جامعة العين للعلوم والتكنولوجيا
AL AIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

STUDENT HANDBOOK 2018-2019

LICENSES & ACCREDITATIONS

UNITED ARAB EMIRATES
MINISTRY OF EDUCATION

ABET
Engineering
Accreditation
Commission

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

جامعة العين للعلوم والتكنولوجيا
AL AIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

STUDENT HANDBOOK

2018-2019

The Late Sheikh

Zayed Bin Sultan Al Nahyan

H.H. Sheikh

Khalifa Bin Zayed Al Nahyan

President of United Arab Emirates

H.H. Sheikh

Mohammed Bin Rashid Al Maktoum

Vice President and Prime Minister
and Ruler of Dubai

H.H. Sheikh

Mohammed Bin Zayed Al Nahyan

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

CONTENTS

Welcome Message 15
1.About the University 17
2.Vision, mission and Values statements 17
3. Academic Information 18
3.1 The Academic Year 18
3.2 Academic Calendar for 2018/2019 19
3.3 University Terminologies 22
4. Student Rights and Responsibilities 23
5. Student Governance: Student Council 23
6.Academic Policy 25
6.1 Admission 25
General Admission Requirements 25
Other Admission Routes 26
College Admission Requirements 28
6. 2 English Language Proficiency Regulations 29
6.3 Academic Programs 30
6.4 Undergraduate Academic Regulations 32
Programs Duration 32
Academic Load 32
Academic Attendance 33
Course Registration 33
Adding and Dropping Courses 34
Credit Transfer 34
Change of Major 35
7. Assessment and Evaluation 35
7.1 Course Grading System 36
7.2 GPA Rating 37
7.3 Incomplete Grades 38
7.4 Grade Appeal Process 38
7.5 Exams Re-sit 39
7.6 Academic Warning and Academic Probation 39
8.Changes to Students Status 40
8.1 Postponement of Study 40
8.2 Withdrawal from AAU 40
8.3 Disenrolment from AAU 40

8.4 Readmission to AAU 41
8.5 Studying Courses at Other Institutions 41
8.6 Studying a Substitute Course 41
8.7 Repeating a Course 41
9.Graduation Requirements 42
10. Academic Honors 42
10.1 Dean Honour's List 42
10.2 University Honour's List 42
11. Library and Learning Resources 43
12.Student Services 45
12.1 The Deanship of Student Affairs Services 46
• Student Activities Unit 46
• Office of Alumni Affairs 46
• Psychological and Social Counseling Unit 47
• Health Care Unit 47
12.2 Extra services 49
• Transportation 49
• Residence Halls 49
• Security 50
• Banking 50
13.Facilities 50
13.1 Recreational Facilities 50
• Sports and Gymnasium 50
• Lounges 51
• Theatre/Events Hall 51
• Mosque 51
13.2 Educational Facilities 51
• The Bookshop 51
• English Language Center 51
• Moot Court 51
• Digital Language Labs 52
• Microteaching Lab 52
• Computer Labs 52
13.3 Facilities provided for students of Determination: 53
14. Counseling 53
14.1 Academic Counseling 53
14.2 Personal Counselling 53
14.3 Career Development Unit 54

15. Proper use of Facilities 54
16. Guidelines on Student-Run Media and the AAU Brand 55
17. Code of Conduct 55
17.1 Compliance with AAU's Rules and Regulations 55
17.2 Harassment or Discrimination 56
17.3Conflict of Interest 56
17.4 Intellectual Property 56
17.5 Confidentiality 56
17.6 Possession of Dangerous Weapon 56
17.7 Possession of Controlled Substances and Alcoholic Beverages 56
17.8 Smoking 56
17.9 Dress Code 57
18. Academic Integrity 57
18.1 Cheating in Academic Work 57
18.2 Plagiarism 58
18.3 Cheating Penalties 59
19. Disciplinary Policies 59
19.1 Behavioral Misconduct 59
19.2 Impersonation 59
19.3 Disciplinary Punishments 59
19..4. Students' Disciplinary Committee 60
19.5 Disciplinary Procedures 60
19.6 Students' Grievance Committee 63
19.7 Students' Appeal Committee 64
20. Safety Information 65
20.1 Fire Safety 65
20.2 Laboratory regulations 65
21. Privacy Policy 66
22. Financial Information 66
22.1 Academic Fees 66
22.2 Refund Policy 69
22.3 Grants and Financial Aid 69
22.4 Procedures for applying for a grant of humanitarian aid 71

Welcome Message

Dear Students,
I would like to take this opportunity to welcome both freshmen as well as returning students to Al Ain University of Science and Technology new academic year; where weaim to offer a distinguished professional and personally fulfilling experience.
AAU programs have been carefully developed bearing in mind students' interests as well as current and future job market demands. Every year, we aim to complement the variety of disciplines which AAU offers by adding new undergraduate and graduate programs, in addition, the university is industriously working so hard to get international accreditations to the offered academic programs. Every program has a systematic structure, designed to provide knowledge and training in a specific field.
In that, via its structured courses that go hand-in-hand with practical relevance and enhanced embedded training, the university is to produce highly skilled and well-trained cadres and professionals.
The University prides itself on its student-centred teaching approach and ensuring the provision of a full academic experience as well as a variety of extracurricular opportunities and activities. AAU has also moved to a new campus in Abu-Dhabi which holds all services and facilities you would need.
Further developments and extensions .are also currently happening in Al Ain campus Moreover, the university is keen to serve as a centre for the incubation of diverse multicultural societies; whereby, international and multinational cultures and mutual understanding are fostered in an environment of open-mindedness, respect for others opinions and appreciation of their differences.
This Student Handbook has been compiled together to provide you with a comprehensive guide to all policies, rules, regulations, and procedures in Al Ain University of Science and Technology, as well as to serve as your guidance on counselling, academic support, leadership, social events, athletics, and housing assistance in addition to your rights. The Handbook is available in hard copy format and is also uploaded on the University's website. Simultaneously, the University believes that students are responsible for the consequences of violating AAU rules and policies mentioned in the handbook.

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

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

Prof. Ghaleb A. El-Refae
AAU President

1. About the University

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

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

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

2. Vision, mission and Values statements

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

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

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

1- Collaboration
AAU believes in both internal and external collaboration. Collaboratinginternally strengthen the university by connecting people, staff,administrators, and students. through sharing knowledge andopportunities across enterprises, which leads to increasing internalcompetencies, leveraging specialization, and

identifying needs andeffective advocates.External collaboration is implemented through the varity of partnershipswith mumerous institutions in the region that provide a huge amount ofopportunities for students and staff alike. AAU also providesinternational experiences including students trainng abroad programs.

2. Diversity
Teaching, Learning and working with people from a variety ofbackgrounds encourages collaboration and fosters innovation, therebybenefitting all those involved. It enriches the educational experienceand promotes personal growth- and a healthy society. AAU iscommitted to welcoming the world through our open enrolment andemployment policy.

3. Excellence
ForAAU, excellence is a multidimensional concept that is practiced ingovernance, teaching, research and community engagement. Globaluniversity ranking is also considered as one of the main carriers ofexcellence.

4. Respect
We respect and honor the dignity of each person, embrace civildiscourse, and safe community. As well as the unique qualities of ourtraditions and culture.

5. Integrity
AAU acts with integrity in accordance with the highest academic,professional, and ethical standards. AAU embraces the values ofhonesty, fairness and respect in creating and disseminating allinstitutional work, and in conducting all of our academic andprofessional activities,

3. Information Academic

3.1 The Academic Year

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

3.2 Academic Calendar for 2018/2019

	Day and Date	Events
First Semester*	Sun, August 26, 2018	Faculty report to work
	Sun, September 02, 2018	**Classes start for first semester**
	Sun, September 02 - Thu, September 06, 2018	Add and drop period
	Thu, September 06, 2018	Withdrawal with a refund of 100%
	Sun, September 09 - Thu, September 13, 2018	Last day for Drop with the fine of 40%
	Thu, September 16, 2018	Beginning of dropping classes with the fine of 100%
	Tue, September 18 - Thu, September 20, 2018	Incomplete examination period
	Sun, September 23, 2018	Beginning of withdrawal with failure W
	Sun, October 28 - Thu, November 08, 2018	**Midterm examination period**
	Thu, December 06, 2018	Beginning of withdrawal with failure F
	Sat, December 15 - Sat, December 22, 2018	**Final examination period**
	Five working days since final exam date of the course	Deadline for Incomplete Requests
	Mon, December 24 - Sat, January 05, 2019	**Students Winter Break**
	Sun, December 26, 2018	Grades Announced
	Five working days since the final grades announcement	Deadline for Final Exam Grade appeal

	Day and Date	Events
Second Semester	Wed, January 02, 2019	Faculty report to work
	Sun, January 09, 2019	**Classes start for second semester**
	Sun, January 09 - Thu, January 10, 2019	Add and drop period
	Thu, January 10, 2019	Withdrawal with a refund of 100%
	Sun, January 13 - Thu, January 17, 2019	Last day for Drop with the fine of 40%
	Sun, January 20, 2019	Beginning of dropping classes with the fine of 100%
	Teu, January 22 - Thu, January 24, 2019	Incomplete examination period
	Sun, January 27, 2019	Beginning of withdrawal with failure W
	Mon, February 25 - Thu, March 07, 2019	**Midterm examination period**
	Sun, March 31 - Thu, April 11, 2019	**Spring Break**
	Wed, April 22, 2019	Beginning of withdrawal with failure F
	Wed, May 01 - Thu, May 09, 2019	**Final examination period**
	Five working days since final exam date of the course	Deadline for Incomplete Requests
	Sun, May 12, 2019	**Student Summer break**
	Wed, May 15, 2019	Grades Announced
	Five working days since the final grades announcement	Deadline for Final Exam Grade appeal

	Day and Date	Events
Summer Session	**Thu, May 19, 2019**	**Classes start**
	Sun, May 19 - Mon, May 20, 2019	Add and drop period

	Day and Date	Events
2019/2020	Sun, August 25, 2019	Faculty report to work
	Sun, September 01, 2019	Classes start

3.3 University Terminologies

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

Students:
male and female students.

Student:
A male student and a female student.

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

Academic Year:
The Academic Year consists of two semesters, each lasting 16 weeks.

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

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

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

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

Free Elective: A course that the student chooses-not from his/ her specialization from the courses offered by any of the colleges to complete his/ her Study Plan.

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

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

Academic Load:
The total number of credit hours in which the student is allowed to enrol in a given semester.

Semester Grade Point Average (SGPA):
The average of the grades of all the courses which the student has studied in a semester, regardless of whether the student has passed or failed these courses.

Cumulative Grade Point Average (CGPA):
The average of the grades of all the courses which the student has completed to date, regardless of whether the student has passed or failed these course.

4. Student Rights and Responsibilities

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

5. Student Governance: Student Council

The Student Council is a tool for interaction between the student and the University which strengthens the relations, fosters their communications and unleashes their energies and creativity, in addition to promoting individual and collective talents which contributes to the formation of general culture and the development of thought.
The following instructions are constantly reviewed and are annually subject to change after the approval from the Deans' Council.

The Formation of the Student Council:
The Student Council is formed in the beginning of the second semester, and all students attending the University regularly are entitled to run for Student Council membership after filling in the membership form. The Student Council consists of a Council President, Vice President and the heads of the committees and their members where five different committees are formed.
The membership conditions are:

- to be registered in one of the colleges of the University.
- to be capitalized ethically and behavior-wise.

The Assignment of a Student Council President:

1. The Deanship of Student Affairs Council appoints a president to the Student Council.
2. To run for the above post, the following conditions must be applied:
   a. Not less than the CGPA 3.00.
   b. A student's record must be free from any penalties or disciplinary warnings.
   c. The nominees must be at least in their sophomore year.
   d. The nominee must have a detailed plan explaining the objectives and the timetable for the implementation of the plan.

The Student Council President's responsibilities are to:

1. prepare an annual timeline for the Council after consulting with the members
2. present the plan to the Deanship of Student Affairs
3. arrange the student council meetings.
4. execute the Council's decisions in cooperation with the Deanship of Student Affairs
5. be the students' representative in the Deanship of Student Affairs and University Council's meetings
6. be the representative of the University's activities, on and off campus
7. prepare semester and annual reports on student activities and present them to Deanship of Student Affairs.

The Assignment of a Student Council Vice President:

1. The Deanship of Student Affairs appoints a Vice President to the Student Council.
2. To run for the above post, the following conditions must be applied:
   a. Not less than the CGPA 3.00.
   b. A student's record must be free from any penalties or disciplinary warnings.
   c. The nominees must be at least in their sophomore year.

The Student Council Vice-President responsibilities are to:
1. act on behalf of the Council's President.
2. assist the President of the Council in implementing decisions.
3. prepare the meetings' agendas.

The Nomination of Councils' Chairpersons
The committees hold meetings, and they, separately, elect a Chairperson.

6.Academic Policy

6.1 Admission

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

The following are the general admission requirements. Applicants are required to:
1. Possess a secondary school certificate or its equivalent with a grade average of no less than 60%;
2. Possess a Foundation Year certificate if the grade average in the general secondary examination is less than %60;
3. Satisfy any additional admission requirements needed by the college
4. Hold a valid English Language Proficiency score of at least 500 in TOEFL ITP, or Band 5 in IELTS. Applicants from the College of Communication and Media (Journalism - Advertising - Public Relations) must hold a valid English Language Proficiency score of at least 450 in TOEFL ITP, or Band 4.5 in IELTS. On the other hand, applicants from the following specializations are exempt from this requirement: Law, Arabic and Islamic Studies Teacher Education, Applied Sociology, Applied Psychology and Special Education.

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

Other Admission Routes

A) General Secondary Students- Science and Arts Stream
Any student who has a General Secondary certificate with an average of 60% or above, may enrol at AAUand must enclose the following documents with the application form:

1. A General Secondary school certificate/ transcript, or its equivalent attested by the Ministry of Education in the UAE. (An attested copy may be submitted);
2. A valid English Language Proficiency certificate according to the required score in each specialization;
3. A copy of a valid passport;
4. A copy of valid Emirates ID
5. Two passport-sized photographs;
6. A Health Certificate.

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

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

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

C) Students Transferring from Other Universities or Colleges
A student who is registered at another university or college may apply to transfer to AAU, provided that the university or college from which the student is transferring is accredited by the Ministry of Higher Education and Scientific Research in the UAE.

The following regulations apply to transfer students:

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

The following documents must be enclosed with the student's application:

1. A General Secondary school certificate/ transcript, or its equivalent attested by the Ministry of Education in the UAE. (An attested copy may be submitted);
2. A valid English Language Proficiency certificate according to therequired score in each specialization;
3. A copy of a valid passport;
4. A copy of valid Emirates ID;
5. Two passport-sized photographs;
6. A Health Certificate;
7. An official and attested transcript from the previous university or college showing all earned credits and grades, along with the university's course catalogue, describing the courses the student had previously taken;
8. In case a student studied in a university outside the United Arab Emirates, then they must provide transcripts attested from the Ministry of Foreign Affairs and the Embassy of the United Arab Emirates located in the country where the degree was nm granted.

D) Students who hold a Diploma Certificate

Students who hold a diploma may apply to AAU, provided that the university or college from which the student obtained the diploma is accredited by the Ministry of Education in the UAE. Students must also meet the general admission requirements of AAU as well as the admission requirements of the requested college.

The following documents must be enclosed with the application:

1. A General Secondary school certificate/ transcript, or its equivalent attestedby the Ministry of Education in the UAE. (An attested copy may be submitted);
2. A valid English Language Proficiency certificate according to therequired score in each specialization;
3. A copy of a valid passport;
4. A copy of valid Emirates ID;
5. Two passport-sized photographs;

6. A Health Certificate;
7. An official and attested transcript from the previous university or college showing all earned credits and grades, along with the university's course catalogue, describing the courses the student had previously taken;
8. In case the diploma obtained from a university outside the United Arab Emirates, the student must provide a certificate of equivalency for the diploma issued by the Ministry of Education in the UAE.

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

College Admission Requirements

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

College	Program	Minimum Average	Track	
			Science	Arts
Engineering	Computer Engineering	60%	√	
	Networks and Communication Engineering	60%	√	
	Computer Science	60%	√	
	Software Engineering	60%	√	
	Civil Engineering	60%	√	
Pharmacy	Pharmacy	70%	√	
Law	Law	60%	√	√
Education, Humanities and Social Sciences	English Language Teacher Education	60%	√	√
	Information Technology Teacher Education	60%	√	√
	Arabic Language and Islamic Studies	60%	√	√
	Special Education	60%	√	√
	Applied Psychology	60%	√	√
	Applied Sociology	60%	√	√

Business	**Business Administration (BA):** • BA - Management • BA - Accounting • BA - Finance and Banking • BA - Marketing • BA - HRM • BA - MIS	60%	√	√
Communication and Media	**Mass Communication and Media (MCM):** • MCM - Journalism • MCM - Advertising • MCM - Public Relations	60%	√	√

Procedure

1. A student who wishes to enrol at AAU fills out an application form from the Admission and Registration Unit, pays the non-refundable application fee at the Financial Department, and submits the application according to the dates announced by AAU.
2. A student will not be accepted at AAU unless his/her academic file is complete. This file includes an application form that is to be signed by the applicant as well as the documents listed below.

6.2 English Language Proficiency Regulations

1. All students should obtain the English Language Proficiency certificate, with the exception of the following specializations: Law, Arabic and Islamic Studies Teacher Education, Applied Sociology, Applied Psychology and Special Education. The English language is the medium of instruction at AAU, so a student who has not submitted an English Language Proficiency Certificate with the application needs to sit for the AAU English Placement Test.

2. If students obtain a result in the placement test that exempts them from taking a language level, they are allowed to register for any of the General University courses for up to a maximum of 18 credit hours.

3. If students obtain the required English Language Proficiency certificate while studying at any of the English levels, they may drop the language level taking into consideration AAU regulations and the academic calendar.

4. Students can enroll in the University General requirements courses in addition to English Language courses based on the English proficiency exam result obtained by the student.

5. For those enrolled in programs taught in Arabic, if students fail to obtain the required grade in the placement test, they are required to register for the Intensive Remedial English. They can also register for up to 9 credit hours along with the English Training Course.

Students can register for some courses based on the approved study load, and this is applicable to students majoring in Law, Arabic and Islamic Studies Teacher Education, Applied Sociology, Applied Psychology and Special Education.

6.3 Academic Programs

AAU offers the following accredited academic programs:

Undergraduate Programs

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

Communication and Media	Bachelor of Mass Communication and Media (BMCM): • BMCM - Journalism • BMCM - Advertising • BMCM - Public Relations	123

Graduate Programs

College	Programs	Credit Hours
Pharmacy	Master of Science in Clinical Pharmacy	36
Law	Master in Private Law	33
	Master in Public Law	33
Education, Humanities and Social Sciences	Professional Diploma in Teaching	24
	Master of Arts in TESOL	36
	Master of Education in Arabic Language Curricula and Instruction	33
	Master of Education in Islamic Education Curricula and Instruction	33
Business	Master of Business Administration (MBA): • MBA – General • MBA – Accounting • MBA – Finance and Banking • MBA – Marketing • MBA – Human Resources Management • MBA – Management Information Systems • MBA – Healthcare Management • MBA – Project Management	33

Undergraduate Study Plan

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

First: General University Requirements

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

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

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

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

Fourth: Free Courses
An allocated number of credit hours allocated to the elective courses with no pre-requisite requirements, which the student chooses according to the study plan.

6.4 Undergraduate Academic Regulations

Programs Duration
1. For programs that usually require eight semesters for graduation, the minimum duration of study is six regular semesters. Should the program usually take more than eight semesters to complete, then the minimum duration in which the student can complete the program is eight semesters.
2. For programs that usually require more than eight semesters for graduation, the maximum duration of study is fourteen regular semesters. Should the program usually take more than eight semesters to complete, then the maximum duration in which the student can complete the program is sixteen semesters.
3. The minimum and maximum study duration for transfer students is calculated based on the number of transferred credit hours, taking into account the regulations specified above.

Academic Load
The following regulations specify issues relevant to students' academic load:
- The maximum number of credit hours for which the students can register is 18 hours, while the minimum is 9 hours.
- In some special cases, a student may register for up to a maximum of 21 credit hours under the following conditions:
  I. If the student's CGPA or SGPA is 3.6 or above;
  II. If this load will enable the student to graduate at the end of the semester as specified.

- A student may register for less than 9 credit hours in the semester in which he/she plans to graduate.
- In special cases for Academic Load Upon the approval of the College Dean, and under the following conditions, a student may register for up to 19 credit hours:
  - in the First Semester if he/she is expected to graduate by the end of the following Second Semester with no more than 21 credit hours;
  - in the Second Semester if he/she is expected to graduate by the end of the following Summer Session with no more than 9 credit hours;
  - in either the First or Second Semesters if all the remaining credit hours are practicum/ training/ internship courses.
- In the summer session:
  - The maximum study load for an undergraduate student is 6 credit hours.
  - The maximum study load for Diploma students is 6 credit hours.
  - The maximum study load for MBA students is 3 credit hours.

Academic Attendance

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

I. A first warning for absence of 10 % of the course hours;
II. A second warning for absence of 20% of the course hours;
III. A failing grade (FA) in the course for absence of 25% of the course hours.

Students whose absences exceed 25% of the course hours may be considered as 'withdrawn' from the course. Should they submit an excuse which describes any extenuating circumstances for the absences, these circumstances will be considered and accepted by the course instructor and the Dean of the College and the course will be counted as 'W' instead of 'FA''.

Course Registration

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

1. Students must obtain a registration form from their college and write fill in the courses they wish to register for based on the Study Plan
2. Students are not allowed to register a course unless they have studied the prerequisite(s) for that course;
3. Students are not allowed to register for a course and its prerequisite(s) in the same semester, unless these courses are in the final semester before the student plans to graduate, or if the student is re-taking the prerequisite(s). In this case, the student needs to obtain the Dean's approval;

4. Students must go to their academic advisor to approve the course and then proceed to the Finance Unit;
5. Students must also go to the Admission and Registration Unit where the data is entered into their electronic file after double checking for the presence of the academic advisor's and the Finance Unit's stamps on the form.

Adding and Dropping Courses

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

Credit Transfer

1. Students transfer from a university or college that is accredited by the Ministry of Education wishing to transfer their credits for courses successfully completed at the previous university or college, have to submit a course equivalency application to the Admission and Registration Unit where it is referred to the relevant college.
2. A course equivalency request must be submitted maximum during the first semester in which the student joins the college.
3. In the event of a student holding a Diploma, Bachelor or Master degree from outside the U.A.E. and wishes to register for any degree at Al Ain University of Science and Technology, the previous certificate must be equivalent from the Ministry of Education to presume with the equivalent proceedings upon a student's request.
4. Course equivalency is calculated according to the following conditions:
   a) The university or college from which the student is transferring must be accredited by the Ministry of Education.
   b) Students' CGPA should be 2.0 or above.
   c) Students must have been registered full time and must have successfully completed at least 9 credit hours.
   d) Passing the course with at least a C grade.
   e) The content of the transferred course is equivalent to at least 80% of the content of the course at AAU.
   f) The credit hours of the transferred course should be the same as those of the AAU course.
   g) If the students' CGPA is below 2.0, they are allowed to transfer credit courses provided that they meet the credit transfer requirements. In such a case, students must enrol in a major which is different from the original one; in case they don't change their major, only university requirements courses will be transferred.

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

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

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

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

7. Assessment and Evaluation

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

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

Final Exams

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

7.1 Course Grading System

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

Bachelor and Professional Diploma in Teaching Degrees

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

Master Degree

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

Calculation of Grade Point Averages

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

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

7.2 GPA Rating

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

Bachelor and Professional Diploma in Teaching Degrees

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

Master Degree

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

7.3 Incomplete Grades

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

1. Students must submit an "Incomplete" application form which is available at the Admission and Registration Unit within five working days of the missed exam
2. Students should provide a valid excuse to the Dean explaining the reason for not attending the final exam.
3. Students must compile at least 60% in the coursework and midterm exam or equivalent.
4. Students must take the final exam for the course no later than the end of the second week of the following semester, if the student is registered in that semester; otherwise an "F" is recorded for that course.
5. Students are not allowed to apply for an appeal when recording an 'I' in the final exam.

7.4 Grade Appeal Process

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

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

7.5 Exams Re-sit

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

7.6 Academic Warning and Academic Probation

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

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

8. Changes to Students Status

8.1 Postponement of Study

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

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

8.2 Withdrawal from AAU

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

8.3 Disenrolment from AAU

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

8.4 Readmission to AAU

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

8.5 Studying Courses at Other Institutions

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

1. The number of credit hours taken at other institutions should not ex- ceed 6 credit hours throughout the course of study.
2. Obtaining a written approval from the college dean

prior to studying at other institutions by filling out the applicable form.

3. The institution where the student wishes to study has to be accredited by the Ministry of Education.
4. The courses to be studied can only be from the General Requirements or College Requirements.
5. The student must study the last 30 credit hours (two semesters) at AAU, regardless the nature of the courses.
6. The courses the student wishes to study must not be offered at AAU during the same semester/session.
7. Students enrolled in courses at AAU are not allowed to study at other institutions simultaneously.
8. The student must obtain C or above in the course for the credits to be transferred.
9. The study load for students in the summer semester is 6 credit hours . Students may study an additional 3 credit hours at another institution after finishing the summer semesterat AAU

8.6 Studying a Substitute Course

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

8.7 Repeating a Course

1. Students may repeat a course in order to raise their CGPA.
2. Students may choose a different elective or free elective, to substitute for

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

9.Graduation Requirements

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

10. Academic Honors

10.1 Dean Honour's List

At the end of each semester, the Admission and Registration Unit announces the college Honour's List. Students are included in this list if they meet the following requirements:
1. To obtain a SGPA of 3.6 or higher that semester
2. To be registered for at least 15 credit hours in that semester all of which are included in the GPA;
3. Not to have received any disciplinary warnings;
4. Not to have an "Incomplete" grade in their transcript.

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

10.2 University Honour's List

At the end of each semester, the Admission and Registration Unit announces the University Honor's List. Students are included in this list if they meet the following requirements:
1. To obtain a SGPA of 3.6 or higher for 3 consecutive semesters;
2. To be registered for at least 15 credit hours in each of those semesters all of which are included in the GPA;
3. Not to have received any disciplinary warnings;
4. Not to have an "Incomplete" grade in their transcript.

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

11. Library and Learning Resources

Khalifah Library provides information in both print and electronic forms and offers guidance, loans and reservations, among other services to the users.
The library houses over 68,000 volumes of books, periodicals, and multimedia. It also has several subscriptions to electronic databases such as e-book central, IEEE, Scopus, etc.
The library follows the Anglo-American Cataloguing Rules and the Library of Congress Classification System. All library services are computerized using an integrated system, Symphony, which facilitates access to the library catalogues inside and outside the AAU Campus. The main library building in Al Ain provides a spacious and conducive study environment. It has a seating capacity for 210 visitors. In addition to the wireless connection, the library has 57 computers for the internet use and database search, and 17 discussion rooms. For Abu Dhabi branch, the library is equipped with 227 seats, 10 study or meeting rooms, 58 computers with full internet access, and wireless connection.

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

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

All library users are to abide by the followings:

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

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

Lending Services
Users can borrow from the library as follows:

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

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

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

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

Inter-library Loan(s)
The library offers the service of borrowing materials from other libraries within and outside the UAE. Some of the materials borrowed from outside the UAE may require special fees.

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

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

Library Collections

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

General References: This category represents the major part of Library's collections. It includes items that can be checked out and used in research and scientific projects.

Textbooks: Include all the textbooks and related materials.

Basic references: These include dictionaries, encyclopedias, manuals, handbooks, bibliographic data, yearbooks, etc…

Multimedia: These include audio-visual materials (cassettes, videos, CD-ROM, DVD, etc…)

Reserved books: These books are rare or very important, such as theses, research papers, illustrated books, official publications, and small-sized publications.

Periodicals: These include scientific and non-scientific, local and international journals, magazines, newsletters, newspapers...etc.

Digital Library: Consists of e-books, e-journals, e-magazines, e-newspapers...etc accessable through the library website.

Glossary of Terms Related to the Library

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

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

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

Call Numbers: a call number represents an items subject matter and indicate the location on the shelf.

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

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

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

12.Student Services

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

12.1 The Deanship of Student Affairs Services

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

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

This Student Affairs organizational structure consists of the Interaction with Commnity Department and various commissions and service units as well as student governance; this structure has been built to provide a variety of services to students both within the campus and off-campus in order to create a suitable environment for student interaction and their enriching experiences.

The organizational structure of the Deanship of Student Affairs:

First: Community Engagement Department

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

- **Student Activities Unit**

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

- **Office of Alumni Affairs**

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

Second: Counseling Units

- Psychological and Social Counseling Unit

This Unit is responsible for pursuing the non-academic problems and provide appropriate solutions for the students, as individual and collective advice is offered to students while maintaining the highest degree of confidentiality. As for the new students, the Unit would help them to to overcome the difficulties that may confront them with the start of their college years.

- **Health Care Unit**

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

And the University Clinic arranges lectures on various awareness programs, in cooperation with the Student Activities Unit and external health institutions. Additionally, it participates in many global health events and celebrations.
One of the basic services provided by the Health Care Unit is the health insurance service for students, as the University and through the unit, issues health insurance cards for the students.

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

1. 'To whom it may concern' certificate from a valid University.
2. One personal photo.
3. A copy of the identity of the UAE.
4. A copy of valid passport.
5. A copy of valid visa.

Third: Deanship Committees

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

Student Council Committees:
The Student Council committees are formed depending on the activities that the students needs. Their functions are determined in particular by the specialization of each Committee. As for the general functions of the student committees are as follows:

a. Design an annual plan for each Committee's activities and integrate it into the general plan for the Student Council.
b. Provide all the facilities and arrangements for activating the students activities.
c. Participate in external activities.
d. Coordinate with the University faculties and departments for the success of the activities.
e. Take into account the regulations and rules of the University and the State during an activity.
f. Prepare termly and annual reports.

The Academic and Training Committee:
This Committee is concerned with organizing academic and training activities of interest to students in their specialties and help to develop their skills within the academic programs.

The Cultural and Social Committee:
This Committee is concerned with creating student cadres capable of performing collective actions through social and cultural activities, literary and artistic works, in addition to helping students to perform social responsibilities. The cultural and social activities help to create student cadres capable of teamwork, and to undertake social responsibilities, moreover, it also aims to develop students ' relationships with each other and with the University environment.
The Committee achieves its objectives through the following activities:

1. organizing lectures and seminars on cultural and social activities
2. visiting the State facilities for humanitarian care
3. communicating in social events
4. conducting cultural competitions

The Information Technology Committee:
The Committee is responsible for conducting competitions related to IT activities, e-learning and all activities associated with IT education.

The Health Committee:
This Committee is responsible for raising public awareness on students' health, and its aims are to:

1. arrange activities in health in global occasions
2. attend and participate in health events.

The Sports Committee
Sports activities encourage athletic talents and challenge students to express themselves and their energy, through helping their physical and mental development. The tasks of the sports committee include:
1. Organizing sports competitions between the students in the college(s), the university, and outside the university;
2. Organizing fitness exercises and classes;
3. Organizing competitions amongst college teams.
4. Forming University teams to participate in sport activities and external competitions.

The Rangers Committee
The Scouts Association is an educational, voluntary movement that is open to everyone. The association aims at taking part in developing young people's physical, mental, social and spiritual abilities so that they may become positive individuals who participate in the service of the local community. The committee aims to prepare young adults for wise leadership and organize training camps during the academic year.

Revoking Membership
Membership is revoked in the following cases:
1. Failure to attend the Council's meeting without an excuse for three consecutive times;
2. Student's graduation
3. Losing a condition for membership;
4. Written resignation.

Dissolving the Student Council
1. The Council is dissolved when half of its members resign.
2. The AAU President has the authority to dissolve the Council for the best interest of AAU students and academic process.

12.2 Extra services

- Transportation
AAU provides transportation with the following features:
- Covering the Al Ain area
- Extending to Al Yahar, Al Maqam, Mazyad, and Al Ain-Dubai Road all the way until Ramlet Al Ra'i;
- Class times are taken into consideration when scheduling the bus timetable;
- Modern, air-conditioned, and comfortable vehicles

- Residence Halls
The University provides university housing service for students within the city of Al Ain, with supervisors around the clock and with high speed Internet.

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

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

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

13.Facilities

13.1 Recreational Facilities

The University offers recreational and sports zones for the students, whether they are male or female. The facilities are:

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

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

including: tennis, volley ball, basketball, handball, and football while the gym is fully equipped with the necessary fitness equipment. In addition, great attention has been given to coordinating timings for male and female students to ensure the facilities are available to the largest number of students.

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

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

Mosque
Al Ain University hosts two small mosques on each campus; one for the males; the other for the females. The aim of this service is to provide students with a quiet, suitable place to pray throughout the day.

13.2 Educational Facilities

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

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

Moot Court
The Moot Court at the College of Law is a simulation of a real trial in both civil and criminal matters. It is offered in a classroom equipped as a court of law.

The relevant cases are carefully selected and students are assigned different judicial roles (judges, prosecutors, defense, etc...) and graded according to their practical performance.

Digital Language Labs
The Digital Language Labs are air conditioned and fully equipped with 25 multimedia computers, a data show device, a screen and other related equipment, items, and language software. These laboratories cover the practical part related to listening, speaking, writing, linguistics, phonetics, phonology, morphology, translation, and instructional technology courses.

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

Computer Labs
The computer labs for each of the Colleges are as follows:

No.	Beneficiary	Target	Number of Functions		Total number of computing devices	
			Al Ain	Abu Dhabi	Al Ain	Abu Dhabi
1	All colleges	General use for all students	6	2	178	58
		Exams	1	7	112	175
		Placement Exam	1	1	12	10
2	College of Engineering	General	1	3	32	75
		Network Labs	1	1	21	24
3	College of Pharmacy	Drug Information Lab	1	1	18	21
4	College of Business	Statistical Analysis Lab	1	1	31	25
5	College of Communication & Media	Communication & Media Lab	1	1	36	25
Total			13	17	440	413

13.3 Facilities provided for students of Determination:

Al Ain University of Science and Technology provides services and facilities for students of Determination as follows:

1. The orientation of students of Determination and introducing them to the University facilities such as, restaurants, clinic, library, Department of Finance, and the recreational facilities.
2. Guiding the students to their lectures.
3. Offering grants and financial assistance for them with a value of 50% of the hours of tuition fees as per regulations implemented by the grant Committee Humanitarian Aid.
4. Assisting them in the registration of courses, and organizing their schedules in prior to oher students at the beginning of each semester to schedule their work in commensuration with their health.
5. Participating in various events, exhibitions and celebrations.
6. Providing special parking for them.
7. Customizing exam committees for their conditions if required.
8. Providing books and resources appropriate to their needs.

14. Counseling

14.1 Academic Counseling

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

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

14.2 Personal Counselling

The Students Recruitment Unit continues to define the AAU community in terms of its academic programs and various specializations through organizing visits to schools, universities and various institutions, in addition to participating in educational fairs through which students inquire on the programs offered by the University. Furthermore, it guides and advises them on appropriate specialties to their preferences and the requirements of the labor market. Concerning the enrolled students at the University, the Unit communicates with them to resolve their problems within official channels

as in cases when students desire to change their specialties, to suspend their studies or to discontinue with their education once and for all. The Unit coninuously scrutinizes their cases to try to identify the reasons and to find the appropriate solutions.

14.3 Career Development Unit

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

15. Proper use of Facilities

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

Offences

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

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

Policies for Students' Publications

- It is forbidden for any student on the campus of AAU to put up/out any announcement, newsletter, magazine or any other publication without written permission from the Dean of Student Affairs.
- If the student would like to announce his/her nomination for the Student As sociation, he/she must take permission from the Dean of Students Affairs.
- Announcements are billboarded only if certified by the issuer.
- The announcement for meetings or any activity of the Student Association Committees must be approved by the Dean of Students Affairs for coordination between the different committees.
- The consent of the Dean of Student Affairs must be obtained before any distribution of periodicals and magazines that belong to the Student Council'. All publications must comply with the ethics of the University and the society.
- The AAU logo is free to use and available for download on the website. However, disciplinary action could be taken if the logo is used inappropriately as deemed by the University.
- It is the responsibility of the Dean of Students Affairs to ensure that all students' announcements are in compliance with the above regulations. If any announcement does not comply with these regulations, the Dean of Student Affairs has the right to remove it. The student who is not compliant with these regulations will receive a verbal or a written warning from the Dean of Students Affairs.

17. Code of Conduct

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

17.1 Compliance with AAU's Rules and Regulations

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

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

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

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

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

17.6 Possession of Dangerous Weapons
Unauthorized possession of a firearm, weapon, dangerous chemicals, illegal knives, or any dangerous device on University grounds.

17.7 Possession of Controlled Substances and Alcoholic Beverages
It is an offence to possess, distribute, or consume any drugs or alcoholic beverages on University grounds.

17.8 Smoking
Al Ain University of Science and Technology is a smoke-free environment, so as to maintain the overall health of the people from the dangers of smoking, and this policy is applied according to the following rules:

1. No smoking inside any building owned or operated by the University, particularly in the following areas:
    - lecture halls and conference rooms and laboratories and amphitheaters.
    - Offices.
    - Libraries and book stores.
    - Cafeteria and vending areas and drinks.
    - Stores and warehouses and whereabouts of any hazardous materials.
    - Corridors and lounges

- Recreational and sports zones.

2. Smoking is allowed outside University buildings.
3. If the student does not comply with the University's smoking policy, he will be subjected to one of the following penalties:
   - Receiving a level one disciplinary warning along with withdrawing any grants or financial assistance offered to the student in the semester in which the offense is committed; whether this grant is an academic excellence grant or a humanitarian aid grant. The student's guardian is informed with this decision in person.
   - Withdrawing of one or more courses of the semester in which the offense is committed based on the courses' date of registration. The student's guardian is informed with this decision in person.
   - Cancelling the final exam of one or more courses of the semester in which the offense is committed; according to the courses' order in the exam timetable, as well as receiving a 'Fail' grade in the course(s). The student's guardian is informed with this decision in person.

17.9 Dress Code

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

18. Academic Integrity

18.1 Cheating in Academic Work

Cheating in academic work is represented by submitting academic work that is not the student's own including any act intending to give undeserved academic advantage; this includes, but is not limited to, plagiarism, unauthorized collaboration, and multiple submissions. It also refers to the student obtaining and/or giving information illegally through different means; this may include carrying a mobile phone or other unauthorized electronic devices inside the examination hall. In other words, during an examination, if a student is found in possession of a mobile phone or any other electronic device, causes any noise that may be interpreted as talking, or is suspected by the invigilator to be engaged in any form of unauthorized collaboration, he/she shall be considered cheating.

18.2 Plagiarism

According to academic institutions, plagiarism can be defined as the copying or paragraphing of other people's work or ideas into one's own work without full acknowledgement. All published and unpublished material, whether in projects, assignments or manuscripts, in print or electronic forms are covered under this definition. Collusion is another form of plagiarism involving the unauthorized collaboration of students (or others) in a piece of work.

AAU is very serious about plagiarism in its academic environment. To ensure plagiarism is avoided both by the faculty and the students, AAU has adopted certain strategies and procedures.

Understanding plagiarism and its consequences is very important when addressing the issue. In this regard, during orientation week, AAU conducts workshops on plagiarism for the new students as well as for the senior students. Other steps include using the announcements boards to educate students about plagiarism in addition to including the plagiarism policy in the student handbook. Moreover, faculty members inform students about the consequences of plagiarism in case of any assignment or project.

AAU is committed to eliminating plagiarism in all its forms. Any case of plagiarism is not taken lightly and will be dealt with in accordance with the AAU applicable cheating penalties and processes.
Nevertheless, to ensure fairness to students, AAU faculty members follow the following steps to check for plagiarism using specialized software:

- Assignments/projects of 500 or more words are to be submitted through the software.
- No more than 24% of the assignment/project can be of quoted materials. It is the faculty member's responsibility, however, to ensure that plagiarism is zero%.
- If a student fails to comply with the plagiarism regulations, the faculty member reports the student to the college dean. In this case, the faculty member will print the evidence showing all the matches.
- The college dean makes sure that the matches reported exclude names or references.
- The college dean passes the report to the AAU Disciplinary Committee for further processing.
- The AAU Disciplinary Committee will determine the punishment in accordance with the AAU applicable regulations. (See Section on Cheating Penalties)

18.3 Cheating Penalties

If a student is found cheating or attempts to cheat in a quiz, midterm exam, final exam, research, term paper, project, and/or any other coursework, the following penalties are applicable:

- The student will fail all courses in which he/she has enrolled during the semester in which he/she was found cheating.
- A disciplinary warning will be added to his/her file.

19. Disciplinary Policies

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

19.1 Behavioral Misconduct

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

1. Violation of AAU rules, regulations, decisions, or the incitement to violate any such rules;
2. Refraining intentionally from attending lectures and lessons which require attendance by regulations, or the incitement of others to be absent from a lecture;
3. Conducting an action which contradicts with honour, dignity, ethic, and is contrary to good conduct or jeopardizes the reputation of the university or any of its staff. This applies to any act committed by a student outside the campus in activities involving AAU, or in which AAU takes part;
4. Cheating in an exam, participating in cheating, having the initiation of cheating, breaching exam regulations, and/or disrupting the quiet atmosphere of an exam;
5. Taking part or organizing any activity on campus without issuing prior permit from the relevant authorities at AAU, or the participation in any activity in violation of the regulations in force at AAU, or the incitement to perform such actions;
6. The use of university buildings and facilities for purposes other than those intended for them;
7. The distribution of leaflets, the issuance of bulletins, or the collection of signatures or donations, prior to obtaining approval from the relevant authorities at AAU or the misuse of such approval;
8. Damaging or stealing any AAU property;
9. Engaging in any act of violence, whether physical, or verbal abuse;

10. Causing disorder during lectures , seminars or events organized by the university;
11. Impersonating others in any matter related to AAU affairs;
12. Providing incorrect information in any forms or applications that are submitted to AAU.
13. Not complying to AAU dress code, and not respecting the culture of the nation;
14. Engaging in any conduct not in line with the university culture (playing cards, board game, backgammon….etc.);
15. Not complying to the AAU smoking policy.

19.2 Impersonation

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

19.3 Disciplinary Punishments

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

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

19.4. Students' Disciplinary Committee

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

19.5 Disciplinary Procedures

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

Procedures of Catching and Reporting Cheating Act to Students' Disciplinary Committee:

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

decline the filed offence.

11. A report of the student's testimony is written; then the student signs it along with the witnesses (if any).
12. The Chair of the Student Disciplinary Committee could (if needed) summon the concerned faculty member "who seized the cheating incident" to be questioned about the details of the incident attributed to the student. The faculty member has the right to submit any relevant information including asking to call for witnesses who attended the incident.
13. A report of the faculty' testimony is written; then the faculty signs it along with the witnesses (if any).
14. The Student Disciplinary Committee has the right to ask for the testimony of any other person that is seen relevant to the investigation of the incident.
15. Upon completion of the investigation of the cheating incident attributed to the concerned student; the Student Disciplinary Committee considers all details of the incident. The Committee then reaches a decision, taken by a majority vote. A report is then written stating the decision and signed by all members of the Committee.
16. The Student Disciplinary Committee applies the provisions of the Student Discipline Regulations relating to the definition of cheating and the penalties imposed thereon. The Chair of the Student Discipline Committee submits the decision of the Committee to the University President along with all related documents upon which the Committee took its decisions.
17. The University President decides whether to approve or not to approve the decision of the Student Disciplinary Committee.
18. Via the Presidency Office; the President's decision is forwarded to the relevant university entities for appropriate actions to be taken.
19. The Student Affairs Deanship notifies the concerned student with the final decision as well as the student's College Deanship; in order to record it in the student's file.

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

1. If a student (male or female) is charged or caught by a faculty member or an administration staff for committing a behavioral misconduct; the student's data is recorded to be quoted in the incident report. If the student rejects/refuses to hand in the required information; the university security is to be called and the student is taken to the Student Affairs Dean office.
2. The faculty member or the administration staff who seized the incident is obliged to file a report using the designated form prepared for this purpose (Form No. S 11) entitled "Behavioral Misconduct Report") and to submit it to his/her line manager (Dean, Director…etc) within 48 hours of encountering the incident.
3. The manager submits the incident report to the Presidency Office within24 hours of receiving it.
4. The University President forwards the incident report to the Students

Disciplinary Committee Chairman to take the necessary action.

5. The Student Disciplinary Committee Chairman sends a copy of all received reports to the Admission and Registration Unit, in order to block grades access of the concerned student; until a decision is taken.
6. The Student Disciplinary Committee Chairman calls for a meeting to investigate the incident(s).
7. The Student Disciplinary Committee Chairman summons the concerned student to appear before the Committee to give his/ her testimony as to what is attributed against him/her. The student has the right to submit any desired information to the Committee; including calling witnesses to decline the filed offence.
8. A report of the student's testimony is written and signed by the student and by the witnesses (if any).
9. The Chair of the Student Disciplinary Committee summons the faculty member or the administration staff member who seized the incident to testify and provide details of the incident attributed to the student. The faculty/ staff member has the right to submit any information he wishes to include as well as to ask to the request to summon witnesses who attended the incident.
10. A report of the faculty/ staff member testimony is written and signed by him/her as well as by the witnesses (if any).
11. The Student Disciplinary Committee has the right to call for any person that is seen relevant to the investigation of the incident.
12. Upon completion of the investigation of the incident attributed to the concerned student; the Student Disciplinary Committee considers all details of the incident. The Committee then reaches a decision, taken by a majority vote. A report is then written stating the decision and signed by all members of the Committee.
13. The Student Disciplinary Committee applies the provisions of the Student Discipline Regulations relating to the definition of the behavioral violations and the penalties imposed thereon.
14. The Chair of the Student Discipline Committee submits the decision of the Committee to the University President along with all related documents adopted by the Committee in its decisions.
15. The University President decides whether to approve or not to approve the decision of the Student Disciplinary Committee.
16. Via the Presidency Office; the President's decision is forwarded to the relevant entities for appropriate actions to be taken.
17. The Student Affairs Deanship notifies the concerned student with the final decision as well as the student's College Deanship; in order to record it in the student's file.

19.6 Students' Grievance Committee

At the beginning of each academic year the Deans Council forms a Student Grievance Committee. Its mission is to consider the complaints done by students

regarding issues not listed within the university's instructions, such as a complaint from a student against another or from the student against the university.

The Mechanism of the Student Grievance Committee:

1. such as a complaint from a student against another or from the student against the university…etc).
2. The Dean/ Deputy Dean (AD) refers the complaint to the President / Vice President; who in turns forwards it to the Grievance Committee for necessary action.
3. The Chairperson of the Grievance Committee calls the Committee members to meet to consider the complaint.
4. The Chairperson summons the student, the complainer, to appear before the Committee in order to make a statement as is attributed to him/ her. The written meeting minutes are signed by the student and the Chairper- son.
5. The student has the right to report on what s/he pleases of information in front of the committee, including calling for witnesses to the incident as attributed to him/ her.
6. The Students' Grievance Committee has the right to ask for the testimony of any person seen to be of use to the investigation.
7. The Grievance Committee meets to discuss and decide on the complaints referred to in the light of all the documents in its possession, then a report is written and signed by all Committee members.
8. The Chairperson submits the recommendations to the President of the University, along with all documents adopted by the Commission in its recommendations.
9. The University President decides whether to approve or not to approve the recommendations of the Student Grievance Committee.
10. Via the Presidency Office; the President's decision is forwarded to the relevant entities for appropriate actions to be taken.
11. The Student Affairs Deanship notifies the concerned student with the final decision as well as the student's College Deanship; in order to record it in the student's file.

19.7 Students' Appeal Committee

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

The Mechanism of the Student Appeal Committee:

1. The student submits the appeal to the Dean of the college
2. The Dean refers the appeal to the President; who in turns forwards it to the Appeals Committee for necessary action.
3. The Chairperson of the Appeals Committee invites the Committee members to meet to consider the appeal referenced to.
4. The Chairperson summons the student, the appellant, to appear before the Committee in order to make a statement as is attributed to him/ her. The

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

20. Safety Information

20.1 Fire Safety

What to do in the event of a fire in the building you are in:

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

20.2 Laboratory regulations

The University is keen to create the best learning environment for students and faculty members when it comes to laboratories. The management assures:

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

Student(s) are invited to abide by the following rules and regulations:
- Put on the proper outfit
- Do not enter the food or drinks.
- Leave bags in places.
- Be committed to specific times for laboratory sessions.
- Deal cautiously with hardware; the student is responsible for any damage as a result of neglect.
- Not to eject any substance or device from the laboratory without the laboratory administrator's permission.
- Do not enter a laboratory without a supervisor.
- Consult the laboratory supervisor in case you are not sure of the device.
- Inform the administrator directly when there is an accident.
- Inform the supervisor immediately when there is danger, damage or potential danger

21. Privacy Policy

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

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

22. Financial Information

22.1 Academic Fees

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

Al Ain Campus

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

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

Abu Dhabi Campus

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

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

22.2 . Refund Policy

- A registered student, who applies to cancel his /her registration, or withdraws from the University before a semester is completed, will be granted a pro rate refund of that semester's tuition fees according to the schedule below:
  I. Within the first week of the semester 100% refund
  II. During the second week of the semester 60% refund
  III. After the second week of the semester, no refund

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

For more details, refer to the academic calendar

22.3 Grants and Financial Aid

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

First: Academic Grants

1. The University offers grants to the General Secondary School students according to the following criteria:
   1. The top five students in the country are offered a full grant;
   2. Students who achieve a grade average of 95% or above in the General Secondary School, in either the literary or scientific streams, are offered a grant that is equivalent to a 30% discount of the fees for the credit hours fees in the first semester they register at AAU.
   3. Students who achieve a grade average between 90% and 94.9% in the General Secondary School, in either the literary or scientific streams, are offered a grant equivalent to a 25% discount of the credit hours fees in the first semester they register at AAU.
2. The University offers academic excellence grant of 40% discount for University's honor list and 30% of the College's honor list from the fees of the credit hours upon successfully completing a minimum of 15 credit hours in the first or second semester with a SGPA of at least 3.6
3. The University offers grants to the siblings and relatives of currently enrolled students as per the following:
   1. With the exception of the first student, each of the student's siblings who register in each semester are offered a grant equivalent to a 20% discount of the credit hour fees.

2. Parents, sons and daughters, and spouses, registered in each semester are treated as siblings.

4. The University offers grants to students when the father (or their primary provider) passes away during their University studies. This grant is 50% of the student's tuition fees, and continues until the student is awarded a Bachelor Degree by AAU. The following rules govern this type of grant:
   1. An attested death certificate shall be submitted;
   2. The student has not been awarded another scholarship from any other official party;
   3. The student will only benefit from this grant in the semester following the submission of the relevant death certificate;
   4. The student does not have other resources which enable him/her to continue his/her university studies.
   5. The University offers the sons and daughters of the university's academic and administrative staff, grants up to the value of 50% of the credit hour fees, with the exception of graduate students.
   6. The University offers scholarships for one semester for outstanding students in extracurricular activities.

Second: Humanitarian Aid Grants

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

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

Third: 'Musahama' Fund

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

Grants Regulations

1. These grants are given on the undergraduate level only.
2. Grants cover only the first and second semester credit hours fees.
3. Applications for humanitarian aids should be submitted to the Deanship of Student Affairs at the beginning of each semester (first and second only).
4. The minimum CGPA for the continuation of financial aid grants, except

the General Secondary and Academic Excellence grants, is 2.5.

5. Grants and discounts do not apply to English Language Levels, registration fees, or extracurricular activities' fees.
6. Grants and discounts do not apply to students funded or sponsored by other parties
7. A student is entitled to one grant at a time. In case a student qualifies for two grants, he/she shall receive the higher.
8. Grants do not apply to repeated courses.
9. Any financial obligations should be paid on time.
10. The student shall not receive a grant for a semester in which he/she has received an academic warning.
11. The student should not have received a disciplinary punishment.
12. Grants and discounts are not given backdated.
13. Grants and discounts do not apply for the summer semesters.
14. A student receiving a grant cannot postpone studying for the duration of the grant.
15. A student receiving a grant is expected to be exemplary in terms of abiding by the AAU Student Code of Conduct.

22.4 Procedures for applying for a grant of humanitarian aid

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

جامعة العين للعلوم والتكنولوجيا
AL AIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

AL AIN CAMPUS
Phone: +971 3 7024888
Fax: +971 3 7024777
P.O. Box: 64141 Al Ain, UAE

ABU DHABI CAMPUS
Phone: +971 2 6133555
Fax: +971 2 4444304
P.O. Box: 112612 Abu Dhabi, UAE

FOLLOW US

aau.uae
aau_uae
alainuniversity

800-2468648
aau.ac.ae