grade 12.<br>ADEC (80%) with minimum score of (80%) / Third Level in Chemistry, Biology and Physics |
| **College of Medicine** | Bachelor of Medicine and Bachelor of Surgery (MBBS) * | 6 | 224 | Advanced Stream - MOE (90%) with minimum score of (90%) in chemistry, Biology and physics / Grade 12. |
| **Pharmacy & Health Sciences** | Bachelor of Pharmacy * | 4 | 150 | Advanced Stream - MOE (70%).<br>ADEC (70%) with minimum score of (70%) / Third Level in Chemistry, Biology |
| **Engineering** | B. Sc. in Electrical Instrumentation and Control * | 4 | 142 | Advanced Stream - MOE (70%)<br>General Stream – MOE (90%) with minimum score of (90%) in Math and Science in Grade 12, with studying a foundation course in physics.<br>ADEC (70%) with minimum score of (70%) / Third Level in Math and Physics |
|  | B. Sc. in Electrical Engineering/ Electronics and Communication* | 4 | 142 | Advanced Stream – MOE (70%)<br>General Stream – MOE (90%) with minimum score of (90%) in Math and Science in Grade 12, with studying a foundation course in physics.<br>ADEC (70%) with minimum score of (70%) / Third Level in Math and Physics |
|  | B. Sc. in Electrical Engineering/ Power and renewable Energy * | 4 | 142 | Advanced Stream - MOE (70%)<br>General Stream – MOE (90%) with minimum score of (90%) in Math and Science in Grade 12, with studying a foundation course in physics. |

| College | Specializations and degrees offered | Years of Study | Total CrHrs | Certificate and percentage required for admission |
|---|---|---|---|---|
| **Engineering** | | | | ADEC (70%) with minimum score of (70%) / Third Level in Math and Physics |
| | B. Sc. in Biomedical Engineering * | 4 | 141 | Advanced Stream - MOE (70%) General Stream – MOE (90%) with minimum score of (90%) in Math and Science in Grade 12, with studying a foundation course in physics. ADEC (70%) with minimum score of (70%) / Third Level in Math and Physics |
| | B. Sc. in Architectural Engineering * | 5 | 170 | Advanced Stream - MOE (70%) General Stream – MOE (90%) with minimum score of (90%) in Math and Science in Grade 12, with studying a foundation course in physics. ADEC (70%) with minimum score of (70%) / Third Level in Math and Physics |
| | B.Sc. in Building Engineering & Construction Management | 4 | 152 | Advanced Stream - MOE with minimum score of (70%) in Grade 12, or equivalent. |
| | Bachelor of Interior Design * | 4 | 134 | Advanced Stream - MOE / General Stream – MOE / ADEC (60%) |
| **Information Technology** | B. Sc. in Computer Engineering * | 4 | 140 | Advanced Stream - MOE (70%) General Stream – MOE (90%) with minimum score of (90%) in Math, Science in Grade 12, with studying a foundation course in physics ADEC (70%) with minimum score of (70%) / Third Level in Math and Physics |
| | B. Sc. in Information Systems\ Project Management * | 4 | 123 | Advanced Stream - MOE (60%) / General Stream – MOE (65%) / ADEC (60%) |
| | B. Sc. in Information Systems\ E-Business Management * | 4 | 123 | Advanced Stream - MOE (60%) / General Stream – MOE (65%) / ADEC (60%) |
| | B. Sc. in Information Technology/ Networking and Security * | 4 | 123 | Advanced Stream - MOE (70%) General Stream – MOE (70%) with minimum score of (70%) in Math and Physics in Grade 12. ADEC (70%) with minimum score of (70%) in Math and Physics |
| | B. Sc. in Information Technology/ Databases and Web Systems * | 4 | 123 | Advanced Stream - MOE (70%) General Stream – MOE (70%) with minimum score of (70%) in Math and Physics in Grade 12. |

| College | Specializations and degrees offered | Years of Study | Total CrHrs | Certificate and percentage required for admission |
|---|---|---|---|---|
| | | | | ADEC (70%) with minimum score of (70%) in Math and Physics |
| **Business Administration** | B. Sc. in Management * | 4 | 126 | Advanced Stream - MOE / General Stream – MOE / ADEC (60%) |
| | B. Sc. in Marketing * | 4 | 126 | Advanced Stream - MOE / General Stream – MOE / ADEC (60%) |
| | B. Sc. in Finance * | 4 | 126 | Advanced Stream - MOE / General Stream – MOE / ADEC (60%) |
| | B. Sc. in Accounting * | 4 | 126 | Advanced Stream - MOE / General Stream – MOE / ADEC (60%) |
| **Education & Basic Sciences** | Bachelor of Education in Teacher Training in Arabic Language and Islamic Studies | 4 | 132 | Advanced Stream - MOE / General Stream – MOE / ADEC (60%) |
| | Bachelor of Education in Teacher Training in Mathematics and Science | 4 | 132 | Advanced Stream - MOE / General Stream – MOE / ADEC (60%) |
| | Bachelor of Education - Teaching English as a Foreign Language * | 4 | 126 | Advanced Stream - MOE / General Stream – MOE / ADEC (60%) |
| **Mass Communication & Humanities** | B. A. in Sociology and Social Work | 4 | 126 | Advanced Stream - MOE / General Stream – MOE / ADEC (60%) |
| | B. A. in Mass Communication/ Public Relations and Advertising ** | 4 | 126 | Advanced Stream - MOE / General Stream – MOE / ADEC (60%) |
| | B. A. in Mass Communication/ Radio and Television ** | 4 | 126 | Advanced Stream - MOE / General Stream – MOE / ADEC (60%) |
| | B. A. in Mass Communication/ Print and Electronic Press ** | 4 | 126 | Advanced Stream - MOE / General Stream – MOE / ADEC (60%) |
| | B. A. in Mass Communication/ Graphic Design ** | 4 | 126 | Advanced Stream - MOE / General Stream – MOE / ADEC (60%) |
| | B. A. in Psychology | 4 | 126 | Advanced Stream - MOE / General Stream – MOE / ADEC (60%) |

| College | Specializations and degrees offered | Years of Study | Total CrHrs | Certificate and percentage required for admission |
|---------|-------------------------------------|----------------|-------------|---------------------------------------------------|
| **Law** | Bachelor of Law | 4 | 132 | Advanced Stream - MOE / General Stream – MOE / ADEC (60%) |

N. B.: Students who hold agricultural, industrial, technical, commercial, vocational & religious

Secondary school certificates are eligible for admission to all degree programs offered to holders of
Literary secondary school certificates.

Students with a minimum overall average of 80% in technical secondary school certificate may apply for to Electrical Engineering Major and Biomedical Engineering Major. He/She will be given conditional admission.

Students with a minimum overall average of 80% in technical secondary school certificate may apply for to Architecture Engineering Major. He / She will be given conditional admission.

The student should pass the following with grade "C":

      Introduction to Design;

      Engineering Graphics;

      Freehand Drawing;

Students with a minimum overall average of 80% in technical / commercial secondary school certificate may apply for to Interior Design Major. He / She will be given conditional admission.

The student should pass the following with grade "C":

      Introduction to Design;

      Engineering Graphics;

      Freehand Drawing;

## Minor Programs offered by the Colleges

| College | Program | Eligible Students |
|---|---|---|
| Engineering | Electrical Engineering | Biomedical Engineering |
| | | Computer Engineering |
| | Biomedical Engineering | Electrical Engineering |
| | | Computer Engineering |
| Information Technology | Information Systems | Any major within the University other than the College of Information Technology. |
| | Web Development | Any major within the University other than the College of Information Technology. |
| | Information Technology | Any major within the University other than the College of Information Technology. |
| | Computer Science | Science and Engineering majors other than majors offered by the College of Information Technology |
| | Networking and Security | Students of Electrical Engineering majors only. |
| Business Administration | Accounting | College of Business Administration |
| | | College of Information Technology |
| | Marketing | College of Business Administration |
| | | College of Pharmacy |
| | Management | College of Business Administration |
| | | College of Engineering |
| | Finance | College of Business Administration |

## b. Graduate Programs

| College | Degree | Total Credit Hours |
|---------|--------|--------------------|
| Institute of Environment, Water, and Energy | M.Sc. in Ground Water Engineering and Management | 36 |
| Business Administration | MBA ( Human Resource Management) | 36 |
| | MBA ( Financial Management) | 36 |
| | MBA ( Marketing) | 36 |
| Engineering | M.Sc. in Urban Design | 36 |
| Law | Master of Law (Private Law) | 33 |
| | Master of Law ( Public Law) | 33 |
| | Doctorate of Philosophy in Law | 57 |
| Dentistry | M.Sc. in Restorative Dentistry | 57 |
| Pharmacy & Health Sciences | M.Sc. in Pharmacy (Clinical Pharmacy) | 36 |
| | M.Sc. in Pharmacy (Pharmaceutical Technology) | 36 |
| Education and Basic Sciences | Master of Arts in Arabic language and Literature | 36 |
| | Professional Diploma in Teaching | 24 |

# 6

## Admission and Registration

Applications for admission should be submitted Online at apply.ajman.ac.ae or to the Office of Admissions 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 AU 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.

## 6.1. General Admission Conditions

### a. Holders of UAE Secondary School Certificate:

Holders of a Secondary School Certificate (SSC), Science Section, or Advance Stream are eligible for admission in any College of the university if they satisfy the minimum score requirement for the degree program (see Table 1 ).

### General Stream

➢ Holders of a Secondary School Certificate (SSC), General Stream (MOE), are eligible for admission in all all majors that admit the holders litrary Secondary School Certificate.

➢ General Stream (MOE) students are eligible for admission for the following majors if they obtain an overall average (90%) and a minimum score of (90%) in Math and Science in Grade 12, and they have to study physics foundation course in AU:
- B. Sc. in Electrical Engineering
  - Instrumentation and Control
  - Electronics and Communication
  - Power and Renewable Energy
- B. Sc. in Biomedical Engineering
- B. Sc. in Architectural Engineering
- B. Sc. in Computer Engineering

➢ General Stream (MOE)  students are eligible for admission for the following majors if they obtain an overall average  (70%) and a minimum score of (70%) in Maths and Physics in Grade 12:
- B. Sc. in Information Technology/ Networking and Security
- B. Sc. in Information Technology/ Databases and Web Systems

### Abu Dhabi Education Council (ADEC)

Holders of a Secondary School Certificate (SSC), ADEC, are eligible for admission in the following majors if they satisfy the admission requirements mentioned below:

- Dentistry - overall average (80%) with minimum score of (80%) / Third Level in Chemistry, Biology and Physics
- Pharmacy – overall average (70%) with minimum score of (70%) / Third Level in Chemistry, Biology
- Overall average (70%) with minimum score of (70%) / Third Level in Math and Physics, in the following Majors:
  - B. Sc. in Electrical Engineering
    - o Instrumentation and Control
    - o Electronics and Communication
    - o Power and Renewable Energy
  - B. Sc. in Biomedical Engineering
  - B. Sc. in Architectural Engineering
  - Information Technology / B. Sc. in Computer Engineering

- Overall average (70%) with minimum score of (70%) in Math and Physics , for the following majors:
  - B. Sc. in Information Technology/ Networking and Security
  - B. Sc. in Information Technology/ Databases and Web Systems

   Overall average (60%) , for the following colleges/majors:

  - College of Business Administration
  - College of Education & Basic Sciences
  - College of Mass Communication & Humanities
  - College of Law
  - Bachelor of Interior Design
  - B. Sc. in Information Systems\ Project Management
  - B. Sc. in Information Systems\ E-Business Management

Holders of the Secondary School Certificate, Literary Section, with a minimum score of 60 percent, are eligible for admission to all degree programs in the following colleges:

- Business Administration
- Law
- Mass Communication and Humanities

They are also eligible for admission to the following programs offered by other colleges:

- Bachelor of Education/Teacher Training Program in Arabic and Islamic Studies
- Bachelor of Education in Teaching English as a Foreign Language
- B.Sc. in Information Systems/Project Management (65%)
- B.Sc. in Information Systems/E-Business Managnent (65%)
- Bachelor of 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 Education/Higher Education Affairs, 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:

- The certificate is considered for admission in public universities of the country where it is obtained
- The certificate is awarded after at least 12 years of schooling
- 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
- Pakistani Board(s): Higher Secondary School Certificate (Part II)
- French Baccalaureate: completion of Part II
- International Baccalaureate: completion of six subjects, with three at the higher level
- American High-school Diploma.
- West African Senior School Certificate

## 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

## 6.2 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), EmSAT Achieve English 1100, Band 5 in IELTS (Academic), 41 in (Cambridge English: Advanced Test of English Language), IESOL B1 or 36 in (Pearson Test of English Academic). English Proficiency scores are accepted only if they were obtained less than two years from the admission date. Institutional TOEFL score is considered only when the test is taken at an AMIDEAST centre.

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 a score between 450 and 499 or equivalent, will be required to enroll in the Intensive English Program (IEP) offered by the Unit of General Studies, until they obtain at least 500 in the TOEFL, or its equivalent.

Admitted students with a score below 450 (TOEFL) or equivalent are required to enroll in 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 or its equivalent test score at the end of the first semester of registration.

## 6.3 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 than or equal to 2, etc.

## 6.4 Re-Admission

1. New students who have missed 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 Office of Admissions and Registration and must satisfy admission requirements in effect at the time of re-admission.

A new university ID will be issued and the student should pay the non-refundable fee for the application.

2. Former students who have missed more than two consecutive semesters of enrollment at the university may apply for re-admission provided that they achieve the following:

The required average in secondary school certificate.

A valid English Proficiency Certificate with the required score.

Availability of vacant seats in the major.

Approval of the College Dean & Registrar.

Repayment of all debts.

A new university ID will be issued, and the student should pay the non-refundable fee for the application. If the Dean of the previous college & the Registrar accept the student to continue in the same major, the previous courses which the student has studied will be considered if they are included in the new study plan.

N.B.:-

If the student was warned, he/she must transfer to another program providing that his/her CGPA for the courses to be transferred is 2.0 or higher.

If the student can graduate within the time allowed for completion of a degree program, re-enrollment of the student with the same ID & in the same program will be considered after the payment of the required fees.

## 6.5 Transfer Students from Accredited Institutions

Students from accredited institutions of higher education may apply for admission in an AU program in the same field of study if they have been of 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 if they are eligible to return to their current or formal institution (they have not been the subject of disciplinary dismissal). However, those students who have not been of good academic standing (i.e. those with 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).

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

- their cumulative grade point average is 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 AU equivalent course
- the grade obtained on the previous course must have been at least C (2.0 on a 4.0 scale) irrespective of the course status ( Satisfactory, Good,ets……….) , 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 the corresponding course offered at AU

If the transfer of a student with a CGPA less than 2.0 is accepted in a program within a different field of study, the transfer of credited General Education courses may be considered if 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 AU 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 AU.

It is important to note that AU 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 AU.

## Documents Required for Admission

- Application form, which may be obtained from the Office of Admissions and Registration, to be filled in by the applicant
- Equivalency certificate issued by the ministry of education UAE for the holders of non UAE high school certificate
- UAE Secondary School Certificate, or its equivalent, and grade transcript. Certified copies are acceptable
- Photocopy of valid passport & residency visa (if applicable).
- Photocopy of a valid Emirates ID Card (UAE residents only)
- Birth certificate.
- Health certificate.
- Status of UAE National Service for male students.
- Valid certificate of good conduct, issued by an official body
- Six passport-sized photographs with the applicant's full name on the back of each
- A signed "declaration" by the applicant stating 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, IELTS with a score of at least 5 or its equivalent. TOEFL with a minimum score of 450 or its equivalent for the college of  Mass Communication and Humanities, except for Sociology and Social Work program.

Applications will be processed by the Office of Admissions and Registration only after the payment of application and registration fees.

## 6.7 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 suspended.

- Secondary school certificates obtained in the UAE must be certificated by the UAE Ministry of Education.
- Secondary 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.

## 6.8 Seat Reservation

Students admitted to Dentistry, Pharmacy, Architectural Engineering, Interior Design, and Law programs are required to pay a seat reservation deposit. 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. 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.

## 6.9 Course Registration for New Students

Newly-admitted students who have a TOEFL score of at least 500 or its equivalent will be allowed to register for between nine and 18 credit hours according to their study plan.

Newly-admitted students who have a TOEFL score of between 480 and 499, or its equivalent, will be allowed to register up to nine credit hours according to their study plan, subject to concurrent registration in the Advanced Level of the Intensive English Program (nine hours per week), which is offered by the Unit of General Studies.

Newly-admitted students who have a TOEFL score of between 450 and 479 or its equivalent will be allowed to register for up to six 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 Unit of General Studies.

Newly-admitted students who have a TOEFL score less than 450 or its equivalent, 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 English Program (15 hours per week) which is offered by AU Continuing Education Centre.

| Load of New Students according to their TOEFL Score or its equivalent | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Number of University Credit Hours Permitted | Number of IEP Hours Required | Pearson Test of English Academic | Cambridge English: Advanced Test of English Language | CBT | IELTS (Academi) | TOEFL (iBT) | TOEFL (Paper-Based) | EmSAT Achieve English |
| 9-18 | None | 36 | 41 | 173 | 5 | 61 | 500 or more | 1100 |
| Not more than 9 | 9 | | | | 4.5 | 54-60 | 480-499 | 950 |
| Not more than 6 | 15 | | | | 4 | 45-53 | 450-479 | 825 |
| 3 | 15 | | | | Below 4 | Below 45 | Below 450 | Below 825 |

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 in TOEFL or its equivalent, they will only be allowed to register in the appropriate IEP program the following semester.

If the student does not achieve the 500 TOEFL score in the two semesters after his/her admission, the College Council 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 the laboratory in which the course is held.

## 6.10 Course Registration for Continuing Students

Colleges encourage non-warned students (see Section 8.4 for an explanation of the academic warning system) to use the early registration period to select courses in consultation with their academic advisors. The early registration period is specified in the academic calendar. Warned students and students who did not benefit from the early registration phase can register during the registration week. See the academic calendar.

Registered AU students may take some courses outside AU provided that they obtain the prior approval of the Dean of the College. Acceptance of the transfer of external courses is conducted according to the criteria outlined in Section 4.4.

## 6.11 Adding and Dropping Courses

Students may add/drop courses only with the approval of their academic advisors. Students who add and drop courses during the approved period will not lose the fees paid for dropped courses. When adding/dropping courses, students should bear in mind that the minimum number of credit hours for which they may register is nine.

The academic calendar specifies the period allocated for dropping courses without affecting the student's academic record, but without refund of fees. The academic calendar also specifies the last date for withdrawal from a course with a "W" grade without refund of fees. In this case, the course appears in the transcript with the letter "W" with no effect on the computation of the semester Grade Point Average or the CGPA.

## 6.12 Study Load

A student's "study load" is the number of credit hours for which he or she is registered during the semester. For the fall and spring semesters, the study load varies from 9 to 18 credit hours, where one credit hour refers to one lecture hour or two hours of practical study per week, lasting for fifteen weeks. For summer semesters, the study load varies from three to six credit hours.

Students may increase their study load to up to twenty-one credit hours in the fall and spring semesters in the following cases:
- Dentistry students
- The student's CGPA was at least 3.6 in the preceding semester
- The student is expected to graduate at the end of the semester and his/her CGPA is at least 2.0

A student's study load is up to six credit hours in a summer semester.

However, independently of their academic standing, students will not be allowed to sign up for more than 12 credit hours during the two summer semesters of the academic year.

The study load of academically warned students is given in Section 11.

## 6.13 Time Allowed for Completion of a Degree Program

The maximum time allowed for a student in which he/she may complete a degree program is a maximum of double the regular number of required semesters. In other words, a four-year bachelor degree must be completed in a maximum of 16 regular semesters of enrolment in the program. The minimum time allowed to complete a degree for non-transfer students is a minimum of six regular semesters for four-year programs and eight regular semesters for five-year programs.

The maximum and minimum number of semesters of enrolment for transfer students is determined after the deduction of the number of earned/transferred semesters (15 credits correspond to one semester) from the above limits. Suspended semesters are not counted in the time allowed for students to complete their degree.

## 6.14 Suspension of Registration

Newly-admitted students can suspened their study only in their first semester, and they should register courses in the next semester. Otherwise, he/she should apply for new admission.

The total number of semesters for former students that can be suspended is four. However, suspension of registration for more than two consecutive semesters is not allowed. In all cases, the Office of Admissions and Registration should be notified in writing.

## 6.15 Right to Cancel Registration

The University reserves the right to cancel an offer of admission if the applicant fails to satisfy all requirements, or if it is found that admission was obtained through the use of incomplete, falsified, altered or embellished information. In the case of withdrawal of registration from a matriculated student, credits earned at AU will be withheld and no transcript will be issued to the student.

# 7 Orientation Program for New Students

AU 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, AU organizes an orientation session for new students which enables them to meet the Vice-Chancellor, Deans of the Colleges, Admission & Registration personnel and Students Affairs staff. This 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 AU rules and regulations, services and essential skills such as time-management and exam preparation.

# 8 Academic Advising

## Introduction

As part of its dedication to academic success, AU is committed to offering high quality academic advising in order to help students in the development and pursuit of academic objectives consistent with their life goals. Academic advising is an ongoing process that connects students to the university. We believe it is important to empower each student with knowledge, resources and skills that will lead to academic success and lifelong desire to learn inside and outside the classroom.

## AU Advising Policy

AU advising policy postulates that:

a) All students shall be informed of the advising policy and advising process during the initial orientation and be directed to an appropriate advisor;

b) All students shall be assigned advisors;

c) All students on probation must be given regular advising each semester;

d) All students expected to graduate must be advised at least twice every semester of their final year;

e) Career counseling and student counseling shall be made available to all students;

f) Advising by faculty members for all new and continuing students shall be provided every semester;

g) Assessment of department advising shall be carried out every semester as a part of the whole program assessment;

h) Academic department advising shall be assessed and reviewed every year;

i) Funding and resources shall be made available to all units to ensure effective and efficient advising at all levels;

j) Training shall be provided for all advisors and peer mentors;

k) Accurate information shall be posted and maintained on the University website.

## The Goals of Academic Advising

The objectives of academic advising are:

1. to help students take the right decisions in choosing an appropriate course of study that is aligned with their interests, abilities and that meets their academic and life objectives;

2. to answer questions raised by students;

3. to ensure students are aware of the consequences of their choices;

4. to ensure that all students are aware of resources, services and educational opportunities at AU that may be pertinent to the student's educational goals;

5. to provide information on university policies and procedures;

6. to facilitate the resolution of academic problems, conflicts and concerns, as appropriate;

7. to refer students, as necessary, to other resources/departments/personnel;
8. to encourage students to be creative in their academic choices;
9. to provide a forum for interaction and guidance about life and academic matters;
10. to collect data about students' needs, expectations and aspirations.

# Implementation of the AU Advising Policy

## University Responsibilities

a) Provide resources for continuous training of advisors and peer advisors;
b) Gather and disseminate appropriate academic advising materials to assist colleges;
c) Act as a reference service and respond to questions from colleges and departments, as well as from faculty and students;
d) Take a positive role in solving advising problems;
e) Design advising programs for new faculty;
f) Publish relevant and accurate information on academic advising in the student handbook, on the university website and other relevant publications.

## Colleges and Departments Responsibilities

Faculty members shoulder the responsibility of academic advising which should be part and parcel of the education process.

Departments, colleges, and the Office of Student Affairs have to:

1. Provide students with advising whenever they need it throughout the academic year;
2. Make all relevant information known to students.

The list below shows the relevant information that should be given to students:

a. University rules, regulations, and procedures;
b. Support resources available on campus;
c. A copy of students' advising responsibilities;
d. Necessary forms and academic calendar;
e. Study plan;
f. Internship opportunities;
g. Projected course offerings by the department;
h. A standardized template for students' individual study plans; and
i. University catalogs.

3. Provide training to advisors and peer advisors in the following areas:

I. Learning principles applicable to advising including -
a. University rules, regulations, and procedures;
b. Support resources available on campus;
c. A copy of students' advising responsibilities;
d. Necessary forms and academic calendar;
e. Graduate programs at AU;
f. Training opportunity;
g. Major /program requirements;
h. Projected course offerings by the department;

II. Appropriate personal and occupational choices for their advisees

III. Academic advisors need to have up-to-date knowledge of current affairs outside AU if they are to give meaningful advice to students;

IV. Advisors must be trained to relate students' abilities to requirements of their module/course selections;

V. Technical requirements for the university requirements general education and major courses;

VI. Resources available on campus.

# Advisor Responsibilities

Advisors are required to:

1. Maintain the primary advising file for each advisee. At a minimum, these files shall contain:
    a. A written record of advising session;
    b. A copy of the advisee study plan;
    c. Copies of advisee transcripts;
    d. Copies of advisee current semester timetable;
    e. A semester-by-semester graduation study plan for each advisee.

2. Listen to advisee concerns and respect their individual values and choices.

3. Understand and effectively communicate all university and college academic policies and procedures.

4. Refer advisee to appropriate resources for both academic and non-academic concerns

5. Cooperatively evaluate and assess your academic performance and areas of strength while assisting in selecting courses.

6. Encourage advisees participation in co-curricular activities.

7. Ensure that advisees are aware of opportunities and benefits available at AU.

8. Maintain confidentiality.

9. A graduation progress check sheet for each advisee.

# Peer Advisor Responsibilities

AU peer advisors are continuing senior students who work primarily with students on probation. They are chosen from a select group of students and complete an interview and training process.

Peer advisors are entrusted with:

I. assisting students in choosing courses;
II. familiarizing students with academic policies and regulations;
III. showing students the resouces on campus;
IV. offering advising based on their own experience.

Peer advisors serve six purposes, as they:

I. Help new students and students in probation at AU;
II. Help advisees master basic academic processes;
III. Teach students skills for success (i.e. time management, study skills, etc);
IV. Act as referral source;
V. Offer an alternative point of view to staff/faculty advisors;
VI. Set examples of successful students.

# Student Responsibilities

The advising process depends on the thoughtful participation of students. Students must assume the following responsibilities:

1. Become familiar with their advisors and advisor offices by initiating contact and seeking assistance on a regular basis through email, phone, and individual appointment.
2. Become familiar with academic policies, dates, and deadlines.
3. Come prepared and on time to meetings with their advisor.
4. Ask for clarification if the advisor fails to explain an issue or concern in a way that makes sense to the student.
5. Read all email communication from the advisor and other AU departments.
6. Inform their advisor of problems and concerns which may impact their academic performance as soon as possible.
7. Familiarize themselves with requirements for graduation and other requirements, published through different media.
8. Maintain their own advising folders and take them to every advising session. For undergraduate students, the folder should include:
   - Copies of prior university transcripts;
   - Transcripts;
   - Current semester timetable;
   - An individual study plan;
   - Previous advising notes.
9. Seek academic advising whenever it is needed.
10. Develop an individual study plan. The individual study plan must be approved by the student's appropriate advisor.
11. Be responsible for choosing their own classes on the basis of their decisions as well as the academic advice that has been given.
12. Feel free to evaluate the academic advising program and their academic advisors by filling in a feedback form.
13. Meet with their advisor on a regular basis if they are on academic warning or probation.

# Peer Mentoring of Students on Probation

Students with CGPA below 2.0 are considered on probation. The advisor shall advise the student to repeat courses with low performance grades (i.e. "F" , "D", and "D+") in order to improve the CGPA. Each advisor will provide mentoring for a group of students on probation within his/her department. Mentoring includes peer mentoring, monitoring and progress reporting. The plan for helping students on probation includes:

At the beginning of each semester, a list of students on probation is requested by the Deans of Colleges from the Registrar's office. The Deans will advise Heads of Department to draw corrective actions.

This plan is executed at the departmental level and would include:

1. Holding regular individual meetings with students on probation.
2. Advising students on probation to repeat courses with grades below "C" prior to registering for any further courses.
3. Request students on probation to visit instructors frequently during office hours.
4. Provide students on probation with peer mentoring from senior students.
5. Request students on probation to meet their peer mentor on a regular basis.

The Head of Department will request a feedback report on the performance record of each student on probation from course instructor(s). Each student's progress is monitored through special forms maintained in the Department. The Department Council will discuss the progress of students on probation in each of its regular meetings. Progress reports will be sent to the Dean.

# 9

# Change of Major

## 9.1 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 Office the Admissions and Registration provided that:

a. The applicant meets the admission requirements of the degree program to which he/she is applying
b. There is availability of seats
c. Approval of the deans of both colleges concerned is obtained, along with approval from the registrar.

## 9.2 Transfer between Programs

Students may transfer from one program to another within the university provided that they satisfy items b and c of section 9.1 above. 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.

# 10

# Academic Evaluation and Assessment

## 10.1. 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:

    a.   Semester tests and activities      40 percent

    b.   Mid-Semester examination      20 percent

    c.   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.

## 10.2. Grading System

The university adopts the following grading system:

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

## 10.3. 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 |

## 10.4. 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, and 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 2.0 as a minimum.

## 10.5. Incomplete Grade

Attendance at the final examinations is compulsory. Failure to attend will result in the student failing the course. However, if a student does not attend the final examination due to an emergency and he/she scored at least 60% of the total mark (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 due to an emergency consists of the following:

a.  illness certified in a medical report approved by the University Clinic;
b.  death certificate of a first or second degree relative;
c.  arrest or summons before a court or other legal body;
d.  other excuses accepted by the College Council.

In these cases the student must complete and submit a request form within the specified period in the acacdemic calendar. He/she also must present the relevant documents to the Office of Admissions and Registration. Applications will be processed only if the student has no financial obligation to the university and has paid the fee for an "incomplete request." Applications submitted by students with a 25 percent absence warning will not be accepted.

A student whose course result is "incomplete" 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.

## 10.6. Examination Re-sits

If a student passes all but one of the courses required for graduation, and if this course is from 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.

## 10.7. Complaints about Grades

Complaints regarding final examination results must be lodged within a period of 15 days following the announcement of examination results. Students should complete and submit a Complaint Form to the Office of Admissions and Registration after the payment of the required fees. The form will be transferred to the College concerned where an appropriate decision will be made. The Office of Admissions and Registration notifies students, in due course, of the outcome of their application.

# 11

## 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 students' knowledge and skills as required in the course outline.

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

a.  To adjust his/her study plan by completing a specific course which is not offered in that semester
b.  To complete a course which is not offered but it is required for graduation during the final semester
c.  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:

a.  Students will be required to sit for a written exam to be evaluated by the supervisor. This exam will be weighted at 20% of the final course mark;
b.  At the end of the semester, students will submit a written report to the supervisor detailing the work carried out. This report will be weighted at 40% of the final course mark;
c.  Students will present their work to an internal examiner who will not be the supervisor. The oral presentation will be weighted at 40% of the final course mark;

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.

# 12 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 25 percent of the classes in a given 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 Office Admissions and Registration.

# 13 Academic Probation

If a student's CGPA falls below 2.0 in any regular semester, starting from his/her second semester at the university, he/she will receive an academic warning. The Academic Advisor will notify students to submit a letter of undertaking to raise his/her CGPA to at least 2.0 in the following semester.

A student on probation must raise his/her CGPA to at least 2.0 within two semesters, not including the summer session.

The study load of warned students will be reduced, as follows:

a. First warning: a maximum of 15 credit hours of which three or six credit hours are repeated (the priority is to repeat all the courses with grade F, D or D+ then register for new courses) depending on the CGPA and the previous semester's GPA.

b. If, following the first warning, the student has still failed to raise his/her CGPA to 2.0 or higher at the end of the following semester (excluding the summer semester), the second warning will be issued.

c. Second warning: a maximum of 12 credit hours of which six or nine credit hours are repeated (the priority is to repeat all the courses with grade F, D or D+ then register the new courses) depending on the CGPA and the previous semester's GPA. Student load can be raised by 2 credits at the request of the Dean.

If, following the second warning, the student has still failed to raise his/her CGPA to 2.0 or higher at the end of the following semester (excluding the summer semester), the third warning will be issued.

Third warning: this case will be reviewed by the College Council. The Council may take one of the following actions:

a. Transfer the student to another program provided that his/her CGPA for the courses to be transferred is 2.0 or higher

b. Allow the student to study outside the university for one academic year (This option is open only for students who can raise CGPA to 2.0). After he/she raises CGPA to 2.0 or above, the student can continue in the same major at the university.

c. Dismiss the student from the university .

# 14 Graduation Requirements

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

d. Completion of all courses of the academic program

e. Completion of practical training as specified in the study plan

f. 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 4.0 | Excellent with Honor |
| From 3.6 to less than 3.8 | 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 |

# 15 Minor

AU students are eligible to enroll for a minor while they are pursuing their major provided they fulfill the admission requirements of the minor. Also, their application for major/minor must be submitted prior to the specified deadline, which is the last day of the 12th week of the semester preceding their expected graduation semester. The approvals of both the Dean of the college offering the major and the Dean of the college where student is seeking minor are required for admission of student to the requested minor. The primary academic advisor of the student will continue to serve as advisor for both major and minor. However, the academic advisor may seek assistance and cooperation from the department or college offering the selected minor.

The completion requirements for the minor, including the prerequisites required to take the specified courses, are well defined for all minors offered by Ajman University. Students enrolled in major/minor must satisfy all the degree completion requirements of the major as well as all stated completion requirements of the minor.

The student's transcript and degree certificate will indicate both major and minor completed at the time of graduation. For graduation, the student must obtain a cumulative GPA of at least 2.0 in all subjects related to the major, as per the approved study plan, as well as a cumulative GPA of 2.0 in subjects required for the selected Minor.

The cumulative GPA of the major shall be calculated based on all courses in the approved study plan. The cumulative GPA of minor shall be determined based on the list of courses specified for successful completion of the minor. Both GPAs shall be mentioned in the transcript. Furthermore, the degree certificate shall mention the corresponding merit (Excellent, Very Good, Good, …) for major as well as minor.

# 16

## Double Concentration and Second Bacholar's

## Degree

### 16.1  Double Concentration

AU students enrolled in a program with two or more concentrations are eligible to enroll for second concentration. Their application for double concentration must be submitted prior to the specified deadline, which is the last day of the 12th week of the semester preceding their expected graduation semester. The Dean of the college where student is enrolled shall make a decision on his/her admission to second concentration. The primary academic advisor of the student will continue to serve as advisor for both concentrations.

The student must satisfy the requirements of both concentrations. However, courses that are common in both concentrations will be completed only once. It is important that prior to starting the second concentration, the student must obtain a list of required courses for successful completion of second concentration as approved by the Dean of the college where he/she is enrolled.

The student's transcript and degree certificate will indicate both concentrations completed at the time of graduation. For graduation, the student must obtain a cumulative GPA of at least 2.0 in all subjects related to the major with first concentration as well as a cumulative GPA of 2.0 in subjects required for the second concentration.

The cumulative GPA of the major with primary concentration shall be calculated based on all courses in the approved study plan of major for primary concentration. The cumulative GPA of second concentration shall be determined based on the list of courses approved by the Dean for successful completion of the second concentration. Both GPAs shall be mentioned in the transcript. Furthermore, the degree certificate shall mention the corresponding merit (Excellent, Very Good, Good, …) for major with primary concentration as well as for second concentration.

### 16.2  Second Bacholar's Degree

Applicants who have earned a Bachelor's degree from Ajman University or another accredited institution, recognized by the Commission of Academic Accreditation at UAE Ministry of Education – Higher Education Affairs, may be admitted to a second Bachelor's degree provided they fulfill all admission requirements of the second Bachelor's degree. The second program must have at least 30 credit hours of unique subject-area courses. The admitted students must satisfy all degree completion requirements of the second Bachelor's degree. However, General Education courses completed during their first Bachelor's degree may be counted toward the second Bachelor's degree provided they are the same or substantially equivalent to those required in the second degree. Similarly, students may not be required to repeat those courses in the second degree program that have nearly the same contents as in some equivalent courses in the first degree program. However, prior to starting their second degree, the student must obtain a list of required courses approved by the Dean of the college where the student is admitted for second degree.

The cumulative GPA of student shall be determined based on the list of courses approved by the Dean for successful completion of the second degree program. A cumulative GPA of 2.0 is required for graduation.

# 17 Student Records

Student records are kept at the Office of Admissions & Registration and contain the following documents:

    a. all the documents that were submitted for admission

b. any letters of undertaking signed by the student during his/her studies

c. a copy of the updated transcript at the end of each semester

d. any requests for suspension of studies (if any)

e. clearance forms for graduates or students who have withdrawn from the University

f. The transcript delivered by any other institution from which courses were transferred along with the course description, and the approval of the College for the transfer of the course. The authentication certificate of the transcript, which was issued by the former University, is also kept on file.

g. The decision of completion of graduation requirements signed by the Dean of the College when the student completes his/her studies.

## Confidentiality of the Records

    a. **AU considers that all personal** and academic information is confidential and therefore cannot be given to individuals other than the parents of the student.

b. The Office of Admissions and Registration will assist institutions when they request information on the authenticity of a copy of the transcript or a graduation certificate.

c. Transcripts and official documents will not be issued to any person other than the student unless they have a letter of authoirsation signed by the student and accompanied by a copy of the student's ID.

## Student Rights

Students have the right to:

    a. Inspect and review information contained in their education records.

    b. Request change or update of their personal data.

# **18** Information Technology and Learning Resources

## 18.1 Information Technology

### Introduction

**Ajman University (AU) provides computing, networking**, information and telecommunication resources to the university community to support teaching, research, and efficient administrative processes. Access to Information Technology resources is granted to members of the university community who are enrolled students, employees, or academic staff members. The authorized department for running these resources is the Office of IT.

### Mission

Providing efficient and current IT services to all university users (faculty, students, and staff) in order to fully support their teaching, research, and administrative activities.

### Objectives

**The objectives of the** Office of IT are to:

a. Provide robust IT physical and logical infrastructure, maintain WAN and LAN nodes, and perform administrative operations to keep IT services available 24/7 to users.
b. Provide prompt and accurate technical assistance from knowledgeable staff, and to listen carefully to users' requests and feedback.
c. Develop database systems, maintain university-wide database applications, and give full support to the Application users.
d. Create, maintain and enhance University and related websites, and to develop integrated application to enhance users' web browsing experience.
e. Perform RND to recommend new technologies.
f. Protect AU IT assets.
g. Ensure that the use of IT resources is primarily for university purposes and university-related activities.
h. Maintain the integrity and security of the university's computing facilities.

### Services

- Help Desk
- Network Account
- Email
- Internet
- WiFi
- Online Registration

- E-Learning Management System
- Maintenance and Replacement of Computing and Network Resources for Educational Facilities and to AU Staff.

## AU IT Facilities

**IT facilities at AU** are maintained by the Office of Information Technology, located on the ground floor, Block A, Jurf 2. It is the responsibility of all users of the computer system to notify the Office of IT of violations of laws and university policies in connection with the use of computers, as well as of potential loopholes in the security of the computer system. Any concerns, complaints, or reports of misconduct with regard to the computer system should be reported to the director of IT on 7056500 or email helpdesk@ajman.ac.ae.

## Network Accounts

Accounts are intended to be personal. The individual to whom the account has been created is responsible for ensuring that his/her username and password remain confidential. No one is allowed to use another person's username and password.

**User Account :**

All freshmen students should receive an identification letter by email with their password/user account details and how to use it after two (2) working days before the Registration starting date or one (1) working day from the admission approval, in the case of students who have been admitted during the registration period.

All registered students should have passwords/user accounts.

The password/user account will remain active for the duration of a student's course. The email account will remain active for life.

Students who, for a reason or another, lose their passwords will be required to pay AED 15 for a password reset.

Students can use their user account to access all the below AU web services:

Computer labs.

WiFi

Email

E-Learning Management System (Moodle)

Online Registration System (ORS)

## Electronic Communications:

### Email

AU has established e-mail as a primary vehicle for official communication with students. All university communications via email will be sent to this address. Faculty members will use the official university e-mail address to communicate with a student registered in their classes and administrative units will correspond with students via this address. The University expects that students will receive and read e-mail in a timely manner. Students are expected to maintain their accounts and check their e-mail. A student is obliged to check university e-mail and act upon content.

## E-Learning Management System:

AU adopts an E-Learning Management System (Moodle) to enhance the teaching and learning process. It is a web-based application that allow instructors to deliver content and resources to students and manage their delivery. It provides easy ways for instructors to create and deliver their course content, communicate with students, and assess student performance.

Students will be enrolled in all their courses automatically as the moodle system is integrated with the registration system.

## Improper use of the computer system is prohibited:

The Office of Information Technology (IT) is neither an investigative nor a disciplinary entity in its primary responsibilities. However, in cases where university resources and privileges are abused or otherwise threatened, the Office of IT may be asked to take appropriate action. Immediate revocation of access and subsequent prosecution by the authorities, for example, might be directed. Such revocation may be appealed to the IT committee.

To summarize, access to University computing and communications equipment and facilities may be revoked for reasons including, but not limited to:

a. Attacking the security of the system;
b. Modifying or divulging private information such as file or mail contents of other users without their consent;
c. Misusing or abusing Internet/Network by using Internet tools or software that may affect the performance of the Internet/Network
d. Modifying or destroying university data.
e. Using the networks/Internet in a manner contrary to the established guidelines;

Finally, users may not read sensitive information simply because it is accessible to them - because of accidental exposure and/or through the malice of others who have broken into a system or are misusing their access privileges. When sensitive information is recognized as such, it should not be examined further, but reported to the keeper of the materials, if known, or otherwise reported to management.

## Computer Labs

Computer labs operated by the Office of IT are a shared University resource available on a first-come, first-served basis. Food and beverages are prohibited in these labs. Labs may be reserved for exclusive use by a class or group. Some labs are provided by Colleges, not the Office of IT; contact those Colleges for their additional usage guidelines.

## Terms and Conditions of using IT services

a. The Office of IT considers all temporary and permanent connections via the University network, to be subject to the provisions of this policy.
b. Computing resources not owned or approved by AU may not be connected to the University's network.
c. The Office of IT has the right to monitor the traffic of all transmissions on networks maintained by the Office at all times.
d. Operating systems currently supported (for the desktop) include Windows OS (Windows 8 and above) and Apple OS (7 and above). There are special requirements for Unix workstations in the College of Engineering and the College of IT. Upgrading will take place in a controlled manner.
e. Software and hardware to be installed should be requested by the Dean or Director and it may not be installed or connected to the university systems without the approval of the IT Committee. This includes the data and telephone networks.
f. All university affiliates (faculty, staff & students) are permitted to use the university network and selected computing resources at all times while the network is available.
g. IDF/MDF rooms are under the authority and responsibility of the Office of IT. Everyone within the AU Network community who uses university computing and communications facilities has the responsibility to use them in an ethical, professional and legal manner.

h.   Violations of information technology Policies & Procedures typically result in university disciplinary action, which may have serious consequences, and in some cases, may result in legal action.

## Data Backup

It is the responsibility of students to have a backup of their data and coursework on a personal data storage medium (such as External Hard Disks, USB flash drives or CD/DVD disks). Students may also backup on the cloud using the provided storage with the email service (50 GB on OneDrive).

## Internet Services.

**Students may access the Internet through computers in** university computer labs and through personal laptops connected to the university's Wi-Fi provided in designated locations.

Student access to the Internet conforms to the laws of the United Arab Emirates, including the monitoring and filtering of Internet content. Any attempt to circumvent or disable Internet access controls set by the University or the government of the UAE is a violation of university policy and will result in disciplinary action.

# 18.2 Library & Learning Resources Center

The literature relating to library and information science states that the effectiveness of the organization and its various activities cannot be determined without a statement of goals and objectives because, by definition, effectiveness is the degree to which a library accomplishes its stated objectives. The Association of College and Research Libraries (ACRL) Standards, published in June 2004, anticipates that the mission, goals and objectives of a college library should support the mission of the parent institution and should be spelled out clearly so as to serve as a framework for its activities. Outcome assessment measures take into consideration the library's dependence on technology, its increasing use of online services, its provision of information literacy skills and the budgetary split between print and electronic resources. The ACRL Standards require goals to be compatible and consistent with those developed by the institution. Assessment of the quality and effectiveness of the library should be linked closely with the specific mission and goals of the institution. The Information Resources Center should be involved in the overall planning process. These planning methods require input from a broad spectrum of the institution's community. Strategic planning that includes evaluation, updating, and refinement, provides an overall direction that helps to guide day-to-day activities and decisions.

## Mission

The mission of the AU Library and Learning Resources Center is to support the University mission in identifying, organizing, preserving and offering accessible resources which serve the needs of college members, students and the community at large. In addition, the library seeks to locate, acquire, organize and select the most appropriate material and make it accessible to users. It is also the mission of the library to build a comprehensive, balanced library collection and provide a good environment for reading, learning and research.

The upgrading and preserving of the library's information technology infrastructure to ensure prompt access to information and information services are also among the AU library mission priorities.

## Goals and Objectives

**The goals and objectives of AU** library and LRC are to:

a.   Provide current library materials and databases that support the academic curriculum

b.   Provide access to information resources, regardless of location

c.   Collect library materials in all formats, broaden and update all collections to meet the needs of AU programs and support the various aspects of the institution: teaching, training, research and services

d. Educate and assist faculty, students and staff in the identification and effective use of information resources

e. Continue to strengthen and update all collections to meet the needs of AU programs

f. Preserve AU collections and materials, and maintain and upgrade physical and technological infrastructure to enhance the quality of services

g. Recognize that a minimum acceptable standard is one resource per topic per student

h. Meet accreditation standards

i. Provide access to library resources and servers via web pages and online resources

j. Ensure that resources available are current, appropriate and accessible 24/7

k. Work closely with users; know their needs and interests

l. Put into practice the motto that building library resources is a continuous process

m. Enhance information literacy, especially in the student community, by developing effective plans aiming at improving student ability to:

   1. Access information effectively and efficiently
   2. Evaluate information and its sources critically
   3. Understand economic, legal and social issues when using information
   4. Access and use information critically and legally

# 19 Health Clinics

## Mission

**The University Health** Clinics seek to complement the academic mission of AU and are dedicated to providing educational, supportive, consultative healthcare services to students, staff, faculty and eligible dependants. In doing so, the Health Clinics strive to make the campus a healthy and safe place to study, work and live.

## Objectives

The objectives of the University Health Clinics are to:

1. Provide primary healthcare to students, college, staff and eligible dependants
2. Provide emergency healthcare to Residential Hall and campus residents after working hours and at weekends and on holidays
3. Support the integration of university services and provide a healthy atmosphere to accomplish the university objective of a disease-free community
4. Provide high quality integrated health services in a timely manner to generate complete customer satisfaction

## Services

The Medical Services Administration provides the following primary healthcare, within available capabilities, through its clinics:

a. Round-the-clock services for males and females
b. General Clinics: primary healthcare, treatment, preventative medicine and health education on common diseases through the general practitioners to the university community
c. Nursing: comprehensive nursing care and services, including routine and emergency cases, recording patient details and providing treatment
d. Reception: receiving patients, preparing the patient files and records, recording personal data, preparing daily, monthly and annual statistics
e. Medical Lab: carrying out medical tests and running tests referred from university physicians for nominal fees
f. Referral System: referring urgent cases to hospital specialists
g. Following up chronic cases and coordinating referrals to hospital specialists if necessary
h. Carrying out medical checkups for new students

# 20 Safety

The university has taken measures to ensure the safety of all present on its campus. Although it has appointed a Safety Officer and Safety Coordinators throughout its units and Offices and has established a policy on safety and health hazards, it expects all its personnel and students to act in a safe and proper manner to minimize risks.

All students are asked to:

- observe all relevant safety rules and instructions issued by the University;
- follow all the instructions and rules related to the safe use of space, such as labs, classes, workshops, sport facilities, hall of residence, etc;
- familiarize themselves with procedures, emergency exits, and emergency contacts;
- avoid any improper action or behavior which could be hazardous;
- report any accident or a near accident experienced on campus;
- report any significant hazard you discover on campus.

Safety notices, contact emergency numbers and first aid boxes are located in appropriate locations. Notices are also displayed for emergency exit routes and assembly points in the event of fire. Students are required not to tamper with these.

In case of fire or emergency evacuation, everyone is expected to act responsibly and not to endanger the lives of others. All should adhere to announced procedures.

Any person who, for whatever reason, because of impairment (for example requiring assistance to evacuate a building during an emergency situation) should inform the relevant safety personnel or the Office of Student Affairs of his/her needs at the beginning of his/her enrolment.

## Safety Procedures for Labs

**Students are expected to** manipulate instruments, equipment and materials that are potentially hazardous. Students are required to read safety lab manuals (associated with all labs). Students shall not be allowed to participate in a lab unless they have demonstrated a clear understanding of the safety procedures involved. Students should not work alone in a lab in case of an accident or medical emergency. Inattention or disruptive behavior will not be tolerated in any lab. Repeated cases will be referred for disciplinary action. Equipment, tools and materials must be handled in a manner that is safe for the student as well as for other students and the instructor.

Safety arrangements are reviewed on a regular basis. Suggestions for improving these procedures are welcome. Students should contact the following numbers in an emergency.

Jerf1 067056204

Jerf2 067056530

# 21

# Deanship of Student Affairs

The Deanship of Student Affairs (DSA) is responsible for those aspects of student life which extend beyond the classroom. The DSA is committed to encouraging the personal development and growth of students through the organization of a variety of co- and extra-curricular activities, which include cultural, social, sporting and entertainment programs. In addition, the DSA is responsible for the provision of a variety of services.

The DSA comprises two divisions:

## 21.1 Student Counseling Unit

Student Counseling is dedicated to helping students address personal or emotional problems that hinder them in achieving a fully beneficial experience at AU and realizing their full academic and personal potential. Student Counseling Services utilize a service system that emphasizes trust, respect, confidentiality, and compassion. Its overall goal is to maximize student success by attending to any emotional or personal needs which may impede learning. Through personal counseling, students learn to take charge of their lives, acquire skills necessary for adjusting to the demands of university life, and overcome difficulties that may prevent them from meeting their academic and career goals.

## Student Counseling Policy

### Purpose:

The purpose of this policy is to establish guidelines for student counseling.

### Policy:

AU offers quality services to students. To maintain high standards and fully address the personal growth, psychological needs, and emotional wellbeing of students, AU provides student counseling services. The Student Counselor makes assessment and provides individuals, and groups, experiencing personal problems with support and guidance and assists them in overcoming obstacles to their educational success.

### Personal Counseling:

i.  Refers to one-on-one counseling with each student on a regularly basis. Students are seen for a multitude of issues that range from typical developmental challenges to more serious adjustment and mental health issues.

j.  Listening to student complaints, working to find solutions, and informing parents about the academic status of their sons and daughters

### Group Counseling

Group interventions entail working with a small number of students who share similar concerns and treatment goals. Group counseling addresses either general or specific issues. This form of counseling facilitates the healthy exchange of experiences, provision of sympathy and support and the development of skills necessary for effective coping and problem solving.

## Procedures

### Eligibility

**Counseling services are available to all currently enrolled,** graduate, and undergraduate students. There is no fee required from students to utilize this one-to-one counseling service provided by the Student Counseling Service.

### Confidentiality

Any communication between a student and a counselor is considered confidential. The confidentiality of the counseling sessions is protected. No student records are released to others (even within the university community) without the written consent of the student. If it becomes clear in the counseling session that there is a real danger to oneself or to others, the counselor is required to inform the Dean of Student Affairs, to a parent or someone close to the student. The confidentiality rule does not apply in this case, but should go no further than the persons mentioned.

### Access

Students are encouraged to make an appointment with a personal counselor to discuss their concerns. A personal counselor is available on campus.

### Referrals

**The** Student Counselor provides referrals to qualified psychologists, psychiatrists and therapists equipped to aid students with psychological problems, learning disabilities, and/or other serious issues. If the referred student would like to maintain the involvement of the personal counselor, the counselor may request a copy of the report of the external visit and may follow up with the therapist regarding the student's treatment.

### 21.2 Student Activities Unit

Under the sponsorship of the DSA, this unit organizes many activities that span a wide range of interests, covering social issues, culture, art and sport. It also acts as the central support for the numerous student societies. This Unit provides and organizes the following social, cultural, art and athletics activities:

### 1. Social Activities

**These activities aim at widening and promoting the social aspects** of the students' personality, thus activating and developing their role in building society and its social institutions. These activities also aim at training students in group and voluntary work. Moreover, there are several other social services and activities offered by the social division throughout the academic year such as:

a. Receiving new students and their parents and finding solutions for the difficulties students may face at the beginning of their academic life

b. Arranging and supervising meetings at which students are able to get to know each other, thus breaking down the psychological barriers between senior and new students and familiarizing them with the university setting

c. Promoting social awareness among students is done through a number of activities which include raising money for a variety of charitable causes and visiting institutions - for example, orphanages

d. Organizing activities during the holy month of Ramadan, which include Iftar, conferences, religious lectures, competitions, financial donations and other charitable deeds. Competitions in the recitation and memorization of the Holy Quran are also arranged

e. Arranging social and educational activities, for example visits to cultural landmarks, scientific exhibitions and entertainment centers, and exchanging visits with scientific, teaching and social institutions

f. Cooperating with UAE institutions and authorities in health-awareness campaigns on subjects such as illegal drugs and smoking

g. Organizing blood donation campaigns in cooperation with the Ministry of Health, and taking part in campaigns and celebrations organized by formal authorities, such as the Civil Defense and Traffic Week Festivals

h. Running training courses, such as first-aid and personality development

i. Supporting social activities that aim to develop students' personalities and consolidate their relationship with local values and morals

## 2. Cultural Activities

**The DSA organizes a series of intellectual and** cultural activities throughout the academic year. These activities aim at stimulating and enriching both intellectual and cultural aspects of students' personalities. They also contribute positively to building a solid intellectual and cultural background, and help students distinguish between constructive and destructive thinking in their campus life.

Cultural activities organized by this division include the following:

a. Organizing intellectual and cultural lectures and conferences featuring experts from within and outside the university

b. Running cultural, intellectual, literary and scientific competitions, and awarding prizes and certificates for distinguished projects such as short stories, literary articles, scientific research and poetry competitions, with the aim of promoting student creativity

c. Organizing poetry readings, seminars, discussion forums and exhibitions of student work

d. Encouraging students to write articles for publication in the University Magazine

e. Participating in cultural, intellectual and scientific competitions organized by educational, literary and scientific institutions in the UAE

## 3. Art Activities

The DSA is keen in promote the aesthetic and artistic aspects of student life and seeks to further develop these. Throughout the year this division arranges participation in the following activities:

a. Presentation of student work, such as drawings, sculpture, calligraphy, art, zincography and photography, in magazines. Exhibitions of student artwork, which provides excellent motivation for talented students

b. Art competitions among talented students in a variety of fields

c. Art competitions held in the UAE

d. The design of wall magazines featuring students' written and artistic work, exhibited in university halls and corridors

## 4. Sport Activities

Sport activities play an important role in promoting the physical and intellectual development of students.

Sport enables participants to build their physical wellbeing through exercise and is an important element in the development of personal and psychological balance. As an important part of the strategy and vision of AU, the university has a wide range of sporting facilities. These include playing fields for football, handball, basketball and volleyball. In addition, the gymnasium is equipped for a variety of sports and there are further facilities for chess, billiards, tennis, etc.

The division also organizes sporting events and participates in many indoor and outdoor athletic championships, such as:

a. Inter-college teams

b. Forming university sports teams and regular training sessions

c. Participating with universities and colleges from across the UAE in championships and sporting competitions organized by the Higher Education Sports Federation

d. Promoting health and fitness through body-fitness programs and courses in track and field sports, games and swimming

e. Ensuring that the university sports facilities and equipment are updated

f. Ensuring that safety standards are upheld

## 21.3 Students Role in Institutional Decision Making

Ajman University considers its students to be an important element of its operations and events and values their opinions and suggestions. Students can submit their written concerns/suggestions to the Dean of Student Affairs, the Vice-Chancellor or to the Chancellor via the appropriate channels.

## 21.4 Student Council

Student Councils represents the voice of the students and provide leadership in assisting and organizing activities for all students. There are opportunities for any student to serve as a member of the Council. Those interested in being considered for membership on the Student Council, should apply to the Deanship of Students Affairs.

AU recognizes two single-gender student councils for male and female students. Each student council consists of 15 members, where (10) members are nominated by schools and colleges while the rest (5) members are chosen through campus-wide elections. The Student Council mission is to represent the students and give them the opportunity to communicate their views and concerns. It provides resources for the various student organizations and clubs, offering guidance and support in an attempt to build a generation that is established on the notions of teamwork, dedication and responsibility.

## Council Election

**Article 1:** One-third of Student Council members (i.e. five members) shall be elected through a direct general election by means of a secret ballot.

**Article 2:** Any candidate running for Student Council (SC) membership shall satisfy the following conditions:

1. Be a regular student of AU;

2. Be not younger than 18 years of age;

3. Be of good conduct and sound reputation;

4. Must not have been convicted of any felony or misdemeanor involving moral turpitude or dishonesty, unless he/she has been rehabilitated.

**Article 3:** The DSA Student Council Elections Committee shall be formed and charged with the following responsibilities:

1. Setting a timeframe for submitting candidatures;
2. Receiving candidatures form interested students;
3. Reviewing candidatures to ensure that all conditions are satisfied;
4. Considering and adjudicating appeals filed by or against any candidates;
5. Publicizing the list of candidates and post it on the announcement boards of each college;
6. Receiving and adjudicating objections lodged against any candidates;
7. Establishing rules and procedures for constituting the electorate;
8. Fixing the election date and announce the method of voting;
9. Overseeing the election process.

**Article 4:** - The Student Council Campaigns and Elections are held electronically. The Voter needs to visit the e-vote link on the day of the election to select the nominee of her/his choice. The results are then generated also electronically and announced by DSA Officials on the second day. After that, two Councils are formed (male and female) of 15 members each. A meeting to decide the distribution of roles within the Council in conducted in the presence of DSA representatives.

**Article 5:** Candidates shall have the right to conduct pre-election campaigns in accordance with such regulations as are promulgated by the Committee.

**Article 6:** The rules and procedures of Student Council election shall be as follows:

1. Voting shall start at 8:00 a.m. on the day of election;
2. Voters shall use their usernames and passwords to sign into e-vote where they can cast one votes only.

**Article 7:** Supplementary elections shall be held on the second day in case of parity of votes between two or more candidates, which raises the number of winners above five.

**Article 8:** In all cases, if the supplementary elections result in another tied vote, the Committee shall resort to a drawing of lots among the tied candidates to fill in the required seats.

**Article 9:** - In case any of the nominated candidate is unable to join the SC, priority will be given to the nominated candidate over five according to the rank.

**Article 10:** The Committee shall receive election appeals within 48 hours of the announcement of results. The Committee shall consider and adjudicate such appeals within a period that shall not exceed 48 hours from the date of receipt of each appeal, and the Committee's decision on this matter shall be final.

**Article 11:** In its first session, the Student Council shall elect by an absolute majority of its members the Council Chairman and Vice-Chairman from among the members of the Council who are nationals of the United Arab Emirates. The session shall be chaired by the oldest member of the Council.

## 21.5 Student Societies

A student society is a body elected by AU students; society activities are supported by the DSA. There are also academic societies in each college. The goals of these societies are to:

a. Encourage student participation in a variety of activities

b. Promote the spirit of cooperation among students, and encourage them to take on responsibility

c. Provide support to new students by advising them and helping them in their new academic life

d. Obtain student input regarding needs and wishes, and pass the information obtained to the DSA

e. Act as a liaison between students and DSA supervisors

f. Meet with DSA members on a regular basis

g. Arrange for "acquaintance" meetings among students in order to break down the barrier between new students and the new academic society

h. Promote study ethics among students and encourage them to abide by the rules and regulations of the university

i. Urge students to abide by the morals, principles and doctrines required by Islam

In line with the vision and philosophy of the AU, the DSA arranges a series of developmental, educational and cultural courses for student leaders, with the aim of improving their performance and developing their leadership skills.

### Student societies supported by the DSA

**1. Social Society :** The Social Society is concerned with the social and human aspects of student life. It seeks to develop the relationship between students, the university and the community. The Social Society supports morality and promotes welfare work. The society also participates in social activities organized by the DSA.

**2. Cultural Society:** The Cultural Society is concerned with the intellectual, cultural, and literary life of students. It aims to promote students' talents through performances, exhibitions and participation in cultural activities, for example reading intellectual and literary publications and writing.

**3. Arts Society:** This society seeks to develop the talents of students who are artistically inclined (e.g., in drawing, photography, art, etc.). It also arranges art exhibitions and conducts training courses in drawing and other forms of creative activities. Members of the society also participate in external exhibitions.

**4. Athletic Society:** This society seeks to improve students' athletic skills. It participates in organizing competitions, encourages students to take part in athletic activities and conducts training courses to improve stamina. The society also supports the DSA in athletic activities.

## 21.6 Student Media

The university has varied media channels which reflect its noble mission and ensure effective communication with its population. Also these channels are used for training its students in a professional and credible manner. This is actually done under the supervision of highly qualified faculty who are members of the college of Mass Communication and Humanities. Among these important channels are the following.

1.    **Television**: The university possesses a cutting-edge and well-equipped television studio for training the media students in the different stages of television journalism. At the same time, it is used for internal transmission within the university.

2.    **Radio:** This channel is also available to AU students through which they transmit its programs via the Internet under the supervision of the college of Mass Communication and Humanities.

3.    **Publications:** AU students issue a number of publications such as the university magazine, the newspaper, Afaq in addition to news bulletins related to the university colleges. Some of these are periodic and others to celebrate certain events.

4.    **Social Media :** The university webpage is very informative on matters related to the university and students. Moreover, the university has a device related homepage and dynamic pages on social media: Facebook, Twitter, Utube. Colleges have their own homepages.

# 22 Student Services

The DSA is responsible for monitoring the student services offered by AU and service providers working within it – for example accommodation, transportation and health care services. It seeks feedback from students regarding the effectiveness of these services and uses it to inform decisions regarding the improvement of these services.

## 1. Accommodation

**In line with its vision, AU is eager to** ensure the success of the education it provides. Student accommodation is therefore given high priority, as it plays a key role in student wellbeing and can have a positive impact on academic performance. For this reason, an independent organization has been founded which is concerned with every aspect of life in the student accommodation, for example matters of comfort, the provision of three meals daily, the mini-market, health club, internet, etc. These services are offered at very low prices.

In addition, the organization offers additional free facilities, for example electricity and water, study rooms, libraries and newspapers.

a. Well-designed rooms equipped with appropriate facilities such as furniture, refrigerators, AC, etc.

b. Continuous supervision (day and night) by qualified supervisors (both male and female)

c. Comfortable transportation between the accommodation and the university. Transportation is also provided for shopping trips and visits

Student conduct in Residential Halls is subject to certain regulations

d. Security - all residential halls are protected by security staff patrols

e. Curfew - staff monitor attendance records regularly for absences. Repeated violation of attendance regulations may result in dismissal from the residential hall for one or more semesters.

f. Smoking - male students are allowed to smoke out of doors and in their rooms. However, smoking in common areas is strictly prohibited

g. Littering - all students are expected to maintain cleanliness inside the halls. Rooms are inspected periodically for cleanliness.

h. Alcohol/Illegal Drugs – the use of alcohol or illegal drugs is strictly prohibited on campus. Students found in violation of this regulation will face severe disciplinary consequences

i. Housekeeping – student rooms are cleaned at least once a week, and all common areas are cleaned daily

j. Dorm Leave - all resident students are expected to sleep in their residential hall every night, except during official dorm closing periods or upon verification with residential hall staff by parents/guardians

To conclude, the DSA is eager to promote the quality of life in the residential halls. The Director pays regular visits, meeting students and listening to their suggestions and complaints. The DSA also receives regular reports from advisors concerning conditions in the halls and takes action as necessary.

## 2. Transportation

The transportation Unit is responsible for ferrying students between the residential halls and the university. The Unit has many buses which make more than fifty trips daily.

This Unit also provides students with transport to activities outside the university, for example visits to scientific and entertainment venues, lectures or conferences. Two buses are kept on standby round the clock to cover emergency requirements.

The transportation Unit has defined the regulations governing the use of its buses and the fees student pay in order to ensure the systematic and good quality services. These regulations are distributed to student who opt for making use of this facility.

The DSA's role in student transportation is to:

k. Coordinate the transportation of students to participate in various activities

l. Elicit student views concerning the transportation services offered

m. Solve student problems with the cooperation of advisors, who keep the DSA informed of recent developments

n. Improve the organizational performance in order to achieve high standards of services

## 3. SMART Superstore

Retail outlets on all campuses meet student needs for stationery, books in Arabic and other languages, software facilities, photocopying, printing and binding. Students may also purchase prescribed textbooks for all fields of specialization at low prices. The DSA monitors the services and coordinates with the supervisors of SMART Superstore to solve any problems that may arise. The Unit makes every effort to ensure that books are delivered promptly.

## 4. Other Services

The Office of University Facilities is responsible for examining the standard of other student services, for example restaurants, mosques, maintenance, cleanliness and security on campuses. With regards to restaurants, the DSA ensures that they are operating in accordance with required health standards. Mosques are kept clean and safe. The Office of University Facilities also checks the cleanliness and maintenance of lecture halls and deals with any problems that may arise. It also coordinates with the university's security staff to ensure appropriate handling of any problems. Finally, the Office of University Facilities designs questionnaires to assess the standard of services provided and recommends improvements

## 22.1 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.

## 22.2 Bookshops

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

## 22.3 Mosques

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

## 22.4 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.

# 23 The Career Counseling Center

## Mission

**The Career Counseling Center endeavors** to serve AU students and alumni by educating them to successfully identify, plan and pursue their career goals. The center supports the mission of the university in its three dimensions - education, information and investment - by providing quality services which will enhance clients' employment potential, and by liaising with prospective employers. To achieve its mission, the Center is assisted by AU Alumni Association, a non-profit organization which aims to enhance interaction between alumni, students, the university and the community.

## Objectives

The Career Counseling Center aims to:

1. Help new students to select courses appropriate to their career interests and aspirations
2. Help students and graduates in decision-making, goal setting and planning for their careers
3. Offer guidance to students and graduates regarding the skills necessary to meet evolving job requirements
4. Help students and graduates acquire effective job search skills
5. Signpost students and graduates to job search resources
6. Provide AU with job-market information to aid academic planning
7. Seek recruitment, internship and voluntary or part-time opportunities for students and graduates through liaison with businesses, governmental bodies and organizations
8. Establish a plan for assessing the performance of career services and activities
9. Establish and foster lifelong professional and personal relationships between the university and its alumni
10. Promote communication between alumni, and between alumni and the university
11. Promote the Alumni Association within the university and engender goodwill, understanding and support for the university in the wider community
12. Offer alumni opportunity to contribute to and participate in the university's decision-making processes
13. Establish fundraising mechanisms for the Alumni Association

**Services**

The work of the Career Counseling Center includes: Organizing:

- Career days
- Social and cultural events
- Alumni clubs and forums

Providing services

- Career guidance
- Group and individual counseling
- Employability skills development
- Psychometric tests
- Informing:
- Posting job advertisements electronically and on campus notice boards
- Employer portal
- Job seeker portal
- Classified jobs

Registration Process: students must register with the CCC in order to receive job notifications and event invitations.

# 24 Training Center

## Mission

**The Training Center** seeks to support the strategic vision of the university by bridging the gap between the academic realm, the community and the employment market. It strives to achieve this aim through three strategies: student training, staff training and community training. In doing so the center applies scientific criteria in the selection of trainers, programs and performance assessment.

## Objectives

**The Training Center'**s short-term objectives:

14. Student Training: to seek suitable credited-hour training opportunities for students in various public and private organizations, as part of their study plan

### The Training Center's long-term objectives

a. **Continuing learning, training and rehabilitation: to** lead training development programs for college members and staff in areas such as teaching and learning methodology, computer skills, research methods, languages, management and technical skills
b. Community training: to play an active role in developing community programs through symposia and seminars on rehabilitation, development and the upgrade of worker skills and capacities
c. Promoting training and learning through the use of modern technology

### Continuing Education Center

The Continuing Education Center (CEC) was founded in response to the market's mounting need for excellence. We specialize in preparing both men and women for rewarding careers in various businesses and environments. We are well aware that students come to CEC with a variety of academic experiences and backgrounds; hence, every effort is made by the administration and staff to integrate these experiences with the requirements of the work requisite. The long-term growth and success of our Center relies heavily on its aptitude to attract and retain qualified and keen staff and to maintain being a zenith in what it does best: continuing education.

The CEC also prepares students to work effectively by developing essential competencies in a reflective, learner-centered teaching milieu. This method is implemented through an academic curriculum that incorporates field-based practice, reflection and application.

a. Courses offered TOEFL Courses TOEIC Courses ICDL Courses CCNA Courses
b. Business English Courses, English Level I Courses, English Level II Courses, Management Courses, etc.
c. IT Courses
d. Web Design and Graphics Courses
e. Soft Skills Courses (Customer Service, Leadership, Business Etiquette, Communication Skills)

# 25 Student ID Card

Students will receive a university ID card containing their photograph, name, date of birth and AU 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 Office of Admissions and Registration. Fraudulent use of an ID card shall result in disciplinary action.

# 26 AU Rules and Policies

## 26.1. Student Rights and Responsibilities

### 26.1.1. Student Rights

Every student enjoys all rights and freedoms recognized within the University by the Laws of the United Arab Emirates as long as this does not violate the Code of Student Conduct.

Every student has the right to fair equal treatment by the University. A student has a right to be free from discrimination based on ethnicity, color, religion, gender, marital status, nationality, language, or personal handicap. However, a distinction, exclusion, or preference based on relevant academic or physical aptitudes required and made in good faith is considered to be non-discriminatory.

All students have the right to have an environment supportive of the University's mission and their own educational goals.

Students can function in their daily activities safely and easily.

The university is committed to ensuring that adequate measures are taken to protect the security of students on the university campus.

AU respects the student's right to privacy of personal information. This implies that information disclosed by the student and for the student is considered to be personal; this information will not be disclosed to third parties without your consent. A permanent record for each student enrolled in the University is maintained

by the Office of of Admissions and Registration. The written consent of the student is officially required to disclose his/her academic record. Exceptions are made for parents, sponsors, authorized AU officials and in compliance with a judicial order.

AU shall make sure that students know their rights and responsibilities, as well as applicable University policies and procedures. The university's obligation under this section is fulfilled when the university makes copies (hard or on the university website) of the Student Handbook available to every student upon being admitted to and entering the university.

Students have access to help them in managing their own affairs, increasing self awarness, career planning and personal decision making;

Students have access to established grievance procedures.

Students have access to various activities beyond the classroom, which support intellectual and personal development.

Students have access to excellent faculty, academic technology, classrooms, libraries, presentations and other resources necessary for the learning process.

Students have the right to get prompt and appropriate responses from the university's academic and administrative Offices.

Every student has the right to quality education.

Every student has the  right to a fair and impartial assessment of his/her performance as a student.

AU shall furnish students with relevant course information to enable them to make informed course selection.

A student who is accused of a disciplinary offence has the right to present an appropriate defence.

## 26.1.2. Student Responsibilities:

Students must behave in a manner that is civil and compatible with the university's function as an educational institution. Students are required to obey the rules and regulations of AU as laid out in the Student Handbook and University Catalog. In particular, students are expected to abide by all rules and regulations expressed in the Code of Student Conduct. Students are expected to familiarize themselves with these codes and their obligations and responsibilities toward the university, its faculty and staff, other students and visitors to the university. In AU's community of learning, disruption of the educational process, destruction of property, and interference with the orderly process of the university, or with the rights of other members of the community, cannot be accepted. In order to achieve its objetives and function properly, AU has the authority mandate to maintain law and order and to discipline those who are disruptive of the educational process.

## 26.2. Student Behavior Code

All members of AU are expected to conduct themselves in accordance with the regulations of the university, and the laws of the UAE. In particular, AU students are requested to play an exemplary and positive role in enhancing the reputation of the university by:

a.  Demonstrating a clear commitment to their own learning
b.  Conforming themselves to all specified time requirements for registration, class schedules, examinations and completion of assignments
c.  Ensuring that work presented is their own personal work

d. Ensuring that all information presented to faculty members and administrative staff is accurate and true
e. Conducting themselves in a courteous and proper manner in their dealings with faculty members, employees or other students
f. Meeting their academic advisors regularly
g. Respecting the property of others and of the university
h. Reporting grievances to their academic advisor or the Dean of the College
i. Not engaging in cheating, plagiarism, disruptive behavior or improper conduct which could damage the reputation of the university
j. Not using AU facilities for other than learning purposes without prior authorization
k. Not falsifying documents or using falsified documents for any purpose related to the university
l. Not distributing leaflets or collecting signatures on university premises or in hostels without prior authorization
m. Abiding by AU rules and regulations, and the directives of the academic and administrative staff
n. Acting in a way that will not cause offence to the culture of the UAE

## 26.3 Student Academic Integrity Policy

1. PLAGIARISM
    1. The rich learning resources are available at AU are expected to be used to support student research
    2. Students are requested to submit their own work to be used for evaluating the level of achievement of  a specific learning outcome.
    3. Each faculty should explain to his/her students that he/she is interested in evaluating their own work  and not the work of others.
    4. It is not forbidden to reproduce an idea or sentences from a book or an article as long as the student uses quotation marks and give its source.
    5. There is no usage in reproducing sentences if the student does not refer to them in his/her sentences. Every submitted project is expected to contain a reference section in which the student lists all the  materials that he/she consulted or used in the project.
    6. Plagiarism is strictly forbidden at AU which has acquired specialized software that detects plagiarism.
    7. If plagiarism is proven, a zero mark may be given to the project which subsequently induces a failure in the course.

## Examples of Academic Integrity Violations

The following list includes, but is not limited to, examples of violations under the Academic Integrity policy.

| Plagiarism | Test and Exam Rules | Other violations |
|---|---|---|
| Failing to acknowledge sources through the use of proper citations when using another's works and/or failing to use quotation marks. | Attempting to read other students' exam papers. | Co-operation or collaboration on an academic assignment, in whole or in part, when the instructor has indicated that the assignment is to be completed on an individual basis. |
| Submitting any work written, in whole or in part, by someone else. | Speaking to another student (even if the subject matter is irrelevant to the test). | Disruption of classroom activities or periods of instruction. |
| Submitting a computer program developed in whole or in part by someone else, with or without modifications, as one's own. | Leaving answer papers exposed to view. | Improper access to confidential information such as exams or test questions. |
| Using ideas or material without appropriate acknowledgment in any academic assignment. | Writing an examination or part of it, or consulting any person or materials outside the confines of the examination room without permission to do so. | Misrepresentation of facts for any academic purpose. |
| Using another's data or research findings. | Using material not authorized by the examiner. | |

## Procedures Regulating Irregular Behaviors during Sit-in Exams

**All cases of cheating or trying to cheat, disturbing** the peace and calm of the examination room, disrespecting one of the invigilators, impersonating an examinee or engaging someone else to take the exam by-proxy shall be reported to the College Examination Committee by all the invigilators.

1. The invigilator shall notify the student who is caught cheating or trying to cheat to see the Chair of the College Examination Committee by means of a form designed by the Central Examination Committee and by which he/she will be informed of the place and time of his/her appearance before the Central Examination Committee.

2. The College Examination Committee shall refer the report to the Dean who in turn submits it to the University Disciplinary Committee.

3. The University Disciplinary Committee shall conduct the investigation with the cheater (or trying to cheat) and report all available witnesses within no more than 48 hours, then a report shall be submitted. In case the student does not attend in the assigned time, he/she will be subject to an investigation that will be conducted in absentia.

4. The the University Disciplinary Committee shall be entitled to take the decision to keep the report in case the infraction is not supported by any evidence; the decision is deemed definite and the student may be allowed to re-sit the examinations.

5. The Chair of the Central Examination Committee shall refer the report to the University Disciplinary Committee to take the appropriate decision with regard to the infraction the examinee is accused of.

6. Once asked by the invigilator, the examinee who is caught cheating or trying to cheat shall quit the examination room.

## Disciplinary Penalties

The examinee who is proven to have cheated or tried to cheat at the end of semester exams shall be deemed to have failed the course.

The examinee who is caught cheating shall be deemed to have failed all the courses of the end semester exams.

The examinee who shall be considered to have failed all courses he/she registered in the semester and suspended from registration in the following semester is he/she who:

1. cheats a second time in the final semester exams.
2. is caught cheating or trying to cheat in the final semester exams and proven to have disrespected the invigilators, deliberately tried to disturb the peace or calm of the examination room, or call examinees to rebel.
3. The registration fees shall not be reimbursable in the above mentioned cases.

Any student who plagiarizes a research paper or any assessed academic activity shall be deemed to have failed the course and shall not be reimbursed.

In case a student from the university is caught impersonating an examinee or engaging someone else to take the exam by proxy, they shall both be subject to expulsion for no less than two successive semesters.

If a person from outside the university is caught impersonating an examinee, the university shall be entitled to bring legal action against him/her, and the student shall be subject to irrevocable expulsion.

The decisions shall be considered definite after approval by the Chancellor.


## 26.4 Exam Policies

**Article 1 :** Only students who fulfill the following conditions will be allowed to sit for the university examinations:

1. Students who arrive at the examination room in good time. If they are more than 30 minutes late they will not be admitted. Going out the examination room shall be allowed only 60 minutes after the timed start.
2. If students are not suspended from classes.
3. Students should introduce the University Card and the No Liabilities Certificate.

Article **2 :** The examination regulations and procedures shall apply to the student during the period of exams, in examination rooms. The possession of mobile phones or other electronic means of communication is strictly prohibited and will be confiscated by invigilators, if any.

**Article 3:**

1. **In case the student is absent from** an examination with a valid excuse, they will be allowed to have the complete exam within no more than two weeks from the start of the following semester. The student is deemed informed of the date of the complete exam.
2. Any excuse shall be introduced in no more than one week from the exam provided that this excuse is ratified by the authorized parties in the university.
3. The acceptable excuse shall be one of the following:
4. A medical report that is approved by the University Doctor in the same campus.
5. Death certificate of one of the first and second degree relatives.
6. Suspension or appearance before the court.
7. A perfectly valid excuse.
8. The student shall pay the fees of the incomplete.

**Article 4:** The student who is absent from an examination without a valid excuse shall be deemed to have failed the examination.

### Article 5

1. An excuse shall be deemed valid if the examination timetable allows the student to take more than two exams at the same day.
2. The student shall be given an additional time if he/she has to take more than one exam at the same time.

### Article 6

Cheating

Any student who is caught in possession of written information relevant to the course, messages by mobile phone, or transmitting written or verbal information to his/her classmates shall be considered a cheater. This includes also the following:

1. Using a book, magazine, research, computer or Internet file.
2. Using scraps, slips or copies.
3. Using signs to convey information.
4. Sending or receiving information through mobile phone.
5. Writing on wall, ground, chair, clothes or body.
6. Using every other means of information not allowed by the university regulations.

Trying to cheat

Any student who is caught in possession of written information, messages sent by mobile phones, or transmitting written or verbal information to his/her classmates shall be considered trying to cheat. This also includes what follows:

1. Looking at the answer sheet of another student.
2. Talking with classmates in the examination room.
3. Possessing a mobile phone.
4. Possessing papers or any other means that comprises information relevant to the subject of exam, but not shown up.

### Article 7

1. The examinee shall be entitled the right for grievance with regard to the score he obtained in the exam within no more than two weeks from the announcement of results.
2. The Dean shall designate an ad-hoc committee to study the grievance cases on the exam results; the decision of this committee shall be final.
3. The grievance cases shall be subject to fees estimated in accordance with the University Bylaws and Policies.
4. The request for grievance shall be processed before the end of the first week of the following academic semester.
5. Any grievance request shall be identical to the form provided by the Office of Admissions and Registration.

## 26.5 Disciplinary Penalties

### Article 8

1. **The examinee who** is proven to have cheated or tried to cheat at the end of semester exams shall be deemed to have failed the course.
2. **The examinee who** is caught cheating or trying to cheat shall be deemed to have failed all the courses of the end semester exams.

### Article 9

The examinee who shall be considered to have failed all courses he/she registered in the semester and suspended from registration in the following semester is he/she who:

1. cheats a second time in the final semester exams.
2. is caught cheating or trying to cheat in the final semester exams and proven to have disrespected the invigilators, deliberately tried to disturb the peace or calm of the examination room, or call examinees to rebel.
3. The registration fees shall not be reimbursable in the above mentioned cases.

### Article 10

1. In case a student from the university is caught impersonating an examinee or engaging someone else to take the exam by proxy, they shall be both subject to expulsion for no less than two successive semesters; the penalty may be aggravated to the final semester if the Disciplinary Committee justifies the feasibility of such a decision.
2. If a person from outside the University is caught impersonating an examinee, the university shall be entitled to bring legal action against him/her, and the student shall be subject to irrevocable expulsion.

## 26.6 Policy on Smoking

Smoking is not permitted in all campus buildings at AU. All students and staff members of AU are responsible for abiding by this policy.

## 26.7 Policy on Drug and Alcohol Abuse

AU prohibits the possession, use, sale or distribution of illegal drugs and alcohol by students and employees on its property and at any university activity. Any violation of these policies will result in appropriate disciplinary actions including dismissal in the case of students and termination of contract in the case of employees, even if it is a first offense.

## 26.8 Policy on Dress Code

Students, faculty, and staff of AU are expected to dress appropriately and to respect the cultural and religious foundations of the United Arab Emirates. Inappropriate dress for both males and females is prohibited. This means dressing in respectful and modest way. Furthermore, obscene or offensive pictures or slogans should not be displayed on clothing.

Dress code violations should be reported to the Dean of Student Affairs. Students who do not abide by the AU dress code are subject to disciplinary action.

## 26.9 Policy on Use of Email as Official Communication

AU communicates with its students via email.  All entities at AU use email to convey important messages including time-sensetive ones. Students are allocated email addresses and they should check their email every day. Students shall not be excused for not being aware of announcement or deadlines whatever the reason may be.

## 26.10 Policy on Disruptive Conduct

**Purpose:** To ensure students maintain good conduct and refrain from disturbing AU community members.

**Prohibitions:**

1. Intentional obstruction or disruption of teaching, research, administration, disciplinary  proceedings or other university activities, including public service functions and other  authorized activities on university premises.

2. This also includes making or causing noise, regardless of the means that disturbs authorized university activities or functions.
3. Cursing in a public setting, using unacceptable language or making an offensive speech that includes, but is not limited to name-calling, insulting, profanity, vulgarity or in a way violating the UAE code of mutual respect.
4. Persistent serious acts of disobedience.

## 26.11 Policy on Theft, Property Damage and Vandalism

**Purpose:** To protect AU community property and prevent misbehavior.

**Prohibitions:**

a. Theft or unauthorized taking of university property or property of an AU student, faculty member, staff member or visitor on university premises. This includes knowingly possessing such stolen property.
b. Vandalism, willful wanton or reckless damage to university premises or property.

## 26.12 Policy on Classroom Misbehavior

**Purpose:** To ensure that the rights of instructors teaching students are protected in the labs, offices and other campus learning environments.

**Prohibitions:**

a. Persistent speaking without permission; engaging in activities that are not related to the class; inappropriate use of electronic devices, cell phones or laptops; sleeping in class; habitually class late or leaving early; eating/drinking in class without permission; showing disrespect for and arguing with faculty and their studyfollows in class.
b. Threatening; verbal abuse, including but not limited to, using obscene language denoting the instructor or being argumentative; using admonitory or mocking gestures; defaming; harassment; physical altercations; destruction of property; or any action that might jeopardize the security of a faculty or a student.

## 26.13 Policy on Use of Mobile Phones

Students are expected to respect their fellow students and faculty with regard to the use of mobile phones. Students should turn off their mobile phones when they are in class, or attending a university function, lecture, or meeting.

## 26.14 Policy on student media

Ajman University welcomes participation through our social media channels and often encourages interaction. This creates a platform for constructive interaction among AU community members. However, posts that violate the community ethics such as personal insults, profane behavior, illegal materials, etc. are strictly prohibited. AU shall exercise its right to remove posts that are displayed for commercial purposes or any other posts that do not adhere to its rules and regulations. Needless to say that the content of posts displayed by AU is its property an is subject to copyright laws.

## 26.15 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 Chancellor 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 Chancellor will be kept in the student's file, and the Offices of Admissions and Registration will also inform the sponsor as appropriate.

## 26.16  Student Grievance and Appeal Policy

### POLICY STATEMENT

**On** occasions, a student may disagree with the academic decision of a faculty member. The university provides an appeal process for the student to request reconsideration of an academic decision. Academic Appeal is a petition to change a decision basis for a student appeal matter. The decision may be either that the academic judgment was unfair in the view of the student or that the department academic decision is applied incorrectly in the view of the student.

### PURPOSE OF THE POLICY

**The student appeal policy guides the** student through steps of filing an appeal for reconsidering or changing an academic grade or decision.

### DETAILED POLICY STATEMENT

The Dean of Student Affairs forwards the student grievance to the Chairman of the Student 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 Chancellor who will take the final decision, to be communicated to both parties.

### Preliminary Steps:

**To** initiate or pursue a grievance, the following steps must be observed no later than three weeks following the occurrence of the faculty member decision.

**Step 1**. The student should first discuss the matter with the person or persons directly involved, in an attempt to resolve the issue through informal discussion.

**Step 2.** If there is no resolution in step 1, the student should discuss the matter with the Head of Department to whom those directly involved report (or if the Head of Department is directly involved, with the College Dean. If the College Dean is directly involved, with a senior management staff who shall attempt to mediate an informal resolution).

**Step 3**. If reconciliation has still not been achieved, the student shall submit a written statement of his grievance to the Appeal Committee through the Dean of Student Affairs. The statement shall contain:

- o   a brief narrative of the condition giving rise to the issue;
- o   a designation of the parties involved; and
- o   a statement of remedy requested.

### Formation of the Student Appeal Committee

**At** the beginning of each academic year the University Chancellor shall appoint five faculty members to form the Student Appeal Committee. The Chancellor also appoints the Head of the committee.

### Committee Action

**Upon** receipt of a written statement of an academic grievance request, the Head of Student Appeal Committee (SAC):

- Determines prior to considering the case whether discussions between the persons directly involved, Head of Department, and College Dean have been exhAUed in attempting to resolve the issue.
- Notifies the parties named in the statement of receipt of a complaint naming them, and sends a copy of the statement to the named parties and to all committee members.
- Meets within two weeks after receiving the written statement to review the written statement and renders a decision as to whether sufficient ground is present to warrant a hearing.
- Notifies the griefant and the named parties of its decision in writing.
- If a hearing will be held, t h e SAC notifies in writing all parties involved, including witnesses, of the date, time and place of the hearing at least one week prior to the date set.
- Informs the parties that the providing of proof rests with the grievant.
- Requests in writing from all parties involved any pertained material deemed necessary for review by the committee prior to the hearing. These materials, plus any additional materials either party chooses to submit must be made available to the committee no later than four days prior to the hearing. Any person named in the grievance may submit a written statement to the committee outlining issues from their perspective.
- All communication among the committee, the grievant(s) and person(s) named in the statement of complaint will be confidential.

## Hearing Process:

**All hearing conducted by** the Student Appeal Committee shall be conducted confidentially in the following manner:

- The Grievant(s) and respondent must be present during the information gathering portion of the hearing. Witnesses will be available, and called when needed. The committee reserves the right to allow the presence of a secretary.
- All statements during the information exchange phase of the hearing will be written.
- Any committee member may question any of the participants at the hearing, at any time during the proceedings.
- The grievant will present his/her statements and/or witnesses to the committee.
- The respondent will have the opportunity to question the grievant(s) and witnesses about their statements.
- After all information is exchanged, all persons, other than the committee members and the secretary will leave the committee room. The grievant(s), respondent(s) and witnesses will continue to be available to the committee should further information be needed.

## Decision

The Chancellor shall approve or reject the committee recommendation(s) within two weeks after it is received, unless the Chancellor feels that more information is necessary, In this event the case will be referred back to the committee for further findings prior to decision. If the decision of the Chancellor is not in accordance with the committee's recommendation(s), he shall state the reason for that decision, in writing, to the committee. The Chancellor shall then take t h e appropriate action to implement his decision. The grievant(s) and respondent(s) will be informed in writing of the Chancellor's decision.

## Appeal:

- The grievant(s) or respondent(s) may petition a grievance within two weeks of the Chancellor's decision.
- The Chancellor or the Student Appeal Committee will determine the Appeal viability based upon evidence not available at the original hearing.
- If an appeal is deemed viable, the Chancellor will ask for rehearing.
- The Chancellor may deny the request of an appeal and affirm the earlier decision.

A rehearing will be conducted on the appeal. A decision rendered by the Chancellor will be final.

# 27 Tuition Fees and Financial Regulations

**Ajman University** (AU) operates on a fully credit-based fee structure in addition to other fees.

The university may reserve the right to increase the tuition and other fees, up to 10% per academic year when deemed necessary.

All students who register for courses incur a financial obligation to AU. Students are responsible for all charges incurred at AU. Failure to attend classes does not constitute withdrawal from the institution or a class.

Students will only be permitted to register for a subsequent semester if they have paid all their financial obligations.

## 27.1 Application and Registration Fees

The application and registration fee for undergraduate programs and Professional Diploma in Teaching is AED 1,300. The fee should be paid in cash in one installment upon registration, and is not part of the tuition. The application and registration fee is non-refundable, except when the application is rejected in which case an amount of AED 1,000 will be refunded to the student.

A student who wishes to apply for transfer from another accredited institution will pay a non-refundable fee of AED 500. This fee shall be considered part of the application and registration fees if the student is admitted in **Ajman University**.

Students admitted to the Dentistry, Pharmacy, Architectural Engineering, Interior Design, and Law undergraduate programs are required to pay a seat reservation deposit as stated in the table below. 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 tuition once the applicant joins the university. 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.

| Program | Deposit (AED) |
|---|---|
| Bachelor of Medicine and Bachelor of Surgery (MBBS) | 25,000 |
| Doctor of Dental Surgery | 21,000 |
| Bachelor of Pharmacy | 12,000 |
| B.Sc. in Architectural Engineering | 8,000 |
| Bachelor in Interior Design | 4,000 |
| Bachelor of Law | 4,000 |

The application and registration fee for graduate programs is AED 2,000. The fee should be paid in cash in one installment upon registration, and is not part of the tuition. The application and registration fee is non-refundable, except when the application is rejected in which case an amount of AED 1,700 will be refunded to the student.

## 27.2 Tuition Fees

### a. Credit Hours for Bachelor's Programs

- Tuition fees for the Bachelor's programs offered at the university are as follows:

| College | Degree | Total Cost | Average cost per year |
|---------|--------|------------|----------------------|
| Medicine | Bachelor of Medicine and Bachelor of Surgery (MBBS) | 630,000 | 110,000 |

| College | | Fee per one credit hour |
|---------|---|------------------------|
| College of Dentistry | | AED 2,000 |
| College of Pharmacy and Health Sciences | | AED 1,500 |
| College of Mass Communication and Humanities | | AED 1,025 |
| College of Law | | AED 1,100 |
| College of Information Technology | | AED 950 |
| College of Engineering | B.Sc. in Biomedical Engineering | AED 1,300 |
| | B.Sc. in Electrical Eng. (Instrumentation & Control) | AED 1,300 |
| | B.Sc. in Electrical Eng. (Electronics & Communication) | AED 1,300 |
| | B.Sc. in Electrical Eng. (Power & Renewable Energy)) | AED 1,300 |
| | B.Sc. In Architectural Engineering | AED 1,500 |
| | Bachelor of Science in Building Engineering and Construction Management | AED 1,300 |
| | Bachelor in Interior Design | AED 1,300 |
| College of Education and Basic Sciences | | AED 950 |
| College of Business Administration | | AED 950 |
| Unit of General Studies | | AED 1,150 |

### b. Credit Hours for Graduate Programs

- 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. Urban Design | AED 2,500 |
| College of Business Administration | MBA: Human Resources Management | AED 2,000 |
| | MBA: Financial Management | |
| | MBA: Marketing | |
| College of Law | Master of Law (Public Law) | AED 2,200 |
| | Master of Law (Private Law) | |
| | Doctorate of Philosophy in Law | AED 3,500 |

| College of Education and Basic Sciences | Master of Arts in Arabic language and Literature | AED 2,000 |
|---|---|---|
| | Professional Diploma in Teaching | AED 1,000 |
| College of Pharmacy and Health Sciences | M.Sc. in Pharmacy (Clinical Pharmacy) | AED 3,125 |
| | 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.**

## c. 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 4,000 | Clinics | Productive Lab | |
| | | AED 6,000 | AED 3,000 | AED 2,600 |

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 the programs of Architectural Engineering and Interior Design will pay a studio fee of AED 1,500 per semester.

Students registered in the program of Bachelor of Arts in Mass Communication will pay a studio fee of AED 1,025 per semester for each registered course having Radio/TV session.

## d. Orientation Course Fee

**New students pay a fee of AED** 1,150 for the Orientation Course, which is taken during the first semester of enrolment.

## 27.3. Additional Fees

- Additional lab fee for each registered course having lab sessions offered by colleges other than College of Dentistry and College of Pharmacy: AED 650

- Additional fee for courses having a tutorial sessions: AED 550

- Additional fee for graduation project courses at the College of Information Technology AED 600

- Additional fee for graduation project courses at the College of Engineering: AED 60

- Additional fee for internship courses: AED 800

- Student service fee per semester: AED 300

- Application fee for an incomplete course: AED 500

- Reference letter: AED 30

- Extra copy of the academic transcript: AED 100

- Grade grievance application: AED 100

- ID card, per academic year: AED 25

- Additional fee of AED 500 per each registered course taken as independent studies.

The university may and reserves the right to increase the tuition and other fees up to 10% per an academic year when deemed necessary.

## 27.4. Payment Terms

A student should pay AED 4,000 in advance as a deposit in order to register in fall/spring semesters (AED 2,000 in summer session).

Upon registration, the student should pay the tuition fees in full within two weeks from the end of the add/drop period. The **Office of Finance** has the right to take the necessary action against any student who has not settled their due balance of tuition fees, including suspension of registration and ineligibility to attend exam sessions.

The student has an option to settle tuition fees in (3) three monthly installments by providing postdated cheques. To get this privilege, the student should obtain the **Office of Finance**'s approval after filling out the required form. This option is valid for spring/fall semesters only.

Tuition for summer semester should be paid in one installment within (2) two weeks from the end of the add/drop period.

Graduate students registering for Master Thesis will pay 50% of the applicable fee upon registration and 50% in the following semester.

### Payments to AU are accepted in the following forms:

- **Cash**: Denomination of UAE Dirhams, GCC currencies & USD
- Cheque: Current & Post Dated, UAE Dirhams cheques drawn on UAE Bank*
- Postdated cheques are subject to **Office of Finance**'s approval.
- Credit Cards: Visa, Master, American Express & Diners Club.
- Direct deposit and bank transfer to:
- Bank                : Mashreq Bank psc,
- Branch          : Riqa Branch - Dubai
- Account Name   : **Ajman University**
- IBAN            : AE170330000010493141592
- SWIFT         : BOMLAEAD

Or,

- Bank                : Ajman Bank
- Branch          : Khalifa Branch - Ajman
- Account Name   : Ajman University of Science & Technology
- IBAN            : AE720570000017482222011
- SWIFT         : AJMANAEAJ

The student's name and University ID number (if available) must be mentioned in all deposits and transfers.

Please scan the deposit slip or transfer confirmation and e-mail them to:

finance@ajman.ac.ae or fax them to: +971 6 74 34 647.

For further finance-related inquiries, please contact the Student Accounts on +971 6 705 6041 or drop an e-mail to finance@ajman.ac.ae

\* Each bounced cheque will be subject to a penalty of AED 300.

## 27.5. 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 credited to the student account 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 (nine credit hours). In this case, the student does not have the right to claim any refund for the fees of the withdrawn courses.

### 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 Office of Admissions and Registration. 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 two weeks after the submission of the refund application to the Student Account Officer (at **Office of Finance**).

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.

If the student submits an application for suspension of registration after the end of the two weeks following the add/drop period, he/she will not be entitled to claim a refund of any part of the tuition fees of the semester in which he/she submits the application for suspension.

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

### c. Withdrawal from the University

**During the add/drop period, the student may** submit an application for suspension of registration and withdrawal from the university. The application should be submitted to the Office of Admissions and Registration. In this case, the student is entitled to a full refund of tuition fees paid for the semester in which he/she submits the application for withdrawal. The refund will be made one week after the submission of the application for refund to the Student Account Officer (at **Office of Finance**).

If the student makes an application for suspension of registration and withdrawal from the university within the two weeks following the end of the add/drop period, he/she is entitled to a refund of only 50 percent of the tuition fees for the semester in which he/she submits the application.

The student shall not be entitled to claim a refund of any part of the tuition fees if the application for suspension of registration and withdrawal from the university is made more than two weeks after the end of the add/drop period.

### d. Disciplinary Dismissal

**A student who is dismissed from the university for** disciplinary reasons is not entitled to any refund of tuition fees of the semester of dismissal.

## 27.6. Tuition Fee Waiver and Scholarships

### a. New students

**New students are entitled to a** waiver of 20 percent of their tuition in the first semester of their study, after fulfillment of the English proficiency requirement, if:

1. The student obtains a minimum grade of 95 percent in secondary school final examinations (for the College of Dentistry and College of Pharmacy and Health Sciences programs)
2. The student obtains a minimum grade of 90 percent in secondary school final examinations (for all other colleges)

### b. Continuing Students

**Continuing students are entitled to a reduction of 20 percent** of their tuition in a regular semester if they have obtained a GPA of 3.8 or higher out of 4.0, and completed successfully at least 15 credit hours during the previous semester.

Continuing students are entitled to a reduction of 10 percent of their tuition in a regular semester if they have obtained a GPA of (3.6 to 3.79) out of 4.0, and completed successfully at least 15 credit hours during the previous semester.

The university reserves the right to amend the secondary school grade or semester GPA required by students to be entitled to tuition fee reduction.

### c. Sibling Fee Waiver

**All sibling students and first degree relatives (parents** and full siblings) registered in any undergraduate program are eligible for a fee waiver from 5% to 20% according to their order of registration in the same semester (excluding the summer session), after submitting a request with copies of their passports to the Office of Scholarship and Financial Aid. This fee reduction is not subject to the AGPA condition. It is applicable as follows:

| Sibling | Waiver Rate |
|---|---|
| First | 5% |
| Second | 10% |
| Third | 15% |
| Fourth and above | 20% |

### d. Performance Fee Waiver

Exemptions from tuition fees shall be granted to the top three academically outstanding students in each college during each regular semester, in accordance with the following regulations:

- A student holding first place at College level: 100 percent fee exemption.
- A student holding second place at College level: 75 percent fee exemption.
- A student holding third place at College level: 50 percent fee exemption.

The following requirements should be met to be eligible for the discount:

1. To have completed 60 credit hours at Ajman University.
2. If two eligible students have the same CGPA, preference is given to the student who has completed more credit hours.
3. In the event of two eligible students having the same CGPA and completed the same number of credit hours, preference is given to the student with the highest CGPA in the last semester.
4. The number of credit hours completed should commensurate with the number of academic years spent by the candidates at Ajman University.
5. The list of colleges' top achievers is approved by the Office of Admissions & Registration and the Vice Chancellor for Academic Affairs.

## e. Top Secondary School Students Waiver

The top three students from secondary schools within the Emirate of Ajman are entitled to a fee waiver in the first semester of their study only, as follows:

- 50% for the first top student
- 40% for the second top student
- 30% for the third top student

## f. Scholarships of Ajman Government

Ajman University grants a number of scholarships and discounts to Ajman-based Emirati students as well as local and federal government employees in accordance with the terms and conditions specified in the Policy of Scholarships and Financial Aid.

## g. Scholarships for Ajman University

Ajman University grants a number of scholarships and discounts to outstanding, disadvantaged and special needs students, in accordance with the terms and conditions specified in the Policy of Scholarships and Financial Aid.

## h. General provisions

- Scholarships and discounts apply only to tuition and lab fees. Fees relating to registration, training, accommodation, transportation, textbooks, summer sessions and other administrative fees are not included.
- Scholarships and discounts do not apply to graduate studies.
- Scholarships/discounts apply only to fall and spring semesters. The summer session is not included.
- Scholarships/discounts do not cover the fees for failed courses or courses dropped beyond the add & drop deadline.
- Unless the student benefits from an external sponsorship as well as an AU discount, he/she may not combine two types of discounts at the same time. The highest discount is applied.
- The student may change his/her major within the same college. He/she shall bear the cost of all courses, which cannot be equated.
- The student is entitled to the discount only after submitting the English proficiency certificate and before the end of the Add & Drop period in the semester in which the scholarship/discount is granted after joining the University. The scholarship/discount may not be deferred to the following semester.
- If the student's CGPA falls below 2.0, the scholarship/discount shall be suspended. The student is given one single chance to improve his/her CGPA and recover his/her scholarship/discount. In the event the student's CGPA drops below 2.0 for a second time, the scholarship/discount shall be irremediably discontinued.

- In the event the student suspends his/her studies for more than two consecutive semesters or more than four non-consecutive semesters, the scholarship/discount shall be irremediably discontinued. In this case, he/she shall bear the fees for courses he/she failed, or added or dropped beyond the Add & Drop period.

i.  **Financial aids**

In May 2013, Ajman University established Thamer Salman Fund for Educational Solidarity as a community initiative to help financially challenged students pursue their university studies.

**Thamer Fund provides assistance to the following categories of students:**

- Students who completed their graduation requirements and did not receive their certificates for failing to meet the university's financial obligations.
- Students who suspended their studies because of pending financial dues.
- Full-time students who have completed a minimum of 30 credit hours of study at Ajman University and whose academic progress is challenged by pending financial dues.
- Students who are the children of AU employees whose job grade is 6 or lower.

## Eligibility

To be eligible for the Fund's support, the applicant:

- Should be enrolled at AU and should be eligible for financial support.
- Should have completed a minimum of 30 credit hours.
- Should have a minimum CGPA of 2.5.
- Should not have been subject to a disciplinary penalty by AU Student Disciplinary Committee, except for verbal or written warnings.
- Should not be beneficiating from an external aid or internal scholarship, except for discounts described in AU's relevant regulations.

## How to apply

1. Submit an initial application through Thamer Fund website at https://thamerfund.ajman.ac.ae to get an Application Number.
2. Provide the required information authenticated by the relevant AU Offices.
3. Fill out the Thamer Fund Form.
4. Provide the applicant's financial and academic records for data validation.
5. Provide the following duly attested and valid documents:
    - Passport copies of family members.
    - Tenancy contract with electricity and water bills.
    - Salary certificate of the breadwinner.
    - Breadwinner's bank statement for the last 6 months.
    - Other tuition bills, if any.
    - Medical certificates, if any.
    - Death certificate of the breadwinner, if any.
    - All relevant supporting documents.
6. Incomplete applications are not considered.
7. The Office of Scholarships and Financial Aid reviews the applications and supporting documents and submits them to the Executive Committee to take decisions thereon.
8. The Executive Committee submits recommendations to the Fund's Council regarding each application.
9. Applicants are notified of the Council's decision by SMS and email.

N.B.:

- Tuition waiver is applied to undergraduate programs only. In addition, it is applied to tuition & lab fees during fall/spring semesters only. Summer semester is excluded.
- If a student meets more than one of the above, i.e. conditions of fee waiver or scholarship, she/he will not be entitled to benefit from more than one fee waiver at the same time. In this case, the student will be granted the higher fee waiver. All fee reductions will be granted on the condition that the student satisfies the English proficiency requirement before the end of the Add & Drop period in the first semester of their enrollment.
- All above-mentioned tuition fee reductions are subject to general eligibility conditions as specified in the University Policies & Regulations. For more details, please contact the Office of Scholarship and Financial Aid.

## 27.7 Books

The university will supply course textbooks to students at reasonable prices. It should be noted, however, that a student in receipt of a fee exemption as listed above will pay the full prices for the books.

- Tuition waiver is applied to undergraduate programs only. In addition, it is applied to tuition & lab fees during fall/spring semesters only. Summer semester is excluded.

## 29. ACADEMIC CALENDAR FOR FALL SEMESTER
### Academic Year 2017 - 2018

| Day | Date | Description |
|---|---|---|
| Sunday | August 20, 2017 | Faculty members report to work |
| | | 11:00: Deans welcome the new students |
| | | 12:00-13:00: Tour of the campus |
| | | 13:00-14:00: Tutorial session on course registration |
| Sunday-Thursday | August 20 - 24, 2017 | Course registration for continuing & new students |
| | | Examinations for incomplete removal |
| | | Period for accepting credit transfer requests |
| | | Period for accepting changing major requests |
| Sunday | August 27, 2017 | Beginning of classes |
| Sunday-Thursday | August 27 - 31, 2017 | Add & drop period |
| Thursday | August 31, 2017 | Last date for dropping courses or registration suspension with 100% refund |
| Thursday -Sunday | August. 31– Sep. 3, 2017 | Arafat Day ,Eid Al-Adha Holiday |
| Sunday - Thursday | September 3 - 14, 2017 | Period suspension of registration with 50% refund |
| Thursday | September 21, 2017 | Last date for dropping courses |
| Friday | September 22, 2017 | Al Hijra holiday |
| Sunday-Thursday | October 15 - 26, 2017 | Mid-term examinations period |
| Sunday | October 29 , 2017 | Beginning of admission period for spring semester 2017-2018 |
| Thursday | November 16, 2017 | Last date for withdrawal |
| Sunday-Thursday | November 19 - 30, 2017 | Period for course evaluation |
| | | Early registration for spring semester 2017-2018 |
| Thursday | November 30, 2017 | UAE Martyr's Day<br>Al Mawlid Al Nabawi holiday |
| Saturday - Sunday | December 2 - 3, 2017 | UAE National Day holiday |
| Saturday - Tuesday | December 9 - 19, 2017 | Final examinations period |
| Thursday | December 21, 2017 | Last date for requesting incomplete |
| | | 10:00 : Colleges Council meeting |
| | | 15:00 Council for Academic Affairs meeting |
| | | Announcement of final examinations results |
| Sunday-Thursday | **Dec. 24, 2017 - Jan. 4, 2018** | Fall-Semester vacation |

*Islamic holidays are determined after sighting the moon. Thus, actual dates may not coincide with the dates in this calender.*

## ACADEMIC CALENDAR FOR SPRING SEMESTER
### Academic Year 2017 – 2018

| Day | Date | Description |
|---|---|---|
| **Sunday-Thursday** | January 7 - 11, 2018 | 11:00: Deans welcome the new students |
| | | 12:00-13:00: Tour of the campus |
| | | 13:00-14:00: Tutorial session on course registration |
| | | Course registration for continuing  & new students |
| | | Examinations for incomplete removal |
| | | Period for accepting credit transfer requests |
| | | Period for accepting changing major requests |
| **Sunday** | January 14, 2018 | Beginning of classes |
| **Sunday-Thursday** | January 14 - 18, 2018 | Add & drop period |
| **Thursday** | January 18, 2018 | Last date for dropping courses or registration suspension with 100% refund |
| **Sunday-Thursday** | Jan. 21 - Feb. 1, 2018 | period  for suspension of registration with 50% refund |
| **Monday - Tuesday** | February 5 - 6, 2018 | Graduation Ceremony for the fall semester 2017-2018 |
| **Thursday** | February 8, 2018 | Last date for dropping courses |
| **Sunday-Thursday** | March 4 - 15, 2018 | Mid-term examinations period |
| **Sunday-Thursday** | March 25 - April 5, 2018 | Spring semester vacation |
| **Sunday** | April 8, 2018 | Beginning of admission period for Fall Semester 2018-2019 |
| **Friday** | April 13, 2018 | Al Isra'a Wal Mi'raj holiday |
| **Sunday-Thursday** | April 15 -26, 2018 | Period for course evaluation |
| | | Early registration for Summer Semester 2017-2018 |
| **Thursday** | April 19, 2018 | Last date for withdrawal |
| **Sunday - Thursday** | April 29 - May 10, 2018 | Early registration for Fall  Semester 2018-2019 |
| **Saturday -Thursday** | May 12 -24, 2018 | Final examinations period |
| **Tuesday** | May 29, 2018 | Last date for requesting incomplete |
| | | 10:00 :  Colleges Council meeting |
| **Thursday** | May 31 , 2018 | 15:00 Council for Academic Affairs meeting |
| | | Announcement of final examinations results |
| **Sunday** | **June 3, 2018** | Beginning of Summer vacation |

*Islamic holidays are determined after sighting the moon. Thus, actual dates may not coincide with the dates in this calender.*

# ACADEMIC CALENDAR FOR SUMMER-1 SEMESTER
## Academic Year 2017 – 2018

| Day | Date | Description |
|---|---|---|
| Wdnesday – Thursday | June 6 - 7, 2018 | Course registeration |
| Sunday | June 10, 2018 | Beginning of classes |
| Sunday-Monday | June 10 - 11, 2018 | Add & drop period |
| Thursday - Sunday | June 14 - 17 , 2018 | 30 Ramadan, Eid Al-Fitr holiday |
| Sunday | June 24, 2018 | Beginning of mid-term examinations |
| Thursday | June 28, 2018 | Last date for withdrawal |
| Wednesday - Thursday | July 18 - 19, 2018 | Final examinations period |
| Monday | July 23 , 2018 | 13:00  Council for Academic Affairs meeting |
|  |  | Announcement of final examinations results |

*N.B: 2 hours per class session.*

# ACADEMIC CALENDAR FOR  SUMMER-2 SEMESTER ( FIELD TRAINING)
## Academic Year 2017 – 2018

| Day | Date | Description |
|---|---|---|
| Sunday | July 22 , 2018 | Beginning of training |
| Monday - Thursday | Augest 20-23 2018 | Arafat Day, Eid Al-Adha holiday |
| Thursday | August 30, 2018 | End of 6 weeks training |
| Sunday | September 9 , 2018 | Announcement of 6  weeks training results |
| Thursday | September 13, 2018 | End of 8 weeks  training |
| Sunday | September 23, 2018 | Announcement of  8  weeks training results |

*Islamic holidays are determined after sighting the moon. Thus, actual dates may not coincide with the dates in this calender.*

**Important Note:**

FIELD TRAINING FOR STUDENTS EXPECTED TO GRADUATE IN SUMMER 2 OF ACADEMIC YEAR 2017-2018.

Office of Admissions & Registration

**University Registrar**

# Glossary of Terms

The terms defined below are mostly based on the definitions given in CAA's *Standards* 2011. Other terms have been added for the sake of completeness.

**College.** An administrative unit within the University, comprising of one or more departments, to offer undergraduate and graduate programs, such as College of Dentistry or College of Engineering. Each college has a Dean to oversee the operation of the college.

**Undergraduate**. A student enrolled on a bachelor's degree or taking undergraduate courses.

**Baccalaureate or Bachelor's degree**. The Baccalaureate (Bachelor's degree) is awarded after completing undergraduate program of study typically completed in four to five years of full-time study, with a minimum of 120 semester credits. The most common undergraduate degrees are Bachelor of Art (BA) and Bachelor of Science (BSc).

**Graduate Diploma.** A graduate diploma typically includes one year or at least 24 semester credits (or equivalent) of course work beyond the bachelor's degree.

**Master's degree.** A Master's degree typically requires at least one year of study, or a minimum of 30 semester credits of course work (or equivalent) beyond the bachelor's degree. The minimum credits are not inclusive of any non-credit bridge courses which may be required. A Master's degree often, though not always, requires a substantial research paper, a thesis, or a project.

**Academic Doctorate.** It requires one or more years of coursework beyond the master's degree as well as academic research. Doctorates are nearly always awarded in recognition of academic research that is of a publishable standard and that represents some original contribution to human knowledge. The research is usually assessed by submission and defense of a doctoral thesis or dissertation. The usual degree title is the PhD (Doctor of Philosophy).

**Professional Doctorate.** A professional doctorate requires a minimum of one year of coursework beyond the master's degree and independent research. The emphasis of the degree is on research skills and advanced professional knowledge in an applied field of specialization. Examples include the Doctor of Education (EdD), Doctor of Psychology (PsyD), and Doctor of Business Administration (DBA).

**Course.** A *course* consists of a number of instructional activities over a prescribed period of time. It deals with a single subject and is commonly described by title, number, credits, and expected learning outcomes in the University Catalog.

**Program.** The set of courses and other formally established learning experiences which together lead to a qualification. *Program* may also refer to a specific aspect of the curriculum, such as the general education *program*.

**Curriculum.** The term refers both to the range of courses offered by the University and to a set of related courses constituting an area of specialization, such as the electrical engineering *curriculum.*

**Course Syllabus.** A description of course goals, course learning outcomes, contents, assessment instruments and grading criteria, week-by-week study plan, examination dates, etc. that is provided to the students at the beginning of their classes.

**Credit or Credit Hour.** A credit, or credit hour, is a unit of measurement defining the student's overall effort towards attaining a qualification. One semester credit or credit hour equals approximately 1 hour of time in class per week over a semester of 15 weeks or longer. For laboratory, 1 semester credit normally is given for two hours of laboratory time per week over a 15-week semester.

**Credit Load.** The total number of credit hours a student can register during a specific semester.

**Semester.** A *semester* is a period of time, typically a minimum of 15 weeks, during which the University offers courses. Some courses may be offered in a time-shortened period, such as summer semester, which nonetheless offers class contact time and out-of-class assignments equivalent to a semester course. AU offers courses in fall and spring semesters and optionally in summer semester.

**Academic Calendar.** It represents important semester-specific dates and deadlines for students, academic and administrative departments, and instructors.

**Academic Year.** The period of instruction composed of the fall, spring, and summer semesters. The academic year begins at the start of the fall semester and ends after the last day of the summer semester.

**Add/Drop Period.** Days set aside by the University for students to change their study schedule by adding or dropping courses in a specific semester.

**Graduate Student.** A student who has enrolled in a Graduate Diploma, a Master's or Doctoral degree program.

**Academic Advisor.** A faculty member who advises students on their study plan and course selection, monitors their academic progress, assists in their career planning, and guides in other academic and non-academic matters.

**Academic Warning.** A graduate student is issued an academic warning if his/her CGPA falls below 3.0 at the end of a semester. Such a student is said to be not in good academic standing. If this also happens at the end of another semester, the student is issued second academic warning and placed on academic probation.

**Academic Dismissal.** If a graduate student on academic probation (with two academic warnings) fails to raise his/her cumulative GPA (CGPA) at the end of the next semester, the student is academically dismissed from the University.

**In-Progress (IP).** A grade indicating that a course is still in progress and will be completed at a later date.

**Conditional Admission.** A student may be give conditional admission requiring him/her to successfully complete some specified coursework and/or fulfill other requirements in order to progress into the full set of courses within an academic program.

**Learning Outcomes.** Refers to knowledge, skills, and aspects of competence that a student is expected to know and be able to do at each level of qualification.

**Credit Transfer.** A system whereby successfully completed unit of study contributing towards a degree can be transferred from one program to another within AU or from another university to AU.

**Prerequisite.** A course or courses that serve as foundations for continued (advanced) courses. A student must successfully pass a prerequisite course before taking a course for which it is a prerequisite.

**Electives.** Courses which are not compulsory for students. *Electives* may be *free*—selected by the student from any course offerings, or *restricted*—chosen from a pre-determined list of options.

**Developmental or Remedial Courses.** Such courses prepare a student for enrolling in a regular curriculum, and aid the student in rectifying an area or areas of deficiency. Developmental or remedial courses are non-credit courses and do not count toward the requirements of an academic qualification. The University limits the number of credit-bearing courses that a student may take while enrolled in developmental or remedial courses.

**Bridge Program**. A program intended to bridge the gap between a student's prior work and the background required for the program he/she is entering. Typically such a program would be needed by students entering graduate business education where the student's undergraduate major was in an area other than business, or graduate engineering programs where the student's major was in a different engineering specialty. The

courses in a bridge program typically do not carry degree credit. The University may choose to require enrollment in bridge programs as a condition of admission.

**Directed Study/Independent Study**. A course in which a student is individually supervised by a faculty member, which enables a student to undertake a learning opportunity which is otherwise unavailable. Directed learning or independent study courses must have an appropriate learning plan (typically a syllabus), learning outcomes, end of term evaluations and appropriate assessment.