



# STUDENT HANDBOOK

## 2019-2020

INTERNATIONALLY ACCREDITED



Engineering  
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Commission



HCERES  
Haut conseil de l'évaluation de la recherche  
et de l'enseignement supérieur





جامعة العين  
AL AIN UNIVERSITY

# STUDENT HANDBOOK

2019-2020





# The Late Sheikh *Zayed Bin Sultan Al Nahyan*





H.H. Sheikh  
*Khalifa Bin Zayed Al Nahyan*  
President of United Arab Emirates





H.H. Sheikh

*Mohammed Bin Rashid Al Maktoum*

Vice President and Prime Minister  
and Ruler of Dubai





H.H. Sheikh

*Mohammed Bin Zayed Al Nahyan*

Crown Prince of Abu Dhabi and Deputy Supreme  
Commander of the UAE Armed Forces





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## Welcome Message

Dear Students,

I would like to take this opportunity to welcome both freshmen as well as returning students to Al Ain University new academic year; where we aim to offer a distinguished professional and personally fulfilling experience.

AAU programs have been carefully developed bearing in mind students' interests as well as current and future job market demands. Every year, we aim to complement the variety of disciplines which AAU offers by adding new undergraduate and graduate programs; in addition, the university is industriously working to get international accreditations to the offered academic programs. Every program has a systematic structure, designed to provide knowledge and training in a specific field. Via its structured courses that go hand-in-hand with practical relevance and enhanced embedded training, the university generates highly skilled and well-trained cadres and professionals.

The University prides itself on its student-centered teaching approach and ensuring the provision of a full academic experience as well as a variety of extracurricular opportunities and activities. AAU has also moved to a new campus in Abu-Dhabi which holds all services and facilities you would need.

Further developments and extensions have also been happening in Al Ain campus. Moreover, the university is keen to serve as a center for the incubation of diverse multicultural societies; whereby, international and multinational cultures and mutual understanding are fostered in an environment of open-mindedness, respect for others opinions and appreciation of their differences.

This Student Handbook has been compiled together to provide you with a comprehensive guide to all policies, rules, regulations, and procedures in Al Ain University, as well as to serve as your guidance on counselling, academic support, leadership, social events, athletics, and housing assistance in addition to your rights. The Handbook is available in hard copy format and is also uploaded on the University's website. Accordingly, the University believes that students are responsible for the consequences of violating AAU rules and policies mentioned in the handbook.

Throughout your studies at AAU, if there is anything you are uncertain about, do not hesitate to approach any of the AAU faculty and staff members, who are constantly offering their support and assistance in response to your queries. The years ahead will hold new experiences for you to embrace the wide world of knowledge. I can guarantee you that your years here will fly by and that the amount of change and growth you will see in yourselves will be astonishing.

We wish you every success in your education and warmly welcome you to Al Ain University.

**Prof. Ghaleb A. El-Refae  
AAU President**





## 1. About the University

The intention behind establishing Al Ain University came in response to guidance from His Highness the late Sheikh Zayed Bin Sultan Al-Nahyan, the first President of the UAE. This was in regard to nurturing the people of the UAE on foundations of knowledge and science and to contribute to the development of the UAE, as well as responding to the challenges precipitated by the twenty-first century evolution of technology and mass media.

Great consideration was also taken in regards to the Federal Law No (4) of 1992 when establishing the Ministry of Higher Education and Scientific Research and in relation to the rules and regulations of licensing higher educational institutions, as well as to the MOHESR's "Standards for Licensure and Accreditation" 2003.

Upon the completion of all studies conducted for the purpose of establishing this educational monument with a vision of its own, a constructive philosophy and a creative mission had developed. Al Ain University was established in 2004 with full commitment to the rules and regulations issued by the MOHESR.

## 2. Vision, mission and Values statements

### **AAU Vision**

AAU aspires to be amongst the leading educational centers and institutions in the region by working to achieve international quality standards in teaching, research, and community service.

### **AAU Mission**

AAU strives to be a learning center of excellence that responds to market needs, and prepares graduates who possess the scientific and technological competencies that are needed for their career. The University plays an active role in the creation of knowledge through quality teaching and research methods. It values community service and nurtures partnerships with institutions and organizations, through a commitment to the educational, technological, and economic development of the country and the region.

### **AAU Values**

The strategic decisions and daily operations of AAU faculty and staff draw on the following values:

#### **1- Collaboration**

AAU believes in both internal and external collaboration. Collaborating internally strengthen the university by connecting people, staff, administrators, and students. through sharing knowledge and opportunities across enterprises, which leads to increasing internal competencies, leveraging specialization, and identifying needs and effective advocates. External collaboration is



implemented through the variety of partnerships with numerous institutions in the region that provide a huge amount of opportunities for students and staff alike. AAU also provides international experiences including students training programs abroad.

## **2. Diversity**

Teaching, Learning and working with people from a variety of backgrounds encourage collaboration and foster innovation, thereby benefitting all those involved. It enriches the educational experience and promotes personal growth and a healthy society. AAU is committed to welcoming the world through our open enrolment and employment policy.

## **3. Excellence**

For AAU, excellence is a multidimensional concept that is practiced in governance, teaching, research and community engagement. Global university ranking is also considered as one of the main carriers of excellence.

## **4. Respect**

We respect and honor the dignity of each person, embrace civil discourse, and safe community. As well as the unique qualities of our traditions and culture.

## **5. Integrity**

AAU acts with integrity in accordance with the highest academic, professional, and ethical standards. AAU embraces the values of honesty, fairness and respect in creating and disseminating all institutional work, and in conducting all of our academic and professional activities,

# **3. Academic Information**

## **3.1 The Academic Year**

- The academic year consists of two 16-week compulsory semesters, and an optional summer session.
- The Registrar announces the academic calendar of the following academic year during the second semester.
- All religious and national holidays in the United Arab Emirates are official holidays for the university.



### 3.2 Academic Calendar for 2019/2020

|                        | <b>Day and Date</b>                                   | <b>Events</b>   |
|------------------------|---|---|
| <b>First Semester*</b> | Sun, August 25, 2019                                  | Faculty report to work  |
|                        | <b>Sun, September 01, 2019</b>                        | <b>Classes Start</b>  |
|                        | Sun, September 01 - Thu, September 05, 2019           | Add and Drop period   |
|                        | Thu, September 05, 2019                               | Last date for dropping courses or semester postponement with a refund of 100% |
|                        | Sun, September 08 - Thu, September 12, 2019           | Withdrawal/drop with 40% fine   |
|                        | Sun, September 15, 2019                               | Withdrawal/drop with 100% fine  |
|                        | Tue, September 17 - Thu, September 19, 2019           | Incomplete examination period   |
|                        | Sun, September 22, 2019                               | Beginning of withdrawal with withdrawal grades (W)                            |
|                        | <b>Sun, October 27 - Thu, November 07, 2019</b>       | <b>Midterm examination period</b>   |
|                        | Thu, December 05, 2019                                | Beginning of withdrawal with failure grades (F)                               |
|                        | <b>Wed, December 11 - Thu, December 19, 2019</b>      | <b>Final examinations period</b>  |
|                        | Five working days since final exam date of the course | Deadline for Incomplete Requests  |
|                        | <b>Mon, December 23 - Thu, January 02, 2020</b>       | <b>Winter Break for Students</b>  |
|                        | Wed, December 25, 2019                                | Grades Announced  |
|                        | Five working days since final exam date of the course | Deadline for Final exam score appealing                                       |



|                        | <b>Day and Date</b>                                   | <b>Events</b>   |
|------------------------|---|---|
| <b>Second Semester</b> | Thu, January 02, 2020                                 | Faculty report to work  |
|                        | <b>Sun, January 05, 2020</b>                          | <b>Classes Start</b>  |
|                        | Sun, January 05 - Thu, January 09, 2020               | Add and Drop period   |
|                        | Thu, January 09, 2020                                 | Last date for dropping courses or semester postponement with a refund of 100% |
|                        | Sun, January 12 - Thu, January 16, 2020               | Withdrawal/drop with 40% fine   |
|                        | Sun, January 19, 2020                                 | Withdrawal/drop with 100% fine  |
|                        | Teu, January 21 - Thu, January 23, 2020               | Incomplete examination period   |
|                        | Sun, January 26, 2020                                 | Beginning of withdrawal with withdrawal grades (W)                            |
|                        | <b>Sun, February 23 - Thu, March 05, 2020</b>         | <b>Midterm examination period</b>   |
|                        | <b>Sun, March 29 - Thu, April 09, 2020</b>            | <b>Spring Break for Students</b>  |
|                        | Tue, April 21, 2020                                   | Beginning of withdrawal with failure grades (F)                               |
|                        | <b>Wed, April 29 - Thu, May 07, 2020</b>              | <b>Final examinations period</b>  |
|                        | Five working days since final exam date of the course | Deadline for Incomplete Requests  |
|                        | <b>Sun, May 10, 2020</b>                              | <b>Summer Break for Students</b>  |
|                        | Wed, May 13, 2020                                     | Grades Announced  |
|                        | Five working days since final exam date of the course | Deadline for Final exam score appealing                                       |



| Summer Session | Day and Date                    | Events              |
|----------------|---------------------------------|---------------------|
|                | Sun, May 17, 2020               | Classes begin       |
|                | Sun, May 17 - Mon, May 18, 2020 | Add and Drop period |

| 2020/2021 | Day and Date         | Events                 |
|-----------|----------------------|------------------------|
|           | Sun, August 23, 2020 | Faculty report to work |
|           | Sun, August 30, 2020 | Classes Start          |

\*Dates may change according to Islamic holidays.



### **3.3 University Terminologies**

When applying the provisions of this guide, the following words and phrases are in their intended meanings unless otherwise stated.

**Students:**

male and female students.

**Student:**

A male or a female student.

**Student ID:**

The student's official University number. It indicates the academic year and semester when the student joined the University. The last four digits indicate the student's unique serial number at AAU.

**Academic Year:**

The academic year consists of two semesters, each lasting 16 weeks.

**Credit Hour(s):**

This is the unit of the number of hours the student needs to attend per week throughout the semester. For labs and practicum, each credit hour is at least two lab hours or practical hours.

**Study Plan:**

A group of compulsory and elective courses that a student has to successfully complete in order to obtain a degree in his/her major.

**Compulsory Requirements:**

The group of courses included in the Study Plan which the student needs to successfully complete including the program's General University Requirements, College Requirements, and Major Requirements.

**Elective Requirements:**

The group of courses included in the Study Plan from which the student can choose the required credit hours to successfully complete the General University Requirements, College Requirements, and Major Requirements.

**Free Elective:**

A course that the student can choose from any of the University's colleges which has no prerequisite(s).



**Prerequisite:** A course that the student must complete in order to enroll in a more advanced course.

**Incomplete Grade:**

In case of failure to attend the final exam due to unavoidable circumstances, the student may be given an incomplete grade, subject to the approval of the College Dean.

**Academic Load:**

The total number of credit hours in which the student is allowed to enroll in a given semester.

**Semester Grade Point Average (SGPA):**

The average of the grades of all the courses which the student has studied in a semester, regardless of whether the student has passed or failed these courses.

**Cumulative Grade Point Average (CGPA):**

The average of the grades of all the courses which the student has completed to date, regardless of whether the student has passed or failed these course.

## **4. Student Rights and Responsibilities**

- I. No member of the University community shall be deprived of academic freedom, personal rights and liberties without due and fair processes of applicable University regulations;
- II. No disciplinary sanctions may be imposed upon any member of the University community under authority of the University without a fair process being provided;
- III. Each student has a duty to understand the rules and regulations set forth by the University. Ignorance of a rule or regulation shall not be an acceptable defense by the conduct council hearing board.

## **5. Student Governance: Student Council**

The Student Council is a means of interaction between students and the University which strengthens the relations; fosters their communications and unleashes their energies and creativity, in addition to promoting individual and collective talents, which contributes to the formation of general culture and the development of thoughts.

This Council is established, its objectives and terms of reference are set, its membership, subcommittees and dates are implemented in accordance to the stipulated in the Ministerial Decree No. (334) of 2011, as follows:

**The Formation of the Student Council:**

The student council consists of (15) members. One third of its members are elected while two thirds are appointed to ensure that all colleges are represented in the Council, provided that the number of Council representatives from each college does not exceed (3). The membership of the Council is subject to the following:

- 1- To be a regular, full time student;
- 2- To hold a good reputation.
- 3- The student's record must be lacking any penalties or disciplinary warnings
- 4- The student must have a clear criminal record; and must not have been convicted of a felony or crime violating honor or honesty, unless an exoneration has been granted.

**Tasks of the Student Council**

- 1- Developing, reviewing and amending the bylaws of the Council in coordination with the University Administration represented by a Deanship of students Affairs.
- 2- Coordinate the work of the committees of the Council, adopt its work programs and follow up their implementation.
- 3- Monitor the work of the committees of the Council and their compliance with the terms and conditions of the Council; as well as gain approvals and necessary permits.
- 4- Set the annual budget of the Council and its committees and distributing the financial appropriations to the committees.
- 5- Approve the final budget of the Council.
- 6- Submit periodic reports on the work of the Council to the university administration represented by the Deanship of Student Affairs.

**Student Council Committees**

The Councils sub-committees are as follows:

| Committee                 | Task   |
|---------------------------|--|
| Sport                     | Organizing and encouraging sports activities   |
| Cultural                  | Organize various cultural activities to develop awareness of the UAE cultural issues |
| Public Relation and Media | Organize various media activities and develop public relations                       |



|   |  |
|---|--|
| Arts                                    | Organize artistic activities that highlight students' talents.                                       |
| Public Services                         | Participate in public service projects and volunteer activities to serve the environment and society |
| Social Activities and Trips             | Organize trips, social and cultural events   |
| Scientific and Technological Activities | Hold seminars and lectures aimed at developing scientific and technological awareness                |

## 6. Academic Policy

### 6.1 Admission

#### **University Admission General Requirements (Undergraduate Degree)**

AAU student admission policy is based on the student's academic achievements in the secondary school certificate or its equivalent, regardless of gender, ethnicity, religion, age, disability, or national origin. If, for any reason, documents presented by the applicant are deemed to be fraudulent, AAU reserves the right to expel the student without refund or prior notice.

**The following are the general admission requirements.** Applicants are required to:

1. Possess a secondary school certificate or its equivalent with a grade that fulfills the requirements of the desired specialization.
2. Possess a Foundation Year certificate if the grade average in the general secondary examination is less than %60;
3. Satisfy any additional admission requirements needed by the college
4. Hold a valid English Language Proficiency score of at least 500 in TOEFL ITP, or Band 5 in IELTS, or their equivalence. Applicants of the College of Communication and Media (Journalism - Advertising - Public Relations) must hold a valid English Language Proficiency score of at least 450 in TOEFL ITP, or Band 4.5 in IELTS, or their equivalence. On the other hand, applicants of the following specializations are exempt from this requirement: Arabic Language and Islamic Studies Teacher Education, Applied Sociology, Applied Psychology and Special Education.
5. Admission requirements for the Law Program:
  - a) Possess at least 70% in the Advanced Stream or 75% in the General Stream of the Emirati General Secondary Certificate, or its equivalence;
  - b) Achieves at least a grade of (1000) in the EmSAT Arabic test;
  - c) Achieves at least a grade of (950) in the EmSAT English test or its equivalence;
  - d) Passes the admission test administered by the College.



**All documents submitted for admission purposes become the property of AAU and are not returned to the student.**

**Admission Requirements and Documents (Undergraduate Degree)**

1. Any student wishing to enroll in AAU must fill in an application form in the Admission and Registration Unit. The fees of this form must be paid in full to the finance unit and is non-refundable. These forms must also be applied within the time frame announced by the University.
2. Acceptance of student will not take place except after fully submitting the documents below and signing the application form.

**General Secondary Students- Science and Literary Streams**

Any General Secondary Certificate graduate with either streams could apply to the University as long as the college requirements are fulfilled and the following document are submitted:

1. General Secondary school certificate/ transcript, or its equivalent attested by the Ministry of Education in the UAE. An attested copy may be also submitted;
2. A valid English Language Proficiency certificate according to the required score in each specialization;
3. A copy of a valid passport;
4. A valid Emirates ID
5. Two passport-sized photographs;
6. A Health Certificate;
7. Family Book (UAE citizens);
8. In case the General Secondary Education certificate is issued from abroad; an equivalency from the UAE Ministry of Education must be submitted.

**Technical and Vocational Stream**

Any student who has a Technical Secondary Certificate with an average grade of 65% or above may apply to AAU in any of the following colleges; Education, Humanities and Social Sciences; or Business; or Communication and Media.

The applicant must meet the admission requirements of the required college, and must enclose the following documents with the application form:

1. A General Secondary certificate transcript. An attested copy may be submitted;
2. A certificate of equivalency that is issued by the Ministry of Education in the UAE;
3. A valid English Language Proficiency certificate according to the required score in each specialization;
4. A copy of a valid passport;
5. A valid Emirates ID;



6. Two passport-sized photographs;
7. A Health Certificate.
8. Family Book (UAE citizens);
9. In case the General Secondary Education certificate is issued from abroad; an equivalency from the UAE Ministry of Education must be submitted.

### **Students Transferring from Other Universities or Colleges**

A student who is registered at other university or college may apply to transfer to AAU, provided that the university or college from which the student is transferring is accredited by the UAE Ministry of Education, Higher Education Sector.

#### Admission regulations for transfer students – Undergraduate Degrees.

1. The student must meet the general admission requirements of AAU as well as the admission requirements of the requested college
2. The student must have successfully completed at least nine credit hours at the previous university or college;
3. The student has to have been a full time student at the previous university or college.

#### Documents Requested by Transfer Students

1. A General Secondary school certificate/ transcript, or its equivalent attested by the Ministry of Education in the UAE. An attested copy may be submitted;
2. A valid English Language Proficiency certificate according to the required score in each specialization;
3. A copy of a valid passport;
4. A valid Emirates ID;
5. Two passport-sized photographs;
6. A Health Certificate;
7. Family Book (UAE citizens);
8. In case the General Secondary Education certificate is issued from abroad; an equivalency from the UAE Ministry of Education must be submitted.
9. An original transcript from the previous university or college showing all earned credits and grades, along with the course descriptions of the studied courses;
10. In case a student studied in a university outside the United Arab Emirates, then transcripts must be attested from the Ministry of Foreign Affairs and the Embassy of the United Arab Emirates located in the country where the degree was granted.

### **Students who hold a Diploma Certificate**

Students who hold a diploma may apply to AAU, provided that the university or college from which the student obtained the diploma is accredited by the



Ministry of Education, Sector of Higher Education in the UAE. Students must also meet the general admission requirements of the University as well as the admission requirements of the desired college.

**The following documents must be enclosed with the application:**

1. A General Secondary school certificate/ transcript, or its equivalent attested by the Ministry of Education in the UAE. An attested copy may be submitted;
2. A valid English Language Proficiency certificate according to the required score in each specialization;
3. A copy of a valid passport;
4. A valid Emirates ID;
5. Two passport-sized photographs
6. A Health Certificate;
7. In case the General Secondary Education certificate is issued from abroad; an equivalency from the UAE Ministry of Education must be submitted.
8. An original transcript from the previous university or college showing all earned credits and grades, along with the course descriptions of the studied courses;
9. An original transcript from the previous university or college showing all earned credits and grades, along with the course descriptions of the studied courses;
10. In case a student studied in a university outside the United Arab Emirates, then transcripts must be attested from the Ministry of Foreign Affairs and the Embassy of the United Arab Emirates located in the country where the degree was granted.

**Visiting Students (Non-Degree Students)**

Individuals may enroll at AAU for knowledge and professional development purposes on either a full-time or part-time basis without obtaining a degree. A visiting student who wishes to study at AAU is required to obtain the approval of the relevant College Dean. If a visiting student who has previously attended courses at AAU wishes to obtain a degree, he/she must meet the admission requirements at AAU and the college in which he/she wishes to enroll.

**College Admission Requirements**

Students are admitted into AAU colleges based on the special admission requirements that are determined by each college. The following table specifies the different college admission requirements:



| College  | Program  | Stream Minimum Average  |                      |            |
|--|--|-------------------------|----------------------|------------|
|  |  | Scientific/<br>Advanced | Literary/<br>General | Vocational |
| Engineering  | Computer Engineering   | 60%                     | -                    | -          |
|  | Networks and Communication Engineering   | 60%                     | -                    | -          |
|  | Computer Science   | 60%                     | -                    | -          |
|  | Software Engineering   | 60%                     | -                    | -          |
|  | Civil Engineering  | 60%                     | -                    | -          |
|  | Cybersecurity  | 60%                     | -                    | -          |
| Pharmacy   | Pharmacy   | 70%                     | -                    | -          |
| Law  | Law  | 70%                     | 75%                  | -          |
| Education,<br>Humanities<br>and Social<br>Sciences | English Language Teacher Education   | 60%                     | 60%                  | 65%        |
|  | Information Technology Teacher Education   | 60%                     | -                    | 65%        |
|  | Arabic Language and Islamic Studies  | 60%                     | 60%                  | 65%        |
|  | Special Education  | 60%                     | 60%                  | 65%        |
|  | Applied Psychology   | 60%                     | 60%                  | 65%        |
|  | Applied Sociology  | 60%                     | 60%                  | 65%        |
| Business   | <b>Business Administration (BA):</b><br>• BA - Management<br>• BA - Accounting<br>• BA - Finance and Banking<br>• BA - Marketing<br>• BA - HRM<br>• BA - MIS | 60%                     | 60%                  | 65%        |
| Communication<br>and Media                         | <b>Mass Communication and Media<br/>(MCM):</b><br>• MCM - Journalism<br>• MCM - Advertising<br>• MCM - Public Relations                                      | 60%                     | 60%                  | 65%        |

## 6.2 English Language Proficiency Regulations

- If a student did not submit an English Language Proficiency Certificate with the application forms; then s/he needs to sit for the AAU English Placement Test.
- If students obtain a result in the placement test that exempts them from taking a language level, they are allowed to register for a maximum of 18 credit hours in any of the General University courses until they submit a valid English Language Proficiency score of at least 500 in TOEFL ITP, or Band 5 in IELTS, or their equivalence according to the requirements of the college.
- If undergraduate students do not possess a valid English Language Proficiency Certificate and fail to obtain the required grade in the University placement test, they are required to register for the Intensive Remedial English "IRE" course.
- Students may drop the "IRE" course if they obtain at least 450 in TOEFL ITP, or Band 4.5 in IELTS, or their equivalence; taking into consideration



AAU regulations and the academic calendar.

5. In addition to the IRE course, students can also register in the following:
- Any of the General requirements courses that are taught in Arabic if registered in any of the programs requiring at least 500 in TOEFL ITP, or Band 5 in IELTS, or their equivalence. On the other hand, applicants of the Arabic Language and Islamic Studies Teacher Education, Applied Sociology, Applied Psychology and Special Education are exempted from this requirement; as they can study their college/ specialization courses along with the General requirements courses that are taught in Arabic.
  - Any of the General requirements courses that are taught in Arabic if registered in the College of Communication and Media (Journalism - Advertising - Public Relations) till achieving a valid English Language Proficiency score of at least 450 in TOEFL ITP, or Band 4.5 in IELTS, or their equivalence.

### 6.3 Academic Programs

AAU offers the following accredited academic programs:

#### Undergraduate Programs

| College                                   | Program  | CH.H |
|---|--|------|
| Engineering                               | Bachelor of Science in Computer Engineering  | 140  |
|   | Bachelor of Science in Networks and Communications Engineering   | 140  |
|   | Bachelor of Science in Computer Science  | 123  |
|   | Bachelor of Science in Software Engineering  | 124  |
|   | Bachelor of Science in Civil Engineering   | 140  |
|   | Bachelor of Science in Cybersecurity   | 123  |
| Pharmacy                                  | Bachelor of Science in Pharmacy  | 160  |
| Law                                       | Bachelor of Law  | 129  |
| Education, Humanities and Social Sciences | Bachelor of Education in English Language Teacher Education  | 126  |
|   | Bachelor of Education in IT Teacher Education  | 126  |
|   | Bachelor of Education in Arabic Language and Islamic Studies   | 126  |
|   | Bachelor of Education In Special Education   | 126  |
|   | Bachelor of Arts In Applied Psychology   | 126  |
|   | Bachelor of Arts In Applied Sociology  | 126  |
| Business                                  | Bachelor of Business Administration (BBA):<br>• BBA – Management<br>• BBA – Accounting<br>• BBA – Finance and Banking<br>• BBA – Marketing<br>• BBA – Human Resources Management<br>• BBA – Management Information Systems | 123  |



|                         |   |     |
|-------------------------|---|-----|
| Communication and Media | Bachelor of Mass Communication and Media (BMCM): <ul style="list-style-type: none"> <li>• BMCM - Journalism</li> <li>• BMCM - Advertising</li> <li>• BMCM - Public Relations</li> </ul> | 123 |
|-------------------------|---|-----|

## Graduate Programs

| College                                   | Programs  | Credit Hours |
|---|---|--------------|
| Pharmacy                                  | Master of Science in Clinical Pharmacy  | 36           |
| Law                                       | Master of Private Law   | 33           |
|   | Master of Public Law  | 33           |
|   | Master of Criminal Science  | 33           |
|   | Professional Diploma in Teaching  | 24           |
| Education, Humanities and Social Sciences | Master of Arts in TESOL   | 36           |
|   | Master of Education in Arabic Language Curricula and Instruction  | 33           |
|   | Master of Education in Islamic Education Curricula and Instruction  | 33           |
|   | Master of Business Administration (MBA): <ul style="list-style-type: none"> <li>• MBA – General</li> <li>• MBA – Accounting</li> <li>• MBA – Finance and Banking</li> <li>• MBA – Marketing</li> <li>• MBA – Human Resources Management</li> <li>• MBA – Management Information Systems</li> <li>• MBA – Healthcare Management</li> <li>• MBA – Project Management</li> </ul> | 33           |
| Business                                  |   |              |

## Undergraduate Study Plan

The study plan for each major offered by AAU within an undergraduate degree consists of the following requirements:

### **First: General University Requirements**

The General Requirements consist of 33 credit hours, which are divided into:

- a. compulsory requirements of 27 credit hours required to be taken by all students;
- b. elective requirements of 6 credit hours, which are divided into two sections and the students get to choose one of each.



### **Second: College Requirements**

The students must complete a set of credit hours known as “College Requirements”, which varies from one college to another. The actual number of credit hours is specified in the University’s catalog, the Study Plans and Advising catalogue.

### **Third: Major Requirements**

Students are required to complete a number of credit hours within the different colleges as ‘Major Requirements’. The Major Requirements are divided into compulsory courses and elective courses as specified in the University catalogue.

### **Fourth: Free Courses**

Students can register for a course from any of the University’s colleges which has no prerequisite(s).

## **6.4 Undergraduate Academic Regulations**

### **Programs Duration**

1. For programs that require eight semesters for graduation, the minimum duration of study is six regular semesters, and the maximum is 14 regular semesters.
2. For the program that require more than eight semesters to complete, then the minimum study duration is eight semesters, and the maximum is 16 semesters.
3. The minimum and maximum study duration for transfer students is calculated based on the number of transferred credit hours, taking into account the regulations specified earlier.

### **Academic Load- Undergraduate Programs**

- The maximum number of registered credit hours is 18 hours, while the minimum is 9 hours.
- In some special cases, a student may register for up to a maximum of 21 credit hours under the following conditions:
  - I. If the student’s CGPA or SGPA is 3.6 or above;
  - II. If this load will enable the student to graduate at the end of the semester.
- A student may register for less than 9 credit hours in the semester in which he/she will be graduating.

### **Special Academic Load cases- Undergraduate Programs**

Upon the approval of the College Dean, and under the following conditions, a student may register for up to 19 credit hours:



- in the first semester if he/she is expected to graduate by the end of the following second semester with no more than 21 credit hours;
- in the second semester if he/she is expected to graduate by the end of the following summer session with no more than 9 credit hours;
- in either the first or second semester if all the remaining credit hours are practicum/ training/ internship courses.

### **Summer Semesters**

- The maximum study load for an undergraduate student is 6 credit hours.
- The maximum study load for Diploma students is 6 credit hours.
- The maximum study load for MBA students is 3 credit hours.

### **Academic year**

- The academic year consists of two semesters (first and second) each lasting for 16 weeks
- The University announces the forthcoming academic calendar during the second semester
- All national and Islamic holidays announced by the country is also considered holidays by the University.

### **Academic Attendance**

Students are expected to attend all scheduled lectures. Absence does not exempt students from submitting the work that they are required to complete within the course requirements. Absences will lead to:

- I. First warning for absence of 10 % of the course hours;
- II. Second warning for absence of 20% of the course hours;
- III. Failing grade (FA) in the course for absence of 25% of the course hours.  
Students may submit an excuse or an explanation which justifies the absences, these circumstances will be studied by the course instructor and the Dean of the College. If accepted, the course will be considered as 'W' instead of 'FA'.

### **Course Registration**

AAU students must carry out registration according to the announced dates in AAU's academic calendar, as instructed below:

1. Students must obtain a registration form from their college and fill in the courses in which they wish to register based on the Study Plan
2. Students are not allowed to register a course unless they have studied the prerequisite(s) for that course;
3. Students are not allowed to register for a course and its prerequisite(s) in the same semester, unless these courses are in the final semester, or if



- the student is re-taking the prerequisite(s). In this case, the student needs to obtain the Dean's approval;
4. Students must go to their academic advisor to approve the course and then proceed to the Finance Unit;
  5. Students must also go to the Admission and Registration Unit where the data is entered into their electronic file after double checking for the presence of the academic advisor's and the Finance Unit's stamps on the form.

### **Adding and Dropping Courses**

During the first week of the semester, or in the first three days of the summer semester, students may add or drop one or more courses after receiving the approval of the academic advisor. In order for students to drop or add courses, they need to obtain an add-and-drop form from the Admission and Registration Unit, and then follow the same steps required for registration.

### **Credit Transfer for Courses Studied in Other Universities**

1. Students who have studied in another university or college, which is accredited by the Ministry of Education, and wish to transfer their credits of successfully completed courses have to submit a course equivalency application to the Admission and Registration Unit which refers it to the relevant college.
2. A course equivalency request must be submitted maximum during the first semester in which the student joins the college.
3. In the event of a student holding a Diploma, Bachelor or Master degree from outside the U.A.E. and wishes to register for any degree at Al Ain University, the previous certificate must be equivalent from the Ministry of Education to presume with the equivalency proceedings for the Undergraduate programs upon the student's request.
4. Course equivalency is calculated according to the following conditions:
  - a) The university or college from which the student is transferring must be accredited by the Ministry of Education.
  - b) Students' CGPA should be 2.0 or above.
  - c) Students must have been registered full time and must have successfully completed at least 9 credit hours.
  - d) Passing the course with at least a C grade.
  - e) The content of the transferred course is equivalent to at least 80% of the content of the course at AAU.
  - f) The credit hours of the transferred course should be the same as those of the AAU course.
  - g) If the students' CGPA is below 2.0, they are allowed to transfer credit courses provided that they meet the credit transfer requirements. In such a case, students must enroll in a major which is different from



the original one; in case they don't change their major, only university requirements course(s) will be transferred.

- h) The maximum credit hours that can be transferred are 50% of the total credits required for the program at AAU.
- i) No credit is granted for pass/fail courses.
- j) Transferred credits are not considered in computation of the CGPA at AAU.

Students can request a revision or appeal of the course equivalency decision within one month of receiving the decision.

### **Change of Major**

Students may change their major provided that they meet the following requirements:

- 1. Students must submit an application to the Admission and Registration Unit within the period specified in the academic calendar;
- 2. Students must meet the admission requirements of the new major or college;
- 3. Students should not have been previously dismissed from the department/ college that they wish to transfer from;
- 4. When Students change to a new major or college, they may select courses which they had taken beforehand in order to be transferred, provided these courses are part of the student's new Study Plan. The grades of these transferred credits are taken into account when the student's CGPA is calculated;
- 5. Students are entitled to only one change of major or college throughout their enrolment at AAU.

## **7. Assessment and Evaluation**

- 1. Students' performance in the courses in which they are registered is evaluated according to the assessment processes applied by AAU.
- 2. The passing grade for all BA and diploma courses is 60%, and for the MA courses is 70%.
- 3. The final result of each course is the sum of the grades of the final exam, the midterm exam, and the coursework that is completed by the student.
- 4. The final grade for a course is out of 100 rounded to the closest whole number as follows:
  - I. coursework: 40%
  - II. midterm exam: 20%
  - III. final exam: 40%



Excluded from the above are some courses in the specialties of Bachelor of Arts in Applied Psychology, Bachelor of Arts in Applied Sociology, Bachelor of Education in Special Education; where the distribution of the marks are as follows: coursework 50%, midterm exam 20%, final exam 30%.

### Final Exams

- The final exams take place during the 16th week of the semester. The duration of the final exam is two hours maximum.
- No tests or examinations may be given on any of the seven calendar days that precede the first day of final examinations, except for practical exams, English Language placement tests, and discussion of graduation projects.
- In the summer semester, the final examination period consists of the last three scheduled days of the semester.
- Students who are scheduled for more than two examinations on the same day are entitled to reschedule one of the exams and take it on another day during the final examination period.
- Students can request to review the final exam grades within 5 days after the announcement of the results.
- The final exams are supervised by the AAU Examination Committee.

### 7.1 Course Grading System

AAU uses a letter system to record the students' final results in a course. Each letter is converted to points that are used in calculating the SGPA and CGPA.

### Bachelor and Professional Diploma in Teaching Degrees

| Percentage Grade | Letter Symbol | GPA Points          |
|------------------|---------------|---------------------|
| 90 -100          | A             | 4.0                 |
| 85 - 89          | B+            | 3.5                 |
| 80 - 84          | B             | 3.0                 |
| 75 -79           | C+            | 2.5                 |
| 70 - 74          | C             | 2.0                 |
| 65 - 69          | D+            | 1.5                 |
| 60 - 64          | D             | 1.0                 |
| Less than 60     | F             | 0                   |
| -                | FA            | Fail due to absence |
| -                | P             | 'Pass'              |
| -                | I             | 'Incomplete'        |
| -                | T             | 'Transfer'          |
| -                | CA            | 'Cancelled'         |
| -                | W             | 'Withdraw'          |



### Master Degree

| Percentage Grade | Letter Symbol | GPA Points          |
|------------------|---------------|---------------------|
| 90 -100          | A             | 4.0                 |
| 85 - 89          | B+            | 3.5                 |
| 80 - 84          | B             | 3.0                 |
| 75 -79           | C+            | 2.5                 |
| 70 - 74          | C             | 2.0                 |
| Less than 70     | F             | 0                   |
| -                | FA            | Fail due to absence |
| -                | P             | 'Pass'              |
| -                | I             | 'Incomplete'        |
| -                | T             | 'Transfer'          |
| -                | CA            | 'Cancelled'         |
| -                | W             | 'Withdraw'          |

### Calculation of Grade Point Averages

- The SGPA is calculated by multiplying the grade of each course by the number of the course's credit hours, and then dividing the total by the number of total credit hours taken by the student in the semester.
- The CGPA is calculated by multiplying the grade of each course by the number of the course's credit hours, and then dividing the total of all courses by the number of total credit hours taken for all previous semesters.

### 7.2 GPA Rating

The SGPA and CGPA are categorized according to the following ratings:

### Bachelor and Professional Diploma in Teaching Degrees

| Grade Point Average | Rating         |
|---------------------|----------------|
| 3.6 - 4.00          | Excellent      |
| 3.0 - 3.59          | Very Good      |
| 2.5 - 2.99          | Good           |
| 2.0 - 2.49          | Satisfactory   |
| Less than 2.0       | Unsatisfactory |



## Master Degree

| Grade Point Average | Rating       |
|---------------------|--------------|
| 3.70 - 4.00         | Excellent    |
| 3.30 - 3.69         | Very Good    |
| 3.00 – 3.29         | Good         |
| Less than 3.00      | Satisfactory |

### 7.3 Incomplete Grades

Students who are unable to attend the final examination of a course due to extenuating circumstances during the final examination period, may seek an incomplete grade "I" for that course.

1. Students must submit an "Incomplete" application form which is available at the Admission and Registration Unit within five working days of the missed exam
2. Students should provide a valid excuse to the Dean explaining the reason for not attending the final exam.
3. Students must compile at least 36% in the coursework and midterm exam or equivalent.
4. Students must take the final exam for the course no later than the end of the second week of the following semester, otherwise an "F" is recorded for that course.
5. Students are not allowed to apply for an appeal on the Incomplete exam result.

### 7.4 Grade Appeal Process

Students have the right to petition to a final exam result in any course under the following conditions:

1. The student must complete an appeal form and submit it to the Admission and Registration Unit within five working days of the announcement of the final grades.
2. The Admission and Registration Unit forwards the appeal form to the specified college responsible for that course. The college will then respond within seven days of receiving the form.
3. The College Dean forms a committee of three faculty members to revise the final exam paper. The revision is guided by an answer key which is prepared by the course instructor.
4. If an error is found, the course instructor will correct it after getting the Dean's approval; then submits the result to the Admission and Registration Unit as well as the Registrar General.
5. The decision of the college is final.



## 7.5 Exams Re-sit

1. If undergraduate students fail one course in the semester in which they are supposed to graduate, they are allowed to re-sit that final exam after obtaining the approval of the College Dean and paying the required fees. The students' names can be added to the list of graduating students for that semester if they have fulfilled all of the graduation requirements.
2. If the students fail the re-sit exam, they must retake the course in the following semester.

## 7.6 Academic Warning and Academic Probation

1. Students receive a first academic warning if their CGPA drops below 2.0 by the end of any semester except for the first semester at AAU. Having received the first warning, students are not allowed to register for more than 15 credit hours in the following semester.
2. Students failing to raise their CGPA to at least 2.0 in the following semester, will be given a second warning and will not be allowed to register for more than 12 credit hours.
3. Unable to raise their CGPA to at least 2.0, the students become liable to one of the following actions:
  - a. Transfer the student to another major within the same college;
  - b. Transfer the student to another college.
  - c. Students are given two semesters to raise their CGPA after changing the major or college. Should they fail to do so, they will be dismissed from the university.
4. In case of successfully completing at least 70% of the credit hours required for graduation according to the approved study plan for the program, then students will not be dismissed from the university, but will be permitted to continue in the same major until they reach the maximum study duration as stipulated in the AAU regulations.
5. The summer semesters are not considered for an academic warning period.
6. If a post graduate student is conditionally accepted and fails to fulfill the condition by the end of the semester; the student would be considered as academically 'failed' in the registered program and is not entitled to rejoin the same program; before one semester at least. In case the student enrolls again in the same program, none of the previous credit hours are considered.

However, If the student wishes to join a different program, enrollment could take place immediately and the previously studied credit hours could be considered; subject that these courses are within the new program study plan and the minimum achieved grade is B.



## 8. Changes to Students Status

### 8.1 Postponement of Study

If students wish to postpone their studies for a semester, they need to obtain a form from the Admission and Registration Unit and to submit it to the unit before the end of the drop-and-add period of the semester they wish to postpone.

1. Students may postpone their study for a period of time. This period must not exceed two consecutive semesters or four non-consecutive semesters during the entire period of study;
2. The postponement period will not be considered as part of the maximum study duration;
3. A new student or a transfer student is not allowed to postpone the first semester at AAU;
4. A student who has an “Incomplete” grade must clear the “Incomplete” grade before postponing the studies.

### 8.2 Withdrawal from AAU

1. Students wishing to withdraw from AAU, need to submit a withdrawal form along with a clearance form. The academic record will show as “Withdrawn”.
2. Should students wish to join AAU again, they have to re-apply. In the case where the student is accepted to the same major, the student can keep the previous academic record, provided completing the graduation requirements according to the Study Plan that is applicable at AAU at the time of re-joining.
3. If the students are accepted into a different major, they may select courses which they had taken beforehand in order to be transferred, provided these courses are part of the student's new Study Plan. The grades of these transferred credits are taken into account when the student's CGPA is calculated.

### 8.3 Disenrollment from AAU

1. If students do not enroll in courses in their first semester of admission; they will lose their AAU student number and will have to obtain a new student number should they wish to rejoin.
2. If students fail to provide an official record of enrolment in courses at AAU for one or more semesters, excluding the summer semester, without an official notification of postponement, then they shall be disqualified from reserving a seat at AAU



## **8.4 Re-admission to AAU**

1. Should students wish to join AAU again, they have the right to re-apply. In case where the students are accepted into the same major, students can keep previous academic record, provided that they complete the graduation requirements according to the Study Plan that is applicable at AAU at the time of re-joining.
2. Students' readmission will be subject to the college admission requirements and tuition fees applicable at time of re-joining.

## **8.5 Studying Courses at Other Institutions**

An AAU student who wishes to study courses at another institution may do so according to the following regulations:

1. The number of credit hours taken at other institutions should not exceed 6 credit hours throughout the course of study.
2. Obtaining a written approval from the college Dean prior to studying at other institutions by filling out the applicable form.
3. The institution where the student wishes to study has to be accredited by the Ministry of Education.
4. The courses to be studied can only be from the General University Requirements or the College Requirements.
5. The student must study the last 30 credit hours (two semesters) at AAU, regardless of the nature of the courses.
6. The courses the student wishes to study must not be offered at AAU during the same semester/session.
7. Students enrolled in courses at AAU are not allowed to study at other institutions simultaneously.
8. The student must obtain "C" grade or above in the course in order to accept its transfer.
9. The study load for students in the summer semester is 6 credit hours. Students may study an additional 3 credit hours at another institution after finishing the summer semester at AAU.

## **8.6 Studying a Substitute Course**

If students' graduation depends on studying a course that is not offered in the semester in which they are supposed to graduate, or if the course time clashes with another course; the student may, upon approval from the College Dean, study a substitute course, provided that the number of substitute courses do not exceed two with a total of six credit hours at the most.

## **8.7 Repeating a Course**

1. Students may repeat a course in order to raise their CGPA.



2. Students may choose a different elective or free elective, to substitute for an elective or free elective in which they have previously failed.
3. If a student repeats a course, the credit hours of the course are calculated as part of the hours required for graduation only once.
4. In all cases, the higher grade for a repeated course is calculated into the CGPA.

## **9. Graduation Requirements**

Students obtain their degree after fulfilling the following requirements:

1. Passing all the required and relevant courses according to the approved Study Plan;
2. Achieving a CGPA of no less than 2.0;
3. Not exceeding the maximum number of years for graduation stated in these regulations;
4. Fulfilling the minimum study duration for the degree;
5. Being registered at AAU during the graduation semester;

## **10. Academic Honors**

### **10.1 Dean's Honour List**

At the end of each semester, the Admission and Registration Unit announces the College's Honor List. Students are included in this list if they meet the following requirements:

1. To obtain a SGPA of 3.6 or higher in that semester
2. To be registered for at least 15 credit hours in that semester; all of which are included in the GPA;
3. Not to have received any disciplinary warnings;
4. Not to have an "Incomplete" grade in their transcript.

The phrase "Dean's Honor List" is added to the student's transcript

### **10.2 University's Honour List**

At the end of each semester, the Admission and Registration Unit announces the University's Honor List. Students are included in this list if they meet the following requirements:

1. To obtain a SGPA of 3.6 or higher for 3 consecutive semesters;
2. To be registered for at least 15 credit hours in each of those semesters all of which are included in the GPA;
3. Not to have received any disciplinary warnings;
4. Not to have an "Incomplete" grade in their transcript.

The phrase "University's Honor List" is added to the student's transcript.



## 11. Library and Learning Resources

Khalifah Library provides information in both print and electronic forms and offers guidance, loans and reservations, among other services to the users.

The library houses over 73,000 volumes of books, periodicals, and multimedia. It also has several subscriptions to electronic databases such as e-book central, IEEE, Scopus, etc.

The library follows the Anglo-American Cataloguing Rules and the Library of Congress Classification System. All library services are computerized using an integrated system, Symphony, which facilitates access to the library catalogues inside and outside the AAU Campus. The main library building in Al Ain provides a spacious and conducive study environment. It has a seating capacity for 210 visitors. In addition to the wireless connection, the library has 57 computers for internet use and database search, and 17 discussion rooms. For Abu Dhabi branch, the library is equipped with 227 seats, 10 study or meeting rooms, 58 computers with full internet access, and wireless connection.

### Library Regulations

AAU faculty members, administrative staff, and students are entitled to take advantage of the services offered by the library. Visitors from outside the university are allowed to make use of the library services for a registration fee of AED 10 and AED 1000 refundable deposit.

The library offers its services from 8:00 am to 7:00 pm Sunday through Wednesday; on Thursdays the library is open until 4:30 pm. The library is closed on Fridays, Saturdays and public holidays.

All library users are to abide by the following:

- I. Maintain a quiet environment in the library;
- II. Present the student's ID when required;
- III. Leave the books on the table when done with them;
- IV. Not to use mobile phones inside the library;
- V. Not to smoke inside the library;
- VI. Not to eat or drink inside the library.

### Library Services

The library conducts courses and training programs to enable users to effectively use the available resources and services. The library offers the following services:

#### Lending Services

Users can borrow from the library as follows:



- I. A faculty member can borrow 15 books for 120 days;
- II. A graduate student can borrow 12 books for 14 days;
- III. An undergraduate student can borrow 7 books for 7 days.

Users are to abide by the regulations governing lending services as follows:

- I. Borrowed materials are to be returned by the end of the lending period to avoid paying a fine. Users will not be allowed to borrow library materials until the fine is paid.
- II. Borrowed materials can be renewed through the library website, by phone, or by bringing the materials into the library before the end of the lending period.
- III. If the material borrowed is lost or damaged, an amount of double the price of the material is to be paid, or the damaged material is to be replaced by the user.

### **Reservation of Library Materials**

Library users may reserve available resources by visiting the library, through the website, or by telephone. The validity of the reservation is 3 days only.

### **Inter-library Loan(s)**

The library offers the service of borrowing materials from other libraries within and outside the UAE. Some of the materials borrowed from outside the UAE may require special fees.

### **E-search Services in the Library**

Library users may search the library collections through the use of automated catalogues to obtain the location of the required book or article by the classification number, and to get all the information on this item and whether it is on loan, reserved, etc.

### **Databases and the Internet Search Service**

The library has subscriptions to databases that support all the university disciplines and users can take advantage of these databases at any time both on-campus and off-campus.

### **Library Collections**

The library contains seven (7) categories of collections: general references, textbooks, basic references, multimedia, reserved books, periodicals, and electronic resources.

- **General References:** This category represents the major part of Library's collections. It includes items that can be checked out and used in research and scientific projects.
- **Textbooks:** Include all the textbooks and related materials.
- **Basic references:** These include dictionaries, encyclopedias, manuals, handbooks, bibliographic data, yearbooks, etc...
- **Multimedia:** These include audio-visual materials (cassettes, videos, CD-ROM, DVD, etc...)



- **Reserved books:** These books are rare or very important, such as theses, research papers, illustrated books, official publications, and small-sized publications.
- **Periodicals:** These include scientific and non-scientific, local and international journals, magazines, newsletters, newspapers...etc.
- **Digital Library:** Consists of e-books, e-journals, e-magazines, e-newspapers... etc accessible through the library website.

### Glossary of Terms Related to the Library

**Bibliographies:** Reference publications which compile intellectual output and categorize (books, periodicals, printed, and non-print materials) at the national, regional, and international levels.

**Biographies:** Publications containing a brief or detailed account of the lives of people and their achievements.

**Indexes:** Reference publications concerned with articles and materials of scientific journals, both general and specialized, as well as newspaper articles, writers, and themes. Indexes facilitate obtaining articles, studies and news for readers and researchers quickly and easily.

**Call Numbers:** a call number represents an item, subject, or matter and indicates the location on the shelf.

**Manuals:** Publications providing information on institutions, organizations, and scientific bodies.

**Periodical:** A publication published at regular intervals, and has one clear and distinct title which appears on the first page of each of its issues. A number of writers and scholars take part in writing the articles of the periodical.

**Theses/Dissertations:** Scientific work submitted by a graduate student to obtain a Masters or a Doctorate degree.

## 12.Student Services

From the time students are admitted into AAU until their graduation, they will have access to a wide range of support services, and facilities. These services are designed and offered in order to help students attain their personal growth and academic achievement.



## **12.1 The Deanship of Student Affairs Services**

The Deanship of Student Affairs at Al Ain University was established in the Academic year 2005-2006 to support the academic missions of the University.

The Deanship develops programs and services that support the community, and enrich the overall student experience. We strongly believe that our programs and services will help the students succeed in their academic, personal, and professional lives.

The Student Affairs organizational structure consists of: the community engagement department, various committees and service units as well as student governance. This structure has been established to provide a variety of services to students both within the campus and off-campus in order to create a suitable environment for their interaction and to enrich their experiences.

### **The organizational structure of the Deanship of Student Affairs:**

#### **First: Community Engagement Department**

Stemming from the importance of the University's Engagement with students on one hand, and the students' engagement with their local community; the department of community engagement consists of the following:

##### **• Student Activities Unit**

This unit seeks to activate the students' role in extracurricular college life by organizing events and various scientific, cultural, artistic, sports and health activities which contribute to the student's academic and extracurricular needs, as well as the development of multiple skills leading to refine his/ her character in a positive direction. To achieve these goals, the unit ensures that students have an active role in choosing the activities and participating in certain events,

##### **• Alumni Office**

The Alumni Office aims to promote a spirit of communication between the University and its graduates on the one hand and among the alumni themselves, on the other hand, in line with the University's vision and mission. It also aims to strengthen the professional and personal relationships between the University and its alumni. To achieve its objectives, the Office works to develop links with different institutions to provide new employment opportunities to the graduates, as in line with the vision of the University in linking academia and society.



## **Second: Counseling Units**

### **• Psychological and Social Counseling Unit**

This unit is responsible for pursuing the non-academic problems and provide appropriate solutions for the students. Both individual and collective advice are offered to students while maintaining the highest degree of confidentiality. As for the new students, the unit would help them to overcome the difficulties that they may encounter in their first year.

### **• Health Care Unit**

The University's clinic provides primary health services, nursing care in addition to handling simple emergencies. In case of critical situations, a student would be transported to the nearest hospital by ambulance so that a specialized doctor would ascertain the situation and complete the necessary tests. Also, the clinic provides general guidelines and continuing health education for students as healthy food, attention to personal hygiene and how to get enough rest and sleep to achieve greater academic results.

The University Clinic arranges lectures on various awareness programs, in cooperation with the Student Activities Unit and external health institutions. Additionally, it participates in many global health events and celebrations.

One of the basic services provided by the Health Care Unit is the health insurance service for students. The unit issues health insurance cards for the students whose residency is issued by the University.

In order to get a health insurance, students must submit the following documentation:

1. A valid 'To whom it may concern' certificate issued from AAU.
2. One personal photo.
3. A copy of the Emirates ID.
4. A copy of valid passport.
5. A copy of valid visa.

## **Third: Deanship Committees**

At the beginning of every academic year, the Deans Council forms a number of committees that aim to help students in many ways. These committees are: Community Engagement Committee, Student Aid and Grants Committee, Students' Discipline Committee, Students' Appeal Committee, and Students' Grievances Committee.



## 12.2 Extra services

### - Residence Halls

AAU provides housing service for students within the city of Al Ain, with supervisors around the clock and with high speed Internet.

### - Transportation

AAU provides transportation with the following features:

- Covering the Al Ain area
- Extending to Al Yahar, Al Maqam, Mazyad, and Al Ain-Dubai Road all the way until Ramlet Al Ra'i;
- Class times are taken into consideration when scheduling the bus timetable;

### - Security

The role of AAU security is the 24-hour protection of AAU. The tasks of the security are:

1. At the end of every day, ensure electricity and air conditioners are all switched off and all doors are locked;
2. Monitor and ensure male and female students do not mix;
3. Organize traffic at the main gates of the university;
4. Monitor female students exit permits.

### - Banking

Located on the ground floor of the Main Building, an ATM is available for the students, administrative staff and faculty members.

## 13.Facilities

### 13.1 Recreational Facilities

The University offers recreational and sports zones for both male and female students. The facilities are:

#### Sports and Gymnasium

There are qualified gymnasium trainers and health professionals who supervise the students on all sports facilities. The following facilities are available on campus:



| <b>Facility</b>     | <b>Area/Number</b> |                 |
|---------------------|--------------------|-----------------|
|                     | <b>Al Ain</b>      | <b>AbuDhabi</b> |
| Multi-sports Hall   | 822 Sq m           | -               |
| Fitness Hall        | 127 Sq m           | 320 Sq m        |
| Outdoor fields      | -                  | 1               |
| Bodybuilding Hall   | 1                  | 2               |
| Aerobic Classrooms  | 1                  | 1               |
| Chest-building Hall | 1                  | 2               |
| Treadmills          | 3                  | 4               |
| Bicycles            | 3                  | 4               |
| Tennis Table        | 2                  | 1               |
| Baby Foot Table     | 1                  | 2               |

In addition, students can play tennis, volley ball, basketball, handball, and football. Great attention has been given to coordinating timings for male and female students to ensure the facilities are available to the largest number of students.

#### **- Cafeteria (Dining Services)**

AAU provides modern cafeterias for both male and female students in each campus. The cafeterias provide service not only for commuting students, but also for those in the residences. There is a direct and ongoing inspection in the cafeteria for both staff and food by the local authority.

#### **- Healthcare Service**

Through the clinic, AAU provides their students with different services including first aid for emergencies and minor cases such as measuring blood pressure and temperature. They also provide first notice if any cases require hospital attention for follow up tests, and examination.



### **Lounges**

The University provides lounges so that students can take a break between lectures allowing them to practice various social activities.

### **Theatre/Events Hall**

AAU's campus holds a small theatre that also functions as a seminar room. The hall can be used for meetings with students, seminars, cultural events, plays, etc.

### **Mosque and Prayer Rooms**

Al Ain University hosts one mosque and prayer rooms in the male's section, and prayer rooms in the female section. The aim of this service is to provide students with a quiet, suitable place to pray throughout the day.

## **13.2 Learning Support Centers**

### **The Bookshop**

Conveniently enough, in each campus of AAU, there are two bookshops; one for the males; the other for females. The main purpose of the bookshop is to provide students with required textbooks for their courses. Textbooks are available at the beginning of the semester to enable students to obtain their copies early on. In addition, the bookshop offers services such as photocopying and selling stationery.

### **English Language Center**

The English Language Center (ELC) at Al Ain University exists to serve the language needs of students who are in a transitional period as they are about to embark on a learning experience where the medium of instruction is English. The staff of the ELC is committed to creating and maintaining an organized and trusting environment where teaching and learning are exciting and students are assisted as they develop their language skills. All aspects of the teaching activities are student-centered and designed to accommodate individual differences and learning styles in order for all to experience success.

### **Moot Court**

The Moot Court at the College of Law is a simulation of a real trial in both civil and criminal matters. It is offered in a classroom equipped as a court of law. The relevant cases are carefully selected and students are assigned different judicial roles (judges, prosecutors, defense, etc...) and graded according to their practical performance.

### **Digital Language Labs**

The Digital Language Labs are air conditioned and fully equipped with 25 multimedia computers, a data show device, a screen and other related



equipment, items, and language software. These laboratories cover the practical part related to listening, speaking, writing, linguistics, phonetics, phonology, morphology, translation, and instructional technology courses.

### **Microteaching Lab**

There is a Microteaching Lab at the College of Education which covers the practical part of the methods of teaching courses and is divided into two separate air conditioned sections for males and females. The lab also contains an isolated small room with blind observation window that has console with mixing, editing, and recording functions. Each separate section of the lab has a digital monitor, a camera, a data show device, and a screen.

### **Computer Labs**

The computer labs for the Colleges are as follows:

| Beneficiary                      | Target                       | Number of Functions |           | Total number of computing devices |           |
|----------------------------------|------------------------------|---------------------|-----------|-----------------------------------|-----------|
|                                  |                              | Al Ain              | Abu Dhabi | Al Ain                            | Abu Dhabi |
| All colleges                     | General use for all students | 6                   | 2         | 193                               | 58        |
|                                  | Exams                        | 5                   | 5         | 191                               | 197       |
|                                  | Placement Exam               | 1                   | 1         | 13                                | 7         |
|                                  | Video Conference Room        | 1                   | 1         | -                                 | -         |
|                                  | E-Class                      | 1                   | 1         | 30                                | -         |
| College of Engineering           | General                      | 1                   | 3         | 32                                | 75        |
|                                  | Network Labs                 | 1                   | 1         | 21                                | 24        |
|                                  | Embeded Lab                  | 1                   | -         | 10                                | -         |
| College of Pharmacy              | Drug Information Lab         | 1                   | 1         | 22                                | 21        |
| College of Business              | Statistical Analysis Lab     | 1                   | 1         | 30                                | 25        |
| College of Communication & Media | Communication & Media Lab    | 1                   | 1         | 36                                | 25        |
| Total                            |                              | 20                  | 17        | 578                               | 432       |



### **13.3 Facilities Provided for Students of Determination (with special needs):**

Al Ain University provides the following services and facilities for students of determination:

1. The orientation of students of determination and introducing them to the University's facilities such as: restaurants, clinic, library, Department of Finance, and the recreational facilities.
2. Guiding them to their lectures.
3. Offering grants and financial assistance up to 50% of their registered fees; as per regulations implemented by the grant Committee Humanitarian Aid.
4. Giving them the Priority in registration and assisting them in coordinating their schedules according to their conditions.
5. Facilitating their participation in various events, exhibitions and celebrations.
6. Providing special parking for them.
7. Customizing exam conditions for their needs (if required).
8. Providing books and resources appropriate to their needs.

## **14. Counseling**

### **14.1 Academic Counseling**

This service involves meeting with students individually in sessions. It typically aims to fulfil the following:

- Enlighten students with AAU academic policies, including academic probation system, and inform them about 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 plans with students.

### **14.2 Personal Counselling**

The Students Recruitment Unit continues to shed the light on the AAU community in terms of its academic programs and various specializations through organizing visits to schools, universities and various institutions; in addition to participating in educational fairs through which students inquire on the programs offered by the University. Furthermore, it offers guides and advice on appropriate specialties and the requirements of the labor market. Concerning the enrolled students at the University, the Unit communicates with them to resolve their problems within official channels as in cases when students desire to change their specialties, to suspend their studies or to discontinue with their education once and for all. The unit continuously studies the students' cases to try to identify the reasons and to find the appropriate solutions.



### **14.3 Career Counseling**

This service is to help students in identifying their career options and develop the necessary skills to find employment. Counsellors will help students match their interests and abilities with possible careers. They offer workshops on career planning, resume writing, interviewing techniques and conducting a job search. The career planning unit hosts job and career fairs and bring representatives from various companies to campus. Information about graduate options is also provided.

## **15. Proper use of Facilities**

AAU students are required to adhere to common practice of proper use of the AAU facilities. The following are examples of misuse and may lead to disciplinary actions:

### **Offences**

- Disruption/Obstruction: Obstructing or interfering with University events or any University activity or disturbing the peace and good order of the University environment.
- Destruction of Property: Intentionally or recklessly damaging, destroying, or tampering with University property or any others personal properties on campus.
- Forcible Entry or Trespassing: Forcible or unauthorized entry to any building, structure, facility or unauthorized use of University grounds.
- Unauthorized Use of Property or Service: Unauthorized use of property or services or unauthorized possession of University property or the property of any other person.
- Unauthorized Use of University Keys: Unauthorized use, distribution, duplication, or possession of any key(s) issued for any building, laboratory, facility, room, or any other University property.
- Misuse of Safety Equipment: Unauthorized use or alteration of fire fighting equipment, safety devices, or other emergency equipment.

## **16. Guidelines on Student-Run Media and the AAU Brand**

### **Policies for Students' Publications**

- It is forbidden for any student on AAU campus to put up/out any announcement, newsletter, magazine or any other publication without written permission from the Dean of Student Affairs.
- If the student would like to announce his/her nomination for the Student Association; he/she must take permission from the Dean of Students Affairs.
- Announcements are only advertized on the notice board after being



stamped by the issuer entity.

- The announcement for meetings or any activity of the Student Association Committees must be approved by the Dean of Student Affairs to ensure coordination between the different committees.
- The consent of the Dean of Student Affairs must be obtained before any distribution of periodicals or magazines that belong to the Student Council'. All publications must comply with the ethics of the University and the society.
- The AAU logo is free to use and available for download on the website. However, disciplinary action could be taken if the logo is used inappropriately as deemed by the University.
- It is the responsibility of the Dean of Student Affairs to ensure that all students' announcements are in compliance with the above regulations. If any announcement does not comply with these regulations, the Dean of Student Affairs has the right to remove it. The student who doesn't abide with these regulations will receive a verbal or a written warning from the Dean of Student Affairs.

## **17. Code of Conduct**

The statements hereunder define some areas of ethical conduct that govern AAU members' behavior towards their peers, faculty members, the University, and the community. These statements do not address every situation; rather, they aim at providing the student with an overview of a general perspective on the code of ethics governing Al Ain University.

### **17.1 Compliance with AAU's Rules and Regulations**

All students at AAU shall abide by the rules and regulations applicable at AAU. If the student is uncertain about any issue, s/he may refer to the HR Manager, the Department Head, the College Dean, AAU Vice President, or AAU President.

### **17.2 Harassment or Discrimination**

Al Ain University upholds the principle that all individuals have the right to be treated with respect and equality. Any harassment, discrimination, or prejudicial treatment towards peers, faculty members, or administrative staff on grounds of ethnicity, religion, national origin, gender, age, or disability status undermines the AAU's essential ethics and shall not be tolerated.

### **17.3 Conflict of Interest**

Students are in obligation to avoid any situation where their personal interests conflict or could be interpreted as being in conflict with those of AAU.



## **17.4 Intellectual Property**

Al Ain University advocates the ownership of intellectual material as stipulated by copyright laws. Students have the obligation to comply with AAU's Copyright Policy.

## **17.5 Confidentiality**

Al Ain University prohibits any form of disclosure or dissemination of confidential information obtained during or after studying in AAU.

## **17.6 Possession of Dangerous Weapons**

Possession of firearm, weapons, dangerous chemicals, illegal knives, or any dangerous device are totally forbidden on University grounds.

## **17.7 Possession of Controlled Substances and Alcoholic Beverages**

It is an offence to possess, distribute, or consume any drugs or alcoholic beverages on University grounds.

## **17.8 Smoking**

Al Ain University is a smoke-free environment, so as to ensure an overall healthy environment to all members. This policy is applied according to the following rules:

1. No smoking inside any building owned or operated by the University, particularly in the following areas:
  - lecture halls, conference rooms, laboratories and amphitheaters.
  - Offices.
  - Libraries and book stores.
  - Cafeteria and vending areas.
  - Stores, warehouses and whereabouts of any hazardous materials.
  - Corridors and lounges
  - Recreational and sports zones.
2. Smoking is allowed outside University buildings.
3. If the student does not comply with the University's smoking policy, he will be subjected to one of the following penalties:
  - Receiving a level one disciplinary warning along with withdrawing any grants or financial assistance offered in the semester in which the offense is committed; whether this grant is an academic excellence grant or a humanitarian aid grant. The student's guardian is informed with this decision in person.
  - Withdrawing of one or more courses of the semester in which the offense is committed based on the courses' date of registration. The student's guardian is informed with this decision in person.



- Cancelling the final exam of one or more courses of the semester in which the offense is committed; according to the courses' order in the exam timetable, as well as receiving a 'Fail' grade in the course(s). The student's guardian is informed with this decision in person.

## 17.9 Dress Code

Students are expected to present themselves in clothing that respect UAE customs and traditions. Inappropriate dress for both males and females is prohibited. This includes, but is not limited to, tank tops, clothing that is very tight or transparent and indecently exposes the waist or back or shoulders or cleavage, and clothing above the knee. Moreover, clothing must not display obscene or offensive pictures and slogans.

## 18. Academic Integrity

AAU is committed to professional honesty and integrity, and it also recognizes the need for fair and adequate investigation of alleged violations of rules and policies relating to the conduct of AAU students. Any student who is found to have committed such violations is subject to sanctions set forth by the University.

Academic Integrity: Any academic work should be prepared and presented with honesty and integrity, by maintaining the academic standards, in avoiding:

- **Plagiarism:**

- - ✓ Copying ideas, data, figure, chart, product, words, without citing the sources.
  - ✓ Using (without permission or acknowledgement) any source of information (internet), software, and files that belong to another person.

- **Cheating:**

- - ✓ Copying reports, assignment/exam answers, lab reports, from another student;
  - ✓ Fabricating results;
  - ✓ Submitting reports, already submitted for another courses;
  - ✓ Having mobile phones or other electronic devices during any exam;
  - ✓ Sending someone else to take any exam.

- **Academic Dishonesty:**

- - ✓ Permitting a student to copy assignment/exam answers, lab reports
  - ✓ Taking any exam/assignment for another students



- **Abuse of Academic Materials:**
  - ✓ Destroying library, IT hardware and software, or other reference materials
  - ✓ Making common resource materials inaccessible
  - ✓ Erasing, stealing or intentionally destroying the results (lab experiment, notes, assignments) prepared by another students
- **Unauthorized Collaboration:**
  - ✓ Collaborate with another person against the rules (discussing with someone else during any exam)

This list is given as a guidance. However, AAU can decide whether any action (not listed above) is considered as a violation of academic integrity or not.

## **Student Academic Integrity Procedures**

- **Promoting a Culture of Academic Integrity**

Colleges' Deans, Heads of Departments (HoD), and Program Directors (PD) are responsible to:

- ✓ Inform students and faculty members about the AAU policies and procedures related to the academic integrity and academic misconduct, and where it is published.
- ✓ Ensure that every faculty member explains (at the beginning of each course, in every semester) to the students about AAU Academic Integrity Policy, academic misconduct, copyright, plagiarism, and the academic requirements in all the submitted assignments/reports, and the use of the appropriate citations and the references to the sources.

Students should:

- ✓ Review the university regulations and guidelines related to academic integrity.
- ✓ Include a statement, along with any submitted assignment/report stating that they:
  - Understand AAU academic integrity policy and has been informed (by the faculty member and Dean) about the details and the related documents
  - Confirm the originality of the work;
  - Did not receive any unauthorized help or assistance from other persons.
  - Has not included any sources without proper citation or acknowledgment.

- **Detecting a violation of academic integrity**

Faculty member or examination invigilator is responsible for looking for a potential violation of academic integrity. For plagiarism and/or cheating, they can usually use the following detection strategies:



- ✓ Search engine (e.g. Google, Yahoo, Bing, etc.) to find matching texts
- ✓ Web Directory to search for a specific sentence, and the subject of the question
- ✓ Research Database provided by AAU Library
- ✓ Commercial software (Turnitin) adopted by AAU.

This tool allows AAU faculty members and students to create an account and use the tool anywhere and anytime. Accordingly, they can use Turnitin in the library, in the computer labs, in the offices, at home, and even on their mobile phone, tablets, and laptop. In addition, AAU also integrated Turnitin software to the learning platform known as "Moodle". This integration facilitates the communication and the interaction between the faculty members and the students. As such, faculty members invite students to join a class or a group so that they can submit their assignments/reports and projects through the system. At the same time, they will be able to see corrections, suggestions, recommendations made on their assignments/reports by the faculty members.

- **After detecting a violation of academic integrity**

- ✓ First, the faculty member should report, in written (Form No. S4), the case of academic integrity violation, to the HoD / PD, within 24 hours of the incident. The report should contain all details and present explicitly the incident, along with all the supporting documents.
- ✓ Within 24 hours, the HoD / PD meets the student and the faculty member (who reported the case) to discuss the incident.
- ✓ At the end of this meeting:
  - if the HoD / PD classify the case as an unintended or minor violation of the policy:
    - ✓ The HoD / PD explains to the concerned student about the AAU academic integrity policy and the importance of integrity in the academic standards (educative response). Such decision is applicable on freshmen and those who break the integrity rules for the 1<sup>st</sup> time.
    - ✓ Otherwise, the HoD/PD may provide a "written warning" to the student. If the incident is repeated more than three times, a "written warning" is issued, and a formal investigation will be initiated where the case will be reported, in written, to the Dean.
    - ✓ The College Dean saves all documents, including the related details, for archiving purpose.
  - if the HoD / PD classifies the case as major violation of the policy:
    - ✓ the HoD / PD informs the student that a formal investigation will be initiated and that the case will be reported in written, to the Dean.

- **Formal Investigations of Academic Integrity Violation**



- ✓ Within 24 hours, the Dean should submit the report to the University's "Students' Disciplinary Committee".
- ✓ The committee meets with the concerned student, who will provide his inputs. Before leaving, the student reads his testimony report and signs it, after making sure that the contents of the report are correct.
- ✓ If the case involves more than one student, the students are heard individually.
- ✓ If needed, the committee chair will ask the faculty member (who submitted the case) to meet the committee and provide his inputs about the incident. Before leaving, the faculty member reads his testimony report and signs it, after making sure that the contents of the report are correct.
- ✓ The committee may ask for the testimony of any other person, who could be relevant to the investigation.
- ✓ By considering all the details and the collected inputs, the committee takes a decision (majority vote). The committee members must sign the decision report.
- ✓ The Committee applies the university Student Discipline regulations/ sanctions, as follows:
  - The student will fail all courses in which he/she has enrolled during the semester in which he/she was found cheating.
  - A disciplinary warning will be added to his/her file.
- ✓ The Committee Chair submits the decision report (with all related documents) to the University Administration. The University President can decide whether to approve or reject the decision of the committee.
- ✓ The University President's decision is forwarded to (Student Affairs Deanship, General Registrar, and College Dean) for appropriate actions.
- ✓ The College Dean should inform the student, in written, about the decision.

- **Appeals**

The procedure for appeals is outlined in the university "Students Appeals" policy.

- **Record keeping**

The General Registrar and the College Dean must keep a record of all of academic violation cases and all penalties imposed.

- ✓ These records should be added to the student's disciplinary record, as part of the student's file. This file is available to persons (within or outside the university) in accordance to the university's "Students Records" policy.

## **19. Disciplinary Policies**

- The articles of these regulations apply to all students enrolled at AAU.



## 19.1 Behavioral Misconduct

The following actions are considered offences and any student who is convicted of committing any such action is subject to the disciplinary punishment set forth in the regulations below:

1. Violation of AAU rules, regulations, decisions, or the incitement to violate any such rules;
2. Refraining intentionally from attending lectures and lessons which require attendance by regulations, or the incitement of others to be absent from a lecture;
3. Conducting an action which contradicts with honor, dignity, ethic, and is contrary to good conduct or jeopardizes the reputation of the university or any of its staff. This applies to any act committed by a student including those outside the campus in activities involving AAU, or in which AAU takes part;
4. Cheating in an exam, participating in cheating, having the initiation of cheating, breaching exam regulations, and/or disrupting the quiet atmosphere of an exam;
5. Taking part or organizing any activity on campus without issuing prior permit from the relevant authorities at AAU, or the participation in any activity in violation of the regulations in force at AAU, or the incitement to perform such actions;
6. The use of university buildings and facilities for purposes other than those intended for;
7. The distribution of leaflets, the issuance of bulletins, or the collection of signatures or donations, prior to obtaining approval from the relevant authorities at AAU or the misuse of such approval;
8. Damaging or stealing any AAU property;
9. Engaging in any act of violence, whether physical, or verbal abuse;
10. Causing disorder during lectures, seminars or events organized by the university;
11. Impersonating others in any matter related to AAU affairs;
12. Providing incorrect information in any forms or applications that are submitted to AAU.
13. Not complying to AAU dress code, and not respecting the culture of the nation;
14. Engaging in any conduct not in line with the university culture (playing cards, board game, backgammon....etc.);
15. Not complying to the AAU smoking policy.

## 19.2 Impersonation

It is considered a great breach if a student attends an exam on behalf of



another student. All collaborating students will be expelled from the University on a penalty offence. In addition, if a person from outside the University enters an exam hall to perform an exam in place of a student, the case will be forwarded to the security authorities. In either cases, the University has the right to refer the incident to the relevant authorities.

### **19.3 Disciplinary Punishments**

Students shall be subject to one or more of the following disciplinary punishments, if they commit any of the disciplinary violations set forth in these regulations, and after being questioned; according to the nature and circumstances of the violation:

1. Receiving first and second written warnings. If a student receives a third warning, he/she will be expelled from the University for one semester. Other penalties include:
2. Fines of at least two-thirds of the current price of any object(s) that have been destroyed;
3. Withholding the university service(s) for a limited period where the violation took place;
4. Preventing the student for a limited period from participating in student activity/activities during the semester in which the violation took place;
5. Dropping one or more courses in the semester during which the violation took place;
6. Cancelling the final exams of one or more courses in the semester during which the violation took place and giving the student zero in the cancelled course(s);
7. Temporary suspension from AAU for a period ranging from one to four semesters. The summer session is not considered a semester for this purpose. In addition to this, courses that may be studied at another institution during the period of suspension will not be accepted as transferred credit by AAU;
8. Final expulsion from AAU

### **19.4. Students' Disciplinary Committee**

At the beginning of each semester the Dean's Council forms the Students Disciplinary Committee which is in charge of resolving the students' academic and behavioral issues.

### **19.5 Disciplinary Procedures**

The Student Disciplinary Committee is formed at the beginning of every academic year. Its duties are to look into the students' cases, should they be academic or disciplinary.

Procedures of Catching and Reporting Cheating Act to Students' Disciplinary



**Committee:**

1. In case a student (male/female) is accused or suspected of cheating, the faculty member must immediately ask the student to hand over the answer book and leave the exam hall. If the student refuses to leave or tries to cause any disturbance; the invigilator leaves the student till he/she finishes and leaves the exam hall at his/her own time. However, the invigilator must record this in the cheating report and, hence, the student is considered to have lost the right to answer and complete the examination.
2. In the event that the invigilator hears a sound emerging from the student, the invigilator must be certain of the source of the sound. In case of being suspicious of the existence of anything used by the student to cheat, the invigilator must ask the student to hand it over. If the student refuses, the invigilator must record this in the cheating report; which is considered a sufficient reason and an evidence for proving the student's cheating incident.
3. The students' personal belongings cannot be confiscated without their consent.
4. The faculty member who discovers the incident is obliged to file a report using the designated form prepared for this purpose (Form No. S 4) entitled "Cheating Incident Report" and to submit it to his/her Dean within 48 hours of the occurrence of the incident.
5. The faculty member must write a detailed report about the incident, clarifying and justifying whether or not the student left the exam hall.
6. The Dean submits the cheating report to the Presidency Office within 24 hours of receiving it.
7. The University President forwards the cheating report to the Students Disciplinary Committee Chairman to take the necessary action.
8. The Student Disciplinary Committee Chairman sends a copy of all received cheating reports to the Admission and Registration Unit, in order to block any access to the grades of the concerned students; until a decision is taken.
9. The Student Disciplinary Committee Chairman calls for a meeting to investigate the incident(s).
10. The Student Disciplinary Committee Chairman summons the concerned student to appear before the Committee to give his/ her testimony as to what is attributed against him/her. The student has the right to submit any desired information to the Committee; including calling witnesses to decline the filed offence.
11. A report of the student's testimony is written; then the student signs it along with the witnesses (if any).
12. The Chair of the Student Disciplinary Committee could (if needed) summon the concerned faculty member "who seized the cheating incident" to be



questioned about the details of the incident attributed to the student. The faculty member has the right to submit any relevant information including asking to call for witnesses who attended the incident.

13. A report of the faculty' testimony is written; then the faculty signs it along with the witnesses (if any).
14. The Student Disciplinary Committee has the right to ask for the testimony of any other person that is seen relevant to the investigation of the incident.
15. Upon completion of the investigation of the cheating incident attributed to the concerned student, the Student Disciplinary Committee considers all details of the incident. The Committee then reaches a decision, taken by a majority vote. A report is then written stating the decision and signed by all members of the Committee.
16. The Student Disciplinary Committee applies the provisions of the Student Discipline Regulations relating to the definition of cheating and the penalties imposed thereon. The Chair of the Student Discipline Committee submits the decision of the Committee to the University President along with all related documents upon which the Committee took its decisions.
17. The University President decides whether to approve or reject the decision of the Student Disciplinary Committee.
18. Via the Presidency Office, the President's decision is forwarded to the relevant university entities for appropriate actions to be taken.
19. The Student Affairs Deanship notifies the concerned student with the final decision as well as the student's College Deanship; in order to record it in the student's file.

#### Procedures of Catching and Reporting Student Misconduct to Students' Disciplinary Committee:

1. If a student (male or female) is charged or caught by a faculty member or an administration staff for committing a behavioral misconduct; the student's data is recorded to be quoted in the incident report. If the student rejects/refuses to hand in the required information; the university security is to be called and the student is taken to the Student Affairs Dean office.
2. The faculty member or the administration staff who seized the incident is obliged to file a report using the designated form prepared for this purpose (Form No. S 11) entitled "Behavioral Misconduct Report") and to submit it to his/her line manager (Dean, Director...etc) within 48 hours of encountering the incident.
3. The manager submits the incident report to the Presidency Office within 24 hours of receiving it.
4. The University President forwards the incident report to the Students Disciplinary Committee Chairman to take the necessary action.
5. The Student Disciplinary Committee Chairman sends a copy of all received



- reports to the Admission and Registration Unit, in order to block grades access of the concerned student, until a decision is taken.
6. The Student Disciplinary Committee Chairman calls for a meeting to investigate the incident(s).
  7. The Student Disciplinary Committee Chairman summons the concerned student to appear before the Committee to give his/ her testimony as to what is attributed against him/her. The student has the right to submit any desired information to the Committee; including calling witnesses to decline the filed offence.
  8. A report of the student's testimony is written and signed by the student and by the witnesses (if any).
  9. The Chair of the Student Disciplinary Committee summons the faculty member or the administration staff member who seized the incident to testify and provide details of the incident attributed to the student. The faculty/ staff member has the right to submit any information he wishes to include as well as to ask to the request to summon witnesses who attended the incident.
  10. A report of the faculty/ staff member testimony is written and signed by him/her as well as by the witnesses (if any).
  11. The Student Disciplinary Committee has the right to call for any person that is seen relevant to the investigation of the incident.
  12. Upon completion of the investigation of the incident attributed to the concerned student; the Student Disciplinary Committee considers all details of the incident. The Committee then reaches a decision, taken by a majority vote. A report is then written stating the decision and signed by all members of the Committee.
  13. The Student Disciplinary Committee applies the provisions of the Student Discipline Regulations relating to the definition of the behavioral violations and the penalties imposed thereon.
  14. The Chair of the Student Discipline Committee submits the decision of the Committee to the University President along with all related documents adopted by the Committee in its decisions.
  15. The University President decides whether to approve or reject the decision of the Student Disciplinary Committee.
  16. Via the Presidency Office, the President's decision is forwarded to the relevant entities for appropriate actions to be taken.
  17. The Student Affairs Deanship notifies the concerned student with the final decision as well as the student's College Deanship, in order to record it in the student's file.

#### **19.6 Students' Grievance Committee**

At the beginning of each academic year the Deans Council forms a Student



Grievance Committee. Its mission is to consider the complaints reported by students regarding issues not listed within the university's instructions, such as a complaint from a student against another or from the student against the university.

The Mechanism of the Student Grievance Committee:

1. The student submits the complaint to his/her Dean.
2. The Dean/ Deputy Dean (AD) refers the complaint to the President/ Vice President; who in turns forwards it to the Grievance Committee for necessary action.
3. The Chairperson of the Grievance Committee calls the Committee members to meet to consider the complaint.
4. The Chairperson summons the student, the complainer, to appear before the Committee in order to make a statement as is attributed to him/ her. The written meeting minutes are signed by the student and the Chairperson.
5. The student has the right to report on what s/he pleases of information in front of the committee, including calling for witnesses to the incident as attributed to him/ her.
6. The Students' Grievance Committee has the right to ask for the testimony of any person seen to be of use to the investigation.
7. The Grievance Committee meets to discuss and decide on the complaints referred to in the light of all the documents in its possession, then a report is written and signed by all Committee members.
8. The Chairperson submits the recommendations to the President of the University, along with all documents adopted by the Commission in its recommendations.
9. The University President decides whether to approve or reject the recommendations of the Student Grievance Committee.
10. Via the Presidency Office, the President's decision is forwarded to the relevant entities for appropriate actions to be taken.
11. The Student Affairs Deanship notifies the concerned student with the final decision as well as the student's College Deanship, in order to record it in the student's file.

### **19.7 Students' Appeal Committee**

At the beginning of each academic year the Deans Council forms a Student Appeal Committee. Its mission is to consider the appeals done by students regarding issues not listed within the university's instructions, such as a complaint from a student against another or from the student against the university.

The Mechanism of the Student Appeal Committee:

1. The student submits the appeal to the Dean of the college
2. The Dean refers the appeal to the President; who in turns forwards it to the



- Appeals Committee for necessary action.
3. The Chairperson of the Appeals Committee invites the Committee members to meet to consider the appeal referenced to.
  4. The Chairperson summons the student, the appellant, to appear before the Committee in order to make a statement as is attributed to him/ her. The written meeting minutes are signed by the student and the Chairperson.
  5. The student has the right to report on what s/he pleases of information in front of the committee, including calling for witnesses to the incident as attributed to him/ her.
  6. The Students' Appeal Committee has the right to ask for the testimony of any person seen to be of use to the investigation.
  7. The Appeals Committee meets to discuss and decide on the appeal referred to in the light of all the documents in its possession, then a report is written and signed by all Committee members.
  8. The committee issues its recommendation as seen appropriate through voting.
  9. The Chairperson submits the recommendations to the President of the University, along with all documents adopted by the Commission in its recommendations
  10. The Deans Council takes the best decision, whether to approve or reject the committee's recommendation
  11. The final decision is forwarded to all AAU entity to act accordingly; and a copy is kept in the student's file.

## 20. Safety Information

### 20.1 Fire Safety

The following are some instruction of what to do in the event of a fire in the building you are in:

- Do not try to extinguish the fire yourself unless it is small and you are confident of your ability to extinguish it. There are fire extinguishers around the buildings that are dedicated for such purpose.
- If you hear the alarm sound, please leave the building in a calm and orderly manner and close the door behind you to prevent smoke and other toxic gases escaping.
- Do not use the elevator.
- Go down to the ground floor by the stairs without rushing.
- Locate the nearest exits to you. Clarify your escape route and make a note of the number of doors that are on the way out so as not to get lost in the event of power failure or a smoke-filled corridor.
- Go to the assembly point and wait until they are sure of the presence of all those who were in the building.



## 20.2 Laboratory regulations

The University is keen to create the best learning environment and for students and faculty members effective. The management assures:

- The maximum use of time;
- The proper use of funds;
- The safety of the student(s);
- The safe use of the equipment;
- The welfare of the University assets

Student(s) are invited to abide by the following rules and regulations:

- Put on the proper outfit
- Not to enter with food or drinks.
- Place bags in designated places.
- Be committed to specific times allocated for laboratory sessions.
- Deal cautiously with hardware; the student is responsible for any damage as a result of neglect.
- Not to any substance or device from the laboratory without the laboratory administrator's permission.
- Not to enter the laboratory without being accompanied by a supervisor.
- Consult the laboratory supervisor in case you are not sure of the device.
- Inform the administrator instantly if an accident occurs.
- Inform the supervisor immediately if there is danger, damage or potential danger

## 21. Privacy Policy

Students' files are the source from where students' personal information can be obtained.

- I. A student's file is considered a confidential document. Nobody is allowed to access the file except for the student, the student's parents, his/her sponsor, the AAU President, the Vice President, the Dean, the Deputy Dean, the Head of the department, and/or the Registrar General
- II. The University may disclose routine information without prior notice or written consent from the student. Such information is limited only to the following; the student's name, degree received, major of study, and any awards that the student may have received while at the University.
- III. A student has the right to inspect, and review all documents that are kept in his/her record, and request to change or update his/her personal data. The University may release information other than routine information upon written consent from the student.
- IV. This consent must specify the information that is to be disclosed by the University, and provide the names and addresses of the individuals or institutions, to which the disclosure is to be made.
- V. The University reserves the right to disclose the student's academic



records to the student's parents, and/or to any private or public authority that might be sponsoring the student.

## **22. Financial Information**

### **22.1 Academic Fees**

The University charges the following tuition fees. The University reserves the right to make changes without prior notice to the published tuition fees and other fees.



## Al Ain Campus

| Item                        | AED  |
|-----------------------------|--|
| Application to join AAU     | 1000 AED non refundable  |
| Registration Fees           | 300 AED for each semester  |
| Tuition Fees                | 1000 AED per credit hour for the University Requirement Courses<br>1100 AED per credit hour for the Computer Engineering and Communications and Networks Engineering programs<br>1000 AED per credit hour for the Computer Science, Software Engineering programs and Cybersecurity<br>1500 AED per credit hour for the Civil Engineering<br>1500 AED per credit hour for the College of Pharmacy program<br>1400 AED per credit hour for the College of Law program<br>1000 AED per credit hour for the College of Education, Humanities and Social Sciences programs<br>1100 AED per credit hour for the College of Business Program<br>1100 AED per credit hour for the College of Communication and Media:<br>-Bachelor of Mass Communication and Media - Journalism<br>-Bachelor of Mass Communication and Media - Advertising<br>1200 AED per credit hour for the Bachelor of Mass Communication and Media - Public Relations<br>3000 AED per credit hour for the Master of Science in Clinical Pharmacy<br>2700 AED per credit hour for the Master of Law programs<br>1000 AED per credit hour for the Professional Diploma in Teaching<br>2000 AED per credit hour for the MA in TESOL program<br>2200 AED per credit hour for Master of Education in Arabic Language Curricula and Instruction Master of Education in Islamic Education Curricula and Instruction<br>2500 AED per credit hour for the MBA program |
| English Placement Test      | 300 AED  |
| Orientation Fees            | 300 AED paid once  |
| Student and Sports Services | 500 AED per semester   |
| Late Registration Fees      | 600 AED  |
| Re-sit Final Exam Fees      | 2000 AED   |
| Incomplete Application Fees | 250 AED  |
| Appeal Application Fees     | 250 AED  |
| Readmission Fees            | 200 AED  |
| Insurance Deposit           | 1000 AED (refundable on graduation)  |

\* The deposit is an amount from which the University may make deductions with respect to any outstanding fees.



*standing fees, fines, damages, or any other charges that might be incurred by the student.*

*\*All fees are subject to VAT based on the regulation rules*

### Abu Dhabi Campus

| Item                        | AED  |
|-----------------------------|--|
| Application to join AAU     | 1000 AED non refundable  |
| Registration Fees           | 300 AED for each semester  |
| Tuition Fees                | 1100 AED per credit hour for the University Requirement Courses<br>1350 AED per credit hour for the Computer Engineering and Communications and Networks Engineering programs<br>1250 AED per credit hour for the Computer Science and Software Engineering programs and Cybersecurity<br>1600 AED per credit hour for the Civil Engineering<br>1600 AED per credit hour for the College of Pharmacy program<br>1400 AED per credit hour for the College of Law program<br>1100 AED per credit hour for the College of Education, Humanities and Social Sciences programs<br>1250 AED per credit hour for the College of Business program<br>1250 AED per credit hour for the College of Communication and Media:<br>-Bachelor of Mass Communication and Media - Journalism<br>-Bachelor of Mass Communication and Media - Advertising<br>1400 AED per credit hour for the Bachelor of Mass Communication and Media - Public Relations<br>2700 AED per credit hour for the Master of Law programs<br>2200 AED per credit hour for Master of Education in Arabic Language Curricula and Instruction Master of Education in Islamic Education Curricula and Instruction<br>1000 AED per credit hour for the Professional Diploma in Teaching<br>2500 AED per credit hour for the MBA program |
| English Placement Test      | 300 AED  |
| Orientation Fees            | 300 AED paid once  |
| Student and Sports Services | 500 AED per semester   |
| Late Registration Fees      | 600 AED  |
| Re-sit Final Exam Fees      | 2000 AED   |
| Incomplete Application Fees | 250 AED  |
| Appeal Application Fees     | 250 AED  |
| Readmission Fees            | 200 AED  |
| Insurance Deposit           | 1000 AED (refundable on graduation)  |



\* The deposit is an amount from which the University may make deductions with respect to any outstanding fees, fines, damages, or any other charges that might be incurred by the student.

\*All fees are subject to VAT based on the regulation rules

## 22.2 . Refund Policy

- A registered student, who applies to cancel his /her registration, or withdraws from the University before a semester is completed, will be granted a pro rate refund of that semester's tuition fees according to the schedule below:

| Refund Percentage | First and Second Semester                                   | Summer Semester   |
|-------------------|---|---|
| 100% refund       | Within the first week of the semester (Add and Drop Period) | Within first three days of the semester (Add and Drop Period) |
| 60% refund        | During the second week of the semester                      | Day 4 and 5 of the semester                                   |
| no refund         | After the second week of the semester                       | After the 5th day of the semester                             |

- A student who is suspended or expelled from the University for disciplinary reasons forfeits all rights to a refund.

## 22.3 Grants and Financial Aid

The purpose of the Grants and Financial Aid fund is to offer financial incentives to students who excel academically or in extracurricular activities. The University also provides humanitarian assistance to students who have harsh financial conditions preventing them from completing their undergraduate studies.

### First: Academic Grants

1. The University offers grants to the General Secondary School students according to the following criteria:
  - a. The top five students in the country are offered a full grant;
  - b. Students who achieve a grade average of 95% or above in the General Secondary School, in either the literary or scientific streams, are offered a grant that is equivalent to a 30% discount of the fees for the credit hours fees in the first semester they register at AAU.
  - c. Students who achieve a grade average between 90% and 94.9% in the General Secondary School, in either the literary or scientific streams, are offered a grant equivalent to a 25% discount of the credit hours fees in the first semester they register at AAU.
2. The University offers academic excellence grant of 40% discount for University's honor list and 30% of the College's honor list from the fees



- of the credit hours upon successfully completing a minimum of 15 credit hours in the first or second semester with a SGPA of at least 3.6
3. The University offers grants to the siblings and relatives of currently enrolled students as per the following:
    - a. With the exception of the first student, each of the student's siblings who register in each semester are offered a grant equivalent to a 20% discount of the credit hour fees.
    - b. Parents, sons and daughters, and spouses, registered in each semester are treated as siblings.
  4. The University offers grants to students when the father (or their primary provider) passes away during their University studies. This grant is 50% of the student's tuition fees, and continues until the student is graduated by AAU. The following rules govern this type of grant:
    - a. An attested death certificate shall be submitted;
    - b. The student has not been awarded another scholarship from any other official party;
    - c. The student will benefit from this grant in the semester following the submission of the relevant death certificate;
    - d. The student does not have other resources which enable him/her to continue his/her university studies.
    - e. The University offers the sons and daughters of the university's academic and administrative staff, grants up to the value of 50% of the credit hour fees, with the exception of graduate students.
    - f. The University offers scholarships for one semester for outstanding students in extracurricular activities.

### **Second: Humanitarian Aid Grants**

- The University offers grants for one semester for students who cannot afford to pursue their studies.

Based on the recommendation of the Deans' Council at the beginning of each academic year, AAU president forms a committee entitled "The Grants and Financial Aid Committee". This committee is responsible for making decisions regarding humanitarian financial aids granted to students.

### **Third: 'Musahama' Fund**

'Musahama' Fund for student financial aid was established as a result of AAU's concern for the welfare of the students and as continued support to them. The funds come from the donations and grants from bodies that wish to help students facing financial difficulties. The 'Musahama' Fund Committee was formed by a decision from the Board of Trustees to set the regulations and procedures of the Fund.



### **Grants Regulations**

1. These grants are given on the undergraduate level only.
2. Grants cover only the first and second semester credit hours fees.
3. Applications for humanitarian aids should be submitted to the Deanship of Student Affairs at the beginning of each semester (first and second only).
4. The minimum CGPA for the continuation of financial aid grants, except the General Secondary and Academic Excellence grants, is 2.5.
5. Grants and discounts do not apply to English Language Levels, registration fees, or extracurricular activities fees.
6. Grants and discounts do not apply to students funded or sponsored by other parties
7. A student is entitled to one grant at a time. In case a student qualifies for two grants, he/she shall receive that which is higher.
8. Grants do not apply to repeated courses.
9. Any financial obligations should be paid on time.
10. The student shall not receive a grant for a semester in which he/she has received an academic warning.
11. The student should not have received a disciplinary punishment.
12. Grants and discounts are not given backdated.
13. Grants and discounts do not apply for the summer semesters.
14. A student receiving a grant cannot postpone studying for the duration of the grant.
15. A student receiving a grant is expected to be exemplary in terms of abiding by the AAU Student Code of Conduct.

### **22.4 Procedures for applying for a grant of humanitarian aid**

1. Fill in the student form "Request for Humanitarian Aid" available at the Deanship of Student Affairs
2. Submit the request by explaining the social situation in detail.
3. Submit documents which verify a student's case
4. Submit a copy of the passport
5. Provide recent grade transcripts.



STUDENT HANDBOOK 2019-2020



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