Future generations will be living in a world that is very different from that to which we are accustomed. It is essential that we prepare ourselves and our children for that new world.

The Late Sheikh Zayed Bin Sultan Al Nahyan
Founder of the United Arab Emirates
The Late Sheikh Zayed Bin Sultan Al Nahyan
Founder of the United Arab Emirates
“We shall spare no efforts to realize the hopes and ambitions of our people, and we call upon everyone to work hard to develop our country.”

His Highness Sheikh Khalifah Bin Zayed Al Nahyan
The President of the United Arab Emirates
His Highness Sheikh Khalifah Bin Zayed Al Nahyan
President of the United Arab Emirates
“Determination, strategy and vision for the future are our real resources in the quest for excellence and success.”

His Highness Sheikh Mohammed bin Rashid Al Maktoum  
Vice President and Prime Minister of the United Arab Emirates,  
and ruler of Dubai
His Highness Sheikh Mohammed bin Rashid Al Maktoum
Vice President and Prime Minister of the UAE and Ruler of Dubai
The true wealth of a nation lies in its youth…one that is equipped with education and knowledge and which provides the means for building the nation and strengthening its principles to achieve progress on all levels.

His Highness Sheikh Mohammed Bin Zayed Al Nahyan
Crown Prince of Abu Dhabi and Deputy Supreme Commander of the UAE Armed Forces.
His Highness Sheikh Mohamed bin Zayed Al Nahyan
Crown Prince of Abu Dhabi and
Deputy Supreme Commander of the UAE Armed Forces
Dear Students,

Welcome aboard!

It gives me the greatest pleasure to welcome our freshmen and returning students to Zayed University's community, and I hope you are excited to enter your campus, one that will present you with utmost support and unlimited opportunities. Committed to international academic excellence, and innovative and outstanding learning, Zayed University will continue to provide you with the best tools of learning and encourage you to overcome challenges and excel in your academic performance while you pave your way to graduation and professional success.

In “The Year of Tolerance” celebrated nation-wide, I would like to emphasize the importance of collegial community, an attribute which is deeply embedded in our University’s vision, mission, and core values. I hope that altogether we shall continually strive to uphold, enhance and grow this attribute. By embracing diversity and tolerating each other’s different views, you will certainly make a positive impact here on campus, and I hope this is something you will put into practice on your quest for knowledge.

You are the future, the reflection of the UAE’s sage vision and wise Leadership, and your Nation eagerly awaits your contributions to its stellar growth and development. The special and distinctive reputation of excellence is the legacy of success which has defined Zayed University for generations. We are committed to meet the highest international learning standards, in the various specializations the University offers you across its undergraduate and graduate programs.

Remember, your university is a vibrant space for you to explore and transform. Therefore, set your goals, study hard, and hone your skills to land the careers you dream of and fulfil your ambitions. I really look forward to sharing your stories of success.

Wish you a great academic year!

Noura bint Mohamed Al Kaabi
President of Zayed University
Dear Students,

It gives me a great pleasure to welcome you to Zayed University. This prestigious institution, proudly bearing the name of the Founding Father of the UAE the late Sheikh Zayed bin Sultan Al Nahyan, has truly evolved into one of the premier institutions in the UAE and the region. It has rigorous academics that have earned 5 of its 6 degree-awarding colleges international accreditation or recognition. It has supportive learning environments with iconic campuses in the two major cities of the UAE, and student services that truly engages and supports students in their academic journey. Its seasoned faculty and outstanding students are continuously engaged in quality scholarly work that is getting recognized.

From its first years of establishment, Zayed University has been fully committed to providing students with high quality education that keeps pace with international best practices. Today, the University offers a wide range of undergraduate and graduate programs responding to some of the largest segments of the job market and a unique educational experience that develop students’ competencies and refine their skills and knowledge.

Prof. Reyadh AlMehaideb
Vice President of Zayed University
Message from
The Dean 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 enjoyable; 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 Leadership Department, or Student Counseling Center, or the Alumni and 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 Student Affairs Deanship

Every effort is made to ensure the accuracy of the information provided herein and we review the Student Handbook annually. For the most up-to-date version of the handbook, please refer to Zayed University’s website: www.zu.ac.ae.
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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### Fall Semester 2018

**Day** | **Date** | **Event**  
--- | --- | ---  
SunThu | 26 Aug 2018 | Start of classes  
Thu | 30 Aug 2018 | Last day to add/Drop  
Thu | 06 Sep 2018 | Last day to Registration Suspension & withdrawal from a course without failure for Full semester and Term A courses  
Thu | 18 Oct 2018 | Last day of Term A*  
Sun | 21 Oct 2018 | First day of Term B  
Thu | 01 Nov 2018 | Last day to withdraw from a term B course without failure  
Thu | 06 Dec 2018 | Last day of classes*  
Sat–Sat | 08–15 Dec 2018 | Final Exams  
Thu | 20 Dec 2018 | Grades Announcement  
Tue | 25 Dec 2018 | Deadline for student’s grade appeals

### Winter Break

SunThu | 16 Dec 2018–10 Jan 19 | Winter break for students  
SunThu | 16 Dec 2018–03 Jan 19 | Winter break for faculty

### Second Semester 2019

**Day** | **Date** | **Event**  
--- | --- | ---  
Thu | 03 Jan 2019 | New faculty report  
Sun | 06 Jan 2019 | Return of Academic Administrators & Returning faculty report  
SunThu | 06 Jan–10 Jan 2019 | New students Orientation / Assessments and placement exams / Faculty Professional Development Week & Colleges grade appeal decisions  
Sun | 13 Jan 2019 | Start of classes  
Thu | 17 Jan 2019 | Last day to add/drop  
Thu | 24 Jan 2019 | Last day to Registration Suspension & withdrawal from a course without failure for Full semester and Term A courses  
Thu | 28 Feb 2019 | Last day of Term A*  
Sun | 03 Mar 2019 | First day of Term B  
Thu | 14 Mar 2019 | Last day to withdraw from a term B course without failure

### Spring Break

SunThu | 31 Mar–11 April 2019 | Spring break for students  
SunThu | 31 Mar–11 April 2019 | Spring break for faculty

### Summer Semester 2019

**Day** | **Date** | **Event**  
--- | --- | ---  
Sun | 14 Apr 2019 | Classes resume after Spring break  
Thu | 09 May 2019 | Last day of classes*  
Sat–Sat | 11–18 May 2019 | Final Exams  
Sun | 19 May 2019 | Start of Summer Vacation  
Thu | 23 May 2019 | Grades Announcement  
Tue | 28 May 2019 | Deadline for student’s grade appeals

### Summer School

**Day** | **Date** | **Event**  
--- | --- | ---  
Tue | 28 May 2019 | Start of classes  
Wed | 29 May 2019 | Last day to add/drop  
Sun | 02 June 2019 | Last day to withdraw from course without Failure  
Tue | 23 July 2019 | Last day of classes*  
Wed–Thu | 24–25 July 2019 | Final Exams  
Tue | 30 July 2019 | Grades announcement  
Thu | 01 Aug 2019 | Deadline for student’s grade appeals

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

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**Holidays:**
- **Arafat Day:** Mon 20 Aug 2018
- **Eid Al-Adha:** Tue 21 – Thu 23 Aug 2018
- **Islamic New Year:** Tue 11 Sep 2018
- **Prophet’s Birthday:** Mon 19 Nov 2018
- **Marjiy’s Day:** Fri 30 Nov 2018
- **National Day:** Sun 2 – Mon 3 Dec 2018
- **Isra Wal Miraj:** Wed 5 Apr 2019
- **Eid Al-Fitr:** Tue 4 – Thu 6 Jun 2019

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**Zayed University Academic Calendar 2018-2019**

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**Summer School will run for 8 weeks**

**Course fee submission must be within 2 weeks of the end of term/semester undergraduate courses.**
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) according to their scores on the EmSAT. A large number of 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 the 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
Students must complete all requirements to exit the ABP within two semesters, including the external benchmark requirement (IELTS or TOEFL).

Academic Probation
If students do not make satisfactory progress in an ABP level, they will receive a grade of “Unsatisfactory” (U) and must repeat the level in the following semester.

Exit from the Academic Bridge Program
To exit the ABP, students must pass the ABP ENG040 course or score:

- IELTS (International English Language Testing System) with an overall band score of 5.5 or higher, or iBT 71 (internet-based TOEFL) or higher

Academic Dismissal from the 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:

- Obtain a minimum of 5.5 IELTS or
- A minimum of 71 in TOEFL iBT

Students must obtain the required IELTS or TOEFL score within one year of their last enrollment at Zayed University.
Study in the Baccalaureate Program

University College (UC): Core Curriculum General Education
The goal of the University College’s Core Curriculum General Education courses is to build students’ understanding of their relation to the world. This helps them to be successful at the university, in their profession, and in their personal life. This is achieved through an integrated, skills-rich, interdisciplinary core curriculum that supports the Zayed University Learning Outcomes.

Colloquy builds students’ ability to think critically about the relationship between local contexts and global forces. At the same time, students are prepared to work in their major fields of study and chosen professions; they develop abilities in critical thinking and quantitative reasoning, computer applications, information literacy, and English and Arabic languages.

University College assigns all students an advisor from the Department of Advising and Academic Development. Advisors guide students as they make important decisions related to their major courses and future careers. They also assist them in making a successful transition from school to university, from the ABP to UC, and from UC to the colleges.

Undergraduate Degree Completion

1. The university shall require baccalaureate students to enroll in and complete the requirements of a major as a condition for graduation.

2. All baccalaureate degree programs will require a minimum of 120 total credit hours.

3. Unless otherwise dictated by professional accreditation requirements, all undergraduate degree programs will include a general education component.

4. The University Catalog provides the official requirements of duly approved academic programs, majors, concentrations, and minors.
Applying to the Major

A. Academic Program
A program is a set of courses which together lead to an academic qualification.

1. Students will declare their chosen academic program through the admission process and will be directly admitted to their chosen college in their first semester.

2. Students may change their degree program to a program offered by another college by formally applying for admission to the new program during the period designated by the Registrar preceding the semester of change.
   a. Students are not allowed to change from one college to another after earning 60 credits.
   b. Students changing their degree program will be admitted to the new catalog year.

B. General Education
The general education component is included in all undergraduate degree programs, and includes core courses that address Zayed University Learning Outcomes at the beginning level. Courses include languages; mathematics; humanities and social sciences; natural and health sciences; and information technology.

C. Major
The major is the field of study in which a student specializes at the baccalaureate level.

1. The major usually requires that a student completes a minimum of 30 semester credits that are distinctive to major in the subject area.

2. Students are not allowed to change their majors after earning 75 credits in their current major.

D. Concentration
A concentration is a group of courses which represent a sub-specialization taken within the major field of study.

1. ZU requires at least 21 credits for a concentration.

2. Students may seek the permission of the college to change concentrations and assume the burden of completing the requirements for the new concentration as a condition for graduation.
3. Students are not allowed to change their concentration after completing 90 credits.

4. Zayed University does not offer double concentrations.

**E. Minor**

A minor is a separate field of study, in which a student has a secondary area of specialization, requiring less course work than the major.

1. Minors usually require that students earn 18 semester credits in subject area courses.

2. Students may pursue study in a minor by:
   a. obtaining approval from their college;
   b. applying to the college offering the minor for permission to be enrolled in the minor program.

3. The minimum requirements for students who want to pursue study in a minor are:
   a. Have completed all General Education requirements;
   b. Have completed 75 hours of their academic program requirements;
   c. Have a minimum cumulative grade point average of 3.0 at the time of application.

4. Students may not be allowed to apply for a minor, or to change a declared minor, after earning 90 credit hours.

5. Students who have fulfilled the above requirements and been accepted to the minor program must fulfill the following conditions while they are studying that minor:
   a. There must be no duplication of courses required for the minor and those required as core requirements for the major. Elective courses outside the major could be used towards the minor.
   b. The minor and the degree program courses must be completed within the maximum number of semesters allowed for study at the university.
   c. The maximum number of courses per semester should be consistent with the Enrollment and Registration policy and procedures (ACA-ADM-04).
Academic Advising
All first-year students are assigned a Faculty Advisor in University College to help them achieve their goals and adjust to university life. Students are assigned an Academic Advisor and a Faculty Advisor when they have earned 30 credits and move into their degree-granting College. All advisors provide academic information, guidance and practical help, and should be a student’s primary point of contact when they have questions, concerns, or need information.

Advising Appointments
Students can meet with their advisors either by attending an advisor’s office hours (usually posted on their office doors) or by scheduling an appointment on GradesFirst, which can be accessed through the Intranet.
ACADEMIC INTEGRITY

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

Desired Behavior
Academic integrity means studying, learning, and producing work without resorting to deception, cheating, or fraud. Students are expected to do their own work, cite all sources used, and be honest and open in all interaction/conduct with instructors, advisors, classmates and administrators.

Prohibited Behavior
◆ 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 another student’s work;
◆ Taking an exam for another student, or another student taking an exam for you;
◆ Collaborating with others on assignments without prior permission; 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 defined as any attempt to gain an unfair advantage when completing an assignment or sitting an exam, or seeking to obtain academic credit for work by the use of any dishonest, deceptive or fraudulent means.

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 are 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 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.

Any student who is concerned that they have unknowingly plagiarized someone’s work is urged to discuss it with their instructor before submitting 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, students are required to do their own work within the guidelines established by their instructor. Anyone using instructional resources or research materials other than those specified by the instructor will be subject to discipline. Examples are the misuse of internet or email for anything other than coursework or research. Students may not intentionally destroy, misplace, alter or lose laboratory equipment or demonstration materials prepared to assist them with course assignments. They may not intentionally misplace, lose, deface or destroy library or computer software resources provided to assist students with course assignments. Students may not alter, withhold or hide shared instructional resources from other students.
Addressing Violations of Code of Academic Conduct

University Discipline
Any 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 any appropriate action to be taken.

1. 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, a reduction in grade for the assignment, or the grade F for the course. If the student has a second violation, or an unusually serious first violation, the student is also subject to disciplinary action. Resulting penalties may include suspension or expulsion.

2. 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, they will send a brief written summary of the violation to his/her Assistant or Associate Dean. A penalty is then assigned.

The academic violation and penalty are reported and summarized in the Academic Misconduct Notification form. This is sent to the student, the Director, Dean and Assistant Dean of the college, and the Office of Student Affairs Deanship.

Students can appeal the decision on the grounds that the instructor wrongly identified the action as a violation, or that the instructor has treated the student unfairly. An appeal must be sent in writing with supporting evidence to the college Director or Dean, who will confirm, modify or reverse the original decision. The appeal must be submitted within seven calendar days of the written notification from the college.
3. Withdrawal of the Degree

If there is evidence that a student has earned their degree through prohibited behavior 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

Students are expected to arrive 10 minutes before the exam is scheduled to begin. No entry is allowed in the examination room after the exam begins.

ID Card

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

Conduct During the Examination

Students 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 mobile phones during the exam.

Request for Review of Final Examination Grade

Students may request a grade review of a final examination within three working days of the grade being announced. Students must complete a form obtained from the Registrar’s Office and present substantial supporting evidence of a grading irregularity or grading inequity on part of the course instructor. The completed form must be submitted to the Assistant Dean of the relevant college or 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 students have a valid reason for missing an examination, such as a family
or medical emergency, they may be granted an opportunity to make up the exam by their instructor. Requests must be submitted in writing to the Assistant Dean of Students Affairs within 24 hours of the scheduled examination time. Students will need to include a written explanation of the reason(s) for absence and supporting documents to verify these reasons.

If students have a valid reason for missing an examination, such as (illness, death in the family, extraordinary circumstances), they may be granted an opportunity to make up the exam by their instructor. Requests must be submitted in writing to the instructor within 24 hours of the scheduled examination time. Students will need to include a written explanation of the reason(s) for absence and supporting documents to verify these 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, a student may encounter ideas or images that fall outside their 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 that reflect different opinions on the same topic. If students encounter a book, magazine or video that seems questionable, they can 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. The student is then notified of the panel’s decision.
Classroom Materials and Incidents

To challenge materials or incidents in a class, students must fill out and submit a Challenged Materials or Incident form to the College Assistant Dean (see ACA-ADM-09 Procedures 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. The student is then 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 decision to the instructor.

Student Rights and Responsibilities

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. 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.

Student Rights & Responsibilities:

1) Students have the right to be taken seriously

2) Students have the right to be treated with respect by all members of the university community.

3) Students have the right to pursue your studies without unwarranted intrusion.

Students will have an academic advisor to help you perform at your academic stage and offer you help when you need.

4) Students are expected to meet the highest standards in their academic work and personal conduct.

Students are expected to obey the rules and regulations of the University as laid out in this Student Handbook and University Catalog.

5) Students 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.
6) Students are expected to familiarize themselves with these codes and their obligations and responsibilities toward the institution, its faculty and staff, other students and visitors to the University.

7) Any student who breaches the requirements of the Code of Academic or Student Conduct is subject to University discipline.

Student Complaints
Any concerns that an instructor has behaved unfairly or unprofessionally, or complaints regarding unfair grading, should be discussed in the first instance with the faculty member directly. If the student is not satisfied with the result of the discussion, they 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 the student in writing.

To file a complaint against a staff member or against an office within Student Affairs. The Office of Student Affairs Deanship will guide you on how to cope with the life in the University, educate you about your rights and oversight of judicial process in relation to your behavior and conduct.

Students should first discuss the complaint with the staff member or office supervisor. If the student is not satisfied with the result of the discussion, they may submit a written complaint to the Office of Student Affairs Deanship. If the Dean of Student Affairs determines that further review is necessary, he/she may convene a review panel. The Dean’s decision is final and will be communicated to the student in writing.

If the complaint is about an office or individual outside of the Office of Student Affairs, the Dean of Student Affairs will forward the complaint to the appropriate supervisor. The same review procedure applies, if a student thinks the final decision from the responsible supervisor is unfair, they can submit an appeal to the Dean of Student Affairs to review. The Dean of Student Affairs in consultation with the Assistant Provost for Student Affairs will determine the condition of the case.

Textbooks and University Equipment
The University provides textbooks and other University equipment for academic purposes. Students are expected to return these items undamaged. Any loss or damage to University textbooks, equipment or property must be paid for. An Administrative Hold is placed on a student’s academic transcript until payment
is received. During this time, students are not allowed to register for courses, request copies of their transcript, access grades, or graduate from the University. Any Hold must be cleared before graduation.

**Laptops, Computers and Tablets**
Students are required to bring a tablet and/or laptop computer for use throughout their time at Zayed University. The Zayed University now operates a “Bring Your Own Device (BYOD)” policy. This means you can bring an iPad and/or laptop of your choice. The University will provide basic specifications for these two devices at the time of enrollment. If you are entering the Academic Bridge Program you need to have an iPad or a laptop, if you are entering the University College you need to have a laptop, if you are entering the Majors you need to have a laptop, However, the College of Communication and Media Studies and the College of Arts and Creative Enterprises require your laptop to be a MAC. All students are licensed (free of charge) to use MS Office software – this includes MS Word, MS Excel, MS PowerPoint, MS Publisher, MS OneNote, MS Outlook. Students are responsible for the maintenance and protection of their devices. Any loss or damage is the student’s responsibility.

**Internet Access and Email**
Access to the internet and email is available to all Zayed University students. 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 University students are responsible for checking and reading their emails on a regular basis.
STUDENT GUIDELINES

Important Tips for Student Success

- Attend your classes on time
- If your teacher is absent, stay in class. Someone will come and take attendance
- Students are granted to take up to 15% absence limit during the semester.
- Know the University’s rules and regulations, especially about deadlines for suspensions and withdrawals – these can be found on the intranet and your assistant dean of student affairs can help you
- Use your phone responsibly for learning in class time
- Take detailed notes that you can understand
- Learn to manage your stress as high stress can affect your academic performance – counseling services can help here
- Find a quiet study location where you can focus on your studies
- Eat properly, exercise regularly and get enough sleep
- Dedicate one to two hours of study a day for every class you attend
- Engage in university campus life - join a club, attend an event or workshop
- Look after your possessions while on campus
- Talk to your advisor early if you have any concerns - they understand university rules and procedures better than other students
Registration Policies

Registering for Courses
During the registration period of each semester or term, every student must meet with their advisor to register for the following semester’s courses. Registration is not official until the Registrar’s Office enters the student on the class roster. Students must be officially registered before they can attend a university course.

Student Identification Card
All students are issued a student identification card when they join Zayed University. This card is the property of the University and must be returned when students graduate. Students must not use another student’s card for any purpose, or pass another student’s card in front of the card readers as their own. Failure to comply with this policy will result in disciplinary action.

Adding or Dropping Courses, Changing Course Sections
Students may add or drop courses or change course sections on their academic record only during the Add/Drop period at the start of the semester.

Withdrawing from a Course
Students can apply to withdraw from a course for compelling academic reasons up until the end of the third week for term courses, or the end of the sixth week for semester courses.

- Withdrawal before the deadline results in a grade of W (Withdrawal without penalty)
- Withdrawal after the deadline results in a grade of WF (Withdrawal/Failing), which is calculated in the Grade Point Average as F (Failing grade)

Students must maintain full-time student status unless granted special approval in writing from the Provost Office.
Suspension from the University

Suspension of Registration

- A student can suspend registration twice for a maximum of two (consecutive or non-consecutive) semesters during their period of study at Zayed University.
- A student can suspend registration only during the first two weeks of the semester or term.
- A student who suspends registration, or who is suspended, is considered inactive and cannot enjoy University privileges, such as access to the campus and Library, unless granted an exception by the University.

Attendance Suspension

- The University can put a student on Attendance Suspension if they exceed the 15% absence limit in all courses in any given semester.
- A student on Attendance Suspension is considered inactive and cannot enjoy University privileges.
- A student may be requested to repeat some or all of the courses in which they received W or WF in a previous semester.
- Attendance Suspension counts toward the maximum allowable number of times that a student may suspend registration without dismissal from the University.

Disciplinary Suspension

- The University has the right to suspend a student as a disciplinary measure for violating the Code of Student Conduct.
- The Disciplinary Suspension decision is made by the Provost upon the recommendation of the Student Misconduct Investigation Committee.
- Disciplinary Suspension counts toward the maximum allowable number of times that a student may suspend registration without dismissal from the University.

Special Suspension

- Special Suspensions due to maternity or 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.
◆ Students need to submit all appropriate documentation at the time of applying for special suspensions.

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

◆ 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.

◆ 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 will not count as one of two attendance suspensions allowed for the student during her time at Zayed University.

If a student decides not to utilize a semester or term maternity attendance suspension, and chooses to deliver her baby and return back to complete the semester, she must stay within the 15% total semester absences requirement to receive credit for the class. In this instance, if the student is away from class for more than the allowed 15% (for the entire semester), she must take a maternity suspension retrospectively for the entire semester – even though she attended classes prior to the birth.

**Withdrawal from the University**

**Student-Initiated Withdrawal**

◆ The University establishes a date in each semester and term by which a student may withdraw from the University without academic penalty.

◆ A student who transfers to another university or college must formally withdraw from Zayed University.

**University-Initiated Withdrawal**

◆ The University may withdraw students who do not resume their studies after being suspended from the University for more than two consecutive semesters.

◆ The University may withdraw students who exceed the term limit allowed in ABP program.
Auditing a Course
An alumnus may request permission from the college Dean to audit a course (to attend a class without the benefit of a grade or credit). The request will be approve 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 and Absence Appeals
Female students are required to arrive at the University before the beginning of their first class and stay until their last class has ended. All female students are required to register their guardian/family mobile phone numbers in the University’s SMS system. This system tracks female students’ movements when entering and leaving the campus and sends 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 at any time, even during scheduled classes. Female students who do not register their number will not be able to leave campus, even if a class is cancelled. Male students may leave the campus at their discretion. For more information, please contact the Campus Physical Development and Services Department.

Students are expected to attend all classes for which they 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 are registered 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.
- A student who misses 10% of the class meetings allotted for a course will receive a second warning from the college Dean.
- 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 college Dean in the semester in which the absences occurred, the student will be granted a satisfactory withdrawal from the course.
Attendance Appeal

The attendance appeal process is as follows:

- The student completes and submits a written Letter of Attendance Appeal to the Assistant Dean for Student Affairs of the relevant college/department explaining the reason for the absence.

- The appeal must be submitted within three working days of receiving a Withdrawal with Failure notification for the particular course, where the student has exceeded the 15% absence limit.

- 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 regarding an emergency).

- The student can continue attending the course during the appeal process.

The College Attendance Appeal Committee will decide if the student can 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.

- If the student is allowed to withdraw from the course, a grade of W will be assigned for that course. In the case of a prerequisite course, he/she should pass this course before registering for the subsequent one.

- If the student is given a Withdrawal with Failure grade, a grade of WF will be assigned for that course.

- If 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 at the time of the appeal.

- No student may be absent for more than 30% of any course.

- Special consideration may be given to a student in their final semester.

- Special consideration may be given to a student attending University or College approved functions, which resulted in the absence.

The College Attendance Appeal Committee will render its decision within five working days of receiving the attendance appeal from the student. The college’s 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.

A student may make only one appeal per course, per semester when exceeding the 15% absence limit.

**Guidelines for Attendance Appeals**

Students may be allowed to withdraw from a course in the following instances:

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

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

- **Official events:** Students who are requested to officially represent the University or 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.

- **College-arranged or academic activities approved by the Dean:** Students who are requested to officially represent a college or participate in an official UAE event shall be excused without penalty.

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

- **Force majeure:** Cases of unforeseeable circumstances will be taken into consideration.

The student can continue attending the course during the appeal process.

**Attendance Dismissal**

If a student’s registration is suspended for two semesters because of attendance, they 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 is:

1. Two semesters to meet Academic Bridge Program (ABP) requirements and enter the baccalaureate program. Students should not be granted more than one Special Probation in the ABP.
2. Eight 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 higher in all courses in the required English sequence in General Education during 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
To have Satisfactory Academic Standing, students must 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 they have:

- A Grade Point Average (GPA) lower than 2.0 with fewer than 21 credit hours in their first semester;
- 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 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
Students are expected to engage in full-time study while enrolled at the University, which amounts to a minimum of 15 credit hours per semester. Students can only reduce their course load for compelling academic reasons and with prior written permission. There is no part-time study at Zayed University, with a few exceptions as listed below.

If a student is enrolled in the Academic Bridge Program, they will be registered in a block of courses, usually comprising 20 hours. They are required to enroll in all courses in the level, including Advising.

If a student is enrolled in the baccalaureate program, they must enroll in a minimum of 15 credit hours a semester. They 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, taking their semester total to more than 19 credit hours.
Reduced Course Load in the Final Semester or Term

A student who completes all degree requirements in the first term of a semester may elect to enroll for only that term.

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 their degree.

Baccalaureate Study

1. The 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 must be in accordance with the following criteria.

   - Students with a Cumulative Grade Point Average (CGPA) less than or equal to 2.49 are not allowed to register for more than 16 credit hours in a semester.
   - Students with a CGPA equal to or greater than 2.50 and less than or equal to 3.49 are not allowed to register for more than 19 credit hours in a semester.
   - Students with a CGPA equal to or greater than 3.50 are not allowed to register for more than 21 credit hours in a semester.

2. Under no circumstances are students 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 must not exceed any of the three criteria listed above.

Schedule Change

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.

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 Provost Office is required.
**Exceptional Circumstances**

In exceptional circumstances, a student may be approved to carry a reduced load of course. The student must be in good academic standing; this option is not available for students in the ABP.

Reduced course load will be considered in cases of illness and family/personal emergencies, which limit the amount of time a student can attend courses or actively study. The request for a reduced load should be submitted to the Provost Office, 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 they left the University in good academic standing (CGPA of 2.0 or higher).

Application for readmission must be filed within one year of the student’s last enrollment at Zayed University. Approval requires special authorization and can only be granted if space is available in the student’s academic program.

**Eligibility for Graduation**

To earn the bachelor’s degree at Zayed University, students must have a minimum cumulative GPA of 2.0 and demonstrate proficiency in both English and Arabic through satisfactory completion of coursework. In addition, they must fulfill all core curriculum requirements and satisfy the competencies in Zayed University Learning Outcomes specified by their major. It is compulsory to complete all requirements for the major, including internship, and achievement of the Major Learning Outcomes. Students must complete a minimum of 120 credit hours to graduate.

**Semester and Term**

A semester is a typical period of scheduled courses within the academic calendar.

A term is half of a semester. 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 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 in quality or quantity falls below the average acceptable standard for passing the course. Performance is deficient in analysis, synthesis, and critical expression. There is little evidence of originality or creativity.

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>
</tr>
<tr>
<td>C</td>
<td>70-73</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>67-69</td>
<td>1.70</td>
</tr>
<tr>
<td>D+</td>
<td>64-66</td>
<td>1.30</td>
</tr>
<tr>
<td>D</td>
<td>60-63</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
<td>0.00</td>
</tr>
</tbody>
</table>

4. Special Grades
The following grades have “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)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass</td>
<td>P</td>
<td>Satisfactory achievement</td>
</tr>
<tr>
<td>Fail</td>
<td>FL</td>
<td>Unsatisfactory achievement</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>W</td>
<td>Student</td>
</tr>
<tr>
<td>Transfer Credit</td>
<td>TC</td>
<td>Credit granted for course taken at another institution</td>
</tr>
<tr>
<td>Audit</td>
<td>AU</td>
<td>Course taken without credit</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>S</td>
<td>Satisfactory achievement</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>U</td>
<td>Unsatisfactory achievement</td>
</tr>
<tr>
<td>Withdrawal/Unsatisfactory</td>
<td>W/U</td>
<td>Administrative withdrawal/ Unsatisfactory achievement</td>
</tr>
<tr>
<td>No Grade</td>
<td>NG</td>
<td>No grade given</td>
</tr>
</tbody>
</table>

**Incomplete Standing**

1. 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 Assistant Dean/Chair before the final assessment period.

2. Students who fail to sit a final examination or submit a final assessment must contact their college administration within 24 hours of the scheduled examination or assessment time with a written explanation of the reason for the absence and a request for an Incomplete (I) grade pending a make-up examination or assessment.

3. If the College Assistant Dean/Chair approves the request, after consulting the instructor, the college administration will arrange for the student to complete the missing work by the deadline stated in the ZU Academic Calendar. The Assistant Dean/Chair must notify the Enrollment and
Registration Department of any change to the original grade of Incomplete within the given time frame, or the grade will automatically become a grade of “F.”.

**Failing a Course**
Students who receive an F grade 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 can elect to repeat a failed course that is not required.

Once a student passes a previously failed course, their new grade replaces the F grade when calculating the GPA; the fail will continue to show on their academic transcript. 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 (GPA) 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 (CGPA) 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 (three points per credit hour), you would have earned a total of 90 grade points (three 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; also, you will not be granted access to your academic transcript. Any Hold must be cleared before graduation.
Academic Honors

Dean’s List
The Dean’s List honors distinguished students with a semester Grade Point Average of 3.60 or above, and 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:

- Graduating CGPA of 3.90 to 4.00: Highest Distinction
- Graduating CGPA of 3.70 to 3.89: High Distinction
- Graduating CGPA 3.60 to 3.69: Distinction

All honors require the approval of the Provost’s Office. Graduation honors are announced at the graduation ceremony and are recorded on the student’s academic transcripts and diploma.

Academic Appeals
Students must have a valid reason to appeal a grade. There must have been a substantial error of fact (such as recording the wrong grade or miscalculating a grade); demonstrable and substantial inequity in grading; or a medical/personal emergency that substantially affected the student’s 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 relevant college; this must be within three working days of the publication of final grades by the Registrar’s Office.

Appeal of Dismissal for Unsatisfactory Academic Progress
A student can request a review of the decision to dismiss them for unsatisfactory academic progress by submitting a written appeal to the relevant college; this must be within three working days of publishing the final semester results. All appeals must be in writing with supporting documentation if available.

Appeals in the Baccalaureate Program: Coursework Grades
Students must demonstrate that there was a substantial error or inequity in grading. To appeal a coursework grade, students should talk to their instructor.
first. If this does not resolve the issue, students can submit a written appeal to the college Assistant Dean within three working days of the grade announcement.

The Assistant Dean will make a final determination of the grade. Any retroactive grade appeal should be approved by the Provost or Provost’s designee.

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

If a student is eligible for dismissal due to unsatisfactory academic progress, the relevant college will issue a dismissal letter to their parents by mail. The Registrar’s Office will email the student notification of their academic standing and information about the appeal process and deadlines.

Students must submit an appeal to the relevant college within the timeframe specified in the dismissal email. If required, the Office of Student Affairs will discuss the appeal with the college. Appeals will only be considered if there is evidence of a substantial error or inequity in grading, or in exceptional circumstances such as:

- Failure to adhere to the requirements of the curriculum as stated in the Zayed University Catalog
- Substantial irregularity in the assessment or examination processes that is not resolved after consulting with college faculty
- A medical, family or personal emergency that has substantially affected the student’s academic performance.

**Applying for Transfer**

To apply for a transfer, students must apply directly to the institution within three years of their last registration at Zayed University. For specific admission requirements, refer to the relevant institution. If accepted at another university or college, students must formally withdraw from Zayed University.

**Transfer to Zayed University**

**General Requirements for Transfer Students**

A transfer student must satisfy the following requirements before graduation.

- Complete the required General Education English and Arabic sequences (The University may waive this requirement if the student has successfully completed a comparable level of English and Arabic instruction at another institution); and
◆ Satisfy all General Education Learning Outcomes, all Zayed University Learning Outcomes, and all Major Learning Outcomes.

In exceptional cases, the University may waive these requirements, with the exception of the residency requirement.

**Transfer of Credit for Summer Courses**

Students 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.

**Confidentiality of Student Records**

The student’s academic record is considered confidential. Only the student, their immediate family, and authorized Zayed University personnel may review this record. The University will not disclose the confidential contents of a student’s academic record to any party outside the University unless required by law or authorized in writing by the student, their parent or guardian.

By applying for admission and enrolling at the University, the student accepts the registrar’s right to collect pertinent personal information for institutional purposes. Documentation submitted in support of the student’s application for admission is the property of the University and may be used to assess performance in programs and courses, provide the basis for awards and assist in the administration of the University.

**Access to Student Records**

The following information is available to all inquirers: the student’s active registration status, degree(s) conferred by the University and the date(s) of conferral. Except as specified below, other information contained in the student’s record may be disclosed only with the student’s written consent.

The student may inspect all documents contained in their academic record. They may request that erroneous information contained in the record be corrected and that any recipients of erroneous information be advised of the correction.

Documents pertaining to the student’s achievement at other institutions that have been received by the University will not be released or redirected.

A University employee may be permitted access to information in student records if the employee needs the information to perform required University duties. As a general rule, employees involved in academic administration or Student Life are given access to the contents of student records.
Specified records or portions thereof may be provided to persons or agencies pursuant to a court order, summons or subpoena directing the University to release information.

University Information
The University shall endeavor to ensure that each student receives accurate information regarding their academic status. Students are required to read these documents and respond as specified in the notification. Parents are notified by letter and telephone in case of emergency, academic probation, suspension or dismissal, or academic or student discipline.

Transcript of Academic Record
Students can apply to transfer to a credit degree program at the Higher Colleges of Technology or United Arab Emirates University – only after successfully completing the ABP. Transfers can only be made to baccalaureate or higher diploma programs, and not to English foundation courses.

To apply for a transfer, students must apply directly to the institution they wish to be admitted to. For specific admission requirements, refer to the relevant institution. If accepted at another university or college, students must formally withdraw from Zayed University.

Services
eservices:
Students can apply for various service requirements from the Enrollment and Registration Department by using the provided links below.

http://eservices.zu.ac.ae/main/Services/Servicecard
- click on Undergraduate tab
- Go to Registration Services

- To Whom It May Concern Certificate (study continuation)
- Issue Graduation Certificate as a Replacement (Re-issuing the official diploma in case of lost, damage, or typo mistake.)
- Issue a Student ID card as a Replacement for Dubai ONLY
- Issue an Academic Transcript
- Student Course Registration
- Student Data Modification (Modify the student name in the system in case of typo mistake or changing name legally.)
Issue Alumni Letters (ZU Graduate can request a letter confirms that the graduate student completed all programs that were taught in English language and met the direct entry requirements of the ZU undergraduate General Education Program.)

**How to Print Your Schedule**
- Visit: http://sap.zu.ac.ae
- Enter your Student ID number
- Enter the password provided to you by Zayed University
- Click “Login”
- On the upper right corner of the page, click “Schedule”
- Click “Print” to print your schedule
- If you lose your ID, please contact the Enrollment & Registration Department on your campus. If you forget your Password, please contact the Information Technology Department.

**CAMPUS INFORMATION**

**University Information**
The University sends students official notification on attendance, academic warnings, probation, etc in writing or by email. Students are required to respond to these communications as specified in the message. Copies of official letters may be forwarded to parents or guardians. In case of emergency, academic probation, suspension, withdrawal or dismissal, parents or a 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 and Services Department 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**

Students are expected to pray in the prayer rooms provided by the University and not in classrooms. To respect the holiness of the prayer room, eating, sleeping or meeting with friends is not allowed.

**Lockers**

Lockers are assigned through the Campus Physical Development and Services Department in Dubai and Abu Dhabi. All locker keys must be returned when graduating or leaving the University, and lockers must be cleared. Lost keys may be replaced for a fee. On Abu Dhabi campus, students must check with the Campus Physical Development and Services Department for locker assignments. Students are responsible for purchasing their own locks.

**Dining Services**

The campus cafeteria serves breakfast, lunch, and snacks during term time. Alternatively. All food must be eaten in designated areas only, and not in classrooms, laboratories, studios, computer rooms or the library. Students need prior written approval from the Campus Physical Development and Services Department to bring or sell food on campus.

**Faculty Office Hours**

Faculty will inform students at the start of each semester when they are available to meet outside class hours. Security and/or the Campus Physical Development and Services Department will be informed about the date and time of any meetings, especially if they are held out of office hours.

**Lost and Found**

The University endeavors to return all abandoned and misplaced personal items to the correct owner. All lost and found items should be handed to the Campus
Physical Development and Services Department (CPDS); Unclaimed items will be stored for one academic year. To claim an item, students will need to show their student ID:

Abu Dhabi: Contact JBI/ADM.0.048 and CPDS
Dubai: Contact CPDS

**Displaying Student Projects**

Student projects must not be posted on noticeboards, glass doors or walls. Students should check with their academic department for designated locations and bulletin boards used for the display of student projects. Heavy or largescale projects should be displayed in coordination with the Campus Physical Development and Services Department through the student’s instructor.

**Use of University Facilities**

“Facility” is defined as any University classroom, auditorium, residence hall, washrooms, other building, or outdoor area…

All Campus facilities users are expected to be responsible, courteous, and safety conscious at all times. Disorderly conduct, abuse or misuse of the facility and its equipment, or disregard for the campus policies and staff will not be tolerated.

- Female students are not allowed to use male washrooms for any reason.
- The use of University facilities by students is restricted to projects and programs that are officially sponsored by the University.
- Classrooms are for teaching, students are not allowed to use it for any other purposes.

Violators will be required to leave the facility and may be subject to disciplinary action and suspension.

**Smoking:**

Zayed University provides employees and students with a smoke-free environment in which to work and learn as well as to protect life and property where smoking could present a safety and /or fire hazard for all that smoking is prohibited in all parts of the University facilities.

Students who are caught smoking within the prohibited areas will be subjected to disciplinary action.
Entering and Leaving Campus

Security Personnel

Zayed University is committed to ensuring the well-being and safety of all students on campus. Both University campuses have secure, designated students’ entrance/exit gates, which are staffed by security personnel. Security staff will allow only authorized persons to enter and exit the campus, and a record is kept of all students entering/exiting the University.

Students, parents/guardians, and visitors must show respect for security personnel. Anyone who fails to follow security’s instructions will be automatically stopped from entering the campus and, under the Code of Conduct, students may face disciplinary action. In the unlikely event of disciplinary action, the Campus Physical Development and Services Department will report the student to the Student Misconduct Investigation Committee.

Student Identification Card

◆ When students enroll in Zayed University they receive a university identification card. This ID card must be swiped in front of the card reader at the student gate on arrival.

◆ Students who forget their ID can sign manually in at the gate. Security will check their names, pictures and students’ status, and then enter them into the system. This process can take some time, especially at the start and end of the day, so students are asked to be patient. Even if students are late for a class, they are not allowed to enter campus until they are logged in. Students failing to follow these procedures will be referred to the Student Misconduct Investigation Committee. Disciplinary action such as suspension or dismissal from Zayed University may be taken.

◆ Lost ID cards must be replaced and paid for. Students can request a new ID card in the Services section of the Zayed University website. Then, after paying AED 50 at the campus Finance Office, students must

◆ submit the receipt of payment to the Campus Physical Development and Services Department. Students will be informed by email once their ID is ready for collection.

◆ All University students are required to register mobile numbers for SMS messages, which are sent to family/guardians when the student enters and leaves the campus. Guardians (father, mother, husband, brother or sister above 25 years old) are required to attend in person and prove their identity in order to register for the text messaging service.
Car Plate Registration
This system provides students quick and convenient access to campus. Students can register up to four cars maximum on presentation of their ID card; guardians and drivers are not required to be present for the registration process.

a. For students registering cars with vehicle registrations that match their student ID name, they must bring the original and a copy of their vehicle registration.

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:

◆ A guardian (father, mother, brother or husband) must visit the Campus Physical Development and Services Department with their Emirates ID.

◆ The driver must submit 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)
Improper car parking on the Zayed University Abu Dhabi campus will be dealt with as follows.

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

Second Violation
A second warning notice will be placed on the vehicle and the violation is recorded accordingly.

Third Violation
The vehicle will be ‘booted’ and 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. This must be presented to the Campus Physical Development and Services Department, 1st Floor, Administration Building, and the vehicle will be ‘unbooted’.
Business Center:
- Business Center is a center to provide printing, copying services for students.
- As an automated center, all students need to charge their ZU ID cards, through Finance Department, for one day or a whole year.
- Cash payment is no longer accepted.
- The remaining amount is refundable.

For online printing, the request goes to:
- http://zuportal.zu.ac.ae
- Log in with your ZU ID
- Click one-forms
- Click on Print Request - Business Center
- Fill the form and attach your files
- Submit

Environmental Health & Safety (EHS):
Health and safety are important for the campus operation, for staff and students. Management of Zayed University earmarked the legal requirements and prerequisites although, better standards in health and safety can only be attained with the cooperation of occupants. Contact numbers in case of any incidents or emergency are:

**Abu Dhabi Campus:**
Serco Help Desk: 80060160
Assistant Emergency Response Coordinator: 971502402251
Clinic: 025993322 – 025993175

**Dubai Campus:**
Assistant Emergency Response Coordinator: 971508565052
Security Supervisor (Shift 1): 971562168399
Security Supervisor (Shift 2): 971562166388
Clinic: 044021766
STUDENT CONDUCT

Non-Academic
In addition to the requirements for academic work set forth in the Code of Academic Conduct, students 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 campus facilities clean and use recycling bins.
- Follow the safety rules in labs and studios.
- Wearing presentable appropriate attire

Code of Student Conduct:

PROCEDURES

Code of Student Conduct

A. Student Discipline

1. Students are expected to adhere to the Zayed University Honor Code (Appendix A).

2. Students who violate the university’s Code of Student Conduct will be subject to disciplinary action. Records of all disciplinary actions will be kept by the relevant office. Disciplinary measures may include any of the following sanctions:

   a. Verbal warning for low-risk violations;

   b. Written warning for medium-risk violations; or community/university service, when appropriate and with proper supervision; or a prohibition or a denial of membership from any student organization;

   c. Registration suspension for one semester or more, or dismissal from the university, for high-risk violations depending on the nature of the violation.
3. Inappropriate Conduct Students

1.1. High-Level Violations (including but not limited to):

a. Engaging in any form of criminal behavior as defined by the laws of the country, including the use/sell illegal substances or materials;

b. Consuming and possessing illegal intoxicants;

c. Possession of firearms and explosives, and engaging in acts of arson and bombings;

d. Engaging in inappropriate behavior on the internet by accessing, downloading or sharing data from inappropriate sites and chatrooms, including pornographic material;

e. Engaging in any form of bullying and harassment, including online harassment;

f. Engaging in any form of disrespectful, intolerant or aggressive behavior towards members of the ZU community or visitors to campus;

g. Engaging in any inappropriate physical contact with another student, faculty member, or member of staff;

h. Taking part in vandalism, physical fighting, and stealing;

i. Using social media in a way that damages the reputation of Zayed University;

j. Falsifying documents and/or submitting falsified documents to Zayed University for any purpose;

k. Discriminating against one or more individuals based on race, ancestry, place of origin, color, ethnic origin, sexual orientation, creed, age, marital status, family status etc. while on campus;

l. Improper or unauthorized accessing of information or material that is confidential to a member of the University;

m. Intentionally damaging university property and properties of others including fixtures, furniture, other assets, etc;

n. Repeating any medium risk behavior.
1.2. Medium-Level Violations (including but not limited to):

a. Misusing the university email service; including spamming or any communication that may have legal/commercial implications for ZU;

b. Deceiving (lying) to a university instructor or staff member;

c. Engaging in any behavior that damages the reputation of Zayed University, whether on campus or at a university-sponsored event off campus;

d. Giving money or gifts to influence a Zayed University employee;

e. Excessive, gender-inappropriate or revealing clothing that falls outside societal norms and inconsistent with professional and expected university standards;

f. Using any items that have offensive words terms or pictures and having the same circulated;

g. Circulating photos of other students, university staff or faculty members without consent;

h. Misusing university smart technologies (including social media, cameras, blocking university parent communication software);

i. Using another student’s ID to gain entry to or receive permission to leave campus;

j. Smoking in undesignated areas in the university (all forms of smoking);

k. Repeating any low risk behavior.

1.3. Low-Level Violations (including but not limited to):

a. Engaging in disruptive/disrespectful behavior in or out of the class including leaving the class repeatedly without permission without the intent to harm (including but not limited to shouting or slamming doors, disruptive talking, interfering with teaching activities, playing loud music, abuse of mobile phones);
b. Misusing university facilities (physical and technological);

c. Organizing an event on campus or in the university’s name without prior written permission (approvals are obtained through the colleges for academic related events, and through the Student Affairs Deanship for extracurricular events);

d. Entering campus without a ZU ID;

e. Disobeying or ignoring a direct order from university faculty or staff or officials including refusal to present a ZU ID when requested and whilst on university premises;

f. Distributing leaflets or journals, posting notices or collecting signatures on the university premises without prior written consent;

g. Parking in undesignated areas or without permission;

h. Using unauthorized mobility devices on campus such as skateboards/rollerblades.

2. Student Organizations

Student organizations must not:

a. Engage in any form of criminal behavior as defined by the laws of the country, including the use/sale of illegal substance or materials;

b. Engage in any form of disrespectful, intolerant or aggressive behavior towards members of the ZU community or visitors to campus;

c. Invite outside speakers in the name of the university without prior written permission;

d. Issue public statements in the name of the university without prior written permission;

e. Organize and conduct public meetings or activities on and off campus events without prior written permission;

f. Use university facilities without prior written permission;

g. Distribute leaflets or journals, post notices, or collect signatures on the premises of the university without prior written permission;

k. Play music in public that disturbs study/work environment.
C. Approval of Requests from Student Organizations

1. Students or student groups must request permission for any of the following:
   a. Organizing and conducting public meetings or activities;
   b. Using university facilities for non-university related purposes;
   c. Distributing leaflets or journals, posting notices, or collecting signatures on the premises of the university;
   d. Organizing an event, on- or off-campus, under the university’s name;
   f. Organizing a performance except at a university-sponsored program, in a designated area, and according to university guidelines.

2. All college-related and professional club activities must be approved by the College Dean. All other activities must be approved by the Student Affairs Deanship.

3. The Provost’s Office, and/or the Protocol Office must give prior written approval for all requests from students or student groups to:
   a. Invite outside speakers;
   b. Issue public statements.

D. Process of Disciplinary Action

All disciplinary action will go through the following process (see the Flowchart in Appendix B):

1. The faculty/staff member reporting the violation will fill out an Incident Referral Form and submit it to their College Dean/Director.

2. The Incident Referral Form will be submitted to the Dean of Student Affairs.

3. All student conduct violations should be reviewed by the Student Conduct Issues Committee within two (2) weeks of the violation.
a. The Student Conduct Issues Committee is chaired by a senior staff member from the Student Leadership Department (Appendix C).

b. The committee members shall be representatives from the faculty, staff members from the Student Leadership Department, and Enrollment and Registration Department, plus the Senior Campus Access Officer from the Campus Physical Development and Services Department.

c. The committee will look into students’ conduct, and behavior-related matters in line with the ZU’s Code of Student Conduct.

d. The committee may be assisted by whom it deems appropriate for the execution of its work.

e. The committee shall submit reports on student cases to the Student Affairs Deanship.

4. If the recommended disciplinary action does not include suspension or dismissal, the action will be carried out by the Student Leadership Department. The action will be documented in the student’s behavioral file and the concerned college will be informed.

5. If the Student Conduct Issues Committee recommends either suspension or dismissal, the case will be forwarded to the Student Discipline Committee for further investigation/recommendation.

a. The Student Discipline Committee is chaired by a faculty member (Appendix D).

b. The committee members shall be faculty members from different colleges, and a staff member from the Enrollment and Registration Department.

c. The committee is charged with submitting recommendations of disciplinary action appropriate to a student’s misconduct.

d. The Discipline Committee’s recommendation is submitted to the Dean of Student Affairs.

e. With the Provost’s endorsement, the recommendations will be sent to the Vice-President for final approval.
6. Suspension or dismissal will be in the form of a decree issued by the Vice-President. This decision is final. The Enrollment and Registration Department will keep a record of this action in the student record system and the student’s academic file.

The suspended or dismissed student and his/her parents/guardians will be informed of the decision by the Student Leadership Department.

7. When a student resumes his/her studies after completing the suspension period, the student is required to visit the Enrollment and Registration Department to fill a Resume Study Request Form to activate his/her registration. This form includes a pledge from the student that he/she will not engage in any further violation of the Code of Student Conduct.

8. Repeated violations may lead to more severe disciplinary action.
Appendix A

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.
ميثاق جامعة زايد لطلبة الشرف

بسم الله الرحمن الرحيم

نتعهد نحن طلبة جامعة زايد، بالالتزام بميثاق الشرف هذا والتقيد بكل بند من بنوده التالية:

تطبيق فضائل الصدق والاحترام والعدل.

الالتزام بتقييد أعلى معايير السلوك الحسن.

المتناع والابتعاد عن جميع أشكال وأصناف خيانة أمانة الأكاديمية.

إبزام أفضل المظاهر الإيجابية لشخصيتي، بالتعامل مع الآخرين بكل نضج.

تحمل المسؤولية عن كافة أعمالي ومشاريعي.

المساهمة شخصياً بالحفاظ على أرفع مستويات الثقة ضمن المجتمع.

بذل كل الجهد، لدعم المستوى الراقي لجامعة زايد في التفوق والتفاوت.

ومن واقع تعهدي بأن ألتزم بميثاق الشرف هذا، فإنه يشرّفني أن أساهم في الحفاظ على قيمة
التقليد التي غرسها في نفوسنا المغفور له بإذن هلل تعالى مؤسس الدولة وابن نهضتها الشيخ
زايد بن سلطان آل نهيان طيب هللا ثراه، وبالسير على نهج صاحب السمو الراحل الشيخ
خليفة بن زايد آل نهيان رئيس الدولة حفظه الله.
Appendix B

Process of Disciplinary Action Flowchart

Faculty / staff reporting the violation submits Incident Referral Form to their College Dean / Director

College Dean / Director submits form to the Dean of Student Affairs

Investigation to be conducted by the Student Conduct Issues Committee

Student Conduct Issues Committee submits report/recommendations to the Dean of Student Affairs

Verbal / Written Warning:

- Discipline action will be carried out by Student Leadership Department
- Discipline action will be documented in the student’s behavioral file
- Concerned college will be informed

Suspension / Dismissal Cases:

- Student Discipline Committee conducts further investigation of the case and submits recommended discipline action to the Dean of Student Affairs
- Dean of Student Affairs reviews the recommended discipline action and submits recommendation to the Provost
- Provost endorses recommended discipline action to the Vice-President
- The Vice-President issues a decree
- A record of the case and decree is kept in the student record system and academic file in the Enrollment and Registration Department
- Student / parents / guardian informed by Student Leadership Department
- When a suspended student resumes his/her studies, he/she will complete and submit a Resume Studies Request Form to the Enrollment and Registration Department
Appendix C

Student Conduct Issues Committee

The Student Conduct Issues Committee shall be formed and chaired by a senior staff member from the Student Leadership Department, with the following membership:

<table>
<thead>
<tr>
<th>MEMBERS</th>
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</thead>
<tbody>
<tr>
<td>Student Leadership Department Staff (Chair)</td>
</tr>
<tr>
<td>Student Leadership Department Staff</td>
</tr>
<tr>
<td>Faculty</td>
</tr>
<tr>
<td>Faculty</td>
</tr>
<tr>
<td>Enrollment and Registration Department Staff</td>
</tr>
<tr>
<td>Senior Campus Access Officer (CPDS)</td>
</tr>
</tbody>
</table>

The committee will look into students’ conduct and behavior-related matters in line with the Zayed University Code of Student Conduct. The committee may be assisted by whom it deems appropriate for the execution of its work. It shall submit reports on student cases to the Student Affairs Deanship.
Appendix D

Student Discipline Committee

Tasks of the committee:
- The committee shall investigate students whose misconducts were reviewed by the
  Student Conduct Issues Committee with the recommendations for discipline that are
  not limited to warnings.
- The committee membership shall remain effective from the date of issuance of the
  decree confirming its membership.
- The committee shall submit recommendations to the University Provost/Vice-
  President, recommending disciplinary actions appropriate to the students’ misconduct.
- The committee may be assisted by whom it deems appropriate for the execution of its
  work.

The Student Discipline Committee will be chaired by a faculty member, with the following
membership:

<table>
<thead>
<tr>
<th>MEMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty (Chair)</td>
</tr>
<tr>
<td>Faculty</td>
</tr>
<tr>
<td>Faculty</td>
</tr>
<tr>
<td>Enrollment and Registration</td>
</tr>
<tr>
<td>Department Staff</td>
</tr>
</tbody>
</table>
Academic Behavior in an Instructional Setting
Students are expected to behave appropriately and respectfully in the classroom, laboratory, studio, library, and 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
Students are expected to behave appropriately and respectfully at University activities off-campus, and to obey rules of behavior laid down by their instructor or trip sponsor, as well as the orders of campus instructors or personnel on site.

Communicating with Faculty and Staff
When communicating with faculty or staff, students are expected to be honest at all times, behave courteously, and obey faculty and staff as required in the Student Code of Conduct.

Guideline for Appropriate Attire
As per Zayed University policy
STUDENT ACTIVITIES

Visitors & Guests
Students are requested to fill out a form of the visitor’s or guest’s information and get the supervisor approval at least a day before the event. The form to be submitted to the CPDO (Campus Physical Development and Services Department) in order to notify the security. Guests and visitors will not be able to enter the campus if the form is not submitted to the CPDO department.

Hours of Operation
Students can stay on campus from 8:00 AM to 5:00 PM on weekdays (Sundays to Thursdays) when classes or final examinations are in session. This does not apply during University declared holidays, and semester and summer breaks. Hours for male students on the Dubai campus differ; check with the Office of Student Leadership Department (male) for hours of operation.

Students are allowed to be on campus after 5:00 PM and no later than 9:00 PM to work on a special project, with permission from their instructor and approval from the Campus Physical Development and Services Department. A college designee should be with the student during this time. Students are not allowed to be on campus on Fridays, Saturdays (outside of library hours), semester or summer breaks (outside of staff hours), or University declares holidays – unless participating in an organized project supervised by a faculty member.

While on campus, students may not use faculty or staff desks, computers or telephones without prior written permission. Food may be consumed only in the cafeteria. All students must record their entry and exit by swiping their ID card at the University entrance.

Student Security
The University accepts responsibility for student security while students are on campus or attending a University-approved off-campus event with transportation provided by the university. After leaving the campus, students and/or their guardian are responsible for their own security.

Fundraising Activities
Permission for 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. The sale of food items will only be approved with the agreement of the campus food service contractor. The sale of food items for charity will not be approved if it competes with the food available on campus.

**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 Leadership and the Campus Physical Development and Services Department for approval and stamping. Notices may be displayed only on designated bulletin boards and for an agreed 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 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 Leadership, with a description of the event, intended audience, and the speaker’s or performer’s qualifications along with their security clearance form. The Activities Task Force Committee will review the application 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, they must submit a request in writing to the Office of Student Leadership. Written permission must be received from either the college (students) or the Office of Student Leadership (student organizations) 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. When off-campus, students are expected to meet the high standards of behavior as presented in the Code of Student Conduct. Absence from campus to attend a scheduled course-related activity 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. They provide meaningful interaction with local and international communities, and reflect 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 the University.

Students attending off campus activity / trip must swipe their ID cards upon entry and exit.

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 final approval from the Provost;
◆ Provide appropriate chaperoning, except for internships and some research projects.
◆ Provide transportation to and from the activity, with no unsanctioned stops on route, except for internships and some research projects.
For female students, parents’ permission will be taken at the start of the academic year or the semester for any off-campus student activity or activity held outside standard University working hours. Parent’s permission forms are needed to be handed to the security team at the gates on departure or to be emailed to the access office.
CAMPUS LIFE

Zayed University seeks to provide students with a rich and diverse extra and co-curricular program. Students have the opportunity to participate in more than 60 clubs, exhibit in art shows, and attend career and employment recruitment fairs. Student athletes participate in basketball and football tournaments. Also, there are 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, including the Education Club, Business Club, Japanese Club, Photography Club, Entrepreneur Club, International Club, Psychology Club, Emirati Club and other clubs.

The University encourages students to establish organizations and clubs that reflect their interests and mastery of learning outcomes. Student organizations and clubs must be approved by the Office of Student Affairs, and are subject to the regulations and policies of the University. To establish a student organization, ask for department approval before contacting the Office of Student Affairs.

For a club to be officially recognized, it must:

- Have a name that is connected to the club activity;
- Be aligned with Zayed University’s Mission & Vision;
- Have a clear and sustainable purpose over a two to three-year period;
- Give opportunities to develop talent and leadership skills;
- Address a need that is not already met by another club;
- Have at least 10 registered members;
- Have a clear organizational structure with nominated officials, including a faculty member/staff advisor;
- Have a plan for the academic year;
- Have the approval of the Office of Student Leadership; and
- Comply with UAE Federal laws and Zayed University policies;
- A student may not officially join more than two clubs at the same time.

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 also assist
In New Student Orientation (NSO) Program for new students. 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.

Students have the opportunity to serve as an officer of the Council, a member at-large, or a representative of their college or program. Members serve on the Student Council for one year. To join the Student Council, nominate yourself when registration opens at the end of each Spring semester.

**Entry requirements:**
- Completed Student Council application form
- Minimum GPA of 2.5
- Recommendation letter from college instructor
- Curriculum-Viète (CV)

**Peer Assistance Leaders (PALs)**
The Peer Assistance Leaders Program (PALs) is a well-established tutoring and mentoring program at Zayed University servicing the academic needs of students from General Education to Major courses. The PALs Program is a student support program where more experienced and high achieving students from the same major or some other area of interest, mentor/tutor their peers in a supportive and encouraging relationship. This type of relationship usually involves the characteristics of role modeling, encouragement and positive reinforcement of achievable academic goals.

In Dubai campus, the PALs Center is on the 2nd Floor above the Library 04 L2 001/002 and is open daily 9:30 – 14:30

**Student Publications**
The Student Media Editorial Board offers print, audio, and video stories, news and opinions through Zajel, which is based in the College of Communication and Media Sciences. For more information on Zajel, including its policies and procedures, visit http://zajelzu.ae/

**LEAD Program**
The Leadership Engagement and Development (LEAD) program 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 international universities. The program features:
- 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.

- LEAD Certificate Program: a special leadership development program for student leaders that includes monthly events, challenges, lectures and workshops.

**Zayed University E-Suggestions System (SAHIM)**

“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 transparency with the most advanced services, Zayed University has launched a direct communication channel between the university’s students, faculty, staff and administration.

SAHIM initiative encourages students, faculty and staff members to share their ideas and suggestions. Comments received through this electronic system are used to develop and enhance standards at the university, and improve the level of services provided.

**Financial Aid**

Zayed University offers support to students whose financial situation may prevent them from continuing their university education. Applications for financial aid should be made to the Office of Student Support, which grants financial support according to strict guidelines and availability of resources. Financial support provided by the University includes monthly aids and laptops. Contact the Office of Student Support Unit or visit http://zu.ac.ae/oss for further information.

**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. Trained counselors offer personalized sessions, campus workshops and in-class workshops on study skills, test taking, time management, presentation skills, and other academic skills. In addition, counselors assist with a wide range of adjustment and development matters. Contact the Office for Undergraduate Student Academic Success for more information.
Student Counseling Center, Health and Wellness Services
The Student Counseling Center, Health and Wellness Services provides 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 to enhance their health. In addition, it 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.

Counseling Services
There are professional, licensed and experienced counselors available full time on each campus to assist students with their personal 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. Information and matters 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.

Individual Counseling involves the challenges student face through their academic journey such as exam anxiety, public speech anxiety, procrastination and time management. In addition, the Student Counseling Center Helps students in their personal growth and developments such as self-confidence, identity and managing relationships.

The Counseling Center provides workshops on study skills, goal setting, decision-making, conflict management, depression, eating disorder, body image, art therapy and mindfulness. New workshops are designed to offer students with skills and knowledge needed to ensure student success.

Counselors are available during the University working hours on both campuses.

Student Outreach services:
The Students Counseling Center provides supportive services for students with physical health issues to accommodate the student’s needs, such as chronic and non-chronic diseases where students have attendance or physical issues that requires special accommodation such as extended time during exams. All cases are treated with confidentiality and release of information consent form must be signed by the student prior to accommodating procedures.
The Health outreach officer is available for further information regarding health cases.

**Student Counseling Center information:**

**Working hours:** 8:00-4:00

**Appointments** can be booked through the following:
- Walk in for an appointment
- E-service available on the university website
- Administrative Officer at the center
- Email the counselor directly
- Phone the Counselor directly
- In case of Emergency, students can come directly to the center and see the counselor

**Abu Dhabi Campus**
Location: Administration Building, first floor, across from the Office of Enrollment Management.
Working Hours: 8:00 – 4:00
Phone: 02-599-3728

**Dubai Campus**
Location: Student Affairs Office
Working Hours: 8:00 – 4:00
Phone: 04-402-1866

**Outreach Officer:**
**Working Hours:** 8:00 AM- 4:00 PM

**Locations:**

**Dubai Campus:** Student Counseling Center, Student Affairs Deanship, Office: RGF-081

**Abu Dhabi Campus:** Student Counseling Center, ADM.1.105

**Contact Information:** WafaAlHadhami@zu.ac.ae
**Phone:** 02- 599- 3590

**Health and Wellness Clinic:**
- The Health clinic provides health services as follows:
  - Emergency/crisis cases
  - Chronic and non-chronic cases
  - Providing health programs (i.e., Annual screening program, CPR Workshops and others)
CAMPUS LIFE

- Campaigns, (i.e., Diabetes, breast cancer and world health day and others)

**Abu Dhabi Campus**
**Female Clinic Location:** F3.0.018  
**Male Clinic Location:** M3.0.018

**Working Hours:** 08:00 AM-16:00 PM from Sunday to Thursday

**Contact the Clinic:**
**Female side:**
02/5993600  
02/5993175  
02/5993601

**Male side:**
02/5993322

**Dubai Campus**
**Location:** Beside Abela Cafeteria

**Working Hours:** 08:30 AM-16:30 PM from Sunday to Thursday

**Contact the Clinic:**
- Walk in
- Email: Ebtisam.Saleh@zu.ac.ae
- Telephone: 04-4021766
- Emergency calls: 0505539621
Alumni and Student Careers Office
The Alumni and Student Careers Office provides services and programs to support students to make informed career decisions and choices. The services and programs including career counseling, career assessment, employability programs and employment opportunities to assist students in developing career and employability skills and planning their future.

Career Resource Center/Lounges
The Career Resource Center/Lounges have careers-related resources including books, articles, videos and magazines; employer information; career planning software; and internet resources. Careers counselors can assist students to research careers and jobs, write CVs/resumes, practice mock job interviews and make decisions about major choice/career direction based on their interests and abilities. The Centers/Lounges are in the male and female promenade on the Abu Dhabi campus and close to the Atrium on the Dubai campus.

Student Employment
The University offers several employment programs for undergraduate students, including on/off campus employment, part-time employment, sponsorship opportunities and volunteering. For more information on opportunities, please check your Emails for Student Announcements or talk to staff in the Alumni and Student Careers Office.

Student Employment on Campus (ONCE)
The Alumni and Student Careers Office seeks to promote experiential learning opportunities for Male and Female students in different College and 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
Internship

◆ Every student at Zayed University must complete an internship in their final year of the baccalaureate degree program, which is a credit bearing course.

◆ The Internship Program is managed by the College of the student in collaboration with the Alumni and Student Careers Office and Employers.

Online Services

Alumni and Student Careers Office offers online services that are accessible 24 hours a day including:

◆ Email advice: students and graduates can email their career enquiries and receive a reply within three working days. Abu Dhabi Campus – careers_auh@zu.ac.ae; Dubai Campus – Careers_dxb@zu.ac.ae

◆ Students can make an appointment to see a Career Counsellor through the E-Service http://eservices.zu.ac.ae/main/Services/Servicecard/Undergraduate/Career-Counselling

◆ Career Portal: Student can upload their CV to the Career Portal and employers can access this database of CVs for employment. https://careers.zu.ac.ae/

◆ Social media: Twitter, Linkedin and Instagram keep students and graduates up to date with career related news and events.

◆ For more information on the Alumni and Student Careers Office, please visit:https://www.zu.ac.ae/main/en/student_affairs/student_careers/index.aspx

Alumni Services

The Alumni and Student Careers Office helps to maintain a permanent relationship between Zayed University and its graduates, and encourages graduates to be ambassadors for the University. University graduates automatically become a member of the Zayed University Alumni Association, with benefits including invitations to campus events, information on education, employment and volunteer opportunities, and an Alumni ID card that offers
access to campus, library privileges, and local vendor discounts.

Graduates can request an Alumni ID card through E-Services http://eservices.zu.ac.ae/main/Services/Servicecard/Alumni/Alumni-ID-Card

Alumni and Student Careers Office offers a range of services and programs to help graduates find employment; these cover advanced employability and job search skills. Graduates can upload their CV to the Career Portal to access employment opportunities and for employers to search for suitable candidates for their vacant job openings. https://careers.zu.ac.ae/ . Appointments to see a Career Counsellor can be made through our E-Services http://eservices.zu.ac.ae/main/Services/Servicecard/Undergraduate/Career-Counselling

The Alumni and Student Careers Office facilitates communication between graduates and the University, and produces a bi-weekly newsletter to keep Alumni up-to-date on University activities, job vacancies, and their University family and friends. Graduates are encouraged to come back on campus. For further information, please visit: http://www.zu.ac.ae/main/en/alumni/index.aspx

Placement of Interns
The University reserves the right to determine placement of interns, without further permission of parent or guardian.

Student Accessibility Services (SAS)
The Department of Student Accessibility Services (SAS) at Zayed University provides students with special needs and learning difficulties (Student with determination) with a full range of support and assistance. It aims to deliver equal educational opportunities to all students by providing full academic, social and vocational support to ensure their success. Furthermore, its mission is to enhance each student’s personal growth by helping them to become active members of Zayed University and the Emirati society. SAS is responsible for providing a range of specialized training services to students with determination by using the latest Assistive Technology devices at its two centers located in both branches of Zayed University (Humaid Matar Al Tayer Assistive Technology Resource Center in Abu Dhabi, and Khalaf Al Habtoor Assistive Technology Resource Center in Dubai). The services include providing support in the following areas:
STUDENT GUIDELINES

- Assessment for Special Learning Difficulties
- Exam Accommodation
- Accommodation for course materials
- Environment Accessibility
- Assistive Technology Training
- Promoting Social Inclusion
- Coaching and Mentoring

Students can benefit from these services by visiting the centers, or http://www.zu.ac.ae/main/en

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 assist, teach and guide students with their class assignments and personal interests. The LLC has a range of resources in Arabic and English, including books, journals, magazines and newspapers, DVDs, and graded English language readers. The resources are in print and electronic format. It also houses various collections such as the Emirates Collection and Film Archives. The LLC has the resources to scan, print and photocopy documents. There are data-ports and outlets for laptops; desktop computers (including Macs) are available to search online databases and the internet, read electronic books, write reports, and work on projects.

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

The LLC is usually open every day except on Fridays and public holidays; the schedule of up-to-date opening hours is posted on each campus and the Library Website at: http://www.zu.ac.ae/main/en/library/index.aspx.

Learning Commons
The Learning Commons is a one-stop shop for academic support services that students need to be successful in their academic life at Zayed University.
Services include:
- Peer Assistance Leaders (PALs)
- Student Accessibility Services (SAS)

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

**Curriculum Resource Center**
The Curriculum Resource Center (CRC) has resources for trainee teachers, including kits, tools, K-12 textbooks, children’s literature, and books about education. Trained staff are available to introduce students to the resources and equipment they need to create interesting and meaningful lesson plans and class projects.