جامعة العين
AL AIN UNIVERSITY



STUDENT HANDBOOK 2021

INTERNATIONALLY ACCREDITED

ABET Engineering Accreditation Commission

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جامعة العين
AL AIN UNIVERSITY

STUDENT HANDBOOK

2020-2021



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 2019/2020 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 33
Programs Duration 33
Academic Load 33
Academic Attendance 34
Course Registration 34
Adding and Dropping Courses 35
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's Honour List 42
10.2 University's Honour List 42
11. Library and Learning Resources 43
12. Student Reqruitment Unit 45
13. Student Services 46
13.1 The Deanship of Student Affairs Services 46
• Student Activities Unit 46
• Health Care Unit 47
• Career Development Unit 47
13.2 Extra services 47
• Residence Halls 47
• Transportation 47
• Security 47
• Banking 47
14.Facilities 48
14.1 Recreational Facilities 48
• Sports and Gymnasium 48
• Cafeteria (Dining Services) 48
• Clinic 49
• Lounges 49
• Theatre/Events Hall 49
• Mosque 49
14.2 Learning Support Centers 50
• The Bookshop 50
• English Language Center 50
• Moot Court 50
• Digital Language Labs 50
• Microteaching Lab 50
• Computer Labs 51
14.3 Facilities provided for students of Determination: 52
15. Counseling 52
15.1 Academic Counseling 52

15.2 Personal Counselling 52
15.3 Psychological and Social Counselling 52
15.4 Career Counseling 53
16. Proper use of Facilities 53
17. Guidelines on Student-Run Media and the AAU Brand 53
18. Code of Conduct 54
18.1 Compliance with AAU's Rules and Regulations 54
18.2 Harassment or Discrimination 54
18.3Conflict of Interest 54
18.4 Intellectual Property 54
18.5 Confidentiality 55
18.6 Possession of Dangerous Weapon 55
18.7 Possession of Controlled Substances and Alcoholic Beverages 55
18.8 Smoking 55
18.9 Dress Code 56
19. Academic Integrity 56
20. Disciplinary Policies 59
20.1 Behavioral Misconduct 59
20.2 Impersonation 60
20.3 Disciplinary Punishments 61
20.4 Students' Disciplinary Committee 61
20.5 Disciplinary Procedures 61
20.6 Students' Grievance Committee 64
20.7 Students' Appeal Committee 65
21. Safety Information 66
21.1 Fire Safety 66
21.2 Laboratory regulations 66
22. Privacy Policy 67
23. Financial Information 67
23.1 Academic Fees 67
23.2 Refund Policy 70
23.3 Grants and Financial Aid 70
23.4 Procedures for applying for a grant of humanitarian aid 72
24. Alumni Office 72
25. Graduated Students' Skills & Competences 73

Welcome Message

Dear Students,

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

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

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

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

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

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

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

Prof. Ghaleb A. El-Refae
AAU President

1. About the University

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

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

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

2. Vision, mission and Values statements

AAU Vision

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

AAU Mission

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

AAU Values

Collaboration, Diversity, Excellence, Respect, Integrity.

3. Academic Information

3.1 The Academic Year

- The academic year consists of two 16 weeks full-time compulsory semesters (Semester One and Two) and an optional summer semester.
- All religious and national holidays in the United Arab Emirates are official holidays for the university.

3.2 Academic Calendar for 2020/2021

	Event	Day and Date
First Semester*	Faculty report to work	Sun. 23/8/2020
	Classes Start	**Sun 30/8/2020**
	Add and Drop period	Sun .30/8/2020 – Thurs. 3/9/2020
	Last date for dropping courses or semester postponement with 100% refund	Thrus. 3/9/2020
	Late registration and withdrawal/ drop with 40% fine	Sun. 6/9/2020 - Thrus. 10/9/2020
	Withdrawal/drop with 100% fine	Sun. 13/9/2020
	Incomplete examination period	Tue. 15/9/2020 – Thurs. 17/9/2020
	Beginning of withdrawal with withdrawal grades (W)	Sun. 20/9/2020
	Midterm examination period	**Sun. 25/10/2020 – Thurs. 5/11/2020**
	Beginning of withdrawal with failure grades (F)	Thu. 3/12/2020
	Final examinations period	**Wed. 9/12/2020 – Thurs. 17/12/2020**
	Deadline for Incomplete Requests	Five working days from final exam date of the course
	Winter Break for Students	**Mon. 21/12/2020 – Thurs. 31/12/2020**
	Grades' Announcement	Wed. 23/12/2020
	Deadline for Final exam score appealing	Five working days from final exam date of the course

	Events	Day and Date
Second Semester	Faculty report to work	Thrus. 31/12/2020
	Classes Start	**Sun. 3/1/2021**
	Add and Drop period	Sun. 3/1/2021 – Thurs. 7/1/2021
	Last date for dropping courses or semester postponement with 100% refund	Thrus. 7/1/2021
	Late registration and Withdrawal/ drop with 40% fine	Sun. 10/1/2021- Thurs. 14/1/2021
	Withdrawal/drop with 100% fine	Sun. 17/1/2021
	Incomplete examination period	Tues. 19/1/2021 – Thurs. Thurs. 21/1/2021
	Beginning of withdrawal with withdrawal grades (W)	Sun. 24/1/2021
	Midterm examination period	**Sun. 28/2/2021 – Thurs. 11/3/2021**
	Spring Break for Students	**Sun. 28/3/2021 – Thurs. 8/4/2021**
	Beginning of withdrawal with failure grades (F)	Thurs. 22/4/2021
	Final examinations period	**Wed. 28/4/2021 – Thurs. 6/5/2021**
	Deadline for Incomplete Requests	Five working days from final exam date of the course
	Summer Break for Students	**Sun. 9/5/2021**
	Grades' Announcement	Wed. 12/5/2021
	Deadline for Final exam score appealing	Five working days from final exam date of the course

	Event	Day and Date
Summer Semesters	**Summer One classes start**	**Sun. 16/5/2021**
	Summer One final examination period	**Wed. 23/6/2021 – Thurs. 24/6/2021**
	Summer Two classes start	**Sun. 4/7/2021**
	Summer Two final examination period	**Wed. 11/8/2021 – Thurs. 12/8/2021**

	Events	Day and Date
2021 / 2022	Faculty report to work	Sun. 22/8/2021
	Classes Start	Sun. 29/8/2021

*Dates may change according to national holidays.

3.1 University Terminologies

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

University:

Al Ain University

Students:

male and female students.

Student:

A male or a female student.

Student ID

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

Academic Year

The academic year consists of of two full-time semesters (Semester One and Semester Two), 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. This consists of: General University Education Requirements, College Requirements, and Major Requirements.

Elective Requirements:

The group of courses included in the Study Plan from which the student can choose to successfully complete the needed credit hours. These elective courses are available among the General University Education Requirements, College Requirements, and Major Requirements.

Free Elective:

A course chosen by the student from outside the study plan (Bachelor) from the courses offered by other colleges of the University and has no previous requirements.

Prerequisite:

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

Incomplete Grade:

In the case of not attending 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:

Total number of maximum and minimum credit hours approved for enrollment in the semester based on academic status and academic program

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

- Every student is entitled to experience a university environment that will enable pursuing the learning process easily.
- Every student has the right to practice his /her individual rights in the academic life in accordance with the University's regulations and policies.

- Every student has the right to be knowledgeable of the University's regulations and policies; that clarify his/ her rights, duties and responsibilities. As well as having the right to access this information through the University's website, the Admission and Registration Unit and the Student Affairs Deanship.
- Every student must attend the classes and perform all academic requirements in accordance with the university's instructions and regulations.
- Every student must adhere to the scientific research ethics and scientific integrity in all academic tasks, assignments, reports and research submitted in the registered courses.
- Every student must follow the instructions and regulations stated in the "Disciplinary and Penalties Regulations" enforced by the University.
- It is solely the responsibility of every student to update his/her data, especially the telephone number, in the Admission and Registration Unit for communication purposes.
- Every student is obliged to use the university's official email to communicate with the university and to check regularly to receive important news and announcements from the university.
- Every student must regularly check the university's official website to stay updated with issues of interest, latest news, and important announcements.

5. Student Governance: Student Council

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

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

The Formation of the Student Council:

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

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

Tasks of the Student Council

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

Student Council Committees

The Councils sub-committees are as follows:

Committee	Task
Sport	Organizing and encouraging sports activities
Cultural	Organize various cultural activities to develop awareness of the UAE cultural issues

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

6. Academic Policy

6.1 Admission

6.1.1 Undergraduate Programs

The university admission policy is based on the student obtaining a high school certificate or an equivalent, regardless of gender, age, color, nationality or religion. The university has the right to dismiss a student who submits false papers without prior notice, without refunding any amounts that has been paid, and without issuing any official document.

A. Undergraduate Academic Programs Offered by the University

College	Program	Credit Hours
Engineering	Computer Engineering	**140**
	Networks and Communication Engineering	**140**
	Computer Science	**123**
	Software Engineering	**124**
	Civil Engineering	**140**
	Cybersecurity	**123**
Pharmacy	Pharmacy	**160**
	Nutrition and Dietetics	**131**
Law	Law	**129**
Education, Humanities and Social Sciences	Arabic Language and Literature	**126**
	Islamic Studies	**126**
	Special Education	**126**
	Applied Psychology	**126**
	Applied Sociology	**126**
Business	Business Administration in management	**123**
	Business Administration in accounting	**123**
	Business Administration in banking and finance	**123**
	Business Administration in marketing	**123**
	Business Administration in human resources management	**123**
	Business Administration in Management Information Systems	**123**
Communication and Media	communication and media-journalism	**123**
	communication and media-Advertising	**123**
	communication and media-public relations	**123**

B. General requirements for admission to Bachelor's programs

1. Possession of the General Secondary School Certificate of UAE or its equivalent certified from the Ministry of education, with the minimum grade that fulfills the requirements of the desired specialization.
2. Meeting the admission requirements set by the desired college.
3. Holding a valid English Language Proficiency Certificate (TOEFL, IELTS or EmSAT), with a score that meets the requirement of the specialty to be studied.
4. Holding a valid certificate of proficiency in Arabic language (EmSAT) with a minimum score of (1000), only for undergraduate programs taught in Arabic.

- Requirements for Admission to Bachelor's Programs

Admission requirements for the Law Program:

- Passes the admission test set by the College of law.
- Passes the personal interview.

Admission requirements for the Pharmacy program

- Takes the exam in physics, biology, chemistry and mathematics.
- Passes the personal interview.

- College Admission Requirements – General Secondary Certificate rate:

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

College	Program	Stream Minimum Average		
		Scientific/ Advanced	Literary/ General	Vocational
Engineering	Computer Engineering	60%	General Track (60%) • It is required to pass math and science subjects with a minimum grade of (90) • Pass a qualifying course in physics	%65
	Networks and Communication Engineering	60%		%65
	Computer Science	60%		%65
	Software Engineering	60%		%65
	Civil Engineering	60%		-
	Cybersecurity	60%		%65

Pharmacy	Pharmacy	85% (80% British/ American)	--	--
	Nutrition and Dietetics	60%	60% (In addition to remedial courses to be decided by the University	---
Law	Law	75%	80%	-
Education, and Social Sciences	Arabic Language and Literature	60%	60%	65%
	Islamic Studies	60%	60%-	65%
	Special Education	60%	60%	65%
	Applied Psychology	60%	60%	65%
	Applied Sociology	60%	60%	65%
Business	Business Administration in management	60%	60%	65%
	Business Administration in accounting	60%	60%	65%
	Business Administration in banking and finance	60%	60%	65%
	Business Administration in marketing	60%	60%	65%
	Business Administration in human resources management	60%	60%	65%
	Business Administration in Management Information Systems	60%	60%	65%

Communication and Media	communication and media-journalism	60%	60%	65%
	communication and media-Advertising	60%	60%	65%
	communication and media-public relations	60%	60%	65%

6.2 Certificate of proficiency in English language and English language level

- English Language Proficiency Requirements

The student must possess a valid proficiency certificates of English in one of the following or an equivalent; according to the specified score:

College	EmSAT	TOEFL ITP	TOEFL iBT	TOEFL CBT	IELTS
Engineering	1100	500	61	173	5
Pharmacy	1100	500	61	173	5
Law	950	450	-	-	4.5
Education, Humanities and Social Sciences	950	450	-	-	4.5
Business	1100	500	61	173	5
Communication and Media	950	450	-	-	4.5

Bachelor programs of the College of Education, Humanities and social sciences that are taught in Arabic do not require a proficiency certificate in English, but all undergraduate students who do not bring a proficiency certificate in English are subject to the English language placement exam held by the University.

English Level

1. The student who has not submitted a certificate of proficiency in English with the application to join the university must take the English language placement exam held by the University, which could lead to one of the following cases:
   In the case that the student achieves a mark in the English language placement exam that exempts him/her from studying the level, then:
   - If registered in an undergraduate program that require

the certificate of proficiency in English TOEFL at a score of 500 or IELTS at the score of 5 or EmSAT at the score of 1100, and its equivalent, then the student may register for a maximum of 18 credit hours from the GUE requirements until a certificate of proficiency in English is submitted.

- If registered in a Bachelor's program of the college of law or the college of communication and media, which require a certificate of proficiency in English at a score of 450 degrees, IELTS at a score of 4.5 or EmSAT at a score of 950 and equivalent, then he/she can enroll in the GUE courses until a certificate of proficiency in English with the required mark is submitted.

2. In the event that the student does not obtain the required mark for exemption, the student is required to enroll in the "Intensive Remedial English" course for all disciplines of the Bachelor programs in the event that he does not bring a certificate of proficiency in English. In such case the student, In addition to the IRE course, can also register in the following:
   - Any of the GUE courses taught in Arabic, in case of undergraduate programs that require the English certificate of proficiency TOEFL with score of 500 or IELTS score of 5 or EmSAT with the score of 1100 or its equivalent.
   - Any of the GUE courses taught in Arabic only, if enrolled in the Bachelor programs of the College of law and the College of communication and media until submitting the certificate of proficiency in English TOEFL at a score of 450 or IELTS at a score of 4.5 or EmSAT at a rate of 1100 or equivalent

An exception is if the student is enrolled in the undergraduate disciplines of the College of Education, Humanities and Social Sciences, where the student can enroll in the general university requirements courses taught in Arabic only in addition to the college /specialty courses within the academic burden

Students may drop the "IRE" course if they obtain at least 450 in TOEFL ITP, or Band 4.5 in IELTS, or their equivalence; taking into consideration AAU regulations and the academic calendar.

• **Arabic Language Proficiency Certificate (EMSAT):**
Students must pass the EmSAT in Arabic with a minimum score of 1000 to enroll in Bachelor's degree programs taught in Arabic: College of Law, College of Education, Humanities and social sciences, and College of communication and media.

• **Diploma Students**

Students with a diploma are allowed to apply to Al Ain University provided that the university or college that granted the diploma is recognized by the UAE Ministry of Education - Higher Education Affairs; in addition to meeting the admission requirements of AAU and the desired college.

• **Students transferred from other universities or colleges:**

Transfer students from other universities can join Al Ain University provided:

1. The university or college granting the degree must be accredited by the UAE Ministry of Education - Higher Education Affairs.
2. To meet AAU and the college's admission requirements for admission.
3. Successfully completing at least 9 credit hours at the previous university or college.
4. The student must The student must obtain the approval of the dean of the college and the program coordinator to enroll in the University. have been registered as a regular/ full-time at the previous university or college.

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

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

C- Admission Requirements and Documents (Undergraduate Degree)

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

General Secondary Students- Science and Literary Streams

Any General Secondary Certificate graduate with a minimum average of 60% in the UAE High School Certificate or its equivalent could apply to the University as long as the college requirements are fulfilled and the following document are submitted:

1. General Secondary school certificate/ transcript, or its equivalent attested by the Ministry of Education in the UAE. An attested copy may be also submitted;

2. A valid English Language Proficiency certificate according to the required score in each specialization;
3. EmSAT certificate in Arabic with a minimum score of (1000) for Bachelor›s specialties taught in Arabic.
4. In case the General Secondary Education certificate is issued from abroad; an equivalency from the UAE Ministry of Education must be submitted.
5. A copy of a valid passport;
6. A valid Emirates ID
7. Family Book (UAE citizens);
8. Two passport-sized photographs;
9. A Health Certificate;

Technical and Vocational Stream
Any student with an average of (65%) and above in the technical stream can apply for the following: College of Engineering (excluding civil engineering), the College of Education, Humanities and Social Sciences, the College of Business; the College of communication and media, provided that the following papers are submitted:

1. The Technical Secondary school certificate/ transcript (original or attested copy)
2. The Equivalency Certificate attested by the Ministry of Education in the UAE.
3. A valid English Language Proficiency certificate according to the required score in each specialization;
4. EmSAT certificate in Arabic with a minimum score of (1000) for Bachelor›s specialties taught in Arabic.
5. A copy of a valid passport;
6. valid Emirates ID;
7. Family Book (UAE citizens);
8. Two passport-sized photographs;
9. A Health Certificate.

• Diploma Certificate
Students who obtained a diploma from an educational institution recognized by the Ministry of Education - Emirati Higher Education Affairs must fulfill the admission requirements, as well as submitting the following documents with the application:

1. A high school diploma or its equivalent, certified by the UAE Ministry of Education or a certified copy of it.
2. A valid English Language Proficiency certificate according to the required score in each specialization;
3. EmSAT certificate in Arabic with a minimum score of (1000) for Bachelor›s specialties taught in Arabic.
4. An original transcript of the student's grades at the previous university or college, certified by the Ministry of Education (in case the transfer is from a private university), provided that it indicates the number of study hours and the grades, in addition to the description of the courses the studied courses.

5. Equivalency certificate of the diploma degree if obtained from outside the UAE.
6. A copy of a valid passport;
7. valid Emirates ID;
8. Family Book (UAE citizens);
9. Two passport-sized photographs;
10. A Health Certificate.

• Transferred Students from Other Universities or Colleges

Students transferred from other universities can join Al Ain University, provided that the university or college from which they are transferred is accredited by the Ministry of Education - UAE Higher Education Affairs. The student shall attach the following documents to the application:

1. The General Secondary Certificate or its equivalent, certified by the UAE Ministry of Education or a certified copy of it.
2. A valid English Language Proficiency certificate according to the required score in each specialization;
3. EmSAT certificate in Arabic with a minimum score of (1000) for Bachelor›s specialties taught in Arabic.
4. An original transcript of the student's grades at the previous university or college, certified by the Ministry of Education (in case the transfer is from a private university), provided that it indicates the number of study hours and the grades, in addition to the description of the courses the studied courses.
5. Certification of the transcript from the Ministry of Foreign Affairs and the Embassy of the United Arab Emirates, if the student has studied at a university outside the UAE.
6. A copy of a valid passport;
7. valid Emirates ID;
8. Family Book (UAE citizens);
9. Two passport-sized photographs;
10. A Health Certificate.

Visiting students (Non-Degree Students)

Students must submit the following documents:

1. An official letter from his native university allowing him to study at the university as a visiting student, indicating the courses he is allowed to enroll in.
2. A copy of a valid passport;
3. A valid Emirates ID;
4. One passport-sized photograph.

Listening Students

Students must submit A copy of a valid passport.

6.1.2 Admission Requirements for Post Graduates Programs

The university admission policy is based on the student obtaining a General Secondary Certificate or an equivalent, regardless of gender, age, color, nationality or religion. The university has the right to dismiss any student who submits false papers without prior notice, without refunding any amounts that have been paid, and without issuing any official document.

A. Postgraduate Academic Programs at AAU

AAU offers the following accredited academic programs:

College	Programs	Credit Hours
Pharmacy	Master of Science in Clinical Pharmacy	36
	Master of Science in Pharmaceutical Sciences	36
Law	Master of Private Law	33
	Master of Public Law	33
	Master of Criminal Science	33
Education, Humanities and Social Sciences	Postgraduate 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

B. General Admission Requirements for Graduate Programs

1. The student must have a bachelor's degree or its equivalence in the specific specialty of the program to his studies - or its equivalent certified from the Ministry of education in the UAE, with a GPA not less than (3 of 4).
2. The student must meet the admission requirements set by the college to which he / she wishes to join.
3. The student must have a valid English Language Proficiency Certificate (TOEFL, IELTS or EmSAT) according to the specific mark of the specialty to be studied.

4. The student must have a valid certificate of proficiency in Arabic language (EmSAT) with a minimum score of (1250) only for graduate programs taught in Arabic.

Admission Requirements- Bachelor Certificates

Students can be admitted to the colleges of the university based on the requirements of each college, the table below specifies the required Bachelor's degree by type of program:

College	Postgraduate Program	Bachelor Degree
Pharmacy	Master of Science in Clinical Pharmacy	Bachelor's degree or equivalent in pharmacy or equivalent certified by the UAE Ministry of education, with a GPA of at least (3 out of 4l.
	Master of Science in Pharmaceutical Sciences	
Law	Master of Private Law	Bachelor's degree in law or equivalent certified by the UAE Ministry of education, with a GPA of at least (3 out of 4).
	Master of Public Law	
	Master of Criminal Science	• Bachelor's degree in law or equivalent certified by the UAE Ministry of education, with a GPA of at least (3 out of 4) or equivalent at The Bachelor's level. • Bachelor of Police Science and criminal justice degree in the master of Criminal Science Program provided that the student has studied at least 65% of the law and criminal science related courses, certified by the Ministry of education in the UAE

Education, Humanities and Social Sciences	Master of Arts in TESOL	Bachelor's degree in English, linguistics, translation, English literature, English language pedagogy or equivalent certified by the UAE Ministry of education, with a GPA of at least (3 out of 4) or equivalent at The Bachelor's level.
	Master of Education in Islamic Education Curricula and Instruction	• The degree of Bachelor of education in teacher preparation field of Islamic education, or prepare the Arabic language teacher and Islamic education or Islamic education or its equivalent, certified from Moe in the UAE, with a minimum cumulative GPA of (3 of 4) or its equivalent at the undergraduate level. • Bachelor's degree majoring in Sharia law with a GPA not less than (3 of 4), with a diploma certificate in teaching with a grade not less than good or its equivalent. • Bachelor's degree in the specialty of Islamic law with a minimum GPA grade of (3 out of 4) provided that, if accepted, two remedial courses of (6) credit hours will be studied: curriculum and teaching methods, assessment and classroom environment. In case of studying both or either of them, the relevant department may specify other courses than what the student has studied. The following is required in addition to The Bachelor's degree: • To pass a personal interview conducted by the program representatives, for which 20% of the admission mark is allocated. • Selection is made on a differential basis in view of the applicant's total score for the qualification and the total score for the interview. • Equivalency of the Bachelor's degree from the Ministry of education in the United Arab Emirates if the certificate is issued outside the state.
	Master of Education in Arabic Language Curricula and Instruction	• The degree of Bachelor of education in Arabic language teacher preparation, or the preparation of the Arabic language teacher and Islamic education, or its equivalent, certified from Moe in the UAE, with a minimum cumulative GPA of (3, 4) or its equivalent at the undergraduate level. • Bachelor's degree in Arabic language specialization with a GPA of at least (3 out of 4), with a professional diploma in teaching with a minimum grade of "good" or equivalent. • Bachelor's degree in Arabic language specialization with a cumulative average of not less than (3 of 4), provided that once accepted, two remedial subjects with (6) credit hours will be studied: curriculum and teaching methods, assessment and classroom environment. In case of studying both or either of them, the relevant department may specify other courses than what the student has studied. The following is required in addition to The Bachelor's degree: • To pass a personal interview conducted by the program representatives, for which 20% of the admission mark is allocated. • Selection is made on a differential basis in view of the applicant's total score for the qualification and the total score for the interview. • Equivalency of the Bachelor's degree from the Ministry of education in the United Arab Emirates if the certificate is issued outside the state.
	Postgraduate Professional Diploma in Teaching	Bachelor's degree or equivalent in a related specialty certified by the UAE Ministry of education, with a GPA of at least (2 of 4) or equivalent at The Bachelor's level.

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 – Project Management • MBA – Healthcare Management	Bachelor's degree or equivalent in a related specialty certified by the UAE Ministry of education, with a GPA of at least (3 of 4) or equivalent at The Bachelor's level.

• Certificate of proficiency in English language

The student must possess a valid proficiency certificates of English in one of the following or an equivalent; according to the specified score:

College		EmSAT	TOEFL ITP	TOEFL iBT	TOEFL CBT	IELTS
Pharmacy	Master of Science in Clinical Pharmacy*	1400	550	79	213	6
	Master of Science in Pharmaceutical Sciences*					
Law	Master of Private Law	950	450	-	-	4.5
	Master of Public Law	950	450	-	-	4.5
	Master of Criminal Science	950	450	-	-	4.5
	Master of Arts in TESOL*	1400	550	79	213	6
Education, Humanities and Social Sciences	Master of Education in Arabic Language Curricula and Instruction	950	450	-	-	4.5
	Master of Education in Islamic Education Curricula and Instruction	950	450	-	-	4.5
	Postgraduate Professional Diploma in Teaching	-	-	-	-	-
Business	MBA studied in Arabic					
	MBA studied in English*	1400	550	79	213	6

*** Excluded from this requirement: English native language students, or who has completed a bachelor's degree from an educational institution whose language of instruction is English, and in a country whose official language is English.**

• Arabic Language Proficiency Certificate (EMSAT):

Students must pass the EmSAT test in Arabic with a minimum score of 1250 to enroll in graduate programs and professional diploma courses in teaching in Arabic - (College of law and College of Education, Humanities and Social Sciences excluding the TOESL and the Postgraduate Professional Diploma Program in Teaching English, mathematics, information technology and science).

Master Degree Conditional Acceptance

Students are granted conditional acceptance in the following cases:

College	Programs	Conditional Acceptance
Pharmacy	Master of Science in Clinical Pharmacy	-If in possession of one of the following certificates (IELTS 5.5, PBT 530, iBT 71 or CBT 197, EmSAT 1250) or equivalent, provided that: At the end of the first semester of the program, the student will achieve at least a mark (EmSAT 1400), TOEFL 550 or (IELTS 6) or equivalent exams.
	Master of Science in Pharmaceutical Sciences	If a holder of a bachelor's degree with a GPA of (2 to 2.99 out of 4) or equivalent, and meets the English language condition: - Registers in no more than (6) credit hours in the first semester of enrollment. - Achieves a GPA of at least (3 of 4) in the first six hours approved by the program. otherwise dismissed from the program.
Law	Master of Private Law	If a holder of a bachelor's degree with a GPA of (2 to 2.99 out of 4), provided that: - Registers in no more than (6) credit hours in the first semester of enrollment. - Achieves at least (3 out of 4) or equivalent, in the first semester of study.
	Master of Public Law	
	Master of Criminal Science	

Education, Humanities and Social Sciences	Master of Arts in TESOL	If in possession of a certificate of TOEFL ITP 530 or its equivalent, with a GPA of at least (3 of 4), provided that: - Achieves at least (550 in TOEFL) or (6 in IELTS) by the end of the first semester of joining the program. - Registers in no more than (6) credit hours in the first semester of enrollment. - Achieves at least (3 out of 4) or equivalent, in the first semester of study. If in possession of TOEFL ITP 550 or equivalent, with a GPA between (2 and 2.99 out of 4, provided that: - The student may study nine hours in the 1st semester. The nine hours could be in one or two semesters (6+3) semesters or in three semesters (3+3+3). - Achieves at least (3 out of 4) or equivalent, in the first semester of study. If in possession of TOEFL ITP 530 or equivalent and cumulative GPA (between 2.0 and 2.99 out of 4.0), provided that: - Registers in no more than (6) credit hours in the first semester of enrollment. - Achieves a GPA of at least (3 of 4) - Achieves at least (550 in TOEFL) or (6 in IELTS) by the end of the first semester of the master's program.
	Master of Education in Arabic Language Curricula and Instruction	If a holder of a bachelor's degree with a GPA of (2 to 2.99 out of 4), provided that: - Registers in no more than (6) credit hours in the first semester of enrollment. - Achieves a GPA of at least (3 of 4)
	Master of Education in Islamic Education Curricula and Instruction	

Business	Master of Business Administration (MBA)	If in possession of IELTS 5.5, PBT 530, iBT 71 or CBT 197, EmSAT 1250) or equivalent, provided that: - Achieves at least EmSAT (1400) or (550 in TOEFL) or (6 in IELTS) by the end of the first semester of the master's program. - Registers in no more than (6) credit hours in the first semester of enrollment. - - Achieves a GPA of at least (3 of 4) If in possession of a bachelor's degree with a GPA (between 2 and 2.99 out of 4) or equivalent, and meets the English language requirement as stated previously, provided that: - The student may study nine hours in the 1st semester. The nine hours could be in one or two semesters (6+3) semesters or in three semesters (3+3+3). - Achieves at least (3 out of 4) or equivalent, in the first semester of study. Non-Business Administration Bachelor's graduates are accepted, provided that: The student studies a maximum of 4 remedial courses decided by the department. The student can be exempted from all remedial subjects if they have been studied in the Bachelor level.

- **Transfer Students**

Transfer students from other universities can enroll in graduate programs at Al Ain University provided:

1. Meet admission requirements for graduate programs – master's programs only.
2. The student must have studied postgraduate courses with a minimum grade of (B).
3. The content of the courses studied by the student should be appropriately similar to the courses offered by AAU.

- **Non- Degree Students**

The student must submit an official approval letter from his / her university to study at AAU university as a visiting student, indicating the courses to be enrolled in.

• Listener Students

The student must obtain the approval of the Dean of the college and the program Director to enroll in the University.

Documents Required for Admission in Graduate Programs

1. Students wishing to enroll in graduate programs to fill the application attaching all supporting documents.
2. Any student can only to accepted after submitting all documents mentioned below and signing the application.
3. All documents submitted for admission purposes become the property of the University, and the student cannot recover them.

• Credentials Required for Admission to Master's Programs:

Students wishing to enroll in Master's programs should fill out the application with all the supporting papers shown below:

• Bachelor Holders

1. The Bachelor's degree or its equivalent is certified by the UAE Ministry of education, and if the certificate is from outside the UAE, it must be duly certified.
2. Obtaining an equivalency degree from the Ministry of education in UAE if the Bachelor's certificate is issued outside the state.
3. A valid certificate of proficiency in English depending on the specialization and score required for each specialty.
4. EmSAT certificate in Arabic language with a minimum degree of (1250) for admission to master's programs taught in Arabic.
5. The original transcript, and if it is from outside the UAE, it must be duly legalized.
6. A copy of a valid passport;
7. A valid Emirates ID;
8. Family Book (UAE citizens);
9. Two passport-sized photographs;
10. A Health Certificate.

• Transfer Students

1. The Bachelor's degree or its equivalent is certified by the UAE Ministry of education, and if the certificate is from outside the UAE, it must be duly certified.
2. Obtaining an equivalency degree from the Ministry of education in UAE if the Bachelor's certificate is issued outside the state.
3. A valid certificate of proficiency in English depending on the specialization and score required for each specialty.
4. EmSAT certificate in Arabic language with a minimum degree of (1250)

for admission to master's programs taught in Arabic.
5. The original transcript, and if it is from outside the UAE, it must be duly legalized.
6. A copy of a valid passport;
7. A valid Emirates ID;
8. Family Book (UAE citizens);
9. Two passport-sized photographs;
10. A Health Certificate.

Non- Degree Students

1. An official letter from his native university allowing him to study at the university as a visiting student, indicating the courses he is allowed to enroll in.
2. A copy of a valid passport;
3. A valid Emirates ID;
4. One passport-sized photograph.

Listening Students

A copy of a valid passport**.**

Credentials Required for Admission to the Postgraduate Professional Diploma in Teaching program

Students wishing to enroll in the Postgraduate Professional Diploma program should fill out the application with all the supporting papers shown below**:**

Bachelor Degree

1. The Bachelor's degree or its equivalent is certified by the UAE Ministry of education, and if the certificate is from outside the UAE, it must be duly certified.
2. Obtaining an equivalency degree from the Ministry of education in UAE if the Bachelor's certificate is issued outside the state.
3. A valid certificate of proficiency in English depending on the specialization and score required for each specialty.
4. EmSAT certificate in Arabic language with a minimum degree of (1250) for admission to master's programs taught in Arabic.
5. The original transcript, and if it is from outside the UAE, it must be duly legalized.
6. A copy of a valid passport;
7. A valid Emirates ID;
8. Family Book (UAE citizens);
9. Two passport-sized photographs;
10. A Health Certificate.

6.2 Academic Study Plan

• Bachelor Degree Programs

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

First: General University Requirements

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

A. Compulsory requirements of (27) credit hours required to be taken by all students;
B. Elective requirements of (6) credit hours, which are divided into two sections and the students get to choose one of each.

Second: College Requirements

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

Third: Major Requirements.

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

Fourth: Free Courses

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

• Postgraduate Programs

The study plan for each of the disciplines of the graduate programs at Al Ain University consists of the following requirements:

First: Mandatory Program Requirements

Students must complete a specific number of credit hours, which are called “mandatory basic requirements”, which are mandatory and vary between graduate programs, and the actual number of credit hours per college is indicated in the University manual and the guide to study plans.

Second: Optional Program Requirements

Students must complete a specific number of credit hours, which is called "Optional basic requirements", where the student selects one or more courses from a group of courses – depending on the number of credit hours to be completed from the group, and varies between graduate programs, and the actual number of credit hours for each college described in the University manual and the guide to study plans.

Third: Practicum course/ Graduation Research / Thesis:

Compulsory courses in some graduate programs and differ in the number of credit hours.

6.3 Academic Regulations

Study Duration

Undergraduate Programs

1. The minimum duration for programs that usually require eight semesters for graduation is six regular semesters and the maximum is fourteen regular semesters.
2. The minimum duration for programs that usually require more than eight semesters for graduation is eight regular semesters and the maximum is sixteen regular semesters.
3. The minimum and maximum period of study for a student transferred to the university from other universities is calculated on the basis of the number of credit hours that have been equalized, taking into account the above-mentioned rules.

Master Degrees and Postgraduate Diploma

The maximum study period is 4 years.

Academic Load: Regular Semesters (Semester One and Semester Two).

Bachelor Degree

The maximum number of registered credit hours is 18 hours, while the minimum is 9 hours.

- In some special cases, a student may register for up to a maximum of 21 credit hours under the following conditions:
  I. If the student's CGPA or SGPA is 3.6 or above;
  II. If this load will enable the student to graduate at the end of the semester.

A student may register for less than 9 credit hours in the semester in which he/she will be graduating.

Special Academic Load cases- Undergraduate Programs

Upon the approval of the College Dean, and under the following conditions, a

student may register for up to 19 credit hours:

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

Postgraduate Programs

The maximum number of credit hours that a student can register is (9) or (12) credit hours – depending on the program the student is enrolled, while the minimum is (3) credit hours.

One Summer Semester

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

Academic year

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

Academic Attendance

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

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

Course Registration

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

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

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

Adding and Dropping Courses

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

Credit Transfer for Courses Studied in Other Universities

1. Transfer students are required to meet all admission requirements for the program to be enrolled.
2. Students who have studied in another university or college, which is accredited by the Ministry of Education, and wish to transfer their credits of successfully completed courses have to submit a course equivalency application to the Admission and Registration Unit which refers it to the relevant college.
3. In the event of a student holding a Diploma, Bachelor or Master degree from outside the U.A.E. and wishes to register for any degree at Al Ain University, the previous certificate must be equivalent from the Ministry of Education to presume with the equivalency proceedings for the Undergraduate programs upon the student's request.
4. A course transcript containing all the courses completed in the previous educational institution must be attached to the course equivalency application.
5. The equivalency application is submitted for consideration by a Committee set up by the University, which includes a member of the Registration Unit and specialists in decisions making regarding the admission of transfer students and the transfer of credit hours. This Committee maintains records of all decisions and relevant documents.
6. A course equivalency request must be submitted maximum during the first semester in which the student joins the University.
7. Bachelor degree Course equivalency is calculated according to the following conditions:
   a) Students' CGPA should be 2.0 or above.
   b) Students must have been registered full time and must have

successfully completed at least 9 credit hours.

c) Credit hours for courses in which the student has earned 70%, grade (C)) and above are equated according to his / her study plan.
d) The course description to be equivalent must be at least 80% identical to the course description at Al Ain University.
e) The credit hours of the transferred course should be the same as those of the AAU course.
f) If the students' CGPA is below 2.0, they are allowed to transfer credit courses provided that they meet the credit transfer requirements. In such a case, students must enroll in a major which is different from the original one; in case they don't change their major, only university requirements course(s) and free will be transferred.
g) The maximum credit hours that can be transferred are 50% of the total credits required for the program at AAU.

8. The courses – for Master's degree programs-are equalized according to the following principles:
   a) The student's GPA should be at least 3.0.
   b) Credit hours for courses in which the student has earned a mark (80% (B)) and above are equated according to his / her study plan.
   c) The course description to be equivalent must be at least 80% identical to the course description at Al Ain University.
   d) The number of credit hours for the required course should be equal to the number of course hours at Al Ain University or more.
   e) The maximum number of credit hours that can be equalized is 25% of the total credit hours in the study plan of the program that the student wishes to attend at Al Ain University.
   f) The graduation project course or thesis course are not equated.
9. A course is not twice equivalent to a course studied by different institutions.
10. No credit is granted for pass/fail courses or courses studied in the foundation year, taking into account the marking system at the previous university.
11. Transferred credits are not considered in computation of the CGPA at AAU.

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

Change of Major

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

1. Students must submit an application to the Admission and Registration Unit within the period specified in the academic calendar;
2. Students must meet the admission requirements of the new major or college;
3. Students should not have been previously dismissed from the department/

college that they wish to transfer from;
4. When Students change to a new major or college, they may select courses which they had taken beforehand in order to be transferred, provided these courses are part of the student's new Study Plan. The grades of these transferred credits are taken into account when the student's CGPA is calculated;
5. Students are entitled to only one change of major or college throughout their enrolment at AAU.

7. Assessment and Evaluation

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

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

Final Exams

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

7.1 Course Grading System

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

Bachelor and Professional Diploma in Teaching Degrees

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

Master Degree

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

Calculation SGPA and CGPA Grades:

- 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

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

Master Degree

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

7.3 Incomplete Grades

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

1. Students must submit an "Incomplete" application form which is available

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

7.4 Grade Appeal Process

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

following conditions:

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

7.5 Exams Re-sit

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

2.If the students fail the re-sit exam, they must retake the course in the following semester.

7.6 Academic Warning and Academic Probation

Students Enrolled in Undergraduate Program

1. Students receive a first academic warning if their CGPA drops below 2.0 by the end of any semester except for the first semester at AAU. Having received the first warning, students are not allowed to register for more than 15 credit hours in the following semester.
2. Students failing to raise their CGPA to at least 2.0 in the following semester, will be given a second warning and will not be allowed to register for more than 12 credit hours.
3. Unable to raise their CGPA to at least 2.0, the students become liable to one of the following actions:

a. Transfer the student to another major within the same college;
b. Transfer the student to another college.
c. Students are given two semesters to raise their CGPA after changing the major or college. Should they fail to do so, they will be dismissed from the university.

4. In case of successfully completing at least 70% of the credit hours required for graduation according to the approved study plan for the program, then students will not be dismissed from the university, but will be permitted to continue in the same major until they reach the maximum study duration as stipulated in the AAU regulations.
5. The summer semesters are not considered for an academic warning period.

Students Enrolled in Postgraduate Diploma in Education Program

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.
2. The summer semesters are not considered for an academic warning period.

Students Enrolled in MA Programs

1. Students receive a first academic warning if their CGPA drops below 3.0 by the end of any semester except for the first semester at AAU.
2. In the event that the student is accepted with a conditional admission to one of the graduate programs and fails to fulfil the requirement, the student shall be considered academically dismissed from the program by the end of the first semester, and shall not be entitled to re-enroll in the same program until at least one semester has passed. Moreover, in the event that the student re-enrolls in the same program from which he/she was dismissed, it is forbidden to equate any course he previously studied in the same program from which he was dismissed. However, In the event that the student wishes to enroll in another graduate studies program, it is permissible to enroll directly and the courses he studied in the program from which he was dismissed can be equivalent if these

courses are within the study plan of the new program and he obtained a result of B or higher.
3. The summer semesters are not considered for an academic warning period.

8. Changes to Students Status

8.1 Postponement of Study

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

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

8.2 Withdrawal from AAU

1. Students wishing to withdraw from AAU, need to submit a withdrawal form along with a clearance form. The academic record will show as “Withdrawn”.
2. Should students wish to join AAU again; they have to re-apply. In the case where the student is accepted to the same major, the student can keep the previous academic record, provided completing the graduation requirements according to the Study Plan that is applicable at AAU at the time of re-joining.
3. If the students are accepted into a different major at the university, the instructions for “changing specialization” rules will be implemented (section C).

8.3 Disenrollment from AAU

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

8.4 Re-admission to AAU

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

8.5 Studying Courses at Other Institutions

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

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

8.6 Studying a Substitute Course

If students' graduation depends on studying a course that is not offered in the semester in which they are supposed to graduate, or if the course time overlaps with another course; the student may, upon approval from the College Dean, study a substitute course (1) at the same level (or above), and (2) provided that the number of substitute courses do not exceed two with a total of (6) 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 for the undergraduate and Postgraduate Diploma in Education programs; or a CGPA of no less than 3.00 for Master degrees.
3. Not exceeding the maximum number of years for graduation stated in these regulations;
4. Fulfilling the minimum study duration for the degree;
5. Being registered at AAU during the graduation semester;

10. Academic Honors

10.1 Dean's Honour List

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

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

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

10.2 University's Honour List

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

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

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

11. Library and Learning Resources

The 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 77,000 volumes of books, periodicals, and multimedia. It also has several subscriptions to electronic databases. 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. In addition to this, the library has (27) discussion rooms and (114) computers.

The main library building in Al Ain Campus provides a spacious and conducive study environment. It has a seating capacity for 210 visitors. In addition to the wireless connection, the library has 56 computers for internet use and database search, and 17 discussion rooms. For Abu Dhabi Campus, the library is equipped with 227 seats, 10 study or meeting rooms, and 58 computers with full internet access, and wireless connection.

Library Regulations

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

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

All library users are to abide by the following:

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

Library Services

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

Lending Services

Users can borrow from the library as follows:

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

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

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

Reservation of Library Materials

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

Inter-library Loan(s)

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

E-search Services in the Library

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

Databases and the Internet Search Service

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

Library Collections

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

- **General References:** This category represents the major part of Library's collections. It includes items that can be checked out and used in research and scientific projects.
- **Textbooks:** Include all the textbooks and related materials.
- **Basic references:** These include dictionaries, encyclopedias, manuals, handbooks, bibliographic data, yearbooks, etc…
- **Multimedia:** These include audio-visual materials (cassettes, videos, CD-ROM, DVD, ….etc).
- **Reserved books:** These books are rare or very important, such as theses, research papers, illustrated books, official publications, and small-sized publications.
- **Periodicals:** These include scientific and non-scientific, local and international journals, magazines, newsletters, newspapers...etc.
- **Digital Library:** Consists of e-books, e-journals, e-magazines, e-newspapers,.etc) 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 item, subject, or matter and indicates the location on the shelf.

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

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

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

12. The Students Recruitment Unit

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

13. Deanship of Student Affairs

Al Ain University provides many services and facilities to students during their university studies, and these services are provided through the Deanship of Student Affairs, which seeks to interest the students not only academically, but from all other aspects that develop their personality and develop their skills and talents, as the Deanship of Student Affairs believes that its programs and services contribute In the success and excellence of students academically and refine their various personalities and skills.

It is worth noting that these services are variant for students, whether inside or outside the university campus, and help to create a suitable environment for student interaction and enrich the general experiences of students.

13.1 Student Well-Being

Al Ain University is keen to promote and develop the quality of university life for students, by providing various services during their university journey, which aim to entertain them in all aspects that develop their personalities, needs, skills and talents.

The Deanship of Student Affairs looks forward to creating a sustainable and appropriate environment for students to interact and enrich their experiences.

13.2 Student Services

• Student Activities Unit.

This unit seeks to activate the students' role in extracurricular college life by organizing events and various scientific, cultural, artistic, sports and health activities which contribute to the student's academic and extracurricular

needs, as well as the development of multiple skills leading to refine his/ her character in a positive direction. To achieve these goals, the unit ensures that students have an active role in choosing the activities and participating in certain events.

• Health Care Unit.

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

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

One of the main services provided by the Health Care Unit is the health insurance service for students. The unit issues health insurance cards for the students whose residency is issued by the University. In order to get a health insurance, students must submit the following documentation:

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

• Career Development Unit.

The career placement services are provided by the career development unit through offering several services to students which develop some skills they need for their future career. One of these services is the Work-Study program which offer part-time jobs on campus for eligible undergraduate students. These opportunities help to refine student's personality and acquire various skills by engaging in the practical field. The unit also works on organizing lectures and various workshops concerned with how to search for a job, preparing a resume, preparing for job interviews, and other matters related to the career of the student after graduation.

13.3 Extra services

- Residence Halls

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

- Transportation

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

- Security

The role of AAU security is the 24-hour protection of AAU. The tasks of the security are:
1. At the end of every day, ensure electricity and air conditioners are all switched off and all doors are locked;
2. Monitor and ensure male and female students do not mix;
3. Organize traffic at the main gates of the university;
4. Monitor female students exit permits.

- Banking

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

14. Facilities

14.1 Recreational Facilities

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

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

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

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

- Cafeteria (Dining Services)

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

- clinic

Through the clinic, AAU provides their students with different services including

first aid for emergencies and minor cases such as measuring blood pressure and temperature. They also provide first notice if any cases require hospital attention for follow up tests, and examination.

– **Lounges**

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

– **Theatre/Events Hall**

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

– **Mosque and Prayer Rooms**

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

14.2 Learning Support Centers

The Bookshop

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

English Language Center

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

Moot Court

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

Digital Language Labs

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

Microteaching Lab

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

Computer Labs

The computer labs for the Colleges are as follows:

Beneficiary	Target	Number of Functions		Total number of computing devices	
		Al Ain	Abu Dhabi	Al Ain	Abu Dhabi
All colleges Exams Placement Exam IELTS Exam	General use for all students	5	2	208	58
	Exams	7	4	299	172
	Placement Exam	1	1	13	7
	IELTS Exam	1	1	30	25
College of Engineering Network Labs Embeded Lab	General	1	3	32	75
	Network Labs	1	1	21	24
	Embeded Lab	1	N/A	10	N/A
College of Pharmacy	Drug Information Lab	1	1	21	21
College of Business	Statistical Analysis Lab	1	1	30	25
College of Communication & Media	MAC Lab	1	1	36	25
College of Edcation	Applied Psychology	1	1	30	25
The New Building					
All Colleges	General Use/ Students' Use	6	N/A	240	N/A

14.3 Facilities Provided for Students of Determination (with special needs):

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

1. Offering grants and financial assistance up to 50% of their registered fees; as per regulations implemented by the grant Committee Humanitarian Aid.
2. Giving them the Priority in registration and assisting them in coordinating their schedules according to their conditions.
3. Organize an orientation event for students of determination to introduce them to the University's facilities such as: restaurants, clinic, library, Department of Finance, and the recreational facilities.
4. Providing special parking for them.
5. Guiding them to their lectures.
6. Providing sign language interpreters.
7. Assigning comfortable classrooms for them such as choosing classrooms on the first floor.
8. Providing books and resources appropriate to their needs.
9. Forming special examination committees for those whose condition requires this.
10. Facilitating their participation in various events, exhibitions, and celebrations.

15. Counseling

15.1 Academic Advising

Academic advising seeks to help students in their academic achievement during their study, their academic advisors follow up with them and provide them with useful assistance and advice.

Assigning Faculty Advisors:

Each college assign number of students to each faculty member to be their advisor, the selection of the students and their advisors depends on the department or the program in each college.

The number of students for each academic advisor is determined based on the number of students and the number of faculty members in the concerned department or program.

Advising Process

- The students' names are to be distributed among the faculty to ensure that the student is associated with a specific faculty member. It is preferable that the student will be with only one faculty member during his/her stay in the college. However, this can be not possible in some cases.

- The faculty member has the responsibility to

1. Communicate with the students to meet with them in any possible way (emails, phone calls, Microsoft Teams).
2. Keep records for each student including transcripts, study plan and any other documents related to advising.
3. Keep record of any communication with the students such as emails or written documents or meetings through Microsoft Teams.
4. Review his/ her associated students' transcripts and perform degree and graduation estimations.
5. Ensure the student study plan is followed by the student.
6. Advise the student if he/she seeks his help in any matter of his academic journey.

Advising Evaluation

The step of academic advising takes place every semester. The performance of the process should be monitored and enhanced. The following steps are to be conducted at the end of each academic year:

- A survey is distributed to students to ask them about their experience with the advising process for the current semester.
- The results from the survey will be formulized and analyzed by the QAIRC.
- The College Council will discuss the analysis and highlight the required actions to improve the overall process in the next academic year.

If the student evaluation of the academic advising is unsatisfactory, the concerned Head of Department and College Dean discuss the low results of the academic advising survey with the college faculty member in order to improve the academic advising for the next academic semester.

15.2 Personal Counselling

Al Ain University believes that the students are going through many challenges during their university journey. This is why AAU committed to support the students with all kinds of help they might need to succeed in their academic life.

15.3 Psychological and Social Counseling

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

15.4 Career Counseling

AAU is committed to offer students the career counselling needed. One way of obtaining it is through the career development unit.

16. Proper use of Facilities

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

Offences

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

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

Policies for Students' Publications

- It is forbidden for any student on AAU campus to put up/out any announcement, newsletter, magazine or any other publication without written permission from the Dean of Student Affairs.

- If the student would like to announce his/her nomination for the Student Association; he/she must take permission from the Dean of Students Affairs.

- Announcements are only advertized on the notice board after being stamped by the issuer entity.

- The announcement for meetings or any activity of the Student Association Committees must be approved by the Dean of Student Affairs to ensure coordination between the different committees.

- The consent of the Dean of Student Affairs must be obtained before

any distribution of periodicals or magazines that belong to the Student Council'. All publications must comply with the ethics of the University and the society.

- The AAU logo is free to use and available for download on the website However, disciplinary action could be taken if the logo is used inappropriately as deemed by the University.

- It is the responsibility of the Dean of Student Affairs to ensure that all students' announcements are in compliance with the above regulations. If any announcement does not comply with these regulations, the Dean of Student Affairs has the right to remove it. The student who doesn't abide with these regulations will receive a verbal or a written warning from the Dean of Student Affairs.

18. 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.

18.1 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.

18.2 Harassment or Discrimination

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

18.3 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.

18.4 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.

18.5 Confidentiality

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

18.6 Possession of Dangerous Weapons

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

18.7 Possession of Controlled Substances and Alcoholic Beverages

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

18.8 Smoking

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

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

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

18.9 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..

19. Academic Integrity

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

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

• Plagiarism:

√ Copying ideas, data, figure, chart, product, words, without citing the sources.

√ Using (without permission or acknowledgement) any source of information (internet), software, and files that belong to another person.

• Cheating:

√ Copying reports, assignment/exam answers, lab reports, from another student;

√ Fabricating results;

√ Submitting reports, already submitted for another courses;

√ Having mobile phones or other electronic devices during any exam;

√ Sending someone else to take any exam.

• Academic Dishonesty:

√ Permitting a student to copy assignment/exam answers, lab reports

√ Taking any exam/assignment for another students

• Abuse of Academic Materials:

√ Destroying library, IT hardware and software, or other reference materials

√ Making common resource materials inaccessible

√ Erasing, stealing or intentionally destroying the results (lab experiment, notes, assignments) prepared by another students

• Unauthorized Collaboration:

√ Collaborate with another person against the rules (discussing with someone else during any exam)

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

Student Academic Integrity Procedures

• Promoting a Culture of Academic Integrity

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

√ Inform students and faculty members about the AAU policies and procedures related to the academic integrity and academic misconduct, and where it is published.

√ Ensure that every faculty member explains (at the beginning of each course, in every semester) to the students about AAU Academic Integrity Policy, academic misconduct, copyright, plagiarism, and the academic requirements in all the submitted assignments/reports, and the use of the appropriate citations and the references to the sources.

Students should:

√ Review the university regulations and guidelines related to academic integrity.

√ Include a statement, along with any submitted assignment/report stating that they:

- o Understand AAU academic integrity policy and has been informed (by the faculty member and Dean) about the details and the related documents
- o Confirm the originality of the work;
- o Did not receive any unauthorized help or assistance from other persons.
- o Has not included any sources without proper citation or acknowledgment.

• Detecting a violation of academic integrity

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

√ Search engine (e.g. Google, Yahoo, Bing, etc.) to find matching texts

√ Web Directory to search for a specific sentence, and the subject of the question

√ Research Database provided by AAU Library

√ Commercial software (Turnitin) adopted by AAU.

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

• After detecting a violation of academic integrity

√ First, the faculty member should report, in written (Form No. S4), the case of academic integrity violation, to the HoD / PD, within 24 hours of the incident. The report should contain all details and present explicitly the incident, along with all the supporting documents.

√ Within 24 hours, the HoD / PD meets the student and the faculty member

(who reported the case) to discuss the incident.

√ At the end of this meeting:

• if the HoD / PD classify the case as an unintended or minor violation of the policy:

√ The HoD / PD explains to the concerned student about the AAU academic integrity policy and the importance of integrity in the academic standards (educative response). Such decision is applicable on freshmen and those who break the integrity rules for the 1st time.

√ Otherwise, the HoD/PD may provide a “written warning” to the student. If the incident is repeated more than three times, a “written warning” is issued, and a formal investigation will be initiated where the case will be reported, in written, to the Dean.

√ The College Dean saves all documents, including the related details, for archiving purpose.

• if the HoD / PD classifies the case as major violation of the policy:

√ the HoD / PD informs the student that a formal investigation will be initiated and that the case will be reported in written, to the Dean.

• Formal Investigations of Academic Integrity Violation

√ Within 24 hours, the Dean should submit the report to the University's "Students' Disciplinary Committee".

√ The committee meets with the concerned student, who will provide his inputs. Before leaving, the student reads his testimony report and signs it, after making sure that the contents of the report are correct.

√ If the case involves more than one student, the students are heard individually.

√ If needed, the committee chair will ask the faculty member (who submitted the case) to meet the committee and provide his inputs about the incident. Before leaving, the faculty member reads his testimony report and signs it, after making sure that the contents of the report are correct.

√ The committee may ask for the testimony of any other person, who could be relevant to the investigation.

√ By considering all the details and the collected inputs, the committee takes a decision (majority vote). The committee members must sign the decision report.

√ The Committee applies the university Student Discipline regulations/ sanctions, as follows:

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

√ The Committee Chair submits the decision report (with all related documents) to the University Administration. The University President can decide whether to approve or reject the decision of the committee.

√ The University President's decision is forwarded to (Student Affairs Deanship, General Registrar, and College Dean) for appropriate actions.

√ The College Dean should inform the student, in written, about the decision.

• Appeals

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

• Record keeping

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

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

20. Disciplinary Policies

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

20.1 Behavioral Misconduct

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

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

10. Causing disorder during lectures, seminars or events organized by the university;
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.

20.2 Impersonation

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

20.3 Disciplinary Punishments

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

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

transferred credit by AAU;

8. Final expulsion from AAU

20.4 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.

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

1. In case a student (male/female) is accused 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, except cases during online learning.
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, except cases during online learning.
3. The students' personal belongings cannot be confiscated without their consent, except cases during online learning.
4. The faculty member who discovers the incident is obliged to file a report using the designated form prepared for this purpose (Student Academic Integrity Violation Form (S 4)) and to submit it to his/her Dean / Deputy Dean (Abu Dhabi).
5. The faculty member must write a detailed report about the incident, clarifying and justifying whether or not the student left the exam hall, except cases during online learning.
6. The Dean / Deputy Dean (Abu Dhabi) submits the cheating report to the Students' Disciplinary Committee chairperson according to the campus to which the student belongs.
7. The Student Disciplinary Committee Chairperson notifies the Admission and Registration Unit, in order to block any access to the grades of the concerned students; until a decision is taken.
8. The Student Disciplinary Committee Chairman calls for a meeting to investigate the incident with the student, and what this entails in terms of

listening to testimonies or reviewing papers and documents.

9. Upon completion of the investigation of the cheating incident, the Student Disciplinary Committee considers all details of the incident, an appropriate decision is then taken according to the university's instructions. A report is then written stating the decision and signed by all members of the Committee.
10. Chairperson 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.
11. The University President decides whether to approve or reject the decision of the Student Disciplinary Committee.
12. Via the Presidency Office, the President's decision is forwarded to the relevant university entities for appropriate actions to be taken.
13. The Student Affairs Deanship notifies the concerned student with the final decision, and notifies the student that they can submit an appeal request to the University President within 15 days from the date on which the concerned student is informed of the final decision.

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 reject the decision of the Student Disciplinary Committee.
16. Via the Presidency Office, the President's decision is forwarded to the relevant entities for appropriate actions to be taken.
17. The Student Affairs Deanship notifies the concerned student with the final decision as well as the student's College Deanship, in order to record it in the student's file.

20.6 Students' Grievance Committee

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

The Mechanism of the Student Grievance Committee:

1. The student submits the complaint to his/her Dean.

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

20.7 Students' Appeal Committee

The Deans Council forms a Student Appeal Committee at the beginning of each academic year, its mission is to consider the appeals submitted by students as an objection to the decision that was applied on them by the Student Disciplinary Committee

The Mechanism of the Student Appeal Committee:

1. The student submits the appeal to the University President within 15 days from the date on which the concerned student is informed of the Student Discipline Committee's decision.
2. The university president refers the appeal request to the Appeal Committee to take the necessary action.
3. The Chairperson of the Appeals Committee invites the Committee members to meet to consider the appeal referenced to.

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

21. Safety Information

Fire Safety

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

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

Laboratory regulations

The University is keen to create the best learning environment and for students

and faculty members effective. The management assures:

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

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

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

Policy of using electronic laboratories:

- Food or drink are not allowed into computer laboratories.
- Transfer of laboratory equipment or cables is not permitted.
- There are no laptops on the wired network (except for: instructors for educational purposes).
- We are not responsible for leaving or losing any item in the laboratories.
- Cell phones must be removed from the laboratory when making or answering a call.
- Chat and play functions are banned from all computers.
- Any malfunction or damage observed in the laboratory equipment must be reported to the Information Technology Department immediately.
- Access to PORNOGRAPHIC websites is strictly prohibited.

- Students are not permitted to install or copy any software (programs, games, chat programs, etc.).
- It is not permitted to install or remove programs or reconfigure computer settings on any computer in the laboratory unless directed by a faculty member or staff of the Information Technology Department
- Unapproved devices are not allowed to be connected to a computer.
- Avoid stepping on electrical cords or any other computer cables.
- Do not open the system unit housing or the screen cover especially when the power is on.
- Do not insert metallic objects such as clips and needles into computer casings (they may cause a fire).
- Connecting external devices without checking them for any virus may damage your computer.
- Do not delete any file or program from the computer.
- Tobacco products are not allowed in the laboratory.
- Users should not listen to the music loudly, and headphone use is recommended.
- Threatening behavior such as yelling or insults is not permitted.
- Handle computer equipment with care and caution and avoid damaging any of its parts (keyboard, mouse, etc.).
- It is not permitted to cut off office equipment or meters or to damage any laboratory equipment.

User data policy

- No other person may use your account and password.
- Officially registered students only are permitted to use computer labs.
- All students, faculty members, and staff must have a valid Al Ain University ID card to use the computer labs.
- In the case of electronic exams, students must show their ID cards to the lab superintendent, or whenever asked to do so, and the student must place his/her ID card on the table in front of him.

22. Privacy Policy

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

I. A student's file is considered a confidential document. Nobody is allowed to access the file except for the student, the student's parents, his/her sponsor, the AAU President, the Vice President, the Dean, the Deputy

Dean, the Head of the department, and/or the Registrar General

II. The University may disclose routine information without prior notice or written consent from the student. Such information is limited only to the following; the student's name, degree received, major of study, and any awards that the student may have received while at the University.

III. A student has the right to inspect, and review all documents that are kept in his/her record, and request to change or update his/her personal data. The University may release information other than routine information upon written consent from the student.

IV. This consent must specify the information that is to be disclosed by the University, and provide the names and addresses of the individuals or institutions, to which the disclosure is to be made.

V. The University reserves the right to disclose the student's academic records to the student's parents, and/or to any private or public authority that might be sponsoring the student.

23. Financial Information

23.1 Academic Fees

Al Ain Campus

Item	AED	AED + Vat	Description
Application to join AAU	**1,000** AED	**1,050** AED	non refundable
Registration Fees	**300** AED	**315** AED	for each semester
Tuition Fees	**1,000** AED	**1,050** AED	per credit hour for the University Requirement Courses
	1,100 AED	**1,155** AED	per credit hour for the Computer Engineering and Communications and Networks Engineering programs
	1,000 AED	**1,050** AED	per credit hour for the Computer Science, Software Engineering programs and Cybersecurity
	1,500 AED	**1,575** AED	per credit hour for the Civil Engineering
	1,500 AED	**1,575** AED	per credit hour for the Pharmacy program
	1,500 AED	**1,575** AED	per credit hour for the Bachelor of Science in Nutrition and Dietetics
	1,400 AED	**1,470** AED	per credit hour for the College of Law program
	1,000 AED	**1,050** AED	per credit hour for the College of Education, Humanities and Social Sciences programs
	1,100 AED	**1,155** AED	per credit hour for the College of Business Program
	1,100 AED	**1,155** AED	per credit hour for the College of Communication and Media: -Bachelor of Mass Communication and Media - Digital Journalism -Bachelor of Mass Communication and Media - Advertising
	1,200 AED	**1,260** AED	per credit hour for the Bachelor of Mass Communication and Media - Public Relations
	3,000 AED	**3,150** AED	per credit hour for the master of science in clinical pharmacy and master of science in pharmaceutical sciences
	2,700 AED	**2,835** AED	per credit hour for the Master of Law programs
	1,000 AED	**1,050** AED	per credit hour for the Postgraduate Professional Diploma In Teaching
	2,000 AED	**2,100** AED	per credit hour for the MA in TESOL program
	2,200 AED	**2,310** AED	Master of Education in Arabic Language Curricula and Instruction Master of Education in Islamic Education Curricula and Instruction
	2,500 AED	**2,625** AED	per credit hour for the MBA program
English Placement Test	**300** AED	**315** AED	
Orientation Fees	**300** AED	**315** AED	paid once
Student and Sports Services	**500** AED	**525** AED	per semester
Late Registration Fees	**600** AED	**630** AED	
Re-sit Final Exam Fees	**2,000** AED	**2,100** AED	
Incomplete Application Fees	**250** AED	**262.50** AED	250 AED
Appeal Application Fees	**250** AED	**262.50** AED	250 AED
Readmission Fees	**200** AED	**210** AED	200 AED
Insurance Deposit*	**1,000** AED		(refundable on graduation)

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

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

Abu Dhabi Campus

Item	AED	AED + Vat	Description
Application to join AAU	**1,000** AED	**1,050** AED	non refundable
Registration Fees	**300** AED	**315** AED	for each semester
Tuition Fees	**1,100** AED	**1,155** AED	per credit hour for the University Requirement Courses
	1,350 AED	**1,417.50** AED	per credit hour for the Computer Engineering and Communications and Networks Engineering programs
	1,250 AED	**1,312.50** AED	per credit hour for the Computer Science, Software Engineering programs and Cybersecurity
	1,600 AED	**1,680** AED	per credit hour for the Civil Engineering
	1,600 AED	**1,680** AED	per credit hour for the Pharmacy program
	1,600 AED	**1,680** AED	per credit hour for the Bachelor of Science in Nutrition and Dietetics
	1,400 AED	**1,470** AED	per credit hour for the College of Law program
	1,100 AED	**1,155** AED	per credit hour for the College of Education, Humanities and Social Sciences programs
	1,250 AED	**1,312.5** AED	per credit hour for the College of Business Program
	1,250 AED	**1,312.5** AED	per credit hour for the College of Communication and Media: -Bachelor of Mass Communication and Media - Digital Journalism -Bachelor of Mass Communication and Media - Advertising
	1,400 AED	**1,470** AED	per credit hour for the Bachelor of Mass Communication and Media - Public Relations
	2,700 AED	**2,835** AED	per credit hour for the Master of Law programs
	1,000 AED	**1,050** AED	per credit hour for the Postgraduate Professional Diploma In Teaching
	2,200 AED	**2,310** AED	Master of Education in Arabic Language Curricula and Instruction Master of Education in Islamic Education Curricula and Instruction
	2,500 AED	**2,625** AED	per credit hour for the MBA program
English Placement Test	**300** AED	**315** AED	
Orientation Fees	**300** AED	**315** AED	paid once
Student and Sports Services	**500** AED	**525** AED	per semester
Late Registration Fees	**600** AED	**630** AED	
Re-sit Final Exam Fees	**2,000** AED	**2,100** AED	
Incomplete Application Fees	**250** AED	**262.50** AED	250 AED
Appeal Application Fees	**250** AED	**262.50** AED	250 AED
Readmission Fees	**200** AED	**210** AED	200 AED
Insurance Deposit*	**1,000** AED		(refundable on graduation)

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

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

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

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

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

23.3 Grants and Financial Aid

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

First: Academic Grants

1. The University offers grants to the General Secondary School students according to the following criteria:

a. The top five students in the country are offered a full grant;

b. Students who achieve a grade average of 95% or above in the General Secondary School, in either the literary or scientific streams, are offered a grant that is equivalent to a 30% discount of the fees for the credit hours' fees in the first semester they register at AAU.

c. Students who achieve a grade average between 90% and 94.9% in the General Secondary School, in either the literary or scientific streams, are offered a grant equivalent to a 25% discount of the credit hours' fees in the first semester they register at AAU.

2. The University offers academic excellence grant of 40% discount for University's honor list and 30% of the College's honor list from the fees of the credit hours upon successfully completing a minimum of 15 credit hours in the first or second semester with a SGPA of at least 3.6, noting that this semester average is for the actually registered credit hours (15 hours), the number of credit hours for the courses whose mark is transferred to passing / failing when calculating the deduction of the academic excellence grant will not be taken into account according to the terms of this grant.

3. The University offers grants to the siblings and relatives of currently enrolled students as per the following:
    a. With the exception of the first student, each of the student's siblings who register in each semester are offered a grant equivalent to a 20% discount of the credit hour fees.
    b. Parents, sons and daughters, and spouses, registered in each semester are treated as siblings.
4. The University offers grants to students when the father (or their primary provider) passes away during their University studies. This grant is 50% of the student's tuition fees, and continues until the student is graduated by AAU. The following rules govern this type of grant:
    a. An attested death certificate shall be submitted;
    b. The student has not been awarded another scholarship from any other official party;
    c. The student will benefit from this grant in the semester following the submission of the relevant death certificate;
    d. The student does not have other resources which enable him/her to continue his/her university studies.
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, AAU president forms a committee entitled "The Grants and Financial Aid Committee". This committee is responsible for making decisions regarding humanitarian financial aids granted to students.

Third: 'Musahama' Fund

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

Grants Regulations

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

Procedures for applying for a grant of humanitarian aid

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

24. Alumni Office

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

25. Graduate Skills Profile:

A student graduating from each College should acquire the following skills & competences:

College	Program	Skills acquired
Communication and Media	Journalism	• Working as a member of a team/ working under pressure. • Covering, writing and editing news stories. • Writing for investigative journalism. • Journalism and graphic design. • Photo-Journalism. • Writing features and running talks. • Working in the digital media. • Writing for specialized journalism and writing opinion pieces. • Using social media in journalism. • Doing journalism campaigns. • Doing scientific research in journalism field.
	Advertising	• Working as a team member and under pressure. • Professional writing for advertising. • Designing and producing advertising for journals, radio, TV and digital media. • Planning and implementing advertising campaigns. • Estimating advertising budget and managing it. • Graphic design and multimedia. • Using the social media in the advertising industry. • Professional digital photography. • Doing scientific research in advertising field.
	Public Relations	• Communication skills and art of dialog. • Working as a team member / under pressure. • Doing presentation and making speeches in public. • Dealing with Media. • Professional writing for public relations. • Good knowledge and practice in the protocol and etiquette. • Organizing events. • Public relations managing. • Exploring International public relations and its requirements. • Producing Media materials for the public relations. • Using social media in public relations. • The ability to apply marketing strategies in the traditional and digital media. • Designing, planning and implementing public relation campaigns. • Doing scientific research regarding public relations issues.

جامعة العين
AL AIN UNIVERSITY



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

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