Zayed University
STUDENT HANDBOOK
2016 - 2017

@ zayedu
@Zayed_U
www.facebook.com/zayeduniversity

www.zu.ac.ae
Dear Students,

I warmly welcome you at the beginning of the new academic year, aspiring to rekindle the spirit of innovation and excellence, and I wish you all success as you embark on your learning journey, equipped with the up-to-date knowledge tools that Zayed University is keen to offer you.

We are very proud of the remarkable academic accomplishments the University has achieved as a premier national university, and the reputation it enjoys on national, regional and international levels, in our continuous endeavor to achieve a higher plane of excellence to tailor the University to the highest international academic standards of worldwide universities, and to develop its learning outcomes, to help students upgrade their skills, knowledge and competencies, to pursue their disciplinary majors in undergraduate and graduate programs, and contribute to the sustainable economic national growth, and empower them in their future careers, to become the leaders of tomorrow, enlightened and guided by the Leaders of the Nation.

It is only with your determination and perseverance that you will be able to establish yourselves in the fields of work you choose.

I look forward to a promising and constructive year and hope you pursue your dreams to the fullest at Zayed University.

Lubna Bint Khalid Al Qasimi
President of Zayed University
Message from

The Division of Student Affairs

Dear Students,

We are proud that you have selected Zayed University for your higher education. We believe that college education is a very exciting stage of one’s life and we hope it will contribute to your overall personal and professional development. As a student of Zayed University, you have a special legacy from our University Founder, the late Sheikh Zayed Bin Sultan Al Nahyan. His dedication and support of higher education is legendary in the United Arab Emirates and across the world. As a student, you will be expected to honor his memory through your hard work, honesty, respect, and professional behavior. You will be expected to commit to the highest standards of conduct and academic excellence. The University is committed to provide you with high quality education and services to support you in achieving your career goals. Zayed University offers a wide range of well-recognized academic programs and extracurricular activities to enhance your competencies, to expand your knowledge and views of the world, and to help you develop personally and professionally. At Zayed University, you will have the opportunity to work with culturally diverse and experienced faculty and staff. The staff of Student Affairs and other departments and colleges are committed to assisting you in making your college years at Zayed University pleasant; we will be delighted to help you overcome any hurdles you may encounter during your stay at the University. To maximize your college experiences, we encourage you to take advantage of the many learning opportunities provided by the colleges and Student Affairs on-campus or off-campus. This handbook is designed to provide you with information related to your life on campus and introduce you to various student services that may interest you. We hope that this handbook answers most of your questions; however, we encourage you to call us or stop by the Office of Student Life or the Registrar’s Office or Student Counseling Center, or the Student Careers Office to further assist you. Please allow us to assist you in making your experience at Zayed University a special one that you will always remember and be proud of. To contact us, please send an email to: studentaffairs@zu.ac.ae

Thank you

The Office of the Assistant Provost for Student Affairs

NOTICE: Students should take notice that every effort is made to ensure the accuracy of the information provided herein and, therefore, we review the Zayed University Student Handbook annually. As changes occur in the organizational, operational, educational, and legal/policy university environment, this handbook is revised. For the most up-to-date version of the Student Handbook, please refer to the online version uploaded on Zayed University’s website: www.zu.ac.ae.
Dear Students,

Academic integrity is a fundamental principle upon which every reputable educational institution is based. Zayed University is no exception, for we, too, aspire to be a leading educational institution that conforms to high standards of academic integrity. To achieve this goal, we need your active involvement and co-operation to encourage each other to demonstrate honesty and integrity in all aspects of our University life.

The Honor Code constitutes the academic, intellectual and ethical standards expected from students, faculty and staff at Zayed University. This code was devised to help set the guidelines for proper behavior at the University, and they are based on the values and ideals of our revered namesake, Sheikh Zayed Bin Sultan Al Nahyan. We feel very strongly about the Honor Code because we believe that we all have a responsibility to honor the name of this great institution. We know that our actions and behaviors reflect directly on the reputation of this University, which is why it is so important for us to behave as responsible and mature young adults and as respectable ambassadors of this University.

To assist with carrying out the message of the Honor Code, there is a group of dedicated members, mostly students, who are committed to bringing awareness to the campus community about the expectations described in our Code. This group is known as the Honor Council and our task is to educate and encourage the campus community to follow the Honor Code values. We hope that when you agree to abide by the Honor Code, you will act more responsibly and will be more conscious of your actions, always remembering to uphold the great name of this University.

We know that when academic dishonesty occurs at the University, this reflects poorly on the image of our student body and ultimately diminishes the value of our education. Therefore, we ask that you give us your full support by striving to embody the values of the Honor Code in your daily life on campus and to act responsibly and honorably, as our father, Sheikh Zayed, would have expected us to act.

If you are interested in becoming a member of the Honor Council, or if you have any inquiries, remarks, or recommendations, please feel free to email us at honorcouncil@zu.ac.ae.

Thank you,

Zayed University Honor Council
Zayed University Honor Code

As a student of the University that carries the name of the beloved and revered Father of the nation, the late Sheikh Zayed Bin Sultan Al Nahyan (may his soul rest in eternal peace), I pledge to:

- Demonstrate the virtues of honesty, respect and fairness
- Adhere to the highest standards of personal moral conduct
- Refrain from any and all forms of academic dishonesty
- Present a positive image of myself by acting with maturity and honor
- Take responsibility for my actions and do my part to maintain a community of trust
- Dedicate myself to the achievement of the University’s excellence

I promise to honor Sheikh Zayed and to preserve his legacy by following the example set by the wise father of the United Arab Emirates and his beloved son His Highness Sheikh Khalifa bin Zayed Al Nahyan, President of the United Arab Emirates and Ruler of Abu Dhabi.
About the University

Vision
Zayed University will be the leading university in the United Arab Emirates and recognized globally for its participation in educational and cultural achievements and enrichment of economic and social development.

Mission
Zayed University will prepare qualified graduates who are able to contribute to building the nation through offering specializations and programs of study which match international standards and by providing an excellent learning environment to strengthen the role of the university as a leader in the progress of scientific research and community service.

Zayed University Learning Outcomes (ZULOs)
Zayed University has identified the following six learning outcomes that are believed to be essential in assuring the future success of ZU graduates:

- Language
- Technological Literacy
- Critical Thinking and Quantitative Reasoning
- Information Literacy
- Global Awareness
- Leadership
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## Preliminary Period

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<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat</td>
<td>08 Aug 2015</td>
<td>New faculty report</td>
</tr>
<tr>
<td>Sun</td>
<td>16 Aug 2015</td>
<td>Return of Academic Administrators &amp; Returning faculty report</td>
</tr>
<tr>
<td>Sun-Thu</td>
<td>16-20 Aug 2015</td>
<td>New students Orientation/ Assessments and placement exams/ Faculty Professional Development Week</td>
</tr>
</tbody>
</table>

## Winter Break

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun-Thu</td>
<td>20 Dec 2015-7 Jan 2016</td>
<td>Winter break for students</td>
</tr>
<tr>
<td>Tue-Thu</td>
<td>22 Dec 2015-7 Jan 2016</td>
<td>Winter break for faculty</td>
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</table>

## Fall Semester 2015

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
<td>23 Aug 2015</td>
<td>Start of classes</td>
</tr>
<tr>
<td>Thu</td>
<td>27 Aug 2015</td>
<td>Last day to add/Drop</td>
</tr>
<tr>
<td>Thu</td>
<td>03 Sep 2015</td>
<td>Last day to suspend registration</td>
</tr>
<tr>
<td>Mon</td>
<td>05 Oct 2015</td>
<td>1st Student Engagement, Training and Service Learning [SETS] Day</td>
</tr>
<tr>
<td>Thu</td>
<td>08 Oct 2015</td>
<td>Last day to withdraw from Course without penalty</td>
</tr>
<tr>
<td>Thu</td>
<td>15 Oct 2015</td>
<td>Last day of Term A</td>
</tr>
<tr>
<td>Sun</td>
<td>18 Oct 2015</td>
<td>First day of Term B</td>
</tr>
<tr>
<td>Wed</td>
<td>04 Nov 2015</td>
<td>2nd Student Engagement, Training and Service Learning [SETS] Day</td>
</tr>
<tr>
<td>Thu</td>
<td>10 Dec 2015</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Sat-Sat</td>
<td>12-19 Dec 2015</td>
<td>Final Exams</td>
</tr>
<tr>
<td>Tue-Tue</td>
<td>15-22 Dec 2015</td>
<td>Grades Announcement</td>
</tr>
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## Spring Semester 2016

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
<td>10 Jan 2016</td>
<td>Faculty return</td>
</tr>
<tr>
<td>Sun-Thu</td>
<td>10-14 Jan 2016</td>
<td>New students Orientation / Assessments and placement exams / Faculty Professional Development Week</td>
</tr>
<tr>
<td>Sun</td>
<td>17 Jan 2016</td>
<td>Start of classes</td>
</tr>
<tr>
<td>Thu</td>
<td>21 Jan 2016</td>
<td>Last day to add/drop</td>
</tr>
<tr>
<td>Thu</td>
<td>28 Jan 2016</td>
<td>Last day to suspend registration</td>
</tr>
<tr>
<td>Tue</td>
<td>23 Feb 2016</td>
<td>3rd Student Engagement, Training and Service Learning [SETS] Day</td>
</tr>
<tr>
<td>Thu</td>
<td>10 Mar 2016</td>
<td>Last day to withdraw from a course without penalty</td>
</tr>
<tr>
<td>Thu</td>
<td>10 Mar 2016</td>
<td>Last day of Term A</td>
</tr>
<tr>
<td>Sun</td>
<td>13 Mar 2016</td>
<td>First Day of Term B</td>
</tr>
<tr>
<td>Sun-Thu</td>
<td>13-24 Mar 2016</td>
<td>Mid-Term Exam</td>
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## Second Semester 2016

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Sun-Thu</td>
<td>27 Mar-7 April 2016</td>
<td>Spring break for students</td>
</tr>
<tr>
<td>Sun-Thu</td>
<td>27 Mar-7 April 2016</td>
<td>Spring break for faculty</td>
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</tbody>
</table>

## Spring Break

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Sun</td>
<td>10 Apr 2016</td>
<td>Faculty return</td>
</tr>
<tr>
<td>Sun</td>
<td>10 Apr 2016</td>
<td>Student return</td>
</tr>
<tr>
<td>Mon</td>
<td>25 Apr 2016</td>
<td>4th Student Engagement, Training and Service Learning [SETS] Day</td>
</tr>
<tr>
<td>Thu</td>
<td>12 May 2016</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Sat-Sat</td>
<td>14-21 May 2016</td>
<td>Final Exams</td>
</tr>
<tr>
<td>Tue-Tue</td>
<td>17-24 May 2016</td>
<td>Grades Announcement</td>
</tr>
<tr>
<td>Wed</td>
<td>25 May 2016</td>
<td>Start of summer vacation</td>
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## Summer Semester 2016

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Sun</td>
<td>29 May 2016</td>
<td>Start of classes</td>
</tr>
<tr>
<td>Tue</td>
<td>31 May 2016</td>
<td>Last day to add/drop</td>
</tr>
<tr>
<td>Thu</td>
<td>02 Jun 2016</td>
<td>Last day to withdraw from course without Failure</td>
</tr>
<tr>
<td>Mon</td>
<td>27 June 2016</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Tue-Wed</td>
<td>28-29 June 2016</td>
<td>Final Exams</td>
</tr>
<tr>
<td>Sun</td>
<td>03 July 2016</td>
<td>Grades announcement</td>
</tr>
</tbody>
</table>

## Holidays:

- **Arafat Day**: Tue 22 Sep 2015
- **Eid Al-Adha**: Wed 25 Sep to Fri 25 Sep 2015
- **Islamic New Year**: Wed 14 Oct 2015
- **National Day**: Wed 26 Thu 5 Dec 2015
- **Prophet's Birthday**: Thu 24 Dec 2015
- **Isia Wal Miraj**: Wed 6 & Thu 7 July 2016

Note: All National and Religious Holidays are subject to change.
## Zayed University Academic Calendar for 2016-2017

**Fall Semester 2016**

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<thead>
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<th>Event</th>
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<tbody>
<tr>
<td>Sun</td>
<td>06 Aug 2016</td>
<td>New faculty report</td>
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<tr>
<td>Sun-Thru</td>
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<td>14-18 Aug 2016</td>
<td>New students Orientation / Assessments and placement exams / Faculty Professional Development Week</td>
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</tbody>
</table>

### Holidays:
- **Sat 10 Sep 2016**
- **Sun 11 Sep to Tue 13 Sep 2016**
- **Sun 02 Oct 2016**
- **Thu 1 and Fri 2 Dec 2016**

**Spring Semester 2016**

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<td>First day of Term B</td>
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<td>08-15 Dec 2016</td>
<td>Final Exams</td>
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<tr>
<td>Sun-Sun</td>
<td>11-18 Dec 2016</td>
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<td>18 Dec 2016-5 Jan 2017</td>
<td>Winter break for students</td>
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<tr>
<td>Sun-Thru</td>
<td>18 Dec 2016-5 Jan 2017</td>
<td>Winter break for faculty</td>
</tr>
</tbody>
</table>

### Holidays:
- **Thu 1 and Fri 2 Dec 2016**
- **Sun 02 Oct 2016**
- **Sun 11 Dec 2016**
- **Sun 25-27 June 2017**

**Spring Semester 2017**

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<td>08-12 Jan 2017</td>
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<tr>
<td>Sun</td>
<td>15 Jan 2017</td>
<td>Start of classes</td>
</tr>
<tr>
<td>Thu-Thru</td>
<td>19-26 Jan 2017</td>
<td>Last day to add/drop</td>
</tr>
<tr>
<td>Sun-Thru</td>
<td>08-15 Dec 2016</td>
<td>Final Exams</td>
</tr>
<tr>
<td>Sun-Thru</td>
<td>12-23 Mar 2017</td>
<td>Mid-Term Exam</td>
</tr>
<tr>
<td>Mon-Thru</td>
<td>26-06 April 2017</td>
<td>Spring break for students</td>
</tr>
<tr>
<td>Sun-Thru</td>
<td>26-06 April 2017</td>
<td>Spring break for faculty</td>
</tr>
</tbody>
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**Summer Semester 2017**

<table>
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<tr>
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<tr>
<td>Sun</td>
<td>09 Apr 2017</td>
<td>Faculty return</td>
</tr>
<tr>
<td>Sun</td>
<td>09 Apr 2017</td>
<td>Student return</td>
</tr>
<tr>
<td>Tue-Thru</td>
<td>17-23 May 2017</td>
<td>4th Student Engagement, Training and Service Learning (SETS) Day</td>
</tr>
<tr>
<td>Thu-Sat</td>
<td>13-20 May 2017</td>
<td>Final Exams</td>
</tr>
<tr>
<td>Tue-Thru</td>
<td>16-23 May 2017</td>
<td>Grades Announcement</td>
</tr>
<tr>
<td>Wed-Thru</td>
<td>24 May 2017</td>
<td>Start of summer vacation</td>
</tr>
</tbody>
</table>

### Holidays:
- **Mon 24 April 2017**
- **Sun 25-27 June 2017**

Note: All National and Religious Holidays are subject to change.
ACADEMIC INFORMATION

Study in the Academic Bridge Program
All new students entering Zayed University are tested to determine whether they should be placed in the Academic Bridge Program (non-credit) or the Baccalaureate Program (credit). Most students begin in the Academic Bridge Program where they study English, which is the primary language of instruction at Zayed University. There are three levels of instruction in the Academic Bridge Program (ABP) with specific learning outcomes for each language skill at each level. Students must achieve the outcomes of each level before progressing to the next one. At each level, there are opportunities for motivated students to skip the next level and to make rapid progress through the program. During their time in the Academic Bridge Program, students use multimodal mobile technology to learn. Class instructors act as academic advisors to help students adjust to the expectations and practices of university life.

Satisfactory Academic Progress
You are allowed only two attempts at any level in the ABP. You must complete all requirements to exit the ABP within three semesters (one and a half year), including the external benchmark requirement (IELTS or TOEFL). Students may appeal to the Director of the Academic Bridge Program for an extension in exceptional circumstances.

If you reach the end of your one and a half year without completing the requirements, but are otherwise in good academic standing, you may be permitted to suspend your registration for up to one year. Students who have completed all requirements except the IELTS or TOEFL will be permitted to enroll in the baccalaureate program if they achieve the required score (IELTS 5.5 or TOEFL iBT 71) during this year of suspension.

Academic Probation
If you do not make satisfactory progress in an ABP level, you will receive a grade of “Unsatisfactory” (U) and must repeat the level in the following semester. If you pass ENG040 but fail to meet the external benchmark, you will not be allowed to proceed to the Baccalaureate Program until you have met the external benchmark requirement. You will not be required to repeat the ENG040 course.

Exit from the Academic Bridge Program
To exit the ABP you must pass the ABP ENG040 course or the ENG040 Equivalency Examination, plus one of the following:
ACADEMIC INFORMATION

- IELTS (International English Language Testing System): An overall band score of 5.0 or higher, or iBT 61 (internet based TOEFL) or higher.
- Another qualification which is accepted as equivalent by the Director of the Academic Bridge Program.

Academic Dismissal from Academic Bridge Program
A student who is dismissed from the ABP cannot re-enter the program, but can apply to enter the University College, according to the following conditions:

- Should obtain a minimum of 5.5 IELTS; or
- A minimum of 71 in TOEFL iBT; and
- Obtain the required IELTS or TOEFL score within one year of the student’s last enrollment at Zayed University.

Information on University College
Study in the Baccalaureate Program

University College: The Colloquy on Integrated Learning
The goal of the University College’s Colloquy on Integrated Learning program is to build students’ understanding of their relation to the world and to equip them to be successful at the university, in their professions and in their personal lives through an integrated, skills-rich, interdisciplinary core curriculum. Within this interdisciplinary framework supportive of the Zayed University Learning Outcomes, the Colloquy builds students’ abilities to think critically about the relationship between local contexts and global forces through a comparative engagement with the world, its histories and its problems. At the same time, students are prepared to work in their major fields of study and in their professions through systematic development of their abilities in critical thinking and quantitative reasoning, computer applications, information literacy, and the English and Arabic languages.

University College has a Department of Advising and Academic Development from where you will be assigned an advisor. Your advisor will work with you as you make important decisions related to your choices of major courses and future careers as well as assist you in making successful transitions from school to university, from the ABP to Colloquy and from Colloquy to the colleges.

Entering the Major
When you enroll at Zayed University, you will be asked to identify your preference for major. Your selection is not binding. You do not formally apply for admission
to a major until the end of your third or fourth full semester of credit study, but expressing your intent at the very beginning ensures that you are properly advised and placed in courses prior to entering your major. During your time in the majors, your advisor will be a member of faculty from the college in which you have chosen to study. Information about majors, application requirements, and majors’ requirements is available from the Zayed University Catalog which can be found online: http://www.zu.ac.ae/main/en/colleges/course_catalog.aspx

Applying to the Major

Students entering the baccalaureate degree program in the current academic year are eligible to submit an application for admission to a major program of study in one of the six colleges during the semester that follows their satisfactory completion of at least 30 semester credit hours in the Colloquy on Integrated Learning program. Students who are making normal progress in their academic work will be eligible to apply for admission to a major in their third semester of full time study. Students should refer to the appropriate section in the University Catalog for information on college or program specific admission requirements.

To apply for acceptance into the major, you must complete the “Application for Major” form in consultation with your advisor, and submit it to the Dean of the selected college. The faculty in the chosen college evaluates your application and makes the final decision regarding your admission to the college. If not accepted, you will be notified and referred to the advisor to explore alternatives. Acceptance is contingent upon the satisfactory completion of the Colloquy courses. In exceptional cases, you may submit a written appeal to the Dean of the relevant college requesting admission to the major, with a statement indicating how any deficiencies will be addressed during the first two semesters of enrollment in the major. An appeal will be granted only if approved by the Dean of the relevant college and the Provost.

Changing Majors

To change a major, you must apply online for the new major during the given period as indicated in Zayed University’s Academic Calendar. You are not assured of acceptance into the major until you have formally applied and been accepted by the college’s Assistant Dean.
Information on Academic Advising and Student Success

Students admitted to a College Major

Academic Advising
The Office for Student Success coordinates the College Major Academic Advising Program at Zayed University in coordination with academic departments and colleges. Academic advisors, department faculty advisors, and the Office for Student Success advise all students admitted to the majors. Students are assigned an academic advisor and a faculty advisor. All advisors help students achieve their goals by providing academic information and guidance and are a valuable resource that connects students with the academic tools and resources that are essential for student success.

Program Planning
Students should meet with an academic advisor to address any questions about degree requirements on the Eight-Semester Curriculum Plan. Students may also run a Progress Check or Degree Audit at any time through the Degree Works system to check requirements towards graduation. Degree Works is a comprehensive, easy-to-use, web-based academic advising and degree audit tool that helps students and their advisors to successfully navigate curriculum requirements. Access is available through the Zayed University Intranet.

Grade Point Average Calculator
Use the GPA calculator in Degree Works to calculate your GPA, project how a grade might affect your GPA for courses in progress, and calculate the average grades you must earn to achieve a desired GPA upon graduation. When making projections while repeating a course, the calculator will not accurately reflect the impact of the expected grade on your grade point balance until it is updated in Banner. Contact the Office for Student Success or a college advisor if you have any questions about where you stand regarding specific repeat allowances and how repeated courses will impact your grade point balance and cumulative GPA.

Support for Students Experiencing Academic Difficulty
Students who fail to meet the standards of academic standing at the end of the academic semester as stated in the Zayed University Student Handbook are required to register in and pass the Academic Skills course conducted by the Office for Student Success (ADV 301, 0 credit, graded Pass/Fail).
In consultation with their advisors, students must also develop an academic plan of action for each semester if they are not in good standing. The Office provides academic workshops, support services and resources for Student Success. College program advising is mandatory.

**Off-Campus Small Learning Communities**
Learning communities promote and cultivate an enhanced sense of collaboration and facilitate interpersonal interaction among students and faculty. Students work collaboratively and develop an ability to appreciate multiple perspectives. Small learning community opportunities include the development and presentation of senior projects, competitions (filmmaking, public speaking, writing, acting), English and Arabic language improvement, group study sessions, reading/book groups, sports activities, art exhibitions, parent study groups, and much more. For more information or to start a new group, contact the Office for Student Success.

**On-Line Resources**
The Office for Student Success provides students with many online resources that contain important academic information and expose students to programs and opportunities that can add great value to their undergraduate experience. Access is available through the Zayed University Intranet site for Student Success.

**Advising Appointments**
Appointments are available with all advisors on a walk-in and/or scheduled basis. Available hours are posted on office doors and students can schedule an appointment to meet with their advisors through Grades First. Access is available through the Zayed University Intranet.

**Parent and Family Workshops**
Parents and other family members play a critical role in a student’s education. The Office for Student Success offers workshops that will help them support you while you are in college. Academic Resources, Major/Career Readiness, and Personal/Social College issues are discussed. Family members are shown ways to help students set and achieve SMART goals that will ensure their academic success.

For additional information and a schedule, please email: zuadmin@zu.ac.ae

For additional information on the Office for Undergraduate Student Success and Academic Advising, please visit: [http://www.zu.ac.ae/main/en/oss/welcome.aspx](http://www.zu.ac.ae/main/en/oss/welcome.aspx)
Registration Policies

Registering for Courses
During the registration period of each semester or term, each student must meet with her/his advisor during the announced registration period to register for the following semester’s courses. Registration is not official until the Registrar’s Office enters the student on the official class roster. Only a student who is officially registered for a course may attend the course.

Student Identification Card
When you enter Zayed University, you will be issued a student identification card. This card is the property of the university and must be returned when you graduate. You may not use another student’s identification card for any purpose or pass another student’s card in front of the card readers as your own. Failure to comply with this policy will result in student discipline measures.

Adding or Dropping Courses, Changing Course Sections
You may add or drop courses or change course sections without notice on your academic record only during the Add/Drop period at the start of the semester.

Withdrawing from a Course
1. Students who encounter unanticipated difficulty in a course despite their best effort may petition to withdraw from the course for compelling academic reasons until the end of the third week for term courses, or the end of the sixth week for semester courses.
   
a. Withdrawal before the deadline results in a grade of W (Withdrawal without penalty) being assigned to the student.
   
b. Withdrawal after the deadline results in a grade of WF (Withdrawal/Failing), which is calculated in the Grade Point Average as F (Failing grade).

2. Students must maintain full-time student status unless granted special approval in writing from the Chief Academic Officer.
Suspension from the University

Suspension of Registration

a. A student may suspend registration twice for a maximum of two (consecutive or non-consecutive) semesters during her/his period of study at Zayed University.

b. A student may suspend registration only during the first two weeks of the semester or term.

c. A student who suspends registration, or who is suspended, is considered inactive and cannot enjoy University privileges, such as access to campus or use of the Library, unless granted an exception by the University.

Attendance Suspension

a. The University may put a student on Attendance Suspension when she/he exceeds the limit of 15% absences in all courses in a given semester.

b. A student on Attendance Suspension is considered inactive and cannot enjoy University privileges.

c. A student may be requested to repeat some or all of the courses in which he/she received W or WF in a previous semester.

d. Attendance Suspension counts toward the maximum allowable number of times that a student may suspend registration without dismissal from the University.

Disciplinary Suspension

a. The University has the right to suspend a student as a disciplinary measure for violating the Code of Student Conduct.

b. The Disciplinary Suspension decision is made by the Provost upon the recommendation of the Student Misconduct Investigation Committee.

c. Disciplinary Suspension counts toward the maximum allowable number of times that a student may suspend registration without dismissal from the University.
Special Suspension

a. Special Suspensions for maternity reasons or for conscription into the military do not count toward the maximum allowable number of times that a student may suspend registration without dismissal from the University.

b. Students need to submit all appropriate documentation at the time of applying for such suspensions.

c. The University may grant a third suspension to a student for extraordinary medical or family reasons.

d. In order to be granted a third suspension, a student must submit an official appeal, with all of the necessary supporting documents, to the Student Case Committee.

e. The Provost will make the final decision based on the recommendation of the Student Case Committee.

Maternity Attendance Suspension

Female students are encouraged to suspend their registration for the semester/term during which they’re expecting their baby. A maternity suspension for a term or semester to deliver a baby will not count as one of two attendance suspensions allowed for the student during her time at Zayed University.

Student Chooses Not to Utilize Maternity Attendance Suspension: If a student chooses not to utilize a semester or term maternity attendance suspension, but chooses to deliver her baby and return back to complete the semester she must stay within a 15% total semester absences requirement to receive credit for the class. However, if she chooses this option, but is away from class for more than this allowed 15% (for the entire semester), she must take a maternity suspension retroactively for the entire semester even though she attended classes prior to the birth.

Withdrawal from the University

1. Student-Initiated Withdrawal
   a. The University establishes a date in each semester and term by which a student may withdraw from the University without academic penalty.
   b. A student who transfers to another university or college must formally withdraw from Zayed University.

2. University-Initiated Withdrawal
a. The University may withdraw a student who does not resume his/her studies after being suspended from the University for more than two consecutive semesters.

b. The University may withdraw a student whose English language proficiency does not meet the standards of the University.

Auditing a Course
An alumnus may request permission from the college Dean to audit a course. The request will be approved only if there are vacant seats in the course after advance registration and if the instructor agrees. Satisfactory completion will be indicated by an “AU” grade.

Attendance
Female students are required to arrive at the University before the beginning of the student’s first class and stay until the student’s last class has ended. All female students are required to register their guardian/family mobile phone numbers in the SMS system. The SMS system was developed to secure female students’ movements while entering and leaving the campus by recording the student time in and time out and sending an automatic SMS to her guardian/family. Once a student registers her guardian/family phone number in the SMS system, she will be allowed to leave the campus anytime, even during scheduled class time. Students who do not register their number will not be able to leave campus even if the class is cancelled. Male students may leave the campus at their discretion. For more information, please contact the Campus Director’s Office.

You are expected to attend all classes for which you have registered; to arrive on time and remain for the entire period; and to participate actively in all assigned learning activities. If you arrive late or miss any part of a class, or leave campus during class time even if you register in the SMS system you will be marked absent. The University’s computer network clock is the official timepiece used in determining absence.

Absence from Class
- A student who misses 5% of the class meetings allotted for a course will receive a warning from the Chair/Assistant Dean of the college/department.
- A student who misses 10% of the class meetings allotted for a course will receive a second warning from the Dean of the college.
◆ A student who misses more than 15% of the class meetings allotted for a course will fail the course. If there is a legitimate reason for the absence, which has been accepted by the Dean of the college in the semester in which the absences occurred, the student will be granted a satisfactory withdrawal from the course.

**Attendance Appeal**

1. The attendance appeal process is as follows:
   a. The student completes and submits a written Letter of Attendance Appeal to the relevant College/Department Assistant Dean for Student Affairs explaining the reason for the absences.
   b. The appeal must be submitted within three working days of the date of receiving the Withdrawal with Failure automated system notification for the particular course where the student exceeded the 15% limit.
   c. The appeal must state clear and compelling reasons for the student’s absence and include any relevant supporting documentation (statement from a certified medical doctor, clinic or hospital; or a written explanation of the nature of an emergency).
   d. The student will be allowed to continue attending the course during the appeal process.

2. The College Attendance Appeal Committee will decide if the student will be allowed to withdraw from the course; be given a Withdrawal with Failure grade for the course; or be given permission to continue and complete the course. In cases where a satisfactory withdrawal or a Withdrawal with Failure grade is decided, the student may have to repeat the course.
   a. If the decision is that the student is allowed to withdraw from the course, a grade of W will be assigned for that course. In case the student receives a W in a pre-requisite course, he/she should pass this course before registering for the subsequent one.
   b. If the decision is that the student is given a Withdrawal with Failure grade, a grade of WF will be assigned for that course.
   c. If the decision is that the student is permitted to continue and complete the course, the student must have earned a grade of C (or equivalent) or higher in the course being taken at the time of the appeal.
   d. No student may be absent for more than 30% of any course.
   e. Special consideration may be given to a student in his/her final semester.
   f. Special consideration may be given to a student attending University or College approved functions, which resulted in the WF situation.
3. The College Attendance Appeal Committee will render its decision within five working days of the date of receiving the attendance appeal from the student. The College Assistant Dean for Student Affairs will then submit the Attendance Appeal form with the supporting documents to the Registrar’s Office to update the attendance records.

4. A student may make only one appeal per course per semester when she/he has exceeded the 15% absence limit.

**Guidelines for Attendance Appeals**

Guidelines for general types of attendance appeals that can result in the granting of a satisfactory withdrawal or the continuation of a course include:

1. **Serious illness:** Students with chronic illnesses identified by a government hospital and verified by an official medical report may be granted administrative suspension by the University. The medical report should clearly indicate the particular medical needs of the student and the implications for his/her study at the University. Administrative suspension for medical reasons can be given over and above the two suspensions normally allowed.

2. **Pregnancy issues:** The medical report should clearly indicate the particular medical needs of the student and the implications for her study at the University.

3. **Official events:** Students officially representing the University or assigned to participate in an official UAE event shall be excused without penalty (an official letter from the appropriate government entity should be presented to the relevant college).

4. **College-arranged or academic activities approved by the Dean:** Students officially representing the unit or assigned to participate in an official UAE event shall be excused without penalty.

5. **Mourning:** Students shall be granted three days of mourning leave in the event of the death of a first-degree relative. A letter should accompany the appeal.

6. **Force majeure:** Any force majeure cases approved by the appropriate college Council.

*Note: The student will be allowed to continue attending the course during the appeal process.*

**Attendance Dismissal**

If your registration is suspended for two semesters because of attendance, you will be dismissed from the University.
Academic Progress

Satisfactory Progress toward the Degree
The student must make satisfactory progress toward the degree at all levels of study at Zayed University. The maximum time allowed at each level is:

1. Four semesters to meet Academic Bridge Program (ABP) requirements and enter the baccalaureate program.
   
   a) Students who commenced the ABP at level ENG 020 may appeal to be allowed one additional semester in which to complete the program.
   
   b) Students should not be granted more than one Special Probation in the ABP.
   
   c) Four semesters at the pre-major baccalaureate level to gain admittance to a major.

2. Six semesters when in a major at the baccalaureate level to complete requirements for graduation.

Academic Standing in the Baccalaureate Program

Satisfactory Academic Standing
1. Students must earn grades of C or better in all courses in the required English sequence in General Education in their first two years of baccalaureate study.

2. Students must satisfactorily complete all the courses in the required sequence within four semesters of baccalaureate study or they will be dismissed from the University.

Satisfactory Academic Standing in the Baccalaureate Program
Students shall be considered in Satisfactory Academic Standing if they maintain a minimum Cumulative Grade Point Average (CGPA) of 2.00. This minimum average is required for graduation.

Academic Warning
Students will be given an Academic Warning if:

a. they have a Grade Point Average (GPA) lower than 2.0 with fewer than 21 credit hours in their first semester;

b. they have a CGPA higher than 2.0, but a semester GPA lower than 2.0.
**Academic Probation 1**
Students will be placed on Academic Probation 1 if their CGPA remains lower than 2.0 for the semester after receiving an Academic Warning.

**Academic Probation 2**
Students will be given a final chance by being placed on Academic Probation 2 if their CGPA remains lower than 2.0 for the semester in which they are on Academic Probation 1.

**Academic Dismissal**
Students will be given an Academic Dismissal from Zayed University if their CGPA remains lower than 2.0 for the semester in which they are on Academic Probation 2.

**Special Probation**
Students who have been granted an Academic Appeal by the corresponding college/department will be placed on Special Probation for one semester. Students are eligible for only one Special Probation during their baccalaureate program at Zayed University.

**Minimum and Maximum Course Load**
The University expects you to engage in full-time study while enrolled at the University. The required to maintain full-time student status at all times by registering is at least 15 credit hours a semester. You may not make a change that reduces your course load below full-time except for compelling academic reasons and with prior written permission. With the exceptions noted below, there is no part-time status at Zayed University.

If you enrolled in the Academic Bridge Program, you will be registered in a block of courses, usually comprising 20 hours. You are required to enroll in all courses in the level, including Advising. If you are enrolled in the baccalaureate program, you must enroll in a minimum of 15 credit hours a semester. You may not register for more than 19 credit hours a semester without permission to take a course overload.

**Course Overload in the Final Year**
In a student’s final year, a student with a CGPA of 2.50 or higher may petition to take an additional course for a semester total of more than 19 credit hours.
Reduced Course Load in the Final Semester or Term
1. A student who will complete all degree requirements in the first term of a semester may elect to enroll for only that term.

2. A student who needs fewer than 15 credit hours in their final semester to complete all requirements for their degree may register for a reduced load, provided it includes all remaining courses required for the completion of the degree.

Baccalaureate Study
1. The normal required course load in a baccalaureate program is at least 15 credit hours a semester, or six credit hours a term. The maximum number of credit hours taken by a student in a semester shall be in accordance with the following criteria:

   a. Students with a Cumulative Grade Point Average (CGPA) less than or equal to 2.49 shall not be allowed to register for more than 16 credit hours in a semester.

   b. Students with a CGPA equal to or greater than 2.50 and less than or equal to 3.49 shall not be allowed to register for more than 19 credit hours in a semester.

   c. Students with a CGPA equal to or greater than 3.50 shall not be allowed to register for more than 21 credit hours in a semester.

2. Under no circumstances will students be allowed to register for more than six credit hours in a term.

3. In the case of multiple delivery mode (combined registration in full semester courses plus term courses) within one semester, the total credit hours shall not exceed any of the three criteria listed above.

Schedule Change
1. Students may change their schedule only during the Add/Drop period (the first week of a semester or term) as designated in the Academic Calendar.

2. Students in the Baccalaureate program may not make a change to their schedule that reduces the course load to be below full-time student status, except for compelling academic reasons. Prior written approval from the Chief Academic Officer is also required.
Exceptional Circumstances
In exceptional circumstances, a student may be approved to carry a reduced load of courses. The student must be in good academic standing (this option is not available for students in ABP). The expectation is that approval of reduced load will be for one semester only, thus allowing the student time to adjust their course schedule in following semesters, or that the student will complete their degree within a year. Permission will only be considered for documented medical or family/personal emergencies or chronic medical conditions, which limit the amount of time the student can attend courses or the amount of work they can do. The request for a reduced load should be submitted to the college’s Assistant Dean, and must be approved by the Registrar’s Office.

Readmission to the Baccalaureate Program
A student who was previously enrolled in credit bearing courses may apply for readmission if the student left the University in good academic standing (CGPA of 2.0 or higher) and there must be space available in the student’s academic program at Zayed University. Application for readmission must be filed within one year of the last enrollment at Zayed University. Applicants for readmission require special authorization to be readmitted.

Eligibility for Graduation
To earn the bachelor’s degree at Zayed University, you must have a minimum cumulative GPA of 2.0 and demonstrate proficiency in both English and Arabic through satisfactory completion of coursework. In addition, you must fulfill all core curriculum requirements and satisfy the competencies in Zayed University Learning Outcomes specified by your major. You must complete all requirements for the major, including internship, and achievement of the Major Learning Outcomes.

You must complete a minimum of 120 credit hours to graduate. Normally, a degree program may not require more than 134 credit hours for graduation. Consult with your major advisor on program and course requirements for graduation, since individual colleges may have additional requirements.

Semester and Term
Semester: A semester is a typical period of scheduled courses within the academic calendar.

Term: A term is half of a semester, and in either of a semester’s two terms the University may offer semester-equivalent courses in compressed formats.
Grading

1. Letter Grades and Quality Points

At the end of the term or semester in which a course is offered, the instructor shall award students letter grades, each bearing quality points. The quality points earned in each course produce a Grade Point Average (GPA).

2. Definition of Letter Grades

2.1 “A” is the highest academic grade possible. This grade is not automatically given to a student who ranks highest in the course, but is reserved for accomplishment that is truly distinctive and demonstrably outstanding. It represents a superior mastery of course material and is a grade that demands a very high degree of understanding as well as originality or creativity appropriate to the nature of the course. The grade usually indicates that the student works independently with unusual effectiveness and often takes the initiative in seeking new knowledge outside the requirements of the course.

2.2 “B” is a grade that denotes achievement considerably above acceptable standards. Good mastery of course materials is evident, and student performance demonstrates a degree of originality, creativity, or both. The grade usually indicates that the student works fairly well independently and often demonstrates initiative.

2.3 “C” indicates an appropriate level of competency in the course’s basic learning outcomes. It is the grade that may be expected of a student with an average level of performance who gives to the work a reasonable amount of time and effort. This grade implies understanding of the content of the course, acceptable mastery of course material and learning outcomes, and completion of all requirements. The student must have a minimum cumulative GPA of 2.0 (C) to earn a baccalaureate degree from Zayed University.

2.4 “D” denotes a limited understanding of the subject matter, meeting only the minimum requirement for passing the course. It signifies work that falls below the average in quality.
2.5 “F” indicates inadequate or unsatisfactory attainment, serious deficiency in understanding of course material, or failure to complete the requirements of the course.

2.6 There are no grades of A+, D-, F+, or F-.

3. Quality Points
Each letter grade has corresponding numerical quality points assigned to calculate the overall grade-point average (GPA) of the student:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>87-89</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>84-86</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>80-83</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>77-79</td>
<td>2.70</td>
</tr>
<tr>
<td>C+</td>
<td>74-76</td>
<td>2.30</td>
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<tr>
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<td>0-59</td>
<td>0.00</td>
</tr>
</tbody>
</table>

4. Special Grades
The following grades have “0.0” quality points:

(Computed in the Grade-Point Average)
Withdrawal /Failing     W/F          Administrative Withdrawal/ Failure in course

(Not Computed in the Grade-Point Average)
Incomplete             I            Temporary grade/Course requirements to be completed
Pass                   P            Satisfactory achievement
Fail                   FL           Unsatisfactory achievement
Withdrawal             W            Student withdrawal
Withdrawal/Unsatisfactory  W/U   Administrative withdrawal/Unsatisfactory achievement
Transfer Credit  TC   Credit granted for course taken at another institution
Audit  AU   Course taken without credit
Satisfactory  S   Satisfactory achievement
Unsatisfactory  U   Unsatisfactory achievement
No Grade  NG   No grade given

**Incomplete Standing**

Students believing that they have a good reason for being awarded a grade of Incomplete (I) in a course must submit a written request to their instructor before the final assessment period. Students who miss a final examination must contact their instructor within 24 hours of the scheduled examination time with a written explanation of the reason for the absence and a request for an Incomplete (I) grade pending a make-up examination. If the instructor approves the request, the instructor will arrange for the student to make up the examination and complete the course at the earliest possible time. The instructor must notify Enrollment Management of any change to the original grade of Incomplete.

Students must complete the missing work satisfactorily by the end of the next term or semester. Otherwise the Incomplete grade automatically becomes a grade of “F”. Students with an incomplete grade in a course that is the prerequisite for a subsequent course may not enroll in the subsequent course until they replace the “Incomplete” grade with a passing grade.

**Failing a Course**

Students who receive an “F” grade in a course fail the course. Students must repeat courses that they fail if the courses are required in their programs. Students may not enroll in any course for which the failed course is a prerequisite before they pass the prerequisite course. Although they must repeat required but failed courses, students may or may not elect to repeat a failed course that is not required. When a student passes any course once failed, the passing grade replaces the “F” grade in calculating grade point average although the
academic transcript continues to display the prior failure. Students who fail a required course twice are subject to review and possible dismissal from the University.

**Semester Grade-Point Average**
The Grade Point Average for a term or semester is calculated by dividing the sum of the quality points earned in the term or semester by the number of credit hours attempted.

**Cumulative Grade-Point Average**
The Cumulative Grade Point Average is calculated by dividing the sum of the quality points earned in all terms and semesters by the credit hours attempted in all terms and semesters. This average is used to assess the student’s overall academic standing in the University. For example, if you complete 30 credit hours of instruction and earn 30 credit hours of “B” (3 points per credit hour), you would have earned a total of 90 grade points (3 points per credit hour x 30 credit hours). Ninety (total number of grade points) divided by 30 (total number of credit hours taken) would yield a cumulative GPA of 3.0.

**Administrative Hold**
Failure to pay for lost or damaged Zayed University equipment (laptops, cameras, etc.) or textbooks will result in an “Administrative Hold” being placed on your records. Until you have cleared the “Hold” by paying for the lost or damaged items, you will not be permitted to register for courses, receive grades or receive your degree, and you will not be allowed access to your academic transcript. Any “Hold” must be cleared before graduation.

**Academic Honors**

**Dean’s List**
Any current student with a semester Grade Point Average of 3.60 or above who completed a full load as defined in ACA-ADM-04 with no grades of incomplete (I).

**Graduation Honors**
Any graduating student with a Cumulative Grade Point Average (CGPA) of 3.60 or above will be awarded Honors at graduation as follows:

a. Graduating CGPA of 3.90 to 4.00 Highest Distinction  
b. Graduating CGPA of 3.70 to 3.89 High Distinction  
c. Graduating CGPA 3.60 to 3.69 Distinction
These will require approval of Provost’s Office. Graduation Honors will be announced at the graduation ceremony and will be recorded on the students’ academic transcripts and diplomas.

**Academic Appeals**

You can only appeal a grade if you can demonstrate a valid reason for appeal. There must have been a substantial error of fact (such as recording the wrong grade or miscalculating grades), or demonstrable and substantial inequity in grading in the class, or a medical, family or personal emergency which has substantially affected your academic performance.

**Appeal of a Course Grade**

A student can request a review of their final course grade by submitting a written appeal to the academic unit to which the course belongs, within three working days from the date of publication of the final grades by the Registrar’s Office.

**Appeal of Dismissal for Unsatisfactory Academic Progress**

A student may request a review of the decision to dismiss them for unsatisfactory academic progress by submitting a written appeal to the academic unit in which they are enrolled within three working days from the date of publishing the final semester results. All appeals must be in writing with appropriate documentation if available.

**Appeals in the ABP**

The first step in appealing your grade is to talk to your instructor. If you are not satisfied with the results of the conversation, submit a written appeal to the Assistant or Associate Director of the Academic Bridge Program within three class days. The Assistant Director and Director will review your appeal and make a final determination of the grade.

**Appeals in the Baccalaureate Program: Appeal of a Course Work (assignments, quizzes, term papers, etc.) Grade**

For your appeal to succeed, you must demonstrate that there was substantial error in calculating your grade or demonstrable and substantial inequity in grading in the class. The first step is to talk to your instructor to discuss the grade. If you are not satisfied with the outcome of this discussion and you require a grade review, you need to submit a written appeal to the Assistant Dean of the college in which the course is taught. The appeal should be submitted within three working days from the grade announcement date. The
Assistant Dean will review the appeal and make the final determination of the grade. Any retroactive grade appeal should be approved by the Provost or Provost’s designee.

**Appeals in the Baccalaureate Program: Appeal of Academic Dismissal**

If you are eligible for dismissal for unsatisfactory academic progress, your college will issue a dismissal letter that will be sent to your parents by mail. Then the Registrar’s Office will send you an email through your account to notify you about your academic standing for that semester and about the appeal process and deadlines. The college will receive the dismissal appeals from their students within the time frame given in the dismissal letter for review and decision. If the case requires any input from the Office of Student Affairs then this can be communicated between the Office of Student Affairs and the college.

Your appeal will be considered only if there is clear evidence that a substantial error of face or grade calculation has been made, or in exceptional circumstances such as:

- Failure to adhere to the stated requirements of your curriculum as stated in the Zayed University Catalog for your year of entry into the baccalaureate program;
- Substantial irregularity in the assessment or examination processes which are not resolved after consulting with relevant college faculty; or
- A medical, family or personal emergency which has substantially affected your academic performance.

**Readmission Request after Final Academic Dismissal**

**Fresh Start Program (Baccalaureate Program)**

The University has developed required standards for review and consideration of readmission requests from eligible Baccalaureate level students who seek re-admissions to Zayed University after academic dismissal.

Students academically dismissed from the Baccalaureate program who wish to apply for the “Fresh Start” program may not attend Zayed University for the semester following their dismissal. The summer session does not count towards this one semester requirement. They also should obtain an academic IELTS of 5.5+ or iBT TOEFL of 71+ to be admitted as “Fresh Start”. During the semester away from the University, students are strongly encouraged to pursue both structured and unstructured study in English to assure that their English language skills do not decline during their time away from academic work.
Students and their parents or guardians must apply to the “Fresh Start” program in the Office of Enrollment Management. By signing the readmission request form, the student and guardian acknowledge and agree to the conditions of admission to the University for the “Fresh Start” semester as well as any future semesters. It is essential that the student and guardian commit to the rigorous expectations of the “Fresh Start” semester when applying for readmission consideration.

Upon receiving approval for readmission, the student and guardian will be required to sign a readmission “Fresh Start” contract that will specify the requirements for the student’s academic success during the “Fresh Start” semester and subsequent semesters.

After the trial semester, the student academic record will be carefully reviewed. Should continuation be approved, new and/or additional requirements may be added to positively influence the student’s future academic experience. These requirements must be followed by the student or dismissal again is possible. Students dismissed for disciplinary reasons are not eligible for readmission under this policy. Consideration for the readmission “Fresh Start” process is available to dismissed students only once.

**Transfer to Another Institution**
You may apply to transfer to a credit degree program at the Higher Colleges of Technology or United Arab Emirates University only after you have successfully completed the ABP. You may only transfer into the baccalaureate or higher diploma program at the other institution; you may not transfer to English foundation courses.

**Applying for Transfer**
To apply for transfer, you must apply directly to the institution where you wish to transfer. Refer to the specific admission requirements of the other institution. You must apply to transfer within three years of the date of your last registration at Zayed University. Upon acceptance at another university or college, you must formally withdraw from Zayed University.

**Transfer to Zayed University**

**General Requirements for transfer students**
A transfer student must satisfy all of the following requirements before graduation:
1) Complete the required General Education English and Arabic sequences. The University may waive this requirement upon submission of evidence that the student has successfully completed a comparable level of English and Arabic instruction at another institution;

2) Satisfy all General Education Learning Outcomes and all Zayed University Learning Outcomes;

3) Satisfy all major Learning Outcomes;

4) Be a student at Zayed University for a minimum of two years and earn a minimum of 60 credits;

5) Be in good academic standing (GPA 2.0); and

6) Have an Academic IELTS of 5.5+ or iBT TOEFL of 71+.

In exceptional cases, the University may waive General Education requirements and any major requirements except for the residency requirement.

Transfer of Credit for Summer Courses
You must be in good academic standing to receive permission for summer study at another institution. The University is under no obligation to accept courses taken without its prior authorization. To apply to transfer credit for summer courses taken elsewhere, complete the “Letter of Permission” form available in your college, attach detailed course outlines in English of all courses to be taken, submit the form and course outlines to your Assistant Dean, and secure prior approval of the proposed summer study plan. There must be equivalent courses at Zayed University. Your summer host institution must submit an official transcript to the Registrar’s Office. A minimum grade of “C” is necessary for credit to be granted.

Confidentiality of Student Records
All student records are considered confidential. Only you, your immediate family, and authorized Zayed University personnel may review your student records. Unless compelled by law, or upon written authorization from your parent or guardian or you yourself, the Registrar’s Office will not disclose confidential contents of your student records to any party outside the University.

Access to Student Records
By applying for admission and enrolling at the University, you have accepted the University’s right to collect pertinent personal information for institutional
purposes. Documentation that is submitted in support of your application for admission becomes the property of the University. This information is used to assess performance in programs and courses, provide the basis for awards and assist in the academic and financial administration of University affairs. Documents pertaining to your achievement at another institution, which may have been received by the University, will not be released or redirected.

You have the right to inspect all documents contained in your record. You may request that false information is corrected and that recipients of false information are advised of the correction.

An electronic record of your academic achievements at the University is preserved permanently, but all other documents in your student files are destroyed when no longer required.

**Transcript of Academic Record**
Copies of the student transcript will be issued at the student’s request by the Registrar’s Office.
CAMPUS INFORMATION

University Information
The University endeavors to communicate important University information to you. You will receive an official notification in writing or by email on attendance, academic warnings, probation, etc. You are required to respond to these communications as specified in the message. Copies of official letters may be forwarded to your parents or guardians. In case of emergency, academic probation, suspension, withdrawal or dismissal, your parent or guardian will be notified by letter or phone.

Student Housing
Zayed University Abu Dhabi offers safe, gender segregated, comfortable and clean on-campus residence for full time undergraduate or graduate international students. The residences offer a wide range of facilities including laundry, gym, quiet study room and recreational area.

Admissions to the residences are only accepted at the beginning of the Spring and Fall semesters. The approval of housing requests rests with the Student Housing Committee. Eligible students will be advised of all required formalities and submissions by the respective residence in charge.

The Campus Physical Development Office oversees facilities management at the student residences, including 24/7 security, maintenance, cleaning and waste management. Resident students must abide by the rules and regulations stipulated in the residence handbook issued at the time of check in, and University policies and procedures. The University has the right to terminate and/or withdraw all associated housing rights of a student due to severe or repeated violations, or non-payment of housing charges and the security deposit.

Due to limited room numbers, allocation will be subject to availability and offered on a first-come, first-serve basis. All queries with regards to residence may be addressed to StudentResidences@zu.ac.ae.

Prayer Room
You are expected to pray in the prayer room provided by the University and not in classrooms. Students should respect the holiness of the prayer room. So, eating, sleeping or friend gathering are not allowed.
Textbooks, University Equipment or Property
The University provides you with textbooks and other University equipment to assist you in your studies. You are expected to return these items undamaged. If you lose or damage university textbooks, equipment or property, you will be required to pay for their replacement. An “Administrative Hold” will be placed on your academic transcript until payment is made. While there is a “Hold” on your transcript, you will not be permitted to register for courses, gain copies of your transcript, access your grades, or graduate from the University. Any “Hold” must be cleared before graduation.

Laptops, Computers, and Tablets
You are required to purchase a tablet and laptop computer for use throughout your time at Zayed University. The University will provide basic specifications for these two devices at the time of enrollment. You are responsible for all maintenance and protection of your devices. If you lose the devices or they are damaged, you are expected to repair or replace them.

Internet Access and Email
Access to the Internet and email is available to all Zayed University students. It should be noted, however, that this privilege must be used within the established guidelines of the University and not violated. Students violating the rules for using the Internet will be subject to disciplinary measures. As email is considered an official form of communication between the University and students, all Zayed University students are responsible for checking and reading their emails on a regular basis.

Lockers
Lockers are assigned through the Office of Campus Director. You must return your locker key when you graduate or leave the University. Lost keys may be replaced for a fee. On Abu Dhabi campus, students must check with the Campus Physical Development Office for locker assignments. Students are responsible for purchasing their own locks. Students must empty their lockers when they graduate or leave the University and confirm this with the Office of Students Affairs in Dubai campus and Campus Physical Development Office in Abu Dhabi campus.

Dining Services
The campus cafeteria is open every class day, serving breakfast, lunch and snacks. You can bring your own snack/lunch to campus but may not bring
other food without prior and expressed permission from the Office of Campus Access Director. All food must be eaten in the cafeteria or other on-campus restaurant and not in classrooms, laboratories, studios, computer rooms or the Library. Only the campus food service may sell food on campus, except with prior written approval (secured through the Office of Campus Access). Student groups wishing to order food from the campus food service should submit their requests to the Campus Physical Development Office.

**Faculty Office Hours**
At the start of the semester, check with your instructors to determine when they are available to meet outside class hours. The faculty/instructor is to notify -in advance- the security and/or the Campus Physical Development Office about the date and time of this meeting especially if it is after hours or on a weekend.

**Library**
Students come to Zayed University Library and Learning Commons to explore, share and learn independently or in small groups. Librarians help students find information for their class assignments and for their personal interests. You can use your laptop, iPad or a library computer to study and to search databases and the Web. Library resources, including books, journals and DVDs are available for research and leisure reading.
To learn more about the Library, please visit: http://www.zu.ac.ae/main/en/_library/index.aspx

**Lost and Found**
The University endeavors to ensure that all abandoned, forgotten personal items are returned to the correct owner. All lost and found items are handed in to the Campus Physical Development Office (CPDO). Items are then securely stored until claimed. In the event of an item not being claimed, it will be stored for one academic year and then disposed of.

Items can be collected, with a valid ID, from the Lost and Found:
Abu Dhabi: Contact JBI/Serco and CPDO
Dubai: Contact CPDO

**Displaying Student Projects**
Student projects may not be posted on notice boards, glass doors or building walls. Display boards are available for displaying student work. Check with your academic department for designated locations and bulletin boards for display of student projects. Heavy or large scale projects should be displayed
in coordination with the Campus Physical Development Office through the student’s instructor.

**Use of University Facilities**
The use of University facilities by students is restricted to projects and programs officially sponsored by the University.

**Entering and Leaving Campus**

**Security Personnel**
Attending Zayed University can be a major change of lifestyle for you and your family. Zayed University is committed to ensuring your well-being and safety whilst on campus. The University is also sensitive to your family’s concerns that you are properly safeguarded while under our supervision.

To ensure your safety and comfort, both University campuses have secure and designated students’ entrance/exit gates. Security personnel at each entrance allow only authorized persons to enter campus, and have the authority to stop anyone entering/exiting the campus. Security personnel ensure that a record is kept of all students entering/exiting campus. Students, parents/guardians and visitors must show respect for security personnel and follow instructions given.

Those who fail to follow instructions are automatically stopped from entering campus. In the case of students not following instructions, they—under the Code of Conduct—may face disciplinary action. In the unlikely event of disciplinary action being required, the Campus Physical Development Office will report the student to the Student Misconduct Investigation Committee (Chaired by the Director of Student Life, Dubai Campus) to investigate and address this issue with students and their families (if required).

**Student Identification Card**

- When you enroll in Zayed University, you receive a university identification card. You must pass this ID card in front of the card reader at the campus student gate when you arrive on campus.

If you have forgotten your ID, you are expected to bring your ID card to campus the next day, however, you should sign in at the gate. Security will log you into the system and check your name, picture and student status. This may take some time, especially during the busy entry/exit times, so please be prepared to wait at the gate until you are logged in by security. Even if you are late for classes, you will not be allowed to enter campus until you are logged in.
◆ If you have lost your ID, you should purchase a new one. In Abu Dhabi campus you need to pay AED 50 at Zayed University Finance Office which is located on the second floor of the Administration Building (ADM-2-137), and submit the receipt to the Campus Physical Development Office. Students will be informed by email once the ID is ready for collection.

◆ Students failing to follow these procedures will be referred to the Student Misconduct Investigation Committee (Chaired by the Director of Student Life, Dubai Campus) to take disciplinary actions or recommend to the University administration any disciplinary actions that involve suspension or dismissal from Zayed University.

◆ All Zayed University students are required to register for SMS messages which will be sent to the guardians upon entry and exit of campus.

◆ The student guardian (Father – Husband – Mother – Brother or Sister above 25 years old) should submit relative documents supporting the relationship in order to update or register for SMS service.

**Car Plate Registration**

This system has been issued for your convenience and to provide you quick access to campus. Students can register up to two (2) cars maximum. You must bring your student ID card for registration. It is not required for guardians and drivers to come at the same time.

a. For students registering cars with vehicle registrations that match their student ID name, a form must be filled with their correct information. Students must bring the original and a copy of their car/cars registration/registrations.

b. For students registering cars with vehicle registrations that do not match their student ID name, supporting documents should be submitted to confirm the car is theirs.

c. If students are using a bus or a dedicated driver, they should fulfill the below requirements:
   1. Their guardian (father, mother, brother or husband) must visit the Campus Physical Development Office with their Emirates ID.
   2. The driver will have to bring the original and a copy of their vehicle registration, in addition to their Emirates ID and Driving License.
Student Drivers and Parking: (Abu Dhabi Campus)
Below are the actions that will be taken to address improper car parking on the Zayed University Abu Dhabi campus.

1. First Violation
A red note warning will be issued and placed on the windshield of an improperly parked car by security personnel.

2. Second Violation
The vehicle will be “booted”. The violator will be required to report to the Finance Department, Office #ADM.2.137 to pay a fine of AED 200.

Upon payment, a receipt will be given to the violator, who will then present receipt to the Campus Physical Development Office, 1st Floor, Administration Building, and they will arrange to have the vehicle unbooted.
Academic Integrity
ACADEMIC INTEGRITY (Code of Academic Conduct)

Zayed University expects and requires all students to demonstrate integrity in all of their academic work and follow the University Honor Code.

Desired Behavior

In general terms, “Academic Integrity” means studying, learning, and producing work without resorting to deception, cheating, or fraud of any kind. You are expected to do your own work, citing all of the sources you use and being honest and open in all of your interaction/conduct with instructors, advisors, classmates, and administrators.

Prohibited Behavior

Prohibited behavior includes, but is not limited to the following forms:

- Cheating;
- Plagiarism;
- Falsification of data;
- Inventing or misrepresenting research or citations;
- Helping others to cheat, plagiarize, or falsify material;
- Obtaining copies of tests without permission;
- Misrepresenting coursework done for another course as new work without prior permission from the instructor;
- Interfering with other students’ work;
- Taking a quiz or exam for another student, or having another student take a quiz or exam for oneself;
- Collaborating with others on assignments meant to be done on one’s own, without the prior permission of the instructor; and
- Abuse, misuse, destroying or tampering with, withholding or hiding, or the appropriation of shared instructional or research resources.

All forms of academic dishonesty are strictly prohibited. Violators of this code are subject to University discipline.

Cheating

Cheating is any attempt to do an assignment or take a test or quiz by any other means than the exercise of your own knowledge and by doing the work yourself.
Examples of cheating are:

- Using a textbook, notebook, dictionary, calculator, notes or other devices during a test, quiz, lab assignment or other course exercise without prior permission of the instructor.
- Looking at another student’s test or quiz or allowing another student to look at yours during the examination period.
- Doing an assignment (paper, project, exercise, etc.) for another student or having someone else do your work without the prior permission of the instructor.
- Taking a test in place of another student or having someone else take your test.
- Giving help to, or asking for help from, another person without prior permission of the instructor.
- Unauthorized use of a computer or other instructional aid—for example, using a calculator during a mathematics test or using the Arabic dictionary in MS Word to translate without prior permission of the instructor, or using any other device without prior permission.
- Changing an answer on an already-graded examination and then asking for a grade review.
- Obtaining improper knowledge of the contents of an exam.
- Permitting another student to plagiarize your work.

Plagiarism

Plagiarism is presenting someone else’s work or ideas as if they were your own.

Examples of plagiarism are:

- Copying another person’s work either word for word or making some changes, but keeping the structure, much of the language, and the main ideas the same. Even if the work has not been published, it should be treated as someone else’s work and not your own work.
- Buying, borrowing, or otherwise obtaining and handing in a paper, project or course assignment as if it were yours.
- Turning in someone else’s paper as if it were your own, even if the paper is enclosed in quotation marks. A large part of your paper cannot simply be quotations.
- Allowing someone else to edit, rewrite or make substantial changes in your work and turning it in as if you had done it all, without acknowledging the other person’s contribution and without prior permission of the instructor.
- Using someone else’s words or ideas without crediting that person.
- If you use someone else’s words, you must identify them by putting quotation marks around them and citing the source.
- If you download a picture from the internet, you must cite the source of the picture.
- If you paraphrase someone’s work, you must specify the source of the statement.
- Every book, magazine or internet site used in your paper must be identified in the bibliography.

At any time, if you think you may have unknowingly plagiarized someone’s work, you are urged to discuss it with your instructor before turning in the assignment. Faculty have available various electronic resources to assist students in recognizing and correcting plagiarism and to assist faculty in detecting and confirming plagiarism.

**Misuse of Instructional Resources or Research Materials**

At all times, you are required to do your own work within the guidelines established by your instructor. If you use instructional resources or research materials other than as specified by the instructor, you are subject to discipline. Examples are the misuse of internet or email for other than course work or research.

You may not intentionally destroy, misplace, alter or lose laboratory equipment or demonstration materials prepared to assist students with course assignments. You may not intentionally misplace, lose, deface or destroy library or computer software resources provided to assist students with course assignments. You may not alter, withhold or hide shared instructional resources from other students.

**Addressing Violations of the Code of Academic Conduct**

**University Discipline**

The student who engages in behavior prohibited by the Code of Academic Conduct may be subject to University discipline. The concerned college will
investigate the case and submit its recommendation to the Office of Academic Affairs to be forwarded to the Student Conduct Committee. If required, the committee will recommend to the Provost the appropriate action to be taken.

**Penalty**

The Academic Bridge Program, University College and the colleges deal with most first-time violations of the Code of Academic Conduct. They serve as the final authority in these cases and the penalty usually results in a warning letter, reduction in grade for the assignment, the grade of “F” for the course, or other penalties of similar severity.

If the student has a second violation, or an unusually serious first violation, the student is also subject to disciplinary action based on the recommendations from his or her college. Resulting penalties may include suspension or expulsion.

**Procedure at the ABP and College Level**

When an instructor suspects that a student has violated the Code of Academic Conduct, the instructor first discusses the matter with the student to ensure that all relevant information has been collected. If the instructor concludes that the student has violated the Code, the instructor must report the violation immediately to his/her supervisor and discuss the details of the case and the appropriate penalty with that person.

The instructor then sends a brief written summary of the violation to his/her Assistant or Associate Dean and a penalty is assigned. The academic violation and associated sanction are reported and summarized via the “Academic Misconduct Notification” form to the student with copies to the Dean, Director, and Assistant Dean of the unit as well as the Office of Student Affairs.

Students may appeal the decision on the grounds that the instructor erred in identifying the action as a violation or that the instructor exhibited bias against the student as compared to other students in the class. Students must send their appeals in writing, supported fully by evidence, to the Director or Dean who confirms, modifies, or reverses the original decision. The appeal must be submitted within seven calendar days of the written notification from the department.

**Withdrawal of the Degree**

If there is evidence that a student has earned her/his degree under false pretenses or by unethical practices, the University reserves the right to withdraw the degree.
Tests and Examinations
The following policy applies to formal examinations such as placement or final examinations, which are usually monitored by invigilators. For other examinations, the instructor sets the requirements.

Punctuality
You are expected to arrive ten minutes before the examination is scheduled to begin. No student will be allowed in the examination room after the examination begins.

ID Requirement
You must show a University ID card to be allowed to sit for the examination.

Conduct During the Examination
You must adhere to the rules and regulations set for all tests and examinations. Violation of these rules may result in discipline, including cancellation of the examination (resulting in failure in the course), suspension or dismissal. Under no circumstances are students allowed to use or possess mobile phones during the exam.

Request for Review of Final Examination Grade
You may request a grade review of a final examination within three working days from the day the grade was announced and upon presentation of substantial and convincing evidence to warrant a review. You must request the grade review in writing on a form obtained from the Registrar’s Office. For a course in the baccalaureate program, the completed form must be submitted to the Assistant Dean of the college in which the course is taught. In the Academic Bridge Program, the completed form must be submitted to the Assistant Director of the Academic Bridge Program. Students do not participate in the review process. The decision of the Assistant Director or Assistant Dean is final.

Request for a Makeup Examination
If you miss an examination, you may be granted an opportunity to make up the examination upon demonstration of a valid reason for your absence. The instructor reviews your documentation and the final conclusion regarding the provision of the makeup examination is the decision of the instructor. Your request must be submitted in writing to the instructor within 24 hours of the scheduled examination time and include a written explanation of the reason(s) for your absence as well as supporting documents verifying the reasons.
Sensitive Materials and Incidents

Policy Statement

The University adheres to the United Nations Universal Declaration of Human Rights, Article 19, which states: “Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive, and impart information and ideas through any media and regardless of frontiers.”

In a university, you may encounter ideas or images that fall outside your personal value system or frame of reference. The University’s goal is not to alter your beliefs or values but rather to produce globally aware, responsible graduates with the capacity for independent critical judgment, and exhibit respectful understanding of diverse points of view and a tolerance for perspectives that differ from their own, as Islam promotes. Sensitivity to local culture is considered.

Challenged Materials

The Library and Learning Commons collects information about many topics and information that reflect different opinions on the same topic. If you encounter a book, magazine or video that seems questionable to you, then fill out and submit a “Challenged Materials” form (See ACA-ADM-09 under Policies on the ZU Intranet). The form and the challenged material will go before a review panel composed of an administrator, a faculty member and a UAE National from among University staff. The panel reviews the item that has been challenged and determines appropriate action. You will then be notified of the panel’s decision.

Classroom Materials and Incidents

If you wish to challenge materials or incidents in a class, you must fill out and submit a “Challenged Materials” or Incident form to the College Assistant Dean,(See ACA-ADM-09 under Policies on the ZU Intranet). A review panel composed of an administrator, a faculty member and a UAE National from among University staff will be established. The panel will review the item that has been challenged and determine appropriate action. You will be notified of the panel’s decision.

Materials will not be removed from class use unless the panel determines that they are inappropriate. If the panel determines that an incident was inappropriate, the panel will explain its position to the instructor.
Student Rights and Responsibilities

Student Rights

You have the right to be taken seriously as a responsible student and to be treated with respect and consideration by all members of the University community. You have the right to pursue your studies without unwarranted intrusion. Within the University, you will be encouraged to think critically and globally, understanding and appreciating diverse views, and to develop the intellectual competencies and work habits appropriate to your field of study and career aspirations. The University will treat you with respect and ensure that your rights are protected. The University will maintain the confidentiality of its transactions with you, except where it is the University’s obligation to inform your parent or guardian of your academic progress or personal behavior. The Office of Student Affairs will guide you on how to cope with the challenging life at the University, educate you about your rights and oversight of judicial process in relation to your behavior and conduct. You will also have an academic advisor to help you perform at your academic stage and offer your help when you need.

Student Responsibilities

Zayed University expects you to meet the highest standards in your academic work and personal conduct. You are required to obey the rules and regulations of the University as laid out in the Student Handbook and University Catalog. In particular, you are expected to abide by all rules and regulations expressed in the Code of Academic Conduct, the Code of Student Conduct, and the University Honor Code. You are expected to familiarize yourself with these codes and your obligations and responsibilities toward the institution, its faculty and staff, other students and visitors to the University. Any student who breaches the requirements of the Code of Academic or Student Conduct is subject to University discipline.

Student Complaints

If you believe an instructor has behaved unfairly or unprofessionally toward you or has not given you the grade you deserve based on your course work, you should first discuss your complaint with the faculty member directly. If you are not satisfied with the result of the discussion, you may submit a written complaint to the Dean of the instructor’s college. If the Dean determines that further review is necessary, the Dean may convene a review panel. The Dean’s decision on all complaints about college faculty is final and will be communicated to you in writing.
If you wish to file a complaint against a staff member or against an office within Student Affairs, you should first discuss the complaint with the staff member or office supervisor. If you are not satisfied with the result of the discussion, you may submit a written complaint to the Office of Student Life. If the Director of Student Life determines that further review is necessary, he or she may convene a review panel. The Director’s decision is final and will be communicated to you in writing.

If the complaint is about an office or individual outside of the Office of Student Life, the Director of Student Life will forward the complaint to the appropriate supervisor. The same review procedure applies.

If you receive the final decision from the responsible supervisor and you still think this is unfair, you can submit an appeal to the Director of Student Life to review. The Director of Student Life in consultation with the Assistant Provost for Student Affairs will determine the condition of the case.
Student Conduct
STUDENT CONDUCT
STUDENT CONDUCT (Non-Academic)
In addition to the requirements for academic work set forth in the Code of Academic Conduct, you are required and expected to:

◆ attend the University during scheduled class hours;
◆ attend classes regularly and punctually;
◆ complete/submit assignments on time;
◆ meet all requirements for course completion and program completion;
◆ understand and make every effort to maintain good academic standing;
◆ keep the whole campus facilities clean and use recycling bins; and
◆ follow the safety rules in labs and studios.

You are not permitted to:
◆ engage in criminal behavior as defined by the laws of the country;
◆ use or sell illegal substances or materials;
◆ access or download data from inappropriate sites on the Internet, including chat rooms or other social media sites;
◆ download inappropriate material from the Internet; view or share inappropriate material on campus;
◆ disobey or ignore a direct order from Zayed University faculty or staff or officials;
◆ refuse showing security guards with personal identification and appropriate documentation when requested;
◆ use another person’s name or ID number to gain entry to or receive permission to leave campus;
◆ attempt leaving during scheduled class hours without registering into the SMS system with an updated parents’ mobile number;
◆ lie, withhold information, or otherwise deliberately deceive a University instructor or staff member;
◆ falsify documents, or use falsified documents for any purpose connected with Zayed University;
◆ engage in a disruptive behavior in or out of class;
◆ behave discourteously or inconsiderately to other students, faculty, staff, or visitors to campus;
◆ engage in an intimidating, harassing or threatening behavior;
◆ engage in an inappropriate physical contact with another student;
◆ damage or destroy University property;
STUDENT CONDUCT

◆ smoke on campus and tamper with fire/smoke alarms;
◆ bring animals (e.g., pets) without prior permission from the Office of Campus Director or Academic Dean;
◆ use a mobile phone in class, classrooms, auditoriums and other restricted areas without the permission of an instructor or other University officials;
◆ use a mobile phone in a prohibited area, except with the prior written authorization of an instructor for use in a class project or exercise;
◆ use a camera on campus except with the prior written authorization of an instructor for use in a class project or exercise;
◆ use a camera on campus in an unauthorized location or photographing students without their express prior permission;
◆ borrow or take someone else’s property without prior and express permission;
◆ misuse campus email;
◆ give money or gifts of substantial value to a Zayed University employee or receiving substantial gifts from the same. This includes giving to the service providers’ staff;
◆ engage in any behavior that damages the reputation of Zayed University, whether on campus or at a University-sponsored event off campus;
◆ park your car improperly (e.g. taking two parking spaces or parking on street side) in an unauthorized area;
◆ use special needs parking without prior permission from the Campus Physical Development Office;
◆ invite outside speakers in the name of the University without prior written permission;
◆ issue public statements in the name of the University without prior written permission;
◆ organize and conduct public meetings or activities on campus or at University events without prior written permission;
◆ use University facilities without prior written permission (e.g. moving furniture);
◆ distribute leaflets or journals, posting notices, or collecting signatures on the premises of the University without prior written permission;
◆ hold a rally or demonstration on campus or in the University’s name without prior written permission;
◆ hold an off-campus event without prior written permission;
◆ perform a dance on campus except at a University sponsored program, in a designated area and with prior written permission; and
◆ play music in public that interferes with others’ privacy or is of poor taste.
Misuse of Internet
You are provided with Internet privileges to assist you with your education. Abuse of these privileges will have immediate and severe consequences. You are responsible for all material found on your computer or other electronic device(s), whether you put it there or someone else did. Any student caught with pornographic images or film clips on their laptop, computer or other electronic device(s), is eligible for suspension or dismissal, with loss of grades in all current courses. This may happen whether it is the first time the student is caught or not and whether they downloaded the material themselves or it is established that someone else did.

Student Discipline
Disciplinary Measures
Students violating the Code of Student Conduct are subject to discipline. Disciplinary measures may include any or several of the following:

- Verbal notice or warning;
- Written warning;
- Administrative probation, with or without restrictions (e.g., refusal of permission to participate in student clubs, team sports, etc.), for a defined length of time (usually a semester or year);
- Suspension from the University for a semester or longer (usually no longer than a year). A student who has been suspended is allowed to register in classes after filling out the “Resume Study” Form in the Office of Enrollment Management; and
- Dismissal from Zayed University. Dismissal means there is no opportunity for re-registration.

Student Discipline Process
The academic disciplinary process is described above (See “Addressing Violations of the Code of Academic Conduct”). For students’ none academic violations, the process is as follows:

The college of the concerned student or Student Life Director will forward the student case to the Student Misconduct Investigation Committee for recommendations. If the committee finds the student in violation of the Student Code of Conduct, his or her case will be forwarded to the Student Discipline Committee to recommend the appropriate disciplinary actions to be taken. The Provost will issue a decree with the final decision. The student will be notified of the decision by the Office of Student Affairs (Registrar’s Office and the Office
Student Life) and will be informed that the decision is final. Students coming back after suspension may be re-registered after signing an agreement of good conduct provided by the Registrar’s Office to avoid future violations. Breaching the agreement may lead to a more serious disciplinary action.

**Behavior in an Instructional Setting**
You are expected to behave appropriately in the classroom, laboratory, studio, library or other instructional or study settings on campus at all times, and not to disrupt classroom teaching, learning or the work of other students.

**Behavior Off-Campus**
You are expected to behave appropriately at University activities off-campus, and obey rules of behavior laid down beforehand by your instructor or trip sponsor, as well as the orders of campus instructors or personnel on site.

**Interfering with the Work of Other Students**
You may not intentionally or persistently disrupt class or otherwise interfere with the work of other students and the instructor.

**Communicating with Faculty and Staff**
When communicating with faculty or staff, you are expected to be honest at all times and not attempt to deceive or hide the truth. You are expected to behave courteously and obey the commands of faculty and staff as required in the Student Code of Conduct. The instructor sets the standards of appropriate behavior in your classroom or lab, and you are required to live up to them. In the Library and study rooms, library staff sets and enforces standards for behavior, and you are required to obey them.

**Dress Code**
In accordance with the Honor Code, Zayed University seeks to maintain the highest standards of professionalism at all times and the appearance of students should be a reflection of those standards. Students and their guests are expected to dress in a modest manner that respects Emirati customs and traditions. Students and their guests are expected to attend the University in clothing that would be suitable for the UAE workplace environment.

Students are not allowed to wear “facial” accessories/jewelry except earrings (piercing their eyebrows, tongs and upper lips are unacceptable as per the UAE customs). Furthermore, these students represent Zayed University and are expected to present a good image of the University at all times.
Student Activities
STUDENT ACTIVITIES

Visitors

- Students are not allowed to bring friends or guests to campus. If you need to bring a guest or visitor to campus to participate in an academic activity or program, you must obtain permission from Campus Director Office at least one day prior to the event. Submit the form with supervisor approval to Campus Director Office to notify security. Invitations to attend academic projects, the project supervisor should obtain the approval from the Campus Director Office.

Hours of Operation

- You may stay on campus to work on class assignments, projects, or student activities from 8:00 AM to 5:00 PM on weekdays (Sundays to Thursdays) when classes or final examinations are in session, except for University declared holidays and semester and summer breaks. Hours for male students on the Dubai campus differ and you should check with the Office of Student Life (males) for hours of operation of the evening program. You are allowed to be on campus after 5:00 PM and no later than 9:00 PM if you have a special project, provided that you have permission from your instructor and obtain approval from Campus Director Office and notifying Campus Physical Development Office. A college designee should be with you during this time. You are not allowed to be on campus on Fridays, Saturdays (outside of Library hours), semester or summer breaks (outside of staff hours), or University-declared holidays unless participating in an organized project supervised by a faculty member.

While on campus, you may not use faculty or staff desks, computers or telephones without prior written permission. Food may be consumed only in the cafeteria. You must record your entry and exit by using your ID card at the appropriate card reader.

University Responsibility for Student Security

The University can accept responsibility for your security only while you are on campus or attending a University-approved off-campus event with transportation provided by the university. After you leave campus, your security is your own or your guardian’s responsibility.
Fundraising Activities

Any student fundraising activity must be submitted in writing to the Activities Task Force Committee and approval should be obtained from the Vice President. Only student organizations that have been chartered by the University may engage in fundraising on campus.

The student fundraising activity will be approved for a defined duration of time and at identified campus locations. The event may be advertised by campus email and on information posters approved by the Vice President.

Sale of food items will be approved only if the campus food service contractor agrees to the sale. Generally speaking, the sale of food items for charity will not be approved if they compete with food available in the campus cafeteria.

Bulletin Boards

The University provides bulletin boards on each campus for the posting of informational notices. Student organizations should submit posters and other types of notices to the Office of Student Life and the Campus Physical Development Office (and Campus Director Office) for approval and stamping. Notices may be displayed only on designated bulletin boards and for a designated period of time. Notices may not be posted on glass doors or building walls. Unless approved by the college Assistant Dean, student organizations may not post notices on college or department bulletin boards. Student organizations that violate this policy are subject to the loss of posting privileges.

Non-University Speakers or Performers

Only chartered (registered) student organizations may reserve space on campus for events and request permission to bring in outside speakers or performers.

The student organization must submit its written request to the Office of Student Life, with a description of the event, intended audience and the speaker’s or performer’s qualifications attached with the security clearance form for review by the Activities Task Force Committee for final approval from the Vice President’s Office.

Communication with Government Departments

If a student or student organization wishes to contact or correspond with a government official or department, she or he must submit the request in writing to the Office of Student Life for review. Students or student organizations
wishing to communicate with government officials or departments must secure prior written permission from either the college (all students) or the Office of Student Life (Student Council/Clubs) in order to obtain approval from the Provost.

**Off-Campus Activities**

*Instructionally Related Off-Campus Activities*

Field trips and other course related off-campus activities are important elements of the University’s academic programs. Student visits to organizations, companies, schools, environmental and archaeological sites, exhibits and career fairs are features of many courses. Typically, such an activity requires preparation before the activity takes place, and organized reflection after it. Absence from campus to attend a scheduled course-related activity by obtaining the college Dean’s approval is not counted as an absence on the student’s attendance record.

Instructionally related off-campus work experiences such as work internships, practicums, field trips, activities and research projects are key elements of the Zayed University curriculum, providing meaningful interaction with local and international communities and reflecting the University’s priorities and the University and Major Learning Outcomes. These activities take place during the regular class day and are supervised by the University. Students are required to attend these activities as part of their regular course requirements. Special parent/guardian permission is required for students participating in off-campus academic/field trips. Participation in all course-related assignments is necessary to successfully complete any course at Zayed University.

**Placement of Interns**

The University reserves the right to determine placement of interns, without further permission of parent or guardian. Internship placement is handled by the student’s department/college.

**All off-campus student activities must:**

- be supervised by a Zayed University faculty or staff member;
- receive prior approval from the Assistant or Associate Provost for either Student Affairs, Academic Affairs, or Research Affairs depending on the nature of the activity before obtaining the final approval from the Provost;
- for female students, parents’ permission will be taken in the beginning of the year or the beginning of the semester;
◆ provide appropriate chaperoning, except for internships and some research projects; and
◆ provide transportation to and from the activity, with no unsanctioned stops en route, except for internships and some research projects.

Notification and written permission from the parent/guardian is required for female students for the University-sponsored off-campus activity even if it is course-related or required, or the course related activity is outside the city or surrounding area in which the campus is located, or outside the standard University working hours.

When engaged in activity off campus, you are expected to demonstrate the high standard of behavior presented in the Code of Student Conduct.
CAMPUS LIFE

Zayed University seeks to provide students with a rich and diverse extra and co-curricular program. Students participated in over 60 clubs, exhibited in art shows, and attended career and employment recruitment fairs. Student athletes participated in basketball and football tournaments. There were campus-wide activities such as National Day, Zayed University Carnival, Spring Festival, club activities, and charitable fundraising events for regional and global humanitarian efforts.

Student Organizations and Clubs

Zayed University has many student clubs and organizations across both its campuses, with major clubs such as the Education Club and Business Club. Student interest clubs include the Japan Club, Photography Club, Entrepreneur Club, International Club, Psychology Club, and Emirati Club.

The University encourages you to establish organizations and clubs that reflect your interests and mastery of learning outcomes. Student organizations must register and be approved by the Office of Student Affairs. All clubs and organizations are subject to the regulations and policies of the University. If you wish to establish a student organization, seek your department approval before contacting the Office of Student Affairs.

For a club to be officially recognized, it must:

1. Have a name that is connected to the club activity;
2. Be aligned with Zayed University’s mission;
3. Have a clear and sustainable purpose over a 2-3 year period;
4. Proved opportunities to develop students’ talents and leadership skills;
5. Address a need that is not already met by another club;
6. Have at least 10 registered members;
7. Note: A student may not officially join more than 2 clubs at the same time;
8. Each club should have a faculty/staff advisor;
9. Have a clear organizational structure with nominated “officials” - including faculty/staff advisor in place;
10. Have a plan for the academic year;
11. Have obtained the approval of Office of Student Life; and
12. Comply with the UAE Federal laws and Zayed University policies.
Student Council

The Student Council serves as liaison between students and administration. The Council represents the voice of the students and provides leadership in assisting and organizing activities for all students. Council members assist with the “Ya Hala Orientation Program” for new students as well. The Office of Student Affairs supports and advises the Student Council and student clubs, and assists in planning and organizing campus-wide events. Leadership training is offered to emerging student leaders.

There are opportunities for you to serve as an officer of the Council, member-at-large, or representative of your college or program. The duration of serving as a member in Student Council is one year. If you are interested in joining the Student Council, nominate yourself when registration opens at the end of each spring semester.

Entry requirements:

1. Complete Student Council application
2. Minimum GPA of 2.5
3. One recommendation letter from your instructor
4. A good CV

Student Publications

The Student Media Editorial Board manages Zajel, a student publication based in the College of Communication and Media Sciences. Zajel offers print, audio, and video stories, news and opinions by students.

For more information on Zajel including its policies and procedures visit: http://zajelzu.ae/

(LEAD) program

The Leadership Engagement and Development (LEAD) program offers a wide range of programming that allows students to develop and explore their leadership abilities through fun and innovative classes, workshops and experiences. Previous sessions have featured world-renowned leadership experts, outdoor adventure challenges, international trips, and collaborations with other universities from around the world. The two main components of the program are outlined below and the LEAD Workshop series is open to all students.

- **LEAD Workshops**
  These interactive sessions are open to all students interested in exploring leadership and are offered on a regular basis throughout the academic year.

- **The LEAD Program**
  Is a special leadership development certificate program for student leaders that includes monthly events, challenges, lectures and workshops.
**Student Success and Development Program**
The Student success and development program provides one-on-one student support, academic skills workshops and specialized support services for all interested students at Zayed University. Our trained counselors offer individualized programming, all-campus workshops and in-class workshops in study skills, test taking, time management, presentation skills, and other academic skills. In addition to these workshops, counselors provide assistance with a wide range of college student adjustment and development matters. Please contact the Office of Student Life for more information.

**Student Health and Wellness**
Zayed University is providing the necessary support to all students to develop their potential to be healthier, positive, and productive individuals; by creating a dynamic population through effective dissemination of education and provision of resources that enhance their health. Student Health and Wellness aims to promote student retention and success by supporting students in establishing and maintaining behaviors that contribute to their health now, and in the future.

**Health Care Clinic**
In both campuses, a health care clinic is available to provide students with health services. The health care clinic is staffed with well-qualified nurses and a doctor who is available during the University working hours. The hours for the clinic in Abu Dhabi campus are from 8:00AM to 5:00PM. The Abu Dhabi clinic is located in both the Female and Male campus, and is staffed by 3 full time nurses (2 on Female side, 1 on Male side) and 1 full time doctor, who covers both campuses. The hours for the clinic in Dubai campus are from 8:30AM to 4:30PM, and it has a full-time nurse, and a doctor who is there on Sunday and Thursday from 8:30AM to 4:30PM.

The clinic provides quality primary medical care, including urgent care, and support services to ensure students are in good health. The students’ medical information is released only with the their written consent, except as legally mandated in life-threatening emergencies.

**Counseling**
There are counselors available full time on each campus to assist students with their personal, academic, career, and psychological concerns. They help students adjust to the challenges of being college students. Counselors work closely with students through individual and group counseling when needed. Counseling also includes providing psychological and educational assessment, workshops and support groups on study skills, decision-making, conflict management, test anxiety, etc. New workshops are designed for the purpose of
offering students with skills and knowledge needed to ensure student success. Information and matters that students discuss with the counselor are treated with confidentiality. The student’s permission must be obtained in writing before sharing the information with a third party (e.g., college) if needed. All counseling records are kept strictly confidential and are not part of University records. Exceptions to confidentiality are rare (i.e., when a student poses a threat to his/her own safety or the safety of someone else). Counselors are available during the University working hours to assist you if you have personal/academic/career/psychological difficulties or need to talk to someone. If you need to speak to a counselor, please contact the Student Counseling Center located in the Administration Building, first floor, across from the Office Enrollment Management in Abu Dhabi or in the Office of Student Affairs in Dubai.

**Students with Disability**

Zayed University recognizes and supports students with a variety of special needs. The Accessibility Centers at Zayed University are one of many wonderful initiatives developed to facilitate the personal and professional development of students with disability. The Accessibility Centers are strongly committed to delivering quality services that will benefit students with disability in their academic pursuits and any future endeavors. The Accessibility Centers provide support to students identified as having special or additional needs based on available resources.

Contact the Accessibility Centers for assessment, intervention and skill-building assistance for students with learning difficulties, physical disabilities or other special needs to support their academic success. For more information please visit: [http://www.zu.ac.ae/main/en/altayer/welcome.aspx](http://www.zu.ac.ae/main/en/altayer/welcome.aspx) or: [http://www.zu.ac.ae/main/en/khalaf/index.aspx](http://www.zu.ac.ae/main/en/khalaf/index.aspx)

**Student Support and Financial Aid**

Zayed University provides its students with a number of financial support opportunities. These opportunities are exclusively focused on supporting students whose financial conditions may prevent them from continuing their university education. The Office of Enrollment Management receives students’ Financial Aid applications and ensures that any support given is in compliance with the University’s rules and regulations. Financial support decisions are taken according to strict guidelines and availability of resources.

Financial Services and Supports provided by Zayed University are: monthly salaries, laptops and iPads. Please contact the Office of Enrollment Management for more information.
**Student Career Services**

Zayed University provides many opportunities for career preparation, career counseling and assessment, and employment through coursework and assignments, on-campus employment, off-campus summer employment, and full-time employment. The Student Careers Office assists students in making informed career choices to achieve career and life goals. The Student Careers Office offers many career-related services and activities.

**Career Resource Center**

The Career Resource Center has career related books, articles, magazines, employer information, career planning software, videos and websites available for all students. The Career counselor helps you research careers and jobs, write résumés, practice job interviews and make decisions about which major/career to select based on your interests and abilities. It is located in the Male and Female Promenade in Abu Dhabi campus and off the Atrium in Dubai campus.

**Student Employment**

There are several programs open to undergraduate students, including on/off campus employment, part-time employment and sponsorship opportunities. For more information on the most recent opportunities, please check the Career Focus site on Blackboard.

**Student Employment on Campus (ONCE)**

The Student Careers Office seeks to promote experiential learning opportunities for Male and Female students in different departments inside Zayed University.

The On-Campus Employment Program provides:

- Professional work experience
- Skills development
- The ability to earn while you learn
- Supportive services for administrators, staff and faculty

**Summer Employment**

The World of Work (WOW) program offers you the chance to participate in job preparation workshops leading to summer job placement. For most students, this is their first work experience; the WOW program ensures you are prepared and supported before and during your summer placement. World of Work Program is open to any student wishing to participate and students can choose to participate in both elements or just the employability skills training.
The program consists of two elements:

- Employability Skills training - Participation in CV workshop, Interview Skills workshop, Work Ethic and Positive Attitude Workshop and Mock Job Interview.
- Employment Placement - Placements are sourced from local companies offering one-month employment during the summer vacation period.

On-line Services – Offer additional services accessible 24 hours a day including:

- E-mail advice service: students and graduates can e-mail their career enquiries and receive a reply within 3 working days of receipt of their email
- Website: with dedicated information and resources for student and graduate access
- Online CV Book: accessible by registered employers, containing updated CVs of fresh graduates available for employment
- Social Media: access to Twitter and Linkedin to enable students and graduates to keep up to date with a range of career related news and events

For more information on the Student Careers Office, please visit:

Study Abroad Program

Each year, 100-200 Zayed University students engage in study abroad in places like Scotland (Al-Maktoum Institute for Arabic and Islamic Studies), France, Spain, Singapore, Australia, New Zealand and the United States. Most programs are open to all baccalaureate students. To learn more about this program, please check with your college and the University International Education Committee.

Internship

Every student at Zayed University must complete an internship in his or her final year in the baccalaureate degree program. The internship is a credit course, delivered by the college in collaboration with internship sites and the Office of Academic Affairs.

After You Graduate

The Student Careers Office and the Alumni Affairs Office offer support for graduates seeking jobs through workshops on advanced job search skills, interviewing skills, and CV preparation and development. Students have access to employer networks directly linking graduates to the labor market and specific job vacancies. The Student Careers Office has an online CV Book,
which includes CVs of fresh graduates looking for employment. The CV Book is circulated to a large number of hiring employers across the UAE. The purpose of the CV Book is to promote Zayed University graduates in the labor market and allow direct access to graduate CVs by the hiring employers. Graduates who are seeking employment should submit their CVs to the Employment Coordinator at the Student Careers Office. The Student Careers Office and Alumni Affairs Office team conducts periodic follow-ups with graduates listed in the employment database. Follow-up is conducted twice annually for each group of graduates, six months and twelve months following graduation. The Graduate Employment Database (GED) classifies destination status into four categories; Employed, Not Seeking Employment, Unable to Contact and Seeking Employment. Follow-up is done via e-mail and telephone.

**Alumni Services**

The Alumni Affairs Office assists graduates in maintaining contact with the University and facilitates communication and information exchange among graduates and the University.

The goal of the Alumni Affairs Office is to provide professional support, social programs and community service. Benefits to Alumni include invitations to campus events, information on education, employment and volunteer opportunities, and an Alumni ID card that allows access to campus access, library privileges, and local vendor discounts.

The Alumni Affairs Office also facilitates communication between graduates and the University. The Office wants to keep you up-to-date on University activities, job vacancies, and your Zayed University family and friends.

For further information, please visit:

**Library and Learning Commons**

**Library And Learning Commons**

Students come to Zayed University Library and Learning Commons (LLC) to explore, share and learn independently or in small groups. Librarians are there to help students find information for their class assignments and for their personal interests.

The Library and Learning Commons has a range of resources both in Arabic and English, including books, magazines and newspapers, DVDs, graded English readers and the Emirates Collection. The LLC provides equipment to
scan, print and photocopy documents. Data-ports and outlets for your laptop, iPad and desktop computers (including Macs) are available to search online databases and the Web, to write reports, and to work on projects.

You may borrow books, DVDs and kits by presenting your student ID card. You are responsible for all materials you borrow and you are expected to return them by their due date. If you do not return borrowed library materials at the end of the term, you will be billed for them and will not receive your grades until your record is cleared.

The LLC is usually open every day except on Fridays. Library and Learning Commons hours are posted on each campus.

**Learning Commons**
The Learning Commons is a one-stop shop for academic support that students need to be successful in their academic life at Zayed University. In this space, students will get help from the:

- Writing Center to improve their writing skills;
- Math Center for mathematics skills; and
- Peer Assistance Leaders (PALs)

**Peer Assistance Leaders (PALs)**
The PALs program has been set up to be as an additional support system to Zayed University students. The program offers one on one peer tutoring as well as peer interaction, peer support and role modeling. Peers advise on academic life and studies.

**The Academic Resource Collection (ARC)**
The Academic Resource Collection (ARC) has resources that will help you with writing, reading and listening both in Arabic and English, as well as improving your math skills. Librarians and staff offer individualized instructions to students and small groups as well as specialized courses to help students become lifelong learners. The ARC is available to students in ABP or anyone who wants to practice their English language skills. It is open for use on all days when the Library and Learning Commons is in operation.

**Curriculum Resource Center**
The Curriculum Resource Center (CRC) is a special library space where students who are learning to become teachers find kits, tools, K-12 textbooks, children’s literature and books about education. Trained staff are available to introduce students to the resources they need to create attractive and meaningful lesson plans and class projects.
STUDENT GUIDELINES

Zayed University E-Suggestions System [SAHIM]

We’ve enhanced our services to get your voice heard!
Let’s take action today for the advancement of our University.

“I do not impose my opinion on others, but listen to what they have to say, as I firmly believe in the virtue of kindness and brotherhood and fruitful discussions between a Nation’s leader and his peers, and his people, so that they can collaborate together towards a common goal.”

In line with the wise words of the late Sheikh Zayed Bin Sultan Al Nahyan, may his soul rest in peace, and in an attempt to provide students, faculty, and staff with the best and most advanced services, Zayed University launched an initiative, which serves as a direct communication channel between the University’s students, faculty, staff and administration. This initiative consists of an electronic system “SAHIM” that is designed to receive suggestions and complaints and which aims to help Zayed University progress while taking into consideration the perceptions of students, faculty, and staff alike, in order to better interact and understand opinions by allowing students, and faculty and staff members to share their ideas and suggestions in regards to developing and enhancing work standards, and thus improving the level of services provided.

Important tips for Student Success

♦ Attend your classes on time.
♦ Don’t exceed the 15% allowable absence limit in the first month or first semester.
♦ Don’t delay doing your homework or studies, as you will then have a large amount of material to cover for your exams.
♦ Know the University’s rules and regulations and inquire about them from the right sources, especially in regards to deadlines for suspensions and withdrawals.
♦ Switch off your phone during class time.
♦ Don’t be late and miss your class.
♦ Don’t talk to your friends during class time.
♦ Keep part of your attendance percentage for emergency, until the end of the semester.
♦ Take good notes that you can understand.
♦ Don’t stress yourself out as this may weaken your memory and your academic performance.
Don’t distract yourself by text messaging or chatting with your friends during class time.

Find a quiet study location where you can focus on your studies.

Eat properly, exercise regularly and get enough sleep.

Don’t depend on your friends to give you the correct information.

Spend time everyday on coursework and study on a daily basis! You need to dedicate 2 to 3 hours of study for every class you attend.

Handle your ID with care, and put it in your wallet or an ID case. You can get a new ID Card from Enrollment Office if you lose your ID card.

Don’t allow other students to use your ID card.

Don’t change or erase any information on your ID card.

Don’t leave your personal belongings unattended; the University is not responsible for lost items.

Make sure you take all your personal belongings from the washroom before you leave.

Make sure you keep your electronic devices charging near you in the Atrium.

How To Print Your Schedule

NOTE: If you lose your ID, please contact the Enrollment Management office in your campus. If you forget your Password, please contact the Service Desk.

Please visit: http://pap.zu.ac.ae

Use your ID number as Student ID, i.e. 200605382.

Use the provided password by Zayed University as the password.

Please click on “Login”.

On the upper right corner of the page click on “Schedule”.

Click on “Print” to print your schedule.