



STUDENT HANDBOOK

2017 / 2018

DIVISION OF STUDENT AFFAIRS



UAEU





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1. ACADEMIC CALENDAR

Fall Semester (2017)		
Day	Date	Event
Sun - Thu	13 Aug - 17 Aug	Placement Exams, New Student Orientation, Advising, Registration
Sun	13 Aug	Returning Faculty and Academic Administrators report to work
Sun	20 Aug	Classes Begin , add/drop begins
Thu	24 Aug	Last day to add courses
Mon	18 Sep	Last day to withdraw/drop without failure
Thu	28 Sep	Deadline for temporary withdrawal requests
Sun	08 Oct	Beginning of traditional mid-term examination period
Thu	19 Oct	End of traditional mid-term examination period
Sun	22 Oct	Academic Advising period
Sun	05 Nov	Registration for Spring Semester
Sun	19 Nov	Application for inter-college transfer
Thu	07 Dec	Last day of classes
Thu	07 Dec	Deadline for inter-college transfer
Sat - Thu	09 Dec - 14 Dec	Final Examinations
Sun	17 Dec	Grades due to Registrans Office
Mon	18 Dec	Grades announced
Tue - Thu	19 Dec - 04 Jan	Winter Break

1. ACADEMIC CALENDAR

Spring Semester (2018)		
Event	Date	Day
Sun - Thu	10 Dec - 14 Dec	New Student Orientation, Advising, Testing, and Registration
Tue	02 Jan	New Faculty report to work
Sun	07 Jan	Classes Begin , add/drop begins
Sun	07 Jan	Returning Faculty and Academic Administrators report to work
Thu	11 Jan	Last day to add courses
Thu	01 Feb	Last day to withdraw/drop without failure
Thu	15 Feb	Deadline for temporary withdrawal requests
Sun	25 Feb	Beginning of traditional mid-term examination period
Thu	08 Mar	End of traditional mid-term examination period
Sun	11 Mar	Academic Advising period
Sun - Thu	25 Mar - 05 Apr	Spring Break
Sun	08 Apr	Registration for Fall Semester
Sun	15 Apr	Application for inter-college transfer
Thu	26 Apr	Deadline for inter-college transfer
Thu	03 May	Last day of classes
Sat - Thu	05 May - 10 May	Final Examinations
Sun	13 May	Grades due to Registrar's Office
Mon	14 May	Grades announced
Tue	15 May	Summer break

1. ACADEMIC CALENDAR

Summer Semester (2018)		
Event	Date	Day
Sun - Thu	22 Apr - 26 Apr	Advising and registration
Sun	20 May	Classes Begin , add/drop begins
Mon	21 May	Last day to add courses
Thu	24 May	Last day to withdraw/drop without failure
Sat	02 Jun	Mid Term Exam Dates
Mon	04 Jun	End of traditional mid-term examination period
Thu	21 Jun	Last day of classes
Sat - Mon	23 Jun - 25 Jun	Final Examinations
Tue	26 Jun	Grades due to Registrar's Office
Wed	27 Jun	Grades announced

Summer Semester #2 (2018)		
Event	Date	Day
Sun - Thu	22 Apr - 26 Apr	Advising and registration
Sun	01 Jul	Classes Begin , add/drop begins
Mon	02 Jul	Last day to add courses
Thu	05 Jul	Last day to withdraw/drop without failure
Sat	14 Jul	Mid Term Exam Dates
Mon	16 Jul	End of traditional mid-term examination period
Sun	29 Jul	Last day of classes
Mon - Wed	30 Jul - 01 Aug	Final Examinations
Thu	02 Aug	Grades due to Registrar's Office
Fri	03 Aug	Grades announced



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2. UAEU VISION, MISSION, AND CORE VALUES

VISION

Leadership and innovation in higher education, research and community service at national and international levels.

MISSION

UAEU will continue its positive contribution to the advancement of UAE by delivering undergraduate and graduate education that meets international standards, engaging effectively with the community and the world to foster knowledge creation and dissemination, and enhancing the research capacity of the country.

VALUES

1. Respect for Heritage and Cultural Diversity: We respect the deep-rooted values and the rich heritage of UAE and seek to sustain them.
2. Integrity and Transparency: We adhere to the highest ethical principles and work with integrity, transparency and accountability to create trust and credibility.
3. Collaborative Work Environment : We support one another at work through cooperation and teamwork.
4. Student Focus: We recognize that students are at the center of the university's activities and ensure that our work contributes to continuous improvement in student success.
5. Effectiveness in Decision-making: We focus on outcomes, base our decisions and plans on evidence and analysis, and develop and adopt efficient systems and procedures that support the university's core business.
6. Effective Communication: We are committed to effective communication, through a variety of communication methods, with all our stakeholders (staff, students, alumni, partners, vendors, and the local and international communities).
7. Dedication to Knowledge: We are committed to world-class education and scholarship relevant to student careers and community needs.

GOALS

1. Prepare students to be distinguished in their areas of specialization, leaders and productive members of society.
2. Develop research capacity and innovation in areas of national and global importance.
3. Expand international accreditation for the university and its academic programs and promote the university's global reputation.
4. Promote the University's role in the transfer of knowledge and skills to serve the society.
5. Ensure high quality, efficient and transparent administrative services.
6. Entrench a culture of innovation in institutional work environment.



3. ACADEMIC INFORMATION

3-1 ACADEMIC ADVISING

The University College is responsible for ensuring that each College assigns a specific academic advisor to each student in the Foundation Program, and the Colleges must assign a specific academic advisor to each student appropriate to that student's academic major and level.

Colleges will prepare and regularly update standard "Study Plan" forms for all majors/specializations including all applicable degree requirements. Colleges (or other enrollment/advising units as applicable) will provide individual students with a statement on their progress toward graduation on an annual basis. Colleges (or other enrollment/advising units as applicable) will provide organized academic advising programs and services for students prior to each registration period, and will normally require their students to participate in the advising process.

Students who alter their registrations in a manner inconsistent with the academic advice provided must recognize the potential for scheduling difficulties, delays caused by failing to take prerequisite courses in sequence, and other issues affecting their schedule, their academic progress, and their academic standing.

Students should submit requests of declare or changes in majors or specializations after a month from start of regular academic semester to the College Advising Unit and get the approval from Academic Dept. The College Dean shall act on the request and inform the Registrar's Office no later than the end of the first week of the subsequent regular academic semester. Students are allowed to change their academic major/specialization only once.

3-2 STUDENT ACADEMIC SUCCESS PROGRAM

At UAEU, Academic Advising is an integral part of Undergraduate Education. Its purpose is to assist students in taking responsibility for their own learning, and develop meaningful educational plans compatible with their potential and their career and life goals. It includes helping students formulate important questions about their own aptitudes and interests and the best education pathway for each individual advisee. Advisors also assist students in discovering the many resources on campus and, more importantly, provide ongoing encouragement to students to use these resources consistently and with purpose.

Academic Advisors provide pre-major advising to students who have yet to declare a major. These students include foundation students as well as students taking general education courses.

Advisors direct students to courses they should take according to their respective study plan, assist students in deciding on a major, suggest academic assistance for struggling students, and explain relevant registration procedures and policies.

3-3 UNDERGRADUATE ADMISSIONS

The admission of undergraduate students, including the application for admission, transfer admission, readmission, admission with advanced standing, and Student identification cards and campus access for admitted students. The undergraduate admission policy includes:

- The University sets all requirements and standards for admission to the University within the context of applicable general requirements established by the University Council.
- Priority among academically qualified applicants will be given to Emirati citizens. Qualified international students will be considered for admission, subject to capacity and current policies of the UAE University
- The University issues and announces the requirement for admission and documentation annually.
- All individuals seeking admission or readmission or transfer admission must submit a UAE University application for admission as described in the Admission Policy.
- Offers of admission made on an early or rolling basis are conditional, subject to verification of final documentation and eligibility
- As the University's capacity to accept students may be constrained by resources and other factors, applicants are not guaranteed an offer of admission, even if they meet the published requirements and minimum standards for admission.
- Admission to the University is selective and competitive based upon the applicant's credentials and the instructional capacity of the University.

3-4 INITIAL ADMISSION TO THE UNIVERSITY

Initial admission to the University is to a particular College. However, a student may be required to complete the University Foundation Program before progressing to his/her intended degree program. Subsequent entry to the degree program is contingent upon:

- Completion of all applicable Foundation Program requirements and proficiencies.
- Acceptable student conduct and academic performance.
- Meeting all College requirements for the intended major.
- The available instructional capacity in the College.
- Students who have satisfied all Foundation Program requirements may proceed directly to the College.
- Students are admitted to the University for a specific academic semester and are expected to register in that semester.
- Students who do not register for classes in the academic semester for which they have been admitted will have their admission cancelled.

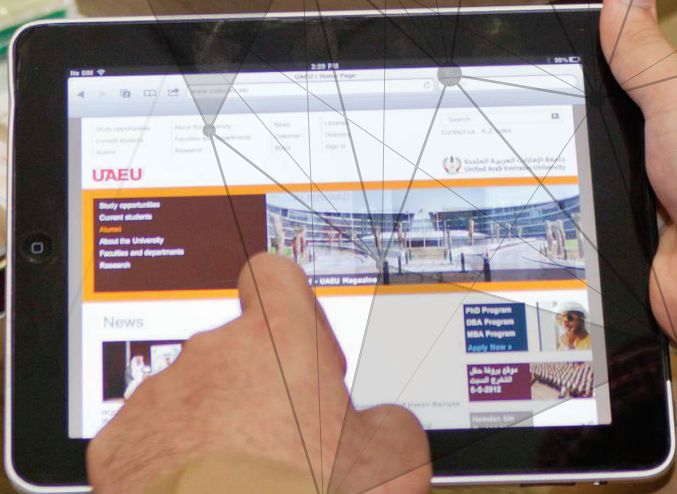
3-5 REGISTRATION AND ADD/DROP

- Two registration programs will be conducted for each academic semester:
 - Registration for continuing students.
 - Registration for new students.
- All students must register in the registration period at the times assigned to them.

- Students who fail to register by the end of the registration period will be considered on administrative leave of absence for that academic semester. Students will be considered for admission, subject to capacity and current policies of the UAE University
- An Add/Drop period during which registered students can change their registration will be conducted for each academic semester.
- Subject to course load requirements, students may add classes through the 1st week of a regular academic semester or the first two (2) class days of a summer semester. Subject to the requirements for full-time registration, students may drop classes until the end of the 4th week of a regular academic semester or 2nd through 5th class days or equivalent period in the summer semester.
- Failure to register in the subsequent regular academic semester will lead to administrative dismissal, unless the student has applied for and been granted a leave of absence.

3-6 COURSE REGISTRATION FOR CURRENTLY ENROLLED STUDENTS

- Students who did not register during the early registration period without providing an excuse to the college, will not be allowed to register in the add and drop week of the Fall Semester.
- Students who are currently under the second probation are allowed to register at the beginning of Fall Semester.
- Each student should meet with his/her academic advisor prior to registering.
- The student assumes total responsibility for his/her choice regarding courses and study plan.
- Students in good academic standing may register 12 to 19 credit hours
- Students who are under the first probation cannot register for more than 13 credit hours
- Undergraduate students who have completed Foundation requirements, and are in good academic standing, may register to a maximum of 22 credit hours, subject to one of the following conditions:
 - 22 credit hours or less remain for degree completion.
 - The student has earned a minimum of 36 credit hours with a Cumulative Grade Point Average (CGPA) of 3.6 or higher.
 - In any other circumstances, a load of more than 19 credit hours requires the approval of the Dean of the College in which the student is enrolled.
- Undergraduate students may register for less than 12 credit hours only if one of the following conditions is satisfied:
 - Fewer than 12 credit hours remain in the student's degree program; OR
 - The student has not completed Foundation and/or proficiency requirements for registration in degree-credit courses.
 - In any other circumstances, a load of less than 12 credit hours requires the approval of the Dean of the College in which the student is enrolled.
- Credits earned via proficiency and challenge examinations and advanced standing programs are not included in the calculation of academic load.
- Because of the compressed schedule of summer Semester courses, a student may register in no more than six (6) credit hours in the summer Semester except for honors and expected-to-graduate students who may register in up to nine (9) credit hours. Students under probation cannot register for more than four (4) credit hours



3-7 INTERNAL TRANSFER BETWEEN COLLEGES

United Arab Emirates University's (UAEU's) regulations allow students to transfer internally from one College to another only once during his/her enrollment at the University. The transfer applications will be submitted online through e-service and UAEU mobile application to the Registration Department during the announcement dates on the academic calendar.

- For more information:

http://www.uaeu.ac.ae/en/dvcsae/registration/policies_and_procedures.shtml

- To view the Registration , Add/Drop and exam schedule please visit:

http://www.uaeu.ac.ae/en/dvcsae/registration/registration_and_exam_schedule.shtml

3-8 GRADING SYSTEM

3-8-1 COURSE GRADING SYSTEM:

At the end of each academic semester, a student's performance in each course shall be given a grade on the basis of numerical values representing the cumulative performance overall assessment tasks in the course. The numerical score for the course is converted to and recorded as a letter grade as defined below. The following are authorized as final course grades/marks with associated Quality Points (QP) for GPA calculation (Grades with QP denoted as "Excl" are not included in a student's GPA calculation):

3-8-2 PERFORMANCE GRADE SCORE QUALITY POINTS:

Undergraduate Performance	Grade	Score	Quality Points
Excellent	A	100 – 90	4.00
Excellent-	A-	89 - 87	3.70
Very Good +	B+	86 - 84	3.30
Very Good	B	83 - 80	3.00
Very Good-	B-	77- 79	2.70
Good +	C+	74 - 76	2.30
Good	C	70 – 73	2.00
Good-	C-	67 - 69	1.70
Pass +	D+	64 - 66	1.30
Pass	D	60 - 63	1.00
Fail	F	00 - 59	0
Failure for Absence	FA	0	0
Incomplete	I	-	-
Pass (in pass/fail courses only)	P	60 and more	Excl

3-8 GRADING SYSTEM

3-8-2 PERFORMANCE GRADE SCORE QUALITY POINTS:

Undergraduate Performance	Grade	Score	Quality Points
Not Passing (no credit awarded)	NP	0 - 59	Excl
Continuing (satisfactory progress in a continuing course)	CC	-	Excl
Passing grade via proficiency or challenge exam	CX	-	Excl
Satisfactory	S	-	Excl
Administrative Withdrawal	AW	-	Excl
Withdrawal	W	-	Excl

3-9 DEAN'S HONOR LIST

Undergraduate students who have earned 36 or more degree credit hours, and have a Term GPA of **3.60** or higher, qualify for inclusion on the "**Dean's List**" for the College for that academic term.

3-10 PROBATION

ACADEMIC PROBATION

The first time an undergraduate student ends an academic term with a CGPA below 2.00 points after studying twenty one (21) credit hours, will be placed on Academic Probation.

A student placed on Academic Probation for the first time will be:

- Permitted to continue in registration in the next regular semester with a reduced credit load not to exceed 13 credit hours;
- Permitted to seek transfer to a different College in the University or change his/her major.
- A student on Academic Probation must raise his/her CGPA to at least 2.00 points within the next semester following receipt of the academic probation notice to be in Good Academic Standing.
- A student on Academic probation whose CGPA at the end of any semester following the first Academic Probation he/she is registered is below 2.00 points will be placed on Second Academic Probation.
- A student on Second Academic Probation whose CGPA is below 2.00 points at the end of any semester following the Second Academic Probation will be placed on Third Academic Probation and will be Academically Dismissed from the University.
- Summer sessions are not counted in the calculation of the academic probation periods.
- In all circumstances, a student is not allowed more than three academic probation notices throughout his/her period of study at the University.
- The Enrollment Deanship in coordination with Student College will send the academic probation notice to the student's email account.

3-11 GRADUATION FORM

3-11-1 UNDERGRADUATE DEGREES

- A Bachelor's degree may be awarded only to students who have satisfied minimum credit hour and Grade Point Average requirements and other established degree-specific requirements based on all applicable University Policies and Procedures.
- The minimum number of earned credit hours required for a Bachelor's degree is (120). The minimum number of credit hours required for a student who transfers among UAEU Colleges may be higher than (120).
- The number of earned credit hours required for a Bachelor's degree is dependent on the student's program of study.
- The minimum Cumulative Grade Point Average (CGPA) required for a Bachelor's degree is 2.00.
- No student may be awarded a Bachelor's degree with a grade of "I" (Incomplete) on his/her academic record.
- Upon the recommendation of the advisor and approval of the Academic Advisor and College Dean, a student may be allowed to register for additional courses in his/her College if he/she needs to raise the CGPA to the minimum required for graduation.

3-11-2 GRADUATION STANDING

The academic performance of Bachelor's degree recipients may be characterized for summary "Graduation Standing" as follows:

- Excellent – CGPA of 3.60 to 4.00
- Very Good – CGPA of 3.00 to 3.59
- Good – CGPA of 2.50 to 2.99
- Passing – CGPA of 2.00 to 2.49

3-11-3 GRADUATION HONORS

The University recognizes two levels of outstanding academic achievement for Bachelor's degree recipients at the time of graduation based on CGPA:

- First class Honors – CGPA of 4.00
- Second class Honors – CGPA of at least 3.60
- To qualify for Graduation Honors, a student must have completed at least 75 percent of his or her degree credits at UAEU.
- A student who failed a course (F, FA and NP) will not qualify for graduation with honors.



4. RELEVANT ACADEMIC INFORMATION

4-1 LIBRARIES

The University Libraries were founded early in the establishment of UAE University, during the academic year 1977-1978. The goal of the University Libraries was to make information resources available to faculty members, students and community users, to participate in the country's development and to assist in solving the various problems of a growing nation. Initially, the Dewey's Decimal Classification was adopted and the work in Cataloging and Public Services was done using traditional manual methods. Regulations were first issued in June 1979, to authorize these services.

In 1988, the libraries began a new phase by automating some services, and established, with the aid of the Computer Center, an automated system for circulation. In 1990 the University was reorganized, and the Libraries Administration became the University Libraries Deanship. In 1992, the Libraries Deanship launched a major project to modernize its services, as well as to minimize cost and manpower requirements, by adopting a fully integrated library system that would both meet the needs of research and support the Deanship's bibliographic standard. United Arab Emirates University currently houses two outstanding libraries that include the Main Library and the National Medical Library. The libraries are the gateway to finding a wide-range of resources and services put together to support the learning, teaching and research of the University community. They offer fine quality research services and resources, designed to meet the information needs of the University's diverse academic programs.

4-2 INDEPENDENT LEARNING CENTERS (ILC)

The ILC's goals are to support students in their learning, assist them in becoming more independent in their studies and more confident in their academic abilities. The ILC provides a wide range of self-study resources to help students succeed in University Foundation Program classes, as well as offering a variety of workshops on topics related to study skills and personal development.

- Locations : Female Campus – C5 -0028 / Male Campus – H4-0074
- Opening Hours: Sunday – Wednesday: 08:00 – 16:00, Thursday: 08:00 – 13:00

4-2-1 WRITING CENTERS

The Writing Centers help faculty and Foundation students learn more about writing and become better writers. All UAEU students are welcome to come and get help with their writing, in English or Arabic, from a Writing Center tutor. The Centers also hold regular writing workshops and provide practice materials for all Foundation writing courses and the IELTS writing exam.

- Locations: Female Campus – C5-0020 / Male Campus – H4-0060
- Opening Hours: Sunday – Wednesday: 09:00 – 16:00, Thursday: 09:00 – 12:00

4-2-2 SPEAKING CENTERS

Students can improve their English speaking skills at the Speaking Centers by working one-to-one, or in a small group, with a Speaking Center tutor. The Speaking Centers' friendly and relaxed atmosphere helps students become more fluent and confident in their English speaking skills. Students can also practice giving presentations and participate in special events, such as workshops and debates, at the Speaking Centers.

- Locations : Female Campus – C5-0019 / Male Campus – H4-0060
- Opening Hours: Sunday - Wednesday: 09:00 - 16:00, Thursday: 09:00 - 12:00

4-2-3 TUTORIAL CENTERS

The Tutorial Centers help students with small group learning, completing their homework and preparing for tests.

- Locations : Female Campus – C5-0076 / Male Campus – H4-0081
- Opening Hours: Sunday - Wednesday: 08:00 - 16:00, Thursday: 08:00 - 12:00

4-2-4 LEAD PROGRAM

The LEAD (Leaders Emerging and Developing) 'Learning Community' program is designed to ease the transition from high school to university, and give new students a firm grasp of expectations and the commitment required. A college readiness assessment is one of the tools used to determine student needs now and in the future. Students build their own profiles and track their own progress through achievements and reflection. LEAD Learning Communities are an exciting, effective, and organized mode of delivery that engage students at all levels of learning and development, through personal interactions and a comprehensive course delivered in Blackboard. The program also presents leadership opportunities to students, who work as LCL's (Learning Community Leaders) after a number of training sessions and workshops. Effectiveness of this program is assessed through student entrance and exit surveys.

4-3 INTERNET ACCESS AND E-MAIL

4-3-1 WIRED NETWORK

UAEU maintains a high-performance, fully redundant data network. All campus academic and administrative buildings are serviced by Ethernet network cabling. UAEU campuses, irrelevant of their geographical location, are joined together with a wired network infrastructure which comprises of various cutting-edge network technologies.

The wired network delivers basic Internet access to the entire staff, faculty and student body. Basic access provides a 100Mbps connection to the UAEU network and beyond, including the UAEU web server and web-based University applications such as Banner, Webmail, eServices, BlackBoard, the portal at my.uaeu and many more.



LEARNING CENTER

4-3-2 MY UAEU ACCOUNT

Your UAEU Account gives you access to many IT services at United Arab Emirates University (e.g. e-services, e-mail, Self-Registration, course booking, blackboard, access systems, etc.) through UAEU's Single Sign-On service (SSO). SSO means that after your initial login, you can use the associated services without having to re-enter your username and password.

Your account credentials will be the primary information you will be using to access all available services, systems and computer labs on campus. Your UAEU account may be referred to as your Single Sign-On account (or SSO account), your Webmail account, your email ID, Your Library account, etc.

All UAEU students will receive their unique UAEU account detail from the "Admission and Registration Department" once they join the university. All UAEU IT Services are accessed using this account.

With My UAEU Account you can access:

- Webmail, My.uae.u Portal, Computer Labs, desktop computers, Mobile Application, Blackboard, Shared Folders, eFax, SMS, Helpdesk/Support Portal, Faculty HomePage, Virtual Private Network (VPN), Unified Communication, SharePoint portal and e-services.
- The email system is user friendly and allows better and faster communication as it offers many features, which are not available in the current email system, such as:
 - Access to your e-mail, calendars and contacts using a variety of clients (Outlook, Entourage, Web) and devices (Workstations, Laptops, Mobile Devices) anywhere and anytime.
 - Familiar Microsoft Office Outlook experience using different devices and clients with no requirement for extra software or services.
 - Ability to share your Calendar with anyone.
 - The e-mail environment is fully redundant (highly available 24/7).
 - The size of the mail boxes for Faculty and Staff will be increased from 300 MB to 2 GB and to 500 MB for Students.
 - Integrated Antivirus solution that will detect viruses, even those in the mailbox.

5. STUDENT AFFAIRS DEANSHIP

“We are transferring students’ learning into Passion, Power, and Purpose”

The Division of Student Affairs is here to support and foster your intellectual and personal growth and help you explore and experience the different aspects of college life. We care about you, your studies, your social growth, your well-being and your future and want to help you enjoy a great UAEU experience.

Our philosophy for the student experience is founded upon the intellectual, occupational, emotional, spiritual, physical, and cultural growth and nurturing of students. The Student Affairs deanship, and our partners throughout the university, are keen to support university students in reaching their highest potential in the areas of intellectual curiosity, personal well-being, professional competency, leadership development, and engagement in and contribution to the larger community.

VISION:

To fosters an environment where all students achieve their academic and personal goals.

MISSION:

The Division of Student Affairs & Enrollment works as an active partner in achieving the educational goals of the university through life skills education, development of personality and leadership, by providing an attractive educational environment and excellent services and welcoming campus community.

STRATEGIC PRIORITIES:

1. Develop leadership among students.
2. Encourage active students participation and engagement.
3. Institutional and administrative development of the division.
4. Continuous development of human resources.
5. Develop support services to the educational process.
6. Optimize Resources.
7. Develop strong community relations and partnerships.

5-1 STUDENT SERVICES DEPARTMENT

The Student Services Department develops, coordinates and provides comprehensive support services for the continual growth and development of the students with a variety of services that include special need services, health services, counseling services, international student services, financial aid services and many more.

The Student Services Department includes the following service units:

5-1-1 STUDENT COUNSELING CENTER

The Student Counseling Center (SCC) provides skilled personal, individual, and group counseling to the United Arab Emirates University students in an effort to educate and help them in matters of behavioral, emotional and psychological problems. Our Counseling Services utilize a service system that emphasizes trust, respect, confidentiality, and compassion. The SCC team is committed to the well-being and betterment of our students throughout their educational years at UAEU.

SCC provides UAEU students with a wide range of confidential counseling services that address their academic, social, and personal needs. The overall objective of SCC is to support the academic mission of the university by helping students adjust better to the demands of university life, successfully accomplish their academic and social goals, and achieve optimal levels of personal growth. SCC adheres to the ethical guidelines for providing counseling services in higher education institutions.

The concept of student-centeredness is the foundation of SCC' efforts to provide services that employ a developmental perspective to focus on students' interests and integrate their input. SCC' emphasizes teaching and learning by aspiring not only to provide quality service, but also to assist students to develop and refine lifelong skills. SCC also adopts an intervention delivery model that acknowledges students as partners and active collaborators in the counseling process.

The Student Counseling Center provides the following services:

1. ACADEMIC COUNSELING

Aims at assisting students become self-directed, independent learners by acquiring and refining skills necessary for university success. This service emphasizes the importance of effective academic and self-management skills while it also acknowledges individual learning styles amongst students. Through academic counseling, SCC aspires to help students make successful transitions during their university career and achieve to the best of their abilities.

A) INDIVIDUAL ACADEMIC COUNSELING

This service involves meeting with students individually in one-hour, weekly sessions for a period of 5-9 weeks, depending on presenting issues and progress rate. Individual academic counseling typically involves the following components:

- Educate students regarding UAEU academic policies, including academic probation system, and inform students of other academic support resources available on campus.
- Encourage students to follow up with their college academic advising units to learn about their academic status and discuss specific academic concerns with course instructors.

- Discuss goal-setting and individual academic (productivity) plans with students.
- Help students in gaining effective time management, smart academic habit skills, and assist students in creating balanced study schedules that match their academic needs and learning style.

B) IMPROVING ACADEMIC SKILLS PROGRAM (IASP)

This group program focuses on students struggling academically and those on academic probation. IASP aims at assisting students acquire the necessary skills to address their academic limitations and achieve success. The program is offered several times during the academic year. IASP covers the following five broad areas:

- Understanding Academic Difficulties: Explains UAEU academic probation system and related implications. Using an academic needs checklist, students are encouraged to identify the academic challenges that they are facing. Factors contributing to low GPA are also discussed.
- Time-management Skills and Motivation: Elaborates on the significance of effective time-management, goal-setting, prioritizing, study schedules, and strategies for increasing motivation and overcoming procrastination.
- Using Lectures Effectively: Covers strategies for making the most use of lectures including active listening and participation, critical thinking, efficient note-taking and maintaining optimal attendance.
- Effective Study Skills: Coaches students on reading skills, memory, concentration, and organizing information.
- Preparing for Exams and Overcoming Test Anxiety: Addresses effective preparation and test taking strategies. Test anxiety is also briefly discussed.

C) PERSONAL/PSYCHOLOGICAL COUNSELING

The overall goal of personal/psychological counseling is to maximize student success by attending to student mental health needs and removing barriers to 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, personal and career goals.

D) INDIVIDUAL COUNSELING

IC refers to one-on-one counseling with each student in weekly, one-hour sessions. Students are seen for a multitude of issues that range from typical developmental challenges to more serious adjustment and mental health issues. The duration of intervention varies from one student to another depending on presented issues and progress in treatment.

E) 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 healthy exchange of experiences, provision of sympathy and support and the development of skills necessary for effective coping and problem solving. Groups typically meet once a week for a duration determined by therapists and group members.

F) SHORT TERM CONSULTS

These are one time sessions provided to students, faculty and staff to address a specific question, or to increase awareness regarding developmental, learning, and adjustment challenges faced by students.



2. REQUEST SERVICES

How to request services and schedule an appointment?

Students may schedule an initial appointment by visiting the Student Counseling Center and filling out a brief Request for Service form. Students may also call our offices at 03 713 6686 for women, and 03 754 0048 for men, to complete the form over the phone. Students are typically notified of their appointment time within 24 hours, however, there are limited daily walk-in openings should a student need to be seen right away.

Email is not a confidential means of communication, therefore, SCC counseling staff do not communicate via email.

3. CONSULTATIONS AND INFORMATION

SCC provides quick consultations for University students about specific issues or concerns that are relevant to SCC's areas of emphases. In addition, our counselors are available to consult with faculty and staff who are concerned about students experiencing difficulties. Consultations can be offered in person or over the phone. When indicated, we will also facilitate referrals to the appropriate campus or community resources.

4. OUTREACH PROGRAMS AND WORKSHOPS

Outreach programming is an integral part of SCC mission. As the department is committed to its developmental and preventive objectives, these skill-building sessions provide structured information on SCC areas of emphases with opportunities for guided practice and feedback. An extensive, structured outreach program is planned and implemented each semester covering a broad range of topics. Some programs target select student groups such as new students or prospective graduates, whereas others cater towards the general UAEU student population. Outreach programs take place on campus, as well as in student housing units. Due to the increased response from students, some programs are offered multiple times during the academic year.

5. SELF-HELP RESOURCE CENTER

SCC emphasizes the notion of self-improvement and acknowledges self-help resources as important adjuncts to counseling. Various forms of self-help material are made available to students at SCC resource rooms, on brochure stands, and in waiting areas at SCC offices.

6. BOOKS & MANUALS:

SCC's collection has been expanded last year by adding several books and resources covering academic, SOCAIL, and psychological topics. All books are classified and indexed and are available for students to read or borrow.

7. BROCHURES:

SCC publishes several self-help brochures that address academic and personal development topics.

Contact Details		
Email	Telephone	Fax
SCSS@uaeu.ac.ae	+971-3-7136686 +971-3-7540048	+971-3-7558459

5-1-2 CAREER PLANNING & PLACEMENT SERVICES

The Center for Career Planning and Placement (CCPP) provides students with many opportunities for career preparation and employment. The Center involves UAEU students in career preparation from the time they enter the University and assists them in making informed career choices to achieve career and life goals. Student participation in CCPP programs and events enable them to gain the needed employability skills expected by employers.

Furthermore, the CCPP connects colleges, students and employers create a powerful work-based internship for the learner and to provide job opportunities for UAEU fresh graduates and alumni. By cultivating multi-faceted partnerships and networks, CCPP is committed to providing the needed resources for students to explore diverse career opportunities; and is dedicated to assisting partner employers in employing the highest caliber graduates.

5-1-2-1 CAREER COUNSELING

The Career Planning Services Center offers valuable career planning services that aim to assist UAEU students in setting goals and taking appropriate decisions related to their desired careers; in addition to equipping them with the needed employability skills to prepare them for the world of work. The Center's services include:

5-1-2-2 SUPPORT WITH CHOOSING A MAJOR

Assist students in choosing the major that best suit their personality, strengths and career choice.

5-1-2-3 INDIVIDUAL COUNSELING

One-to-one sessions offered by the Center's Career Counselors to help students in creating and implementing their own career plans and in developing a greater sense of self-awareness relevant to the career development process.

5-1-2-4 GROUP COUNSELING SESSIONS

Group sessions designed to provide students with support in issues related to career exploration, career development and other career related issues.

5-1-2-5 CAREER WORKSHOPS

Throughout the academic year, the CCPP offers a wide range of interactive workshops to equip students with the needed employability skills and to prepare them for the world of work. Workshops include:

- Effective Resume Writing
- Interview Success
- Job Search Techniques & Strategies
- Work Ethics
- Time Management
- Understanding the Job Market

5-1-2-6 CAREER ASSESSMENTS AND TESTS

These tools are used to assist students in gaining a better understanding of their skills, strengths, values and interests which will help them in making the right decisions about their careers.

5-1-2-7 CAREER RESOURCES

The Center provides students with publications and resources covering different career-related topics.

5-1-2-8 OFFICE HOURS

- Sunday to Thursday
- 7:30 am to 3:00 pm
- Make an Appointment
- **Male Students:** Visit Building F3, 2nd Floor, Office #225.
- **Female Students:** Visit Building B3, 1st Floor, Offices #1009 & #1007.

5-1-3 SPECIAL NEEDS STUDENT SERVICES

The Special Needs Services Center (SNS) ensures that all UAEU students with disabilities have access to educational opportunities equal to their fellow students. Students who suspect that they have a disability or who are referred to us for screening are encouraged to schedule a consultation appointment with the director of the center in order to explore whether a formal evaluation for a possible disability is needed.

Any student with a documented disability may choose to access the services provided by the SNS by submitting the required registration forms. The SNS welcomes all inquiries about its services.

Our friendly and confidential support and advice are available to current students with disabilities who are registered at the University as well as to faculty/staff dealing with such students. The different support options available vary according to the specific requirements of the student with a disability.

The SNS works in partnership with faculty and staff in UAEU academic departments and other university services to provide different types of support for students with disabilities.

5-1-3-1 SERVICES

Support services include:

- Review written documentation of the functional limitations and associated educational recommendations for each student.
- Prepare an Individual Accommodation Plan or IAP summarizing the appropriate educational accommodations.
- Help disabled students understand the academic support that is available and signpost other available services they may wish to access.
- Refer students to other UAEU resources as needed.
- Assist in arranging needed course, classroom, and testing adjustments; and facilitate the provision of recommended adjustments.
- Arrange exam proctoring that requires specialized equipment such as the Kurzweil Reader software.
- Liaise and coordinate with faculty/staff and other departments working with disabled students to discuss potential adjustment solutions including adaptive technology equipment options.
- Support students' learning strategies and enhance students' self-reliance and independence.
- Provide students with assistive adaptive technology devices on loan basis.
- Administer training for students with disabilities, faculty and staff in the use of specific adaptive technology.



- Provide a computer lab for students with disabilities.
- Provide students with a cost-effective and timely production of print materials in alternative \ reading formats (i.e., Braille, audio texts, etc).
- Advocate for campus accessibility for all persons with disability at UAEU including students, staff and faculty.
- Develop collaborative opportunities with other UAEU academic departments and external funding bodies.

5-1-3-2 APPLICATION PROCESS

If you have a disability, it is helpful to let the SNS center know as soon as you join the UAEU. Following your contact with the center, an initial «intake» interview will be arranged. You will need to provide the completed disability support application form, together with evidence of your disability, medical condition, or specific learning difficulty. Such as a doctor’s letter or educational psychologist’s report which contains a clear statement of the disability and recommended adjustments/accommodations.

5-1-3-3 ASSISTIVE TECHNOLOGY LAB

What is Assistive Technology?

Assistive technology is a collection of hardware or software designed to compensate for disability or impairment.

Why is it Important?

Assistive technology offers students with disabilities independence in reading, writing and performance. Such independence can increase the student’s work rate, help them achieve better performance, and assist in reinforcing a more positive self-esteem.

Assistive technology allows students with disabilities the same level of access to computing technology in support of instruction in the classroom.

The Disability Support Services Assistive Technology Lab is equipped with PC computers that use assistive technology software and equipment that feature:

- Text-to-Speech software
- Screen reader software
- Screen enlargement software
- CCTV (Closed Circuit Television) and portable text magnification systems
- Printer access for note-takers
- Flat screen monitors
- Braille printer
- Braille sensor
- Adaptive mice and keyboards.
- Adjustable tables
- Some examples of the specialized software also available on the computers are: Kurzweil 1000, window eyes and easy publisher.

5-1-3-4 CONTACT US

Phone: +971 (0)3 7136687

Fax: +971 (0)3 7136689

Email: disabilityservices@uaeu.ac.ae



5-1-4 INTERNATIONAL STUDENT SERVICES

The Non-National Students Office (NNSO) offers a wide variety of services and programs to international students at the United Arab Emirates University. The NNSO staff provides information and programs to international students about the campus and community and assists students with all matters relating to visa rules and regulations, financial issues, health insurance and the University's policies. The NNSO also provides liaisons with governmental agencies and foreign embassies. The list of services include:

- Health Insurance
- Travel Ticket
- University Housing
- Medical Checkup
- Residence Visa Fees
- UAE Identity Card Fees

Applications for these services are reviewed on a case-by-case basis and approval will be required.

Contact Us

- Non-National Students Office
- Phone: +971 (0)3 7136693
- Fax: +971 (0)3 7136932
- Email: iso.office@uaeu.ac.ae

5-1-5 FINANCIAL AID

The Financial Aid Department assists UAEU students with visa applications, health insurance costs, transportation fees, and many other financial needs. We aim to steer UAEU students through the process of applying for and receiving financial aid in an effort to help them manage their financial commitments whilst at the University and to achieve success.

5-1-5-1 OUR SERVICES

UAEU students who meet the financial assistance criteria and thereby qualify for financial aid might receive one or more of the following types of assistance:

- Provided with a laptop/iPad.
- Fees for the specialized training courses that qualify them for the job market.
- Monthly financial lump sums for national students (eight times per academic year).
- Monthly financial lump sums for international students (eight times per academic year).
- Residency visa fees for international students.
- Medical examination fees for international students.
- Internal transportation fees for international students.
- Vouchers for clothing from the Khalifa Bin Zayed Al Nahyan Foundation.
- Monthly financial lump sums to UAEU students who qualify for assistance from the Zakat fund.
- Monthly financial lump sums for international students who qualify for assistance from the Zakat fund.

5-1-5-2 HOW TO APPLY

Students can apply for Financial Aid through eServices. (Link to eServices)

5-1-5-3 CONTACT US

- Financial Aid Department
 - **Phone:** +971 (0)3 7136682
 - **Fax:** +971 (0)3 7139671
 - **Email:** financialaids.office@uaeu.ac.ae

5-1-6 Health Services

The University is dedicated to providing the highest quality healthcare to all UAEU students. Our team of health professionals is committed to your overall well-being during your stay at UAEU. We strive to provide a comprehensive and valuable primary healthcare service and deliver educational and promotional programs to our students as per best international standards. Our services include:

5-1-6-1 HEALTH TREATMENT

Both local and international UAEU students are required to have THIQQA, DAMAN or ADNIC insurance. All insured students will receive treatment free of charge.

5-1-6-2 FIRST AID

The medical staff from the UAEU Health Clinics provides first aid services to UAEU students on campus and in their residential buildings, along with attending UAEU activities. In emergency cases, students will be re-directed to a local emergency department in one of the public hospitals in Al-Ain.

5-1-6-3 PRIMARY HEALTH CARE

Two qualified physicians supervise and provide UAEU students with adequate medical care.

5-1-6-4 REFERRALS

Health cases requiring a specialist's opinion will be referred to one of the local public hospitals.

Scheduling an Appointment: Students can request a medical appointment either by sending an email or by calling the relevant clinic.

5-1-6-5 HEALTH INSURANCE CARDS

All students are required to have a health insurance. The Student Health Services Department is responsible for the issuance and renewal of health insurance cards for both local and international students.

UAE local students are issued with THIQQA Insurance cards.

International students are issued with Daman Basic Product Insurance cards.

International students with a UAE residence visa, and GCC students, are issued with ADNIC Basic Product Insurance cards.

Please fill in the Medical Insurance Form and submit it with the required documents to **health.services@uaeu.ac.ae**. Alternatively, male students can submit the application form directly to the Student Health Services Department located in building G2, first floor, room 1009 and female students can submit the application directly to the Female Clinic, located in building B3, first floor, room 1004.

5-1-6-6 EMERGENCY CONTACTS

UAE Emergency Line	999
Al Jimi (Al Ain) Hospital - Operator	03 – 763 5 888
Al Jimi (Al Ain) Hosp. - ER	03 – 70 22 444 03 – 70 22 445
Al Jimi (Al Ain) Hosp. -Ambulance Control Center	998
Tawam Hospital - operator	03 – 76 77 444
Tawam Hospital – ER	03 – 707 50 49 03 – 707 52 08 03 – 707 52 09

5-1-6-7 AMBULANCE AND CLINICS SERVICES:

HAAD-licensed ambulances are available to serve UAEU students. These ambulances are equipped with the latest medical devices for transferring students to hospitals in emergency cases or in the event of unavailability of treatment in internal clinics at the University.

Clinics	Contact Number	Working Hours
Female Main Campus Clinic	037136034 0508334235	24 Hours / 7 Days
Male Main Campus Clinic	037134011 0551080682 0507439165	24 Hours / 7 Days

5-1-6-8 CONTACT US

Phone: +971 (0)3 7134013

Fax: +971 (0)3 7131842

Email: health.services@uaeu.ac.ae

5-2 STUDENT ACTIVITIES DEPARTMENT

The Student Activities Department at the United Arab Emirates University fosters students' success and takes pride in working with and helping students, faculty, alumni, and the UAEU community strive towards excellence. Our primary focus is to provide a collection of extra-curricular programs and activities that promote the development of the students' academic experience at the University and aids their growth and development.

5-2-1 UNITS

The Student Activities Department includes the following four units:

5-2-1-1 Cultural & Heritage Activities Unit

The Cultural and Heritage Activities Unit hosts a variety of folk events from different countries. It also organizes cultural events and collaborates with various national cultural and heritage centers. The cultural and heritage activities include: cultural lectures, poetry evenings, workshops and preparing heritage and traditional events.

5-2-1-2 Sports and Recreational Activities Unit

The Sports and Recreational Activities Unit puts great emphasis on students' health and physical fitness, and encourages students to exercise and participate in sports activities. The unit offers a range of sports programs, recreational facilities and services designed to contribute to the students' personal growth and academic achievement. Physical fitness programs include courses in aqua-aerobics, self-defense, meditation, swimming, psychological health, and body energy. Students can also choose from an array of activities such as, football, volleyball, basketball, tennis, table tennis, chess, swimming, squash, boxing and kickboxing. The University provides both male and female students with a state-of-the-art health club.

5-2-1-3 Theatre & Fine Arts Activities Unit

Aiming to develop the students' talents and hobbies, the Theatre & Fine Arts Activities Unit supports activities in music, theatrical events, art exhibitions and events of visual arts. The unit also provides an opportunity for students to improve their level of performance through specialized courses and seminars on discovering talents and developing them, encouraging teamwork and establishing participating teams in local and international events, cultivating emerging talents and nurturing creativity, and promoting students' artistic skills.

5-2-1-4 Leadership & Student Organizations Unit

The Leadership & Student Organization Unit strives to prepare students to be positive examples of leadership excellence and social consciousness in our global world. Because each of us has a different journey and a different story, we recognize the need for differing opportunities of access, approach, connections and outreach. We hope you find a program or experience within our programs that fits into your abilities to lead and excel. Please join us and be part of the volunteering program, activities organizing team, student leaders' team and many more opportunities that you shouldn't miss. Students can also avail of the many student clubs organized by our unit.

If you are interested in getting involved in any of the above student activities, please contact:

5-2-2 Services

5-2-2-1 Student Clubs

At UAEU, we offer activities that let you pursue your personal interests outside the classroom. Joining a campus club helps you meet other students and gives you opportunities to build your leadership skills, giving you a competitive advantage when applying for jobs. Our multicultural student body has a wide variety of interests, and the large and growing number of student clubs and organizations reflects this. With financial and promotional backing from the Student Activities Department and Colleges, new clubs can be formed and individual activities are supported and funded.

5-2-2-2 Establishment of Student Organizations

- 1- Each organization's purposes and activities are to be consistent with the University's Mission.
- 2- Based on its nature and purpose, a student organization is classified as either academic or non-academic.
- 3- Every organization must have a written vision and mission statement and a clear organizational structure.
- 4- Student organizations must register/re-register each year to gain University recognition and access to the privileges offered to registered organizations.
- 5- Student organizations must have a designated faculty or staff advisor and a minimum of four (4) officers and one (1) active student point of contact. Those students must be in good academic standing and with no disciplinary sanctions against them.

- 6- Recognized student organizations may seek various resources from the USAL Department, are eligible to apply for funds, and are entitled to use designated University facilities for meetings, events, and other approved activities.
- 7- A student organization must operate on voluntary basis.
- 8- Before an organization can be registered and recognized, documentation of its mission, vision, organizational structure, planned activities, proposed budget, responsible officers, and faculty/staff advisor, must be submitted and reviewed by the USAL Department.
- 9- Recognized student organizations must submit the same documents as above when they submit their annual registration. In addition, they submit documents regarding the activities conducted during the previous academic year and any other data associated with events, any disciplinary notes received during the previous academic year, and the current membership roster.
- 10- The USAL Department is responsible for the recognition and annual registration of all student organizations.

5-2-2-3 Students' Role in Institutional Decision Making

UAEU considers its students to be an important part of its operations and values their opinions and suggestions related to the university. Students at UAEU are involved and participate in institutional decision-making. Students' voiced concerns and criticisms of UAEU are welcome at the university levels and offices. Additionally, students have the right to file written concerns/suggestions related to any aspect of the university's operations to the Dean of Students, the Vice Chancellor for Student Affairs and Enrollment, the Vice Chancellor or to the Chancellor, through the appropriate channels.

5-2-2-4 Student publications

1. Student Media Club

The purpose of the Student Media Club is to give students the opportunity to be creative using their talents through digital media. Using digital media, students will collaborate together while getting hands-on experience. Using many types of media, the Student Media Club will benefit the Students of UAEU and the surrounding Communities.

Digital Media resources include Video, Photography, Audio, Graphic Design, and Web Design.

2. Sama Al Jama'h Newsletter

The Student Media Club issues on monthly basis the Sama Al Jama'h Newsletter. This publication provides information related to academics such as study trips, academic success stories, the writing centers and news of the Student Media Club. The newsletter also includes information about student organizations and events that are happening on campus. Through Sama newsletter, the

student develop and share information with everyone on campus.

3. Contact Information

Phone: 037136663

Email: student-activities@uaeu.ac.ae , Media_Center@uaeu.ac.ae

5-2-2-5 Sports Facilities

Whether you are looking to get in shape or participate in team sports, the Health Club is the place to go. The sports facilities are open to students, faculty and staff for a variety of recreational and competitive athletic activities. The Health Club management continuously seeks to develop and improve the level of sports in the UAE through athletic championships, symposia and training courses. The sports facilities at UAEU include:

5-2-2-5-1 Fitness Centers

Our fitness centers are located in both the male and female campus. They have a wide range of exercise equipment that include free weights, and weight training and cardio machines, along with classes and fitness programs designed to suit individual needs. Friendly and qualified fitness trainers are available daily to provide guidance and supervision, as well as to answer all questions regarding fitness, nutrition and safety.

5-2-2-5-2 Swimming Pools

A 50-meter Olympic indoor swimming pool is available on both the male and female campus for lap swimming, training sessions and competitions. Men's and women's facilities featuring storage lockers, showers and restrooms are available in the pool area.

Lifeguards are available during operational hours and make the final decision on all safety and hygienic matters.

5-2-2-5-3 Sports Courts and Multipurpose Halls

Our Health Club features two indoor courts that can be used for playing basketball, volleyball, handball, badminton or tennis in both organized sports and free recreation. Outdoor courts are also available. They can also be used for a variety of activities such as aerobics classes, martial arts training and much more.

5-2-2-5-4 Exercise Hall

Aerobics sessions and circuit training are conducted in our exercise hall, which has all the relevant equipment such as mats, exercise balls and a built-in sound system and radio for listening to music. The exercise hall also offers members of the community a large space to exercise individually.

5-2-2-5-5 Health Club membership

Anyone intending to use the Health Club facilities must complete a medical checkup in the club, and complete the application form for Health Club membership in order to receive the membership card to enter the club.

5-2-2-5-6 Health Club contacts

Male Campus

Phone: +971 (0)3 7134847

Email: ycm.office@uaeu.ac.ae

Female Campus

Phone: +971 (0)3 7136659

Email: fitnesscenter@uaeu.ac.ae

5-2-3 Student Activities information

For any inquiries concerning student activities, or if you are interested in joining one of the above clubs or forming a new one, please contact:

Male Campus

Phone: +971 (0)3 7134852/4843

Email: ycm.office@uaeu.ac.ae

Female Campus

Phone: +971 (0)3 7136663

Email: yfc.office@uaeu.ac.ae

For any activities within a particular College, please contact the College directly.

5-3 RESIDENTIAL LIFE DEPARTMENT

We strive to provide an environment of positive encouragement, mutual respect, and cooperation to ensure that the diversity of each and every individual is honored. The UAE University residence hall communities offer a range of excellent residential programs and services. Within these communities, students are able to engage in open discussions of ideas and are given the support they deserve in a compassionate inclusive environment that ensures their academic and personal well-being.

Living on campus and getting involved in the campus community can be one of the most rewarding experiences of university life. In our well-maintained halls of residence, students can connect with other students, engage in leadership opportunities and campus organizations, and much more.

The staff of the Residential Life Department at UAEU are committed to partnering with residents to create entertaining, supportive, friendly and engaging environments in the residence halls, a student's home away from home. Staff members have been carefully selected and trained to create and support welcoming and inclusive living environments that are conducive to students' academic, personal, and social endeavors.

The Residential Life facilities include bedrooms, mosques, gyms, games rooms, lounges with TV cable, kitchens, laundry rooms, internet connection and cleaning services. In addition to this, free air-conditioned shuttle buses run regularly during the day between the students' campus hostels and the UAEU Colleges.

We strive to provide a positive environment of encouragement, mutual respect, and cooperation to ensure that the diversity of each and every individual is honored.

5-3-1 SERVICES

The Residential Life Department manages the following services:

5-3-1-1 Food Services

The Food Services Unit provides students living on campus with three daily healthy and nutritious meal options, including a range of national and international cuisines. All registered students living in University housing (excluding exchange students and visitors) can enjoy their free of charge meals in the comfort of their housing restaurant. Students are required to show their University Identification Card to access and collect their meals.

All dining services are provided by Elite Restaurant Management Company. The housing restaurants are:

Female Housing Restaurants

- New Campus Restaurant
- Maqam 2 Restaurant
- Maqam 3 Restaurant

Male Housing Restaurants

- Tawam Restaurant
- Elite Restaurant in male food court

Operation Hours for Housing Restaurants

WEEKDAYS		
Meal	From	To
Breakfast	07:00 AM 06:30 AM	10:00 AM 10:00 AM (Tawam housing)
Lunch	12:30 PM 12:00 PM	3:30 PM (weekdays) 3:00 PM (Thursdays)
Dinner	6:30 PM 6:30 PM	9:30 PM (Female) 9:30 PM (Male)

* Timings may vary per season

WEEKDAYS		
Meal	From	To
Breakfast	8:00 AM	9:30 AM
Lunch	1:00 PM	2:30 PM
Dinner	7:00 PM	8:30 PM

*Opening and closing times are the same as weekdays during final exams.

WEEKDAYS		
Meal	From	To
Sohoor	11:00 PM 01:00 AM	2:00 AM (Female) 3:30 AM (Male)
Iftar	1hr before Maghreb prayer	1hr after Maghreb prayer time

5-3-1-2 Laundry Services

Self-service laundry is available for students in all the student housing units.

5-3-1-3 Maintenance Services

Free daily, bi-annual and annual maintenance services are provided. In addition to this, there is an emergency maintenance and support service which is available 24 hours.

5-3-1-4 Cleaning Services

Daily cleaning is provided for all student buildings and housing facilities.

5-3-1-5 Medical Services

Health clinics are located within the student housing units.

5-3-1-6 PC Labs and Internet Services

Students can utilize the PC labs that provide modern computers, wireless internet access, printer and scanners.

5-3-1-7 Safety and Security Services

All student rooms and buildings are equipped with the latest alarm systems for early warning in the case of a fire. Fire hoses and extinguishers are located throughout the buildings, along with emergency stairs and exits. The University conducts regular fire drills. Security guards are assigned to every housing unit to keep a constant watch around the housing areas. The safety of our residents is of the highest priority.

5-3-1-8 Transportation Services

UAEU buses provide free air-conditioned shuttle buses which run regularly during the day between the students' campus accommodation and the UAEU Colleges. The University also provides free transportation for all housing students to their respective emirates every Thursday and back to UAEU every Saturday. Daily transport timetables to/from Colleges are available online.

5-3-1-9 Transportation Services for International Students

Free transportation is available for international students to and from any airport in the UAE, at the time of departure or on return to campus.

Due to the generous contribution of HH Sheikh Muhammad bin Zayed Al Nahyan, Crown Prince of Abu Dhabi, free air transportation is also provided to students from Delma.

5-3-1-10 Social Club

Each Housing Unit has a Housing Social Club that organizes regular social, cultural, art and sports activities.

5-3-1-11 Housing Activities

The Food Services Department (FSD) plays a vital role in university events and activities. **Mar7abah Al-Saa3** festival, which welcomes the university's freshmen, is one example of such involvement.

Also, in cooperation with nutrition clinics at female housing units, FSD conducts several studies and research projects on risk factors related to obesity, the prevalence of hypertension, diabetes, and students' health habits. In addition, it carries out research on the food and nutritional knowledge of students at the university. The department also supervises training placements of students from the Food and Agriculture College.

5-3-1-12 Contact Us

For inquires about the student housing services please refer to the following contacts:

Female Campus

Phone: +971 (0)3 7136044

Fax: +971 (0)3 7678841

Email: shf.office@uaeu.ac.ae

Male Campus

Phone: +971 (0)3 7135452

Fax: +971 (0)3 7134953

Email: shm.office@uaeu.ac.ae

5-4 OTHER UNIVERSITY SERVICES

5-4-1 Food Services on campus

“Eating healthy - growing strong - conquering academic success”

The Food Services unit provides a wide range of dining options for UAEU students and visitors, including oriental, middle-Eastern, Asian, and European menus from eight restaurants and more than ten cafes. The Food Services unit strives to provide a high quality food service to students following a structured plan which is improved according to their needs and satisfaction as well as spreading the awareness of good nutrition habits. Regular health inspections are carried out at all outlets to ensure that food safety standards are met at all times.

1. Menus

Food Services share with the UAEU the value of improving students’ health and academic potential. Dining at UAEU campus restaurants brings students an enjoyable experience of having fresh healthy menus offered in a friendly atmosphere. Catering menus, which include an extensive range of well-balanced and appealing national and international cuisine, are updated regularly by the Food Services department to include a great variety of healthy options and ensure that daily nutritional requirements are well met.

Menu at housing units 2013-2014 are available online.

2. List of cafeterias and coffee shops

Many dining experiences are available to choose from; some of those are:

– Momento Bowling City (located on the ground floor of the Information Technology College in Al Maqam Female Campus) is specialized in sandwiches, pasta dishes and beverages.

1. Health Requirements

In order to ensure the provision of healthy and safe food for visitors and participants, regular health inspections are carried out to make sure that companies participating in exhibitions and events comply with the approved health requirements and specifications for food and food businesses.

2. Food Services Contact Information

If you would like to contact food services staff, here is our contact information:

CONTACT DETAILS	
Email	Telephone
food.services@uaeu.ac.ae	+971-3-713 5980

5-4-2 Facilities for the Disabled

1. General Facilities

a) Building Accessibility

The new UAEU campus is designed to accommodate special needs students. All university buildings are equipped with elevators and electronic doors.

b) Toilets

All UAEU campus buildings have toilets for the disabled on each floor.

c) Campus Mobility

Car transportation is provided upon request to transport special needs student from one location to another within the university campuses, as well as between hostels and campus.

d) Library Use Priority

The special needs students do not have to stand in line, and have priority to pass the line and check out books.

2. Hostel Facilities

a) Hostel Rooms

The Special Needs Support office refurbishes hostel rooms to accommodate special needs students.

b) Food Delivery

Special Needs students don't need to go to the hostel restaurant. They can enjoy the special meals (breakfast, lunch and dinner) delivery service to their hostel rooms.

c) Campus Hostel selection

Special needs students are allowed to choose the university campus hostel in which they want to stay.



3. Academic Facilities

a) Early Registration

Special needs students have priority in early registration.

b) Lecture Records

The Special Needs Support office provides students with timely production of lecture print materials in alternative reading formats (i.e., Braille, audio texts, etc) as well as lecture records as needed.

c) Exam Facilities

The Special Needs Support office ensures that special needs students get all needed exam supplies and support such as (magnifier, writer, reader, A3 paper) as per their needs.

5-4-3 Banking on Campus

The following banking services are available on campus:

1. Banks

A branch of Union National Bank is on campus on the female side, ground floor, of the B3 Building. The bank is open from **8:00 a.m. to 2:00 p.m.** Sunday to Thursday and is closed on Friday and Saturday. Union National Bank

Female Campus B3

P.O. Box 68430

Fax: 03-7676223

2. ATM machines

There are three ATMs on campus:

- **ATM** machine adjoined to the Union National bank (24-hour access via your bankcard) on female campus.
- **UNB ATM** machine at the main entrance of the Crescent Building

5-4-4 Minimarts

There are two on-campus grocery stores that offer a wide range of general items including fresh fruit and vegetables, snacks and household items. One is located B3 female Student Village ground floor and one at the G2 male Student Village ground floor. Both stores accept payment by cash or credit card.

5-4-5 Security and safety on Campus

Khadamat provides a high profile and visible Security Services that creates a safe and secure environment for the UAE University students, staff and visitors 24 hours a day, seven days per week. The primary objective of the Security Service is (To prevent unauthorised access to the UAEU New Campus).

Security Services are managed from a Central Security Control Room at the Khadamat FM Building (P2). Khadamat provides access control cards for all the UAEU students and staff which are processed and issued from the Khadamat FM Building (P2).

Khadamat along with its security subcontractor provides Security Services on a continuous basis which include the following elements:

- Responding to security incidents
- Mobile and Foot Patrols
- Surveillance and monitoring systems e.g. closed circuit television, access control system, elevator system, fire alarm system
- Access Control
- Responding to security related emergency incidents
- Incident reporting
- Responding to fire alarms

Operating Hours:

- Security - 24/7
- Passes & Permits Office timings - 0800 to 1700 hrs, Sundays to Thursdays

Contact Information:

Khadamat Service Desk

Phone: 03-7138000,

Email: servicedesk@khadamat.ae

5-4-6 Campus Directory:

- Phone: +971-3-7673333
- Fax: +971-3-7134343
- Email: servicedesk@uaeu.ac.ae

5-4-7 Campus Service Desk

The **Khadamat** Service Desk is a central point of contact for all defects, requests and concerns regarding the Facilities Management Services. The Service Desk operates 24 hours a day, seven days a week and all calls received by the Service Desk will be logged into the system and handled in accordance with the agreed service levels. Each new request generates a unique reference number which is used to track and follow up on requests.

Occupants of the Building are encouraged to report all defects or concerns in the Building, no matter how small. In this way Khadamat will be able to maintain the Building to the highest standards possible ensuring that the reputation of the University and Khadamat is maintained to all visitors.

For inquiries related to any of Khadamat services or to log requests or complaints you may contact the Service Desk at 03-7138000 or at servicedesk@khadamat.ae.

6. Student Code of Conduct

The Student Code of Conduct establishes standards of expected behavior for students and student organizations at the University, and puts in place fair and efficient procedures for protecting student rights and handling student misconduct.

1. The University seeks to create an environment that promotes academic achievement and integrity, that is protective of free inquiry, and that serves the educational mission of the University.
2. The University seeks to foster a community that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests, that is free from violence, threats, and intimidation, and promotes health and safety of the University community.
3. The University expects all students to conduct themselves as honest, responsible and law-abiding members of the academic community and to respect the rights of other students and members of the faculty and staff to use and enjoy University facilities and to participate in University programs.
4. In order to preserve the spirit of community and provide a comfortable safe environment for all students enrolled in the University, the University holds each member of its community responsible for respecting the rights, privileges and opinions of other members of the community.
5. Students and their organizations shall conduct their activities in a manner compatible with the commitment of the University to maintain an intellectual and cultural environment conducive to personal development and critical awareness, and in compliance with the laws of the United Arab Emirates, and UAE University Policies and Procedures.



6. The University is dedicated to responsible stewardship of its resources and to protecting its property and resources from theft, damage, destruction, or misuse.
7. The University is dedicated to the rational and orderly resolution of conflict.
8. The Code shall apply to student conduct that occurs on University premises or at University-sponsored activities. The Code also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial University interest and either constitutes a criminal offense as defined by law, or indicates that the student may present a danger or threat to the health or safety of the student or others.
9. Any member of the University community may file a written complaint against a student or organization alleging misconduct under this Code or other University Policies or regulations.
10. Any alleged breach of the Student Code of Conduct may result in the University taking disciplinary action against the student(s) concerned.
11. Disciplinary sanctions for misconduct may not be imposed without a disciplinary proceeding in accordance with the Procedures set in this Policy.

6-1 Expected Conduct of the Student

Each Student should act honestly and responsibly and respect the University laws, regulations, policies and guidelines. The student must respect other students' rights, faculty members, staff and the public. A student is prohibited from behaving in a manner that is considered a breach to others individual rights.

6-2 Disciplinary Actions

1. Any student who commits a breach to University by-laws, regulations, policies and traditions shall be punished with one of the sanctions stipulated in the university by-laws, whether this violation took place on the University Campus or in events sponsored by the University.
2. A student shouldn't be accountable by the concerned authorities for committing a criminal act unless the University commences its disciplinary action against the student. University disciplinary actions may commence before, after, or during the criminal procedures. Should the student be found innocent, that would not prevent the commencement of disciplinary actions unless the innocence is supported by objective reasons that refute the incident.

6-3 Filing Complaints

1. Each member of the university community has the right to file a complaint or make his concerns known without fear of reprisal.
2. Any faculty member, staff member, or student of the University can file an incident report

documenting a misconduct complaint against a university student.

3. All complaints must be put in writing.

4. No student bringing a complaint under these procedures, whether successful or otherwise, will be treated less favorably by a UAEU employee than if the complaint had not been brought. If evidence to the contrary is found, the UAEU employee may be subject to disciplinary proceedings under University Policies.

5. Any person named in a complaint will be informed of the substantive nature of the complaint and will have the right to reply as part of the investigation. Any information contained within the complaint will be made available only to those involved in its resolution.

6. Complaints should be made immediately during or after the incident of alleged misconduct. Substantial delays in making the complaint following the date of the alleged misconduct may give cause for the University not to investigate the matter.

6-4 General Behavioral violations

Each breach to the University regulations, rules and by-laws is considered a violation that necessitates discipline, in particular the following:

1. Each action, saying or dress that is improper to the rules of decorum or conduct and represents a breach to the on or off campus accepted standards of behavior.

2. Each behavior that negatively affects the University reputation or breaches the colleges, institutes, academic centers and university housing and other university premises.

3. Disturbance during classes or instigation not to attend them.

4. Assault or threatening to assault or insult the University staff, students, visitors or assault to any properties inside the university.

5. Hazing that disrupts the student activities or unacceptable action to the standards of behavior inside the housing or causing any damage to them either directly or indirectly.

6. Damage or deformation of the University movable or immovable properties.

7. Possession of weapons, explosive or flammable materials inside the University Campus or the University housing.

8. Presence of male students in the female student areas without proper justification and vice versa.

9. Breach of the Intellectual Property Rights of others, whether through unauthorized photocopying, quoting, or resorting to offices to prepare research papers and studies.

10. Any alteration or change or moving of the housing properties or its furniture without obtaining the approval of the departments concerned.

11. Breaching the housing regulations prepared by the Deanship of Students Affairs.

12. Formation of any organizations or groups or societies or issuing newsletters, newspapers or magazines or distributing them inside the University Campus or fund-raising or collection of signatures without obtaining a prior permit from the competent authorities in the university.
13. To make false statements or information to any media party and particularly any related information about admission, registration and student affairs.
14. Taking prohibited drugs or distribution thereof, or smoking inside the University Campus.
15. Non observance of the traffic rules inside the University Campus.
16. Each saying or action or doing that affects the honor or dignity or breach to the accepted code of conduct and values inside or outside the University.
17. Dishonoring the regulations imposed by the deanship or the college concerning trips and activities conducted inside or outside the University Campus.
18. Non-compliance to the University security officers or staff during performing their official duty or refusing to show his ID card when requested.
19. Stealing, attempting to steal, or unauthorized usage which include:
 - a. Unauthorized transfer to any file.
 - b. Unauthorized usage of a user name or password to another individual.
 - c. Using computers to plagiarize another student's work or faculty member or staff in the University.
 - d. Using the computer or means of social media channels to send offensive messages or harassment.
 - e. Using mobile phones during study classes.
 - f. Using photographing cameras inside the University Campus whether via mobile phone - laptop - electronic gadgets in a way that abuses others or the university standing.
 - g. Any other behavior that the University Disciplinary Authority sees as a disciplinary violation.
 - h. Hosting or hiding unauthorized visitor inside the housing.

6-5 Proscribed Conduct

The following offenses constitute violations of the Student Code of Conduct and can lead to serious disciplinary action:

6-5-1 Plagiarism

Plagiarism is an academic offense, and is defined as follows at UAEU: “Plagiarism is deliberately presenting another person’s work as your own, without acknowledgement.

Examples of plagiarism include, but are not limited to, the following:

1. Using the work of someone else or changing some words and keeping the same structure and the same meaning without noting the source(s) and submitting it as your own work.
2. Taking text from many other sources and putting the pieces together as one document and submitting it as your own work without noting the source(s).
3. Downloading information, pictures or charts from the Internet and inserting that material into your own document and submitting it as your own work without noting the source(s).”
4. At UAEU, penalties for student misconduct, which includes plagiarism, are explained in the university By-laws (Nos. 136-146) and repeated in the Student Affairs Deanship Policies and Procedures (2-2). Penalties range from a formal letter of warning kept on file; suspension from a course or from the university; exclusion from taking the final examination; dismissal from the university; and the withdrawal of a previously awarded degree.
5. Cases of plagiarism are referred by a College to the Provost, who refers them to the university-wide Student Disciplinary Committee. This committee gathers evidence, adjudicates, and reports the outcomes of the cases back to the Provost. Included in the evidence collected by the committee should be any record of a student’s prior offence(s) in the same or other Colleges. The Provost, in turn, reports the result to the Enrollment Deanship and respective College(s) to give effect to the penalty and record it on the student’s record.

6-5-2 Acts of Dishonesty

These include:

1. Cheating, plagiarism or other breaches of academic integrity, such as fabrication, facilitating or aiding academic dishonesty; theft of instructional materials or tests; unauthorized access to or manipulation of laboratory equipment or experiments; alteration of grades or files; misuse of research data in reporting results; use of personal relationships to gain grades or favors, or otherwise attempting to obtain grades or credit through fraudulent means.
2. Knowingly furnishing false information to any University official, faculty member or office.
3. Forgery, alteration or misuse of University documents, records, instruments of identification, computer programs, or accounts.

6-5-3 Stalking, Harassment, and Hazing

1. Stalking includes, but is not limited to, purposely or knowingly causing another person substantial emotional distress or reasonable apprehension of bodily injury or death by repeatedly following the stalked person or harassing, threatening, or intimidating the stalked person, in-person or by mail, by electronic communication or any other action, device, or method.

2. Harassment includes but is not limited to verbal, graphic and/or written abuse directed at another, beyond a reasonable expression of opinion, which:
 - a) Is threatening or carries with it the intention to do bodily harm,
 - b) Substantially interferes with a person's exercise of his/her responsibilities as a student, faculty or staff member, or
 - c) Constitutes any sort of sexual abuse or sexual harassment.
3. Hazing includes but is not limited to any conduct or method of initiation, admission or condition of continued membership in any student group, which:
 - a) Endangers the physical or mental health or safety of any student or other person, including extended deprivation of sleep or rest; forced consumption of drugs or alcohol; beating or branding; involuntary confinement or
 - b) Destroys, vandalizes or removes public or private property.

6-5-4 Assault

1. Physical or psychological assault, which includes but is not limited to: physical contact of an insulting or provoking nature or physical interference with a person that prevents the person from conducting his/her customary or usual affairs, puts the person in fear for his/her physical safety, or causes the person to suffer actual physical injury.
2. Any other non-consensual physical assault.

6-5-5 Discrimination

Any conduct that constitutes discrimination against any member of the University Community because of gender, religion, age, disability, race, color, and origin while engaged in educational programs or other activities directly related to the University business.

6-5-6 Misuse of Mobile Phones

All students must use mobile phones in a manner that does not interfere with the teaching, learning and other educational processes at the University. Use of mobile phones is limited to areas outside classrooms, labs, libraries and other areas where the use of mobile phones might not disrupt the educational process.

6-5-7 Photography

1. It is prohibited to photograph female students at any of the University premises without permission.
2. Only students with express written permission are allowed to take photographs on the University premises. All students must be prepared to present such authorization at any time, to any University official while engaged in any photographic activity.

6-5-8 Theft/Misuse of Property

1. Theft, attempted theft, or unauthorized possession, use, or removal of University property or the property of any member of the University community.
2. Defacing, tampering, damaging, or destroying University property or the property of any member of the University community.
3. Unauthorized presence in/on or use of University grounds, facilities, or property.
4. Theft or other abuse of computer facilities, capabilities and/or computer time, including but not limited to:
 - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - Unauthorized transfer of a file.
 - Unauthorized use of another individual's identification or password,
 - Use of computing facilities to interfere with the work of another student, faculty member or University official.
 - Use of computing facilities to send harassing or abusive messages.
 - Use of computing facilities to interfere with the normal operation of the computing system.
 - Unauthorized use of computer resources, or copying of computer data or software. Examples of unauthorized use or copying include: attempts to alter systems; unauthorized access or copying of data or software attempts to release data, text, files or software in violation of copyright protection; and the condoning, approving, or directing of unauthorized use or copying.
 - Attempts to circumvent or defeat any University-owned system firewall or any other mechanism put in place to manage the network.
 - Theft of the University services, including but not limited to telephone services, food services or housing.

6-5-9 Inappropriate Dress

Dress standards are part of the culture and socially accepted norms of ethics and are strongly associated with the identity, traditions, beliefs and values that are deeply rooted in United Arab Emirates society.

6-5-9-1 Dress Regulations Standards for Male Students:

- Students shall wear the male National costume (Kandura) in traditional colors acceptable by the UAE and GCC male communities. Flashy colors such as purple, etc. are not allowed. Students may also wear a suitable head-cover including Ghutra, Ogal or any other acceptable head covers.
- Full-length trousers, long-sleeve shirts and elbow-length shirts are permitted on campus. Short trousers and shirts that reveal the entire arms are prohibited.

- Short and unique color Jeans trousers are also prohibited.
- Sport-wear is allowed only in gymnasias and inside the student housing.
- Clothes with aggressive statements or impolite words imprinted on them are extremely prohibited on campus.
- Bracelets, bangles or similar accessories are not permitted.
- Bizarre hair styles and flashy hair dyes are also prohibited.

6-5-9-2 Dress Regulations Standards for Female Students:

- With regard to UAE National costume including Abbaya and Sheila; Abbaya made of male Kandoura cloth or designed in a male Kandoura fashion are totally prohibited.
- The Abbaya designed to reveal parts of the chest or legs are not allowed.
- Tops or any similar dresses that reveal the shoulders or the full arms are not allowed. Nevertheless, long-sleeve or elbow-length tops are permitted.
- Any dresses with aggressive or impolite words imprinted on them are prohibited.
- Male garments such as caps or trousers are also prohibited.
- Sport uniforms are only allowed at sports' facilities and they are totally prohibited in classrooms.
- Excessive hair style or extravagant hair dyes are not permitted.

6-5-10 Smoking

The University is mindful of the wellbeing of persons in both the living and the working environment. Therefore, smoking is not permitted inside the academic and residential buildings and surroundings. Students who are caught smoking within the prohibited areas will be subjected to disciplinary action.

6-5-11 Noise

1. Residents are expected to respect the Quiet and Courtesy hours established by the Residence Life Coordinator. During Quiet and Courtesy hours the noise level in the living unit must be kept at a minimum. Students must comply with requests for quiet immediately by discontinuing the activity causing the disturbance or noise.
2. Sound systems of any type must not be directed out of the windows/doors or used outside the residential buildings. Repeated disregard for the noise level caused by use of sound equipment may result in the confiscation of such equipment.
3. Sports are prohibited in all areas of University housing except in designated sports facilities. Activities related to sport, including tossing, bouncing, or kicking of balls or other objects are also prohibited within housing.

6-6 Failure to Comply

All students who fail to abide by the Student Code of Conduct or other directives issued by the

University will be subject to disciplinary action.

6-7 Student Rights

All students will be asked to sign a "Letter of Commitment" to the Code of Conduct upon their joining the University, indicating that they will conduct themselves professionally and follow the Student Code of Conduct and other relevant policies. In this letter, it is clearly stated that cheating and other forms of serious misconduct lead to dismissal from the University.

1. The Student Affairs Deanship and faculty members are required to alert students to the Code of Conduct and the serious consequences of unprofessional behavior, and academic and non-academic misconduct.
2. The colleges will include a warning statement with each exam paper stating the importance of following the Code and setting forth consequences of academic misconduct.
3. The Colleges will distribute a memorandum to students and faculty members before final exams, explaining that all mobile phones and other similar electronic devices are banned during the administration of an examination.
4. Students charged with violations of the Code are advised of their due process rights. They are entitled to the following procedural protections:
5. Written notice of the charges
6. If it is determined that a student will be charged with a violation(s) of the Code, a notice is sent to the student. The Notice of Charges identifies those sections of the Code that the student is charged with violating and includes a brief explanation of the facts supporting the charge(s).
7. The University may bring charges against a former student for offenses committed while a student within six months after termination or withdrawal of the student or withdrawal of student organization status. This limitation does not apply to cases that involve academic dishonesty or fraud affecting the acquisition of a degree, over which the University maintains indefinite jurisdiction.
8. Presumption of innocence
9. It is presumed that a student charged with a violation of the Code did not commit such violations unless the student admits responsibility or a hearing determines otherwise.
10. Choosing not to participate
11. Students may choose not to participate in the resolution of their case. In this situation the hearing body may elect to proceed in the student's absence. When a hearing is held in a student's absence, the decisions of the hearing body will have the same force and effect as if the student had been present.
12. Opportunity to Respond
13. Students charged with violations of the Code have the right to respond in writing, verbally or submitting documents to the allegations in front of a hearing officer/panel.

14. Hearing

15. Students are expected to speak for themselves. They may, however, seek the advice of another person to assist them in either the formal or informal process.

16. Written notification shall be provided prior to the hearing. Unless already provided to the student, the notification will include the charge(s), date, time, and location of the hearing, the designated hearing officer or panel, a statement of the student's rights, and information on the hearing procedures.

17. All concerned parties must be present at the hearing.

18. A written decision that supports disciplinary sanctions

19. The hearing officer will provide the student with a written decision, which will include the sanction(s), if any, to be imposed.

20. Right to appeal

21. Students have a right to appeal the decisions of the sanctions in accordance with the Signatory Authority.

6-8 Disposition of Breach of Conduct

1. Allegations of academic dishonesty may be made by students, staff members, or faculty members to the applicable Dean, who will investigate further through a fact-finding panel that he/she appoints from among disinterested faculty members. The allegations may be also investigated by the hearing panel if solid evidence supports the allegation.

2. The University Registrar is the primary administrator responsible for initiating disciplinary proceedings in cases of falsification of academic records and documents under the applicable policies.

3. Charges against student for nonacademic conduct violations may be initiated by submitting a written complaint to the direct supervisor. The complaint must state sufficient facts, including specific names, dates, locations and descriptions of the alleged act(s) of misconduct to enable accurate investigation.

6-9 Disciplinary Procedures

1. The disciplinary procedures are designed to allow for fact finding and decision making in the context of an educational community, and to encourage students to accept responsibility for their own actions. The intent is to provide adequate procedural safeguards to protect the rights of the individual student and the legitimate interests of the University.

2. Violations to academic honesty may be processed through a panel hearing, in which the panel will be composed of faculty members, while non-academic violations of the Code may be processed through an administrative hearing composed of staff member(s).

6-10 Procedures pre-Disciplinary Board Session

An initial investigation session is convened with the violator student to determine to what extent he is

responsible of the violation, in according to the following:

1. The student is notified in a period not less than three days from the commencement of the initial investigation session to present him/herself to the investigation party, if the student failed to attend the investigation session without an acceptable reason, the matter shall be referred to the Students Disciplinary Board to settle the charges raised against him/her.
2. Whoever undertakes the initial investigation may disregard any charges against the student, if it came clear that it is baseless. In this case, the complainant may file an appeal of the decision to be submitted to the Dean of Students Affairs.
3. The initial investigation may end with a signed accord by the investigator and the student, imposing a disciplinary sanction to the student, by this accord all the disciplinary proceedings shall cease including referral of the matter to the Students Disciplinary Board, also the student's right to appeal the disciplinary decision issued according to the aforesaid accord is fortified.
4. In case the mentioned accord in the previous article is not reached, the matter is to be referred to the Students Disciplinary Board in five working days after the initial investigation session, this period can be extended if the student presented an acceptable excuse to justify this extension.

6-11 Academic Misconduct

1. After receiving a case report from the concerned faculty or staff member, or a complaint from a student, the College Dean will establish a hearing committee of three from among disinterested College faculty members to conduct a preliminary investigation. If the preliminary investigation concludes that the allegation has sufficient substance to warrant formal investigation, the Dean shall forward the Committee's report to the Provost who may decide to forward the case to the Student Disciplinary Council to carry out the formal investigation.
2. The Student Disciplinary Council is formed at the discretion of the Vice Chancellor, after consultation with the Provost. The Council shall include three faculty members, among which at least one from the College of Law. Another faculty member will be from the College where the student belongs.
3. The Student Disciplinary Council will set a date for a formal investigation and will inform the student of the allegation(s) and the date of the session at least (10) ten working days prior to the session.
4. Within (10) ten working days of the completion of the formal investigation, the Student Disciplinary Council shall submit a formal report to the Provost.
5. The Provost shall inform the Vice Chancellor of the Committee's findings and, if the Committee has found that the violation occurred, recommend what, if any, disciplinary sanctions shall be imposed.
6. The Vice Chancellor shall inform the student in writing, within (10) ten working days of receiving

the Provost's recommendations, of the decision and of the academic sanctions, if any, to be imposed.

7. The student may submit a written appeal to the Chancellor within (10) ten working days from the date on which the student is notified of the outcome. The decision of the Chancellor will be communicated to the student in writing within (10) ten working days and the decision is final.

8. In cases where academic misconduct has been found, the Registrar shall be notified of the disciplinary decision for purposes of recording the decision on the student's record.

6-12 Non-Academic Misconduct

1. For alleged violations of the Student Conduct Code, the Dean of Students may establish a committee to conduct an investigation. The composition of the committee is at the discretion of the Dean and shall be formed of three members.

2. The Dean of Students will inform the student of the allegation and the date of the investigation session at least (10) ten working days prior to the session.

3. Within (10) ten working days of the completion of the investigation, the committee shall complete the investigation and submit a formal report to the Dean of Students.

4. The Dean of Students shall inform the student in writing, within (10) ten working days of receiving the report, of the decision and, if the student has been found to have violated the Code, the sanctions, if any, to be imposed.

5. The student may submit a written appeal to the Vice Chancellor within (10) ten working days from the date on which the student is notified of the outcome. The decision of the Vice Chancellor will be communicated to the student with (10) working days and the decision is final.

6-13 Disciplinary Proceedings of violations in the housing

1. The students disciplinary provisions stipulated in this by-laws shall be applicable to students residing in the University housing who breach the residence rules or behavioral conduct.

2. Students Housing Manager or his designate under the supervision of Dean of Students (or his designate) undertakes ensuring that the resident students in the housing who are charged with breaching behavioral conduct are referred to investigation by a committee formed for that purpose.

3. Dean of Students Affairs or his designate approves the decision reached by the investigation committee in case it decided that the student is innocent from the charges raised against him/her or imposing a sanction of Warning / Reprimand to the violator student.

4. However, in case the investigation committee decided to forward the matter to the disciplinary board concerned, then all the investigation instruments and all related documents of the case shall be submitted to the disciplinary board concerned.

6-14 How to Commence Disciplinary Proceedings:

1. The University can by itself or based on a complaint submitted to the Dean of Students Affairs or to any competent department, commence the disciplinary proceedings of any student charged with breaching the applied code of conduct in the University.
2. The complaint should be submitted on a date no later than two weeks from the student committed the violation unless there is a reasonable justification for the delay, in any case commencement of the disciplinary proceedings should not be delayed for more than one month effective the date of committing the violation or determining the identity of the person who is believed to breach the students code of conduct.
3. The complaint should be submitted in writing and include name of the violator student, address, date of the incident, its place and a detailed description hereof.
4. The University may take the necessary action should the student withdrawn or applied to withdraw from the University, after commencement of his disciplinary proceedings for violation of the university student code of conduct as following:
 - a) Withholding the student's academic file and notifying him/her of the commencement of his disciplinary proceedings, before allowing him/her to re-register in the University.
 - b) Should the Disciplinary Authority decided to impose a sanction on the student from the sanctions stipulated in the University regulations and by-laws, the sanction can be applied upon re-registering the student in the university.
 - c) The Students Disciplinary Board may impose a sanction on the referred student with one of the stipulated sanctions in this by-laws, if the student failed to present him/herself to the Board twice even though he was notified to attend, unless his non-presence was due to acceptable reason.

6-15 Postponement of Disciplinary Proceedings

Each student charged with violation of student code of conduct has the right to apply to postpone the initial investigation session, as well as the students disciplinary board session based on well-founded reasons.

6-16 Notifying Student about Disciplinary Board Session

The student is notified with the date of the student disciplinary board session with a period not less than seven days of the session date, unless there is a text that states otherwise, notification must be in writing and has to include the following:

1. Date and venue of the student disciplinary board session.
2. Notification is to be done through the way the Dean of Students Affairs sees appropriate.

6-17 Students Disciplinary Board Sessions:

Students Disciplinary Board is convened according to the following rules:

1. Disciplinary Board members are committed to the impartiality principal.
2. Disciplinary Board sessions are convened in closed-door offices and only relative parties are allowed to attend.
3. The Board rapporteur undertakes writing and keeping the sessions' minutes.
4. The University representative undertakes the responsibility to prove that the student breached the code of conduct who will present the conviction evidences to the disciplinary board and the University representative has no right to attend the deliberation session and has no voting right as well.
5. Should the student fails to show up without an excuse after being notified by any means with the date of the disciplinary session, this would not prevent the board from continuing the disciplinary proceedings.
6. The charged student undertakes presenting his opinion to the board with regard to the charge(s) raised against him/her. The student may ask the assistance of an advocate and on his own expenses and the role of the advocate has to be restricted to giving the consultation to his client without having the right to address the board directly.
7. The Disciplinary Board has to abide by the confrontation principle as settling violations or the violations submitted to it.
8. Chairman of the Disciplinary Board undertakes the running of the session and he is responsible to observe all the regulations related to running the session in an appropriate way.
9. Should any individual including the charged student caused disruption to the session proceedings, or showed non-compliance to the session chairman, the latter has the right to order him/her out of the session.
10. The decision of the disciplinary board is issued by majority, and must be in writing and supported with reasons and must have original in the instruments.
11. The register of the disciplinary board session is comprised of the written session minutes, any documented evidences, and the written decision of the disciplinary board.
12. The disciplinary board session register is referred in whole to the competent authority in the University.
13. In all cases, the student and the complainant if any must have a copy of the final decision.

6-18 Disciplinary Sanctions

1. Individual Sanctions refer to the authority of the disciplinary board or the respective party may impose a sanction on the student who breaches the University code of conduct with a sanction from the following sanctions:
2. Verbal warning or a written disciplinary warning.
3. Fines: Are applied to compensate for losses, damages or actual casualties, and it may take the form

of an appropriate service, financial fines or replacing the materials.

4. To be under behavioral observation for a set period and the student may face a more severe disciplinary sanction if it came clear that he breached the student code of conduct while in the observation period.

5. Deprive him/her to register in the University for a semester or more or for a period not less than the remaining period of the semester at the least.

6. Expulsion, Permanent separation of the student from the university.

7. Sanctions to violation of the University housing regulations:

8. The student who breaches the University housing shall face one of the following sanctions: Verbal warning - Written warning - Put under observation in the hostel - Deprive from getting the housing privileges - fines - Imposing to perform a social work service to the housing community - transfer from the floor or the building - or expulsion from the housing or the final expulsion from the University.

6-19 Group Sanctions

1. The following sanctions may be imposed on the University students groups or clubs:
2. Ceasing the activity entirely or losing the prerogatives including the University recognition of that organization for a set period of time.
3. Sanctions mentioned in Item «1» above.

6-20 Appeals

Any student has the right to appeal the disciplinary decision issued against him/her, whatever is the department that issued the decision, through a written appeal addressed to the Provost within five (5) days from receiving the decision copy. The Appeal should be based on one or more of the following reasons:

1. The disciplinary proceedings stipulated in the University by-laws have not been observed.
2. Emergence of new evidences which were not known before and have a significant impact of the decision.
3. The impropriety between the violation and the disciplinary sanction.
4. Appeals to the sanctions imposed by a party other than the disciplinary board with a letter addressed to the Dean of Students Affairs.

The concerned DVC, on a case-by-case basis, undertakes the consideration of the well-founded appeal with one or more of the previous reasons after reviewing the incident file, and issues a final written decision in this regard within 14 days of receiving the incident file. A copy of the decision is sent to the student and the complainant if any, and another copy of the decision is filed in the register.

6-21 Temporary Restrictions

1. The concerned DVC or a designate may take temporary actions against the student until the disciplinary competent authority issues a final decision. In case there is a reason to believe that the student's behavior represents a danger or a threat to the properties and individuals, then the following temporary actions may be taken:

- a) Suspension of the student registration in the University or deprive him/her from the housing.
- b) Transfer the student to another hostel (For students residing in the University housing).
- c) Preventing the student from communication with club members, student organizations or student activities groups and teams.
- d) Obliging the student to obtain a prior approval to permit him/her to perform a certain activity.
- e) Any other action the department sees necessary to be taken.

2. The officer in charge of imposing temporary actions shall be responsible to notify the student in writing of the actions and the actions taken against him/her. A meeting with the student is to be set within two working days from taking the temporary actions, in case the student couldn't come for an acceptable reason, meeting is arranged at the earliest date which the student can attend.

3. During the meeting the student shall be briefed on the reasons of imposing the temporary restrictions and he can explain his situation from these charges and the temporary restrictions issued against him/her. Should the official sees the temporary restrictions are wrong or that they are very strict after hearing the student situation, he may cancel them or modify them, otherwise restrictions should persist until a decision is issued based on the disciplinary proceedings.

4. The Disciplinary Board should convene as soon as possible in the cases that temporary restrictions are imposed and on a date no later than 30 days from imposing the temporary restrictions.

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