UNDERGRADUATE HANDBOOK
2019-2020

ABU DHABI UNIVERSITY

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Disclaimer

The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between the student and Abu Dhabi University. While the University expects to operate in keeping with the provisions set out in this catalog, it reserves the right to change any provision listed at any point in time during the year, to best serve the academic interest of the students. Such change may include, but is not limited to, academic requirements for graduation. Every effort will be made to keep students informed of any such changes. Information on changes will be circularized and kept available in the Office of the Registrar and/or each Dean’s Office. It is important that each student be aware of his or her individual responsibility to keep apprised of current policies and requirements.
NATIONAL ACCREDITATION:
Abu Dhabi University is licensed by the United Arab Emirates Ministry of Education, and all of its degree programs have received accreditation by the Ministry of Education, Department of Education and Knowledge (ADEK), and Knowledge and Human Development Authority (KHDA).

INTERNATIONAL ACCREDITATION:
ADU is the only national private University in the UAE and one of the youngest in the world under 15 years old to receive international academic accreditation from the “Western Association of Schools and Colleges: Senior College and University Commission -WSCUC”. ADU’s international accreditation is for a period of 6 years, and was awarded for the University’s success in upholding the highest international academic standards of higher education institutions worldwide in teaching, scientific research and community service and for its commitment to three core values: student learning and success outcomes, quality and improvement, and institutional integrity, sustainability and accountability.

ADU’s College of Business is both EQUIS and AACSB accredited. Only 1% of business schools worldwide have this double accreditation, the leading international system of quality assessment, improvement and accreditation of higher education institutions in management and business administration, for all its undergraduate and postgraduate programs. Additionally, the College of Engineering has also earned the accreditation of the world renowned Engineering Accreditation Commission (EAC) and Computing Accreditation Commission (CAC) of ABET for five of its engineering programs. ADU houses the only architecture program to hold accreditation by the Royal Institute of British Architects (RIBA).

SKEA:
In 2010, Abu Dhabi University outdid a large number of industrial and developmental institutions in the country and became the first higher education institution to win the prestigious Sheikh Khalifa Excellence Award for pursuing excellence in all of its operations while achieving its primary strategic objectives and goals.

MOHAMMED BIN RASHID AL MAKTOUM BUSINESS AWARDS:
At the conclusion of The World Entrepreneurship Forum 2013, Abu Dhabi University was awarded “Best Supporting University for Entrepreneurship” in the UAE and the Arab World during the Mohammed Bin Rashid Award for Young Business Leaders in its 8th cycle. Organized by the Mohammad Bin Rashid Establishment for Small and Medium Size Enterprises Development, the awards held under the patronage of His Highness Sheikh Mohammad Bin Rashid Al Maktoum, Vice-President and Prime Minister of the UAE and Ruler of Dubai, recognize individuals and organizations who contribute to the development of SME sectors in the country, which earned ADU this significant achievement.

QUACQUARELLI SYMONDS:
For its seventh year in a row, Abu Dhabi University is the youngest higher education institution to enter the ranks of the world’s top 701 - 750 universities in Quacquarelli Symonds (QS) world university rankings of 2012-2013, 2013-2014, 2014-2015, 2015-2016, 2016-2017, 2017-2018, 2018-2019 and 2019-2020. ADU is ranked 2nd on the “International Faculty Index” for its faculty’s diverse cultural backgrounds, and tenth on the “International Student Index” for its international student body. Moreover, ADU also ranked in QS’s top 150 leading institutions under 50 years, the top 27 universities in the Arab World, and the top 6 in the UAE*.

THE BIZZ AWARDS:
Organized by the World Confederation of Businesses (WORLDCOB), the prestigious Bizz award recognizes companies and organizations for innovation, business excellence and outstanding management performance, making Abu Dhabi University one of the first higher education institutions to ever receive the Bizz award in the Middle East region for three years running, including the recognition of the “Inspirational Company” in the Bizz Awards 2012.

*QS World University Rankings
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Dear Students,

Thank you for your interest in Abu Dhabi University.

Since it opened in 2003, Abu Dhabi University has been dedicated to the intellectual development of individuals who will graduate to be leaders, making a positive contribution to national and global betterment and prosperity. This mission, however, is not limited to educating students: it is extended to the University’s proactive participation in the national development process that will transform the UAE into a knowledge-based economy.

Although a young institution, in 2018 we had 7500 students enrolled in our undergraduate and postgraduate programs, our alumni numbers had reached over 9000, and in three consecutive years the employment rate of Abu Dhabi University graduates had averaged an impressive 90% within a year of graduation.

You will be joining an institution recognized internationally for the quality and relevance of its education and research. This is evident in our global rankings: we are in the top 2.8% of world universities and in the top 150 universities under 50 years of age (QS World University Rankings 2018). Diversity of cultures and talents underpins the success of the world’s top universities as well as the most successful cities. The QS rankings show us to be among the world’s elite universities for the diversity of our faculty and students (top ten for both). With most of the world’s nations represented among our students and staff, you will meet with, learn from, and form friendships with talent from across the world.

The quality of our programs is also evident in the accreditations we hold. Colleges of Business and Engineering have achieved the prestigious AACSB, EQUIS and ABET international accreditations. All of the University’s programs are internationally accredited by the Western Association of Schools and Colleges (WASC). You can rest assured that your Abu Dhabi University degree will be recognized and respected by employers and higher education institutions internationally.

Abu Dhabi University’s success stems from clarity of vision and values. We regard students and faculty as a community of scholars, together pursuing knowledge, supported by great professional staff and excellent estate and facilities. We continue to invest in our facilities: in 2017 we added a new building to expand our laboratory provision for engineering and science, completed an extension to the student dormitories, and updated our facilities overall. In September 2017, we opened our Dubai Campus, located in an iconic building in Dubai Knowledge Park, and early 2018 saw the launch of our Al Dhafra region campus. We expect our comprehensive new Campus in Al Ain to be open to students in 2020.

Students and faculty make a university what it is. My job is to harness this collective talent to further enhance the University’s reputation and to contribute to the economy and society in and beyond the United Arab Emirates. Above all, I want to ensure that your time at Abu Dhabi University is a memorable one, not only for helping you achieve your full academic potential and providing you with the skills and qualifications for productive careers, but also for supporting your personal growth as a well-rounded and productive citizen.

I look forward to welcoming you to Abu Dhabi University.

Professor Waqar Ahmad FAcSS PhD BA
Chancellor, Abu Dhabi University
# TABLE OF CONTENTS

**About Abu Dhabi University** 12  
  Intititutional Licensure and Program Accreditation 13  
  Current Abu Dhabi University Undergraduate Programs 14  
  Vision 15  
  Mission 15  
  Values 15  
  Strategic Goals 15  

**An Overview - About Abu Dhabi university** 18  
  Why Choose Abu Dhabi University? 18  
  Campus Locations and Descriptions 18  
  Abu Dhabi Campus 18  
  Al Ain Campus 19  
  Dubai Campus 19  
  Al Dhafra Center 19  
  Academic Terminology for Abu Dhabi University 20  

**Admission, Enrollment and Registration** 21  
  Undergraduate Admissions Requirement 21  
  UAE Curriculum Admissions Requirement 23  
  International Students Required Documents 26  
  Authentication 26  
  English Proficiency 26  
  Credit Transfer 28  
  Conditional Admission for Transfer Students 29  
  Visiting Students 29  
  Exchange Students 29  
  Orientation Program 30  
  Re-admission Procedure 30  

**Registration** 31  
  Registration Procedures 31  
  Add/Drop Course Regulations 31  
  Dropping Fall/Spring Credit Courses 31  
  Administrative Drops 31  
  Withdrawal from the University 32  
  Advising Hold 32  
  Re-Enrollment 32  
  Independent Study 32  
  Credits Earned at other Academic Institutions 33  
  Course Load Limitation 33  
  Tuition and other Fees 33  
  Fees Structure 34  
  Payment 36  
  Plans for Tuition Payments 36  
  Refund 36  
  College of Arts and Sciences Undergraduate Admission 38  
  College of Business Undergraduate Admission 40  
  College of Engineering Undergraduate Admission 41
Student Affairs Department 43

Employability & Alumni Relations Office (EARO) 43
- Career Assessment 43
- Career Guidance 44
- Internship 44
- On-campus Student Employment Program 44
- Student Participation in Governance 44

Student Engagement Office (SEO) 45
- Student Council Program 45
- Clubs Program 45
- Leadership Program 45

Student Support Office (SSO) 45
- Code of Conduct 45
- Abu Dhabi University Expectations 46
- Student Rights 46
- Student Responsibilities 46
- Smoking 47
- Drugs 47
- Alcohol 48
- Disciplinary Action 48
- Notification and Information Gathering 48
- Disciplinary Committee 49
- Hearing Procedures 49
- Appeal Right 50
- Sanctions 50
- Student Grievances Policies and Procedures 50
- Students’ Complaints and Rights 51
- Confidentiality 51
- Student Grievances Committee Rules 52
- Appeals 52
- Housing and Residence Life 52
- ADU Residential Life Programming 53
- Athletic and Recreation Services 53
- Healthcare Services 53
- Counseling Services 53
- Students with Special Needs 53
- Counseling Services for Special Needs Students 54
- Student Dress Code 54
- Student Visa and Health Insurance 54
- Student Locker 55
- Student Transportation 55

Reduction 55
- Scholarships 55
- Financial Aid 57

Information Management & Technology Services (IMTS) 58
- Bookshop 59
- Library 59
- Academic Success Center 60
Abu Dhabi University (ADU) was chartered as a private institution of higher learning in the year 2000 under the patronage of H.H Sheikh Hamdan Bin Zayed Al Nahyan, Deputy Prime Minister and President of ADU’s Board of Regents Members. Abu Dhabi University currently serves over 7,500 students from over 70 different nationalities at three campuses, in Khalifa City, Abu Dhabi, in Al Ain and Knowledge Park, Dubai with a further center in Al Dhafra.

Abu Dhabi University consists of five Colleges: the College of Arts and Sciences (CAS), the College of Business (COB), the College of Engineering (COE), the College of Health and Sciences (COHS) and the College of Law (COL). Education at ADU follows the American university system, with the language of instruction normally being English with Arabic in a few cases and its degree programs open to students of all nationalities.

Abu Dhabi University Philosophy

The founders of Abu Dhabi University and its Board of Regents members strongly believe that the UAE society is in need of a first class, internationally-recognized, private university that will contribute to advancing the social, educational, cultural and economic interests of the nation. As such, ADU aims to promote the well-being of the country through the education of its citizens and others who wish to take advantage of the offerings available at the University.

Abu Dhabi University is an institution of higher education that is run in a business-like manner to ensure maximum efficiency of operation. It is a UAE institution utilizing the best of the American, British and Arab models of higher education while operating in a multicultural Arab country. ADU is a comprehensive institution, where scholarship and applied research are valued for their promotion of the economic and social welfare of the UAE, as well as for their role in providing the most up to date knowledge and modern tools to the student body. The language of instruction in the courses at ADU is English, with the exception of the PG Law and a few other programs.

Admission is open to students of all nationalities that qualify, and is based on academic ability and interest in a field of study in the context of the philosophy, vision, core values, mission, strategic goals, and objectives of the institution.

Abu Dhabi University first and foremost is an institution where teaching and learning are paramount. Faculty that are hired are of international status and they enhance the active learning of Abu Dhabi University students, preparing them for the various career challenges of the UAE and of the global economy. Scholarship and research are valued because they bring an intrinsic value to the institution and the degree programs in which students are studying. The active research role of ADU faculty allows them to remain current in pedagogy and in their field of expertise, thus enhancing classroom experience with the most recent developments in scientific and technological fields. Service to the University and the community are part of the responsibility of all in the academic community in support of the overall mission of the University to promote the welfare of the UAE and its people.
Institutional Licensure and Program Accreditation

Any institution located in the UAE that issues academic degrees, certificates, or diplomas must be licensed and have its programs accredited in order to be officially recognized by the UAE Ministry of Education. Abu Dhabi University obtained institutional accreditation from the UAE’s Ministry of Education in 2003. The University and all its programs are accredited and approved by the UAE Ministry of Education.

International Accreditation

In addition to its UAE accreditation, Abu Dhabi University has been committed to obtaining accreditation by international university-accrediting bodies.

ABET (Accreditation Board for Engineering and Technology, USA) Accreditation

ABET is the highest accrediting agency in the USA for programs in applied science, computing, engineering, and technology. ABET accredits individual degree programs, and guarantees that a specific degree program meets high quality standards of the profession for which it prepares its graduates.

The following programs at Abu Dhabi University are currently accredited by ABET - B.Sc. in Civil Engineering, B.Sc. in Electrical Engineering, B.Sc. in Computer Engineering, B.Sc. in Mechanical Engineering, B.Sc. in Information Technology.

APHEA (Agency for Public Health Education Accreditation)

Abu Dhabi University’s Public Health program has received Curriculum Validation from APHEA. APHEA represents the five leading associations of public health in the European Region and is committed to assuring and improving the quality of educational activities throughout the European Region and the globe.

RIBA (Royal Institute of British Architects) Accreditation

Abu Dhabi University’s Bachelor of Architecture program has received RIBA Validation from the Royal Institute of British Architects (RIBA), making it the first and only program in the UAE to receive this accreditation.

RIBA Validation is one of the highest accolades awarded to an architecture program, and is based on the assurance of international quality standards in architectural education.

AACSB (USA) & EQUIS (European) Accreditation

The College of Business at Abu Dhabi University is accredited by both the US-based AACSB and the EU-based EQUIS for all of its Bachelors, Masters, and Doctoral programs in Business. Our College of Business is both EQUIS and AACSB accredited. Only 1% of business schools worldwide have this double accreditation.

WASC (Western Association of Schools and College, USA) Accreditation

In February 2016, Abu Dhabi University as an institution was accredited by the Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC). WASC is one of the six official academic bodies in the United States, responsible for the accreditation of public and private universities, colleges, secondary, and elementary schools, and of foreign institutions of American origin. The Accrediting Commission for Senior Colleges and Universities is the division of WASC that accredits public and private senior colleges and universities. ADU is the only private university in the Middle East to have received WASC accreditation.
Current Abu Dhabi University Undergraduate Programs

The following list includes the undergraduate academic programs that are accredited by the CAA and are currently being offered:

**College of Arts and Sciences**
- Bachelor of Arts in Mass Communication
- Bachelor in Mass Communication (Arabic)
- Bachelor of Arts in Persian Language

**College of Business**
- Bachelor of Business Administration
- Bachelor of Business Administration in Accounting aligned with CIMA
- Bachelor of Business Administration in Finance aligned with CFC, CIPFA and IPFM
- Bachelor of Business Administration in Human Resources Management
- Bachelor of Business Administration in Management
- Bachelor of Business Administration in Digital Marketing
- Bachelor of Business Administration in Innovation and Entrepreneurship

**College of Engineering**
- Bachelor of Architecture
- Bachelor of Science in Aviation
- Bachelor of Science in Chemical Engineering
- Bachelor of Science in Civil Engineering
- Bachelor of Science in Computer Engineering
- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Information Technology
- Bachelor of Science in Interior Design
- Bachelor of Science in Mechanical Engineering
- Bachelor of Science in Biomedical Engineering
- Bachelor of Science in Cybersecurity Engineering
- Bachelor of Science in Industrial Engineering
- Bachelor of Science in Software Engineering

**College of Health and Sciences**
- Bachelor of Science in Biomedical Sciences (Laboratory Medicine)*
- Bachelor of Science in Environmental Health and Safety
- Bachelor of Science in Human Genetics and Genetic Counseling*
- Bachelor of Science in Human Nutrition and Dietetics*
- Bachelor of Science in Public Health

**College of Law**
- Bachelor of Law in Arabic

*Pending CAA Final Approval
Vision
Abu Dhabi University will be a leading university in the MENA region, preparing graduates with the knowledge, skills and mindset to develop the leaders of tomorrow.

Mission
At Abu Dhabi University, students are at the heart of everything we do. We prepare graduates for dynamic careers through transformative world-class education, enriched by innovative and flexible programs, international accreditations, applied research, and impactful industry and community engagement.

Values
Excellence
We hold ourselves accountable to the highest standards of performance in everything we do.

Innovation
We inspire creativity, encouraging innovation to enhance the student experience and maintain global relevance.

Teamwork
We work together, and with our partners, as one team. We celebrate and respect our diversity and build lasting relationships to achieve our shared ambitions.

Integrity
We uphold the highest moral and ethical standards in all that we do.

Strategic Goals
ADU’s strategic goals for the period 2017-2022 include:
1. Engaging Students, Alumni and Partners;
2. Holistic Learning Experience;
3. Service Excellence;
4. Growth and Diversification;
5. Working BetterTogether; and
About Abu Dhabi University

Abu Dhabi University (ADU) was chartered as a private institution of higher learning in the year 2000 under the patronage of H.H Sheikh Hamdan Bin Zayed Al Nahyan, President of ADU’s Board of Regents Members. Abu Dhabi University currently serves over 7,500 students from over 70 different nationalities at three campuses located in Abu Dhabi, Al Ain and Dubai, as well as at a center in Al Dhafra. Abu Dhabi University consists of five Colleges: the College of Engineering (COE), the College of Business (COB), the College of Health Sciences (CHS), the College of Arts and Sciences (CAS) and the College of Law (COL), as well as a Military Program Unit. Education at ADU follows the American university system, with the language of instruction normally being English - with Arabic in a few cases - and its degree programs open to students of all nationalities.

Why Choose Abu Dhabi University?

With a broad range of colleges and universities from which to select, one might rightly ask, why choose Abu Dhabi University?

Every student and parent wants to make the best investment of their time and money when selecting an institution at which to study and to earn a degree.

At Abu Dhabi University, we want you to make the right choices for your life, your career and your education, both for today and for the future!

We believe in the vision that our founders planned for Abu Dhabi University, to be one of the premier universities in the UAE, the Arabian Gulf region and the world, and have already begun to establish the University as a superior-quality center of higher learning here in the heart of the UAE.

Abu Dhabi University blends the finest traditions of the UAE with modern, fast-paced, technologically-embedded educational methods gleaned from higher education systems around the world.

Abu Dhabi University can be the right institution for you if you are seeking a university that is:

- New, clearly focused, career-oriented, and aspiring to be one of the best;
- Multinational in its perspective, faculty, staff, and student body;
- International in that it embodies the best of the Arab, American and British education systems;
- Ready to build your English language skills;
- Able to develop your quantitative and analytic abilities
- Prepared to build your technical knowledge and qualifications for your chosen career;
- Concerned about your interpersonal social skills for life in an international community;
- Student-learner focused, where market-driven theory and practice are merged; and
- Committed to being the best it can be, and a place where students excel.

Give it some thought. If you choose Abu Dhabi University for your higher education, we will grow with you in the years ahead as we add more programs and facilities, and enhance our already broad and fully accredited curriculum of degree offerings.

Abu Dhabi University is not just books and classrooms: Abu Dhabi University will be the educational, cultural, social, and technological nexus of the emerging Arabian Gulf community. Come and be a part of the vision: be one of the best in the UAE, the Gulf region and the world!

Campus Locations and Descriptions

Abu Dhabi Campus

Abu Dhabi, the capital of the UAE, is the largest city in the country and boasts some of the finest parks in the Middle East.

The city cultivates vibrant commercial and government sectors and is located on a large island just off the mainland of the Abu Dhabi Emirate.

Abu Dhabi University offers you an unparalleled learning experience in a state-of-the-art educational environment. The University prides itself on its dedicated faculty members and guarantees relevant content that is geared to an ever-changing and demanding globalized business world. In addition, Abu Dhabi University campuses offer students an unrivalled learning environment. Harvard-style lecture rooms equipped with the latest educational technology ensure that lectures are interactive and stimulate team discussion and sharing of experience. Wireless internet connection and computer labs throughout the campus complex provide students with convenient access to the latest technology and the internet. In Abu Dhabi University,
you will find a comprehensive library and easy access to databases with the financial data of hundreds of companies in the UAE, GCC and many other different countries. Abu Dhabi University also offers students the opportunity to stay on campus in newly constructed apartment-style dormitories, with eight different food outlets in the cafeteria area that cater to all tastes. At Abu Dhabi University, you will find the perfect combination of academic excellence and world-class facilities.

**Al Ain Campus**

Al Ain is the home city of the former President, H.H. Sheikh Zayed Bin Sultan Al Nahyan, God Bless His Soul, and is an oasis in the high desert of the Emirate. It is often referred to as the Garden City of the Emirates. Al Ain is renowned both for its architecture and its tree-lined boulevards in the shadow of the surrounding mountains.

Abu Dhabi University’s Al Ain campus enjoys all the modern facilities to cater to the higher educational needs of the community. Since its opening in 2003, the campus has grown substantially, both in faculty and students. Today, the campus is home to more than 60 faculty and staff and around 1,500 registered students, representing more than 20 nationalities. The campus is housed in a modern building that contains libraries, a Learning Support Center, modern classrooms, six computer labs, fully equipped audio/visual rooms, specially designed graduate program classrooms, students’ lounges, recreational facilities, a cafeteria, and an outdoor courtyard. Our students have the key facilities at their disposal that will provide them with all the educational necessities that make for an effective teaching and enjoyable learning environment.

**Dubai Campus**

Dubai is well known for its warm hospitality and rich cultural heritage, and the Emirati people are welcoming and generous in their approach to visitors. With year-round sunshine, intriguing deserts, beautiful beaches, luxurious hotels and shopping malls, fascinating heritage attractions and a thriving business community, Dubai receives millions of leisure and business visitors each year from around the world.

The past few decades have witnessed incredible growth throughout all sectors of the Dubai economy. The Emirate’s government is constantly working to improve its commercial transparency and introduce dynamic regulations that aid the formation of small and medium enterprises.

Abu Dhabi University’s campus in Dubai offers Master and Doctorate degree programs carefully selected to cater to the needs of professionals working in the business communities, construction and engineering industries, finance and banking sectors, health and education institutions, management and legal firms.

Our teaching faculty are graduates with advanced degrees from top higher education institutions, with outstanding academic, research, and industrial experiences. Our teaching facilities are equipped with the latest instructional tools, supported by laboratories equipped with state-of-the-art audio-visual technologies, and well maintained by a highly qualified team of technical staff. Our library is rich with academic and technical references to help our graduate students in their academic and research work, and is electronically linked to local and international libraries.

Our administrative and financial team members are friendly, warm, and dedicated to support students from admission to graduation. Extra-curricular activities are encouraged within the campus and externally, as are sport and social activities.

Dubai Campus is strategically located in the heart of the knowledge village with accessibility to public transportation and surrounded by a variety of top companies, banks, shops, restaurants, natural views and small parks.

**Al Dhafra Center**

Opened for intake in Spring 2018, Al Dhafra Center is the fourth branch location in ADU’s expanding portfolio. Housed in the Baynounah Educational Complex in Madinat Zayed, Al Dhafra Center was established in direct response to the strategic needs of the UAE relating to higher education in the Al Dhafra Region. Through this new facility, ADU demonstrates its commitment to providing quality education across the UAE.

Students studying in the Center benefit from the same excellence in teaching and learning that is the standard across all ADU campuses, with internationally accredited postgraduate degrees delivered in state-of-the-art facilities by world-class faculty.

Programs currently on offer include Master of Business Administration, Master of Education in Educational Leadership, Professional Diploma in Teaching (English) and Professional Diploma in Teaching (Arabic).

Al Dhafra Region itself, formerly known as Western Region, is where the desert meets the sea and covers over two thirds of the Abu Dhabi emirate. The area includes Rub Al Khali (Empty Quarter) which is the world’s largest uninterrupted sand mass with the biggest dunes this side of the Sahara. Along its coastline are beautiful beaches and islands and the numerous ancient forts are testament to its rich history. The region includes Madinat Zayed, Ruwais, Ghayathi, Liwa, Marfa, Dalma Island and Sila. Sir Bani Yas Island, the archaeological and conservation destination, is also part of Al Dhafra Region.
ACADEMIC TERMINOLOGY FOR ABU DHABI UNIVERSITY

**Academic Year** - The period of formal instruction that is divided into semesters and terms.

**Add/Drop** - A process at the beginning of the semester whereby students can delete or add classes online.

**Assessment** - The gathering of evidence of student learning and achievement to guide instructional decisions and aid student learning.

**Blackboard or Blackboard Learn** - Web-based tool that allows students to access course materials and resources.

**Concentration** - It is best thought of as a grouping of courses which represent a sub-specialization taken within the major field of study. A concentration may be specified on the diploma or in the student’s academic record (transcript).

**Cumulative Grade Point Average (CGPA)** - The overall average of all course grades attained during the student's enrollment at Abu Dhabi University. The CGPA is used for a number of academic decisions, including awards and academic probation.

**Degree** - Diploma or title conferred by a college, university, or professional school upon completion of prescribed program of studies.

**Degree Program** - The term degree program is used at Abu Dhabi University to indicate the total academic credit requirements a student must complete in order to earn a specific degree/diploma from the University, i.e. a B.B.A. degree program in Management.

**Early Registration** - A process of choosing classes in advance.

**Elective** - Course that student may choose to take for credit toward their intended degree, as distinguished from a course that they are required to take.

**Field** - The term field is used at Abu Dhabi University to indicate a broad academic area that generally includes several disciplines or subfields i.e. the field of business administration includes the disciplines of management, marketing, finance, accounting etc.

**Full-time Student** - A student who is enrolled at the university taking at least a minimum load of 12 credits per semester.

**Grade Point Average (GPA)** - A system of recording achievement based on a numerical average of the grades attained in each course in a given semester or term.

**Internship** - An organized and supervised career-related professional experience. Academic credits are awarded for the learning acquired through their work experience, depending upon their performance evaluation. Internships are administered using well planned syllabi and work plans during the period of training, which are supervised by site-supervisors and college-supervisors.

**Major** - A student’s principal field of study.

**Midterm exam** - An exam administered midway during the academic term covering class material studied until that point.

**Minor** - A subject in which the student takes the second greatest concentration of courses.

**Pre-requisite** - Program or course that a student is required to complete before being permitted to enroll in a more advance program or course.

**Professional Academic Advisor** - A full-time staff member within each college who advises and counsels students on programs and course selection, institutional policies, career choices, effective study habits, and/or other academic and career-oriented decisions.

**Term** - Some courses may be offered in a time-shortened period not less than 6 weeks, called a term, which nonetheless offers class contact time and out-of-class assignments equivalent to a semester course.

**Theme** - The term theme is used at Abu Dhabi University to indicate a free choice of 9 credits from a selected list of courses in a sub-discipline at the undergraduate level.

**Transcript** - A certified copy of a student’s educational record.

**Withdrawal** - An administrative procedure of dropping a course or leaving a university.

Non-refundable application fee (online payment).

Once an application and the required documents are submitted, a response will be provided no later than one week from the date the application was received.

Admission offers are valid for one academic year only. If a student doesn’t register within the academic year, he/she will have to reapply.

Students dismissed from other academic institutes for academic integrity offenses, as per their official transcript, will not be admitted to Abu Dhabi University.
ADMISSION, ENROLLMENT AND REGISTRATION

Undergraduate Admissions Requirement

The Admissions Committee, comprising the Provost, Admission and Student Recruitment Associate Director, the Registrar and the appropriate College Dean, will consider the certificates issued by other educational systems, only if they meet the conditions set by the UAE Ministry of Higher Education & Scientific Research.

(Ministerial Resolution No. (322) of 2017 and Ministerial Resolution No. (199) in 2019), and the University admissions criteria (listed below).

All students applying for undergraduate admission to the University need to have one of the secondary school certificates recognized below:

1. **Original UAE Secondary School Certificate:** or its equivalent approved by the Ministry of Education in the UAE. **Please refer to the table below.

2. **British Curriculum Certificates:** Completion of the 12th Grade (year 13). Passing of five (5) subjects in the average level (IGCSE or GCSE) with minimum grade of E; passing of two (2) subjects in the GCE Advanced Subsidiary Level or one (1) subject in the GCE Advanced Level with minimum grade of D.

3. **American High School Diploma (HSD):** Successful completion of Grades 10th, 11th and 12th with minimum 5 subjects in each stage. Minimum passing grade is 60% for conditional admission. Higher grade is required for direct admission to the program.

4. **International Baccalaureate (IB):** Successful completion of 12th grade. Passing 6 subjects covering the following subjects: English Language, Math and one (1) Science subjects with minimum grade of 3. Minimum grade requirement is 21 points.

5. **Indian Certificates:** A senior secondary school certificate is required. The minimum required average for university admission is the equivalent of 43%. A higher average is required for direct admission into Abu Dhabi University’s Colleges/Majors. Students with an average of 40-42.9 may be given conditional admission based on the recommendation of the College Dean.

6. **Pakistani Certificates:** A higher secondary school certificate is required. The minimum required average for university admission is the equivalent of 43%. A higher average is required for direct admission into Abu Dhabi University’s Colleges/Majors. Students with an average of 40-42.9 may be given conditional admission based on the recommendation of the College Dean.

7. **Iranian Certificates:** A certificate of completion of the pre-university year is required. The minimum required average for university admission is the equivalent of 12/20. A higher average is required for direct entry into Abu Dhabi University Colleges/Majors.

8. **Lebanese, Moroccan, Tunisian, Algerian, French and all French-Patterned Educational Systems:** A certificate of completion of the pre-university year is required. The minimum required average for university admission is the equivalent of 10/20. A higher average is required for direct entry into Abu Dhabi University’s Colleges/Majors.

9. **German Certificates:** A certificate of completion of the pre-university year is required. The required average for university admission is the equivalent of a maximum of 3.6 out of 6. A higher average is required for direct entry into Abu Dhabi University’s Colleges/Majors.

10. **Armenian Certificates:** are accepted only if the student provides a grade 12-completion letter from the institution where he/she studied, attested by the educational authority of the country of study with a minimum average of 3 out of 5. A higher average is required for direct entry into Abu Dhabi University’s Colleges/Majors.

11. **Philippine Certificates:** are accepted only if the student provides a grade 12-completion letter from the institution where he/she studied attested by the educational authority of the country of study with a minimum average of 2.5 out of 5. A higher average is required for direct entry into Abu Dhabi University’s Colleges/Majors.

12. **Commercial/Technical School Certificates:** Students with Commercial/Technical school certificates might be required to submit an equivalency Letter from Ministry of Education (for Certificates from outside UAE and certificates from all the United Arab Emirates).
except Abu Dhabi (from Abu Dhabi Educational Council).

The University will consider equivalent certificates and grades from other educational systems by evaluating them using the World Education Services (www.wes.org) or the on-line education database for education systems and academic institutions around the world (www.classbase.com). The International Academic Credential Evaluation Services will convert educational credentials from any country in the world into their U.S. equivalents. It describes each certificate, diploma or degree that the student has earned and states its academic equivalency in the United States.
**UAE Curriculum Admission Requirement**

<table>
<thead>
<tr>
<th>Specializations which a student is qualified to apply to</th>
<th>Track</th>
<th>Additional conditions/notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Engineering Majors</strong></td>
<td>General - MOE</td>
<td>• Passing math and sciences in grade 12 with a minimum average of 90%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Passing successfully a remedial course in physics offered by the respective higher education institution</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Achieve the minimum average for completing grade 12 set by respective higher education institutions of at least 90%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Pass national tests with required score</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Any additional conditions placed by the respective higher education institution</td>
</tr>
<tr>
<td><strong>Engineering Majors</strong></td>
<td>Advanced - MOE</td>
<td>• Achieve the minimum average for completing grade 12 set by respective higher education institutions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Pass national tests with required score</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Any additional conditions placed by the respective higher education institution</td>
</tr>
<tr>
<td><strong>Engineering Majors</strong></td>
<td>ADEC Track</td>
<td>• Pass advanced math courses (third level) and advanced physics (third level) successfully</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Achieve the minimum average for completing grade 12 set by respective higher education institutions</td>
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<tr>
<td></td>
<td></td>
<td>• Pass national tests with required score</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Any additional conditions placed by the respective higher education institution</td>
</tr>
<tr>
<td><strong>Human Medicine</strong></td>
<td>General - MOE</td>
<td>• Achieve the minimum average for completing grade 12 set by respective higher education institutions</td>
</tr>
<tr>
<td><strong>Dentistry</strong></td>
<td></td>
<td>• Pass national tests with required score</td>
</tr>
<tr>
<td><strong>Pharmacy</strong></td>
<td></td>
<td>• Any additional conditions placed by the respective higher education institution</td>
</tr>
<tr>
<td><strong>Physiotherapy</strong></td>
<td>Advanced - MOE</td>
<td>• Pass advanced biology courses (third level) and advanced Chemistry (third level) successfully</td>
</tr>
<tr>
<td><strong>Veterinary Medicine</strong></td>
<td></td>
<td>• Achieve the minimum average for completing grade 12 set by respective higher education institutions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Pass national tests with required score</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Any additional conditions placed by the respective higher education institution</td>
</tr>
<tr>
<td>Specializations which a student is qualified to apply to</td>
<td>Track</td>
<td>Additional conditions/notes</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
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<td>-----------------------------</td>
</tr>
</tbody>
</table>
| Nursing                                                | General - MOE | • Successfully pass remedial courses in physics, biology and chemistry offered by the respective higher education institution  
• Achieve the minimum average for completing grade 12 set by respective higher education institutions  
• Pass national tests with required score  
• Any additional conditions placed by the respective higher education institution |
| ADEC Track                                            | Advanced - MOE | • Achieve the minimum average for completing grade 12 set by respective higher education institutions  
• Pass national tests with required score  
• Any additional conditions placed by the respective higher education institution |
| Agriculture Sciences                                   | General - MOE | • Successfully pass remedial courses in physics, biology and chemistry (in case of not studying any of such courses in the second level at least) offered by the respective higher education institution  
• Achieve the minimum average for completing grade 12 set by respective higher education institutions  
• Pass national tests with required score  
• Any additional conditions placed by the respective higher education institution |
| Environmental Sciences                                 | Advanced - MOE | • Achieve the minimum average for completing grade 12 set by respective higher education institutions  
• Pass national tests with required score  
• Any additional conditions placed by the respective higher education institution |
| Biotechnologies                                        | General - MOE | • Successfully pass remedial courses in physics, biology and chemistry offered by the respective higher education institution  
• Achieve the minimum average for completing grade 12 set by respective higher education institutions  
• Pass national tests with required score  
• Any additional conditions placed by the respective higher education institution |
| Health Science                                          | Advanced - MOE | • Achieve the minimum average for completing grade 12 set by respective higher education institutions  
• Pass national tests with required score  
• Any additional conditions placed by the respective higher education institution |
| Engineering Technology | ADEC Track | General - MOE  
Advanced - MOE  
ADEC Track |
|-----------------------|------------|-------------------|
|                       | • Successfully pass remedial courses in physics, biology and chemistry (in case of not studying any of such courses in the second level at least) offered by the respective higher education institution  
• Achieve the minimum average for completing grade 12 set by respective higher education institutions  
• Pass national tests with required score  
• Any additional conditions placed by the respective higher education institution |

- Students who completed their high school education from a non-UAE curriculum as listed above must obtain an Equivalency Letter before admission to ADU.
- Students who graduated before 2017 following the old UAE curriculum will be admitted based on their track (scientific/literary track). Please check college specific admission requirement for details.
- allow conditionally admitted students to take no more than 12 semester credits (or equivalent) of appropriate General Education course work to contribute towards an undergraduate degree; or such other broadly comparable limits on credits as are available in the system in use within particular institutions;
- allow conditionally admitted students to take General Education credit-bearing courses only in subjects for which they have the preparation, knowledge, and skills to enable them to achieve the course learning outcomes.
International Students Required Documents

The following documents must be received along with the application fee as per the published Abu Dhabi University fee schedule:

• A high school certificate duly attested by the Ministry of Education, Ministry of Foreign Affairs and Embassy of UAE in the country where the certificate is issued. Students who are not able to attest their certificates and transcripts on time may be conditionally admitted for one semester. By the end of the semester they should have attested all their papers or their accounts will be on hold.
• A copy of the student’s passport (valid for at least 6 months);
• Passport-size photograph;
• A letter of adequate funds (5000 USD or convertible currency for tuition, accommodation and cost of living); and
• A standard form indicating that the applicant will abide by the Abu Dhabi University rules and regulations.

If the applicant meets the admissions requirement of Abu Dhabi University, and after he/she decides to join Abu Dhabi University, a proof of payment of the International Student Fee will be required.

Authentication

The University has the responsibility of verifying the authenticity of certificates presented by applicants. To satisfy the following conditions of attestation, certificates issued by secondary schools following the UAE curriculum must:

1. Be original certificates or a notarized copy,
2. Show grades received for each subject, and
3. Be attested by the issuing school, the issuing board, and the UAE Ministry of Education (for Certificates from all the United Arab emirates except Abu Dhabi (attested from Abu Dhabi Educational Council)

If a certificate is issued by a school in the UAE that is governed by an educational authority in another country, it should be attested by the official educational authorities of the country of study, such as the British Council, the embassy of the country, and the Ministry of Education in the country of study.

Submission of Equivalency letters (from Ministry of Education in UAE) is required for all certificates issued Outside UAE.

If the certificate is from a licensed school accredited in another country and governed by an educational authority, recognized councils, or accrediting associations in that country, it must:

1. Be an original certificate or a notarized copy,
2. Show grades received for each subject, and
3. Be attested by:
   a. the official education authorities of the country of study, e.g. Ministry of Education, British Council, etc.,
   b. the Ministry of Foreign Affairs in the country of study,
   c. the Embassy of the UAE in the country of study, or the embassy of that country in the UAE plus the Ministry of Foreign Affairs of the UAE, and
   d. If b) and c) are not possible, the authenticity of the certificate can be verified through the embassy of the country of origin and the Ministry of Foreign Affairs in the UAE.

English Proficiency

All students applying for admission to the university will need to meet one of the following English proficiency requirements to be able to enroll in the university and register courses after the admission:

1. 61 on the internet-based version of the TOEFL (iBT), or
2. A minimum overall score of 5.0 on the academic version of the International English Language Testing System (IELTS), or equivalent EmSAT 1100
3. 500 + in the Institutional TOEFL (ITP) which is administered by AMIDEAST.
4. Pearson Test of English Academic (PTE) score with a minimum of 36.

The TOEFL or IELTS or PTEA tests should have been taken no more than two years prior to admission to Abu Dhabi University. In case Abu Dhabi University doubts the authenticity of the TOEFL/IELTS certificate, the student will be requested to sit for the ITP TOEFL test at Abu Dhabi University. Students who do not meet the English
Proficiency as stated above are required to take the Intensive English Levels offered by the English Language Institute (ELI). Students will be placed according to the table below:

Table of Equivalent Scores on tests of English Language Proficiency *

<table>
<thead>
<tr>
<th>ELI Courses</th>
<th>IELTS Scores Overall</th>
<th>iBT Scores</th>
<th>ITP Scores</th>
<th>EMSAT Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>IELTS 2</td>
<td>4.5</td>
<td>53 - 60</td>
<td>477 - 499</td>
<td>950 - 1075</td>
</tr>
<tr>
<td>IELTS 1</td>
<td>4.0</td>
<td>41 - 52</td>
<td>437 - 476</td>
<td>825 - 925</td>
</tr>
<tr>
<td>GENERAL ENGLISH 2</td>
<td>3.5</td>
<td>19 - 40</td>
<td>347 - 436</td>
<td>675 - 800</td>
</tr>
<tr>
<td>GENERAL ENGLISH 1</td>
<td>3.0</td>
<td>18 below</td>
<td>346 below</td>
<td>Below 675</td>
</tr>
</tbody>
</table>

* Table values are approximate and may vary.
Credit Transfer

Undergraduate students may apply for a credit transfer for courses taken at a licensed institution, or other organization approved by the Commission in the UAE, or recognized institutions of higher learning located outside the UAE; prior to joining ADU only when they first apply for admission to ADU.

All transfer students required to present a valid certification (EmSAT, TOEFL, IELTS or other certification approved by the Commission) demonstrating the required language competency scores for full admission;

Credit should not be counted twice towards awards. Therefore, credit cannot be transferred from a BA/BSc/ BBA degree that the student has already achieved to the one he/she is planning to pursue. This is different from a student transferring some portions (credits) taken during his or her studies and bringing them into a new award. However, credit transfer from a Diploma or an A Level degree to a Bachelor degree is acceptable.

The conditions for the transfer of undergraduate credits are as follow:

1. Students transferring from other institutions into the same program major, should be in good academic standing (for undergraduates, a minimum CGPA of a 2.0 on a 4.0 scale, or equivalent) based on the teaching, learning and assessment system employed in the organization at which they initially enrolled, demonstrated by certified transcripts or other evidence;

2. The transfer of credits may be accepted towards fulfilling the requirements for a university degree provided they are deemed equivalent (relevant and at the appropriate level of study) to a specific course and program. The Dean of the appropriate College will decide what credits can be transferred towards the completion of an ADU program;

3. Transfer credits for students whose CGPA is less than 2 is possible if they are transferring to a major different from the one they are transferring from, if their GPA in that course is C and above and if the learning outcomes are equivalent. This would apply to University College credit courses and any other courses that might be taken as electives;

4. The applicant should have completed successfully at least one full semester in an accredited institution of higher education with a minimum CGPA of 2.0, before an application may be considered for credit transfer to Abu Dhabi University to the same major;

5. The maximum approved transfer credits must not exceed 50% of the total credits towards a bachelors program at Abu Dhabi University.

6. Courses completed at another institution more than 5 years prior to registration at Abu Dhabi University as an undergraduate student may not be transferable, depending on the program of study and the recommendation of the relevant dean;

7. The course credit hours to be transferred must be equal to or higher than the credit hours of Abu Dhabi University courses;

8. Courses completed outside Abu Dhabi University with a lower number of credit hours than three (e.g., two) can be transferred, providing students can successfully pass a challenge exam. A challenge exam, developed by the respective Department/College, will cover the Learning Outcomes of the course for which the credit is being transferred. The minimum passing grade for the course will be a C for undergraduate;

9. Transfer credits may be given for equivalent Abu Dhabi University courses when, in the opinion of the appropriate Dean and Chair of Department, the outcomes of the proposed transfer courses and the level of study are deemed equivalent to that of Abu Dhabi University’s course(s);

10. The Abu Dhabi University residency requirement for the completion of a bachelor degree is a minimum of three (3) regular semesters whereby at least two of those three semesters are at the senior level (final year of the program);

11. Advanced Placement Credits (APCs) may be granted after a special review by the appropriate College Dean and Chair of Department of the applicant’s achievements in the Advanced Placement examinations and the subject syllabus. Only Grades four (4) and five (5) may be considered;

12. A credit transfer may be granted from British ‘A’ Levels after a special review by the appropriate College Dean and Chair of Department of the applicant’s achievements and the subject syllabus. Only Grades of A and B may be considered and credits may only transfer towards 100 level courses;

13. A maximum of 15 AP or A level credits is allowed for transfer;

14. Diploma and senior level courses may be transferred based on College Dean’s recommendations;

15. Courses from other institutions with grade of Passed (P), Exempted (EX), Challenged Passed (CX) or Transferred (T) are not transferable. Only courses with...
the grades of A, B and C, or their equivalents are eligible for evaluation;

16. Students may request a re-evaluation of credit transfer when the program they are transferring to was not offered at the time of admission;

17. Does not allow credits for graduation projects and theses to be transferred;

18. Limits the number of transfer credits which may be applied to a specific undergraduate degree program; the limit may not exceed 50% of the total number of credits which are required to complete a degree.

Official transcripts as well as official copies of the course outline or syllabi from the previous institution’s catalog are required to be sent to the Admissions, Enrollment & International Relations Department in order to process requests for the transfer of credits. Admissions, Enrollment & International Relations Department will send the courses for the evaluation committees in the colleges for further evaluation. The process of credit transfer takes up to 3 weeks from receiving the request.

Transferred courses will appear in the student’s transcript with a “T” grade and will not be counted towards the calculation of the GPA.

In case of rejection, students may appeal for re-evaluation by submitting more documentation that covers the course or additional course work as proof of equivalency to Abu Dhabi University courses.

**Conditional Admission for Transfer Students**

If students are dismissed from other intuitions of higher education for non-academic reasons, and request a transfer to Abu Dhabi University, they may be admitted if they would otherwise qualify, but will be given a Conditional Admission for Non-academic Reasons status for two consecutive semesters. They have to sign a statement that they will adhere to the code of conduct indicated in the Undergraduate Catalog. Any violation of the Abu Dhabi University code of conduct will result in an immediate termination of their enrollment at Abu Dhabi University.

After two consecutive semesters, the Admissions, Enrollment & International Relations Department will secure a clearance from the Student Services Department certifying that there are no issues related to the conduct of the student. The Office may then switch the status of the student from Conditional Admission to Regular Admission. Only University courses will be transferred in that case.

Conditional Admission for Academic Reasons will be given for two consecutive semesters. During these two semesters, the student must maintain a full-time status and a GPA higher than 2.00 to be granted Regular Admission. Only General Education Requirements courses will be transferred to Abu Dhabi University.

If a student is dismissed from other institutions of higher education for academic reasons, and request a transfer to Abu Dhabi University, he/she may be admitted if he/she would otherwise qualify, but will be given a Conditional Admission for Academic Reasons to a major different than the one the student was enrolled in the first institute.

**Visiting Students**

Visiting students are students attending courses or undertaking postgraduate research with the prior approval from the Colleges concerned, without seeking a degree at Abu Dhabi University.

The student will be responsible to accredit/transfer the course/s taken at Abu Dhabi University to his/her home university. They will normally:

a. Provide evidence of proficiency in the English language;

b. Participate, at their choice, in registered course-work, and sit for the examinations set for that course, and;

c. Be given, at their request, a transcript of courses taken at Abu Dhabi University.

**Documents required for admission of visiting students are as follows:**

1. Completed online application form with the required application fee;

2. Copy of passport and residence visa, if applicable;

3. Photographs (to be uploaded in the online application);

4. No-objection letter issued by the visiting student’s home university;

5. Copy of either IELTS or TOEFL or proof of English proficiency;

6. Copy of Emirates ID.

Students who opt to complete their degree at Abu Dhabi University and change their status to that of regular student must meet the admission requirements. Please refer to the current admission policy and credit transfer policy if applicable.

**Exchange Students**

1. Candidates for the exchange program must meet the admission requirements of Abu Dhabi University.
2. All participants need to provide all the following documents four months prior to the expected date of enrollment:
   a. a completed online application form (NO application fees are to be charged);
   b. an official transcript from the university the student is joining;
   c. a copy of Passport;
   d. 2 photographs;
   e. Original copies of TOEFL/IELTS certificates or any other proof of English Proficiency.

3. The university will inform the candidates about their application results three months prior to the starting date of the semester.

4. All transfer credits between institutions will be determined after due consideration before the transfer takes place.

5. Students on an exchange program for two semesters must successfully pass the first semester or will not be permitted to continue.

**Orientation Program**

The Student Support Services will offer an orientation program for new students who are admitted to the Abu Dhabi University for Fall and Spring Semesters. Students admitted to the Summer term will be encouraged to attend the Fall orientation. Students attending the orientation program will:

1. Gain important information about academic life at Abu Dhabi University and find out how to register for classes;
2. Become familiar with resources on campus;
3. Meet other new students and make friends;
4. Meet Abu Dhabi University faculty, staff, and administrators;
5. Preview important first-year college issues;
6. Get questions answered about campus life;
7. Tour the Abu Dhabi University campus and its facilities; and
8. Get help to adjust to the new environment.

Students are encouraged to attend the orientation program to avoid missing valuable information that could adversely affect their success at Abu Dhabi University.

**Re-admission Procedure**

This policy applies to:

a. Former Abu Dhabi University students, whose enrolment at Abu Dhabi University has been voluntarily or involuntarily interrupted/stopped, including academic suspension, for more than two consecutive semesters (excluding summer semesters) or more than four discrete semesters (excluding summer semesters) during the whole period of study. Those semesters include the semesters from which the student has withdrawn with the approval of the concerned Dean.

b. Former Abu Dhabi University students who formally withdrew from the university by filling a Withdraw University Form.

c. Students who were dismissed from the University except for those who were dismissed for academic integrity violations (these students will not be readmitted).

Those students must petition the Admissions, Enrollment & International Relations Department in writing for readmission to the University indicating the semester for readmission is being requested stating the following:

1. Reasons for leaving Abu Dhabi University and reasons for returning;
2. Evidence proving that all conditions for readmission have been fulfilled;
3. Current contact information;
4. A valid Certificate of Good Conduct from the Police Department;
5. Medical report for students who withdraw from Abu Dhabi University for reasons of illness;
6. Clearance from the Finance Department at Abu Dhabi University;

If the student meets the current admission requirements, a committee comprised of the Provost, UC Dean, Head of the Office of Academic Integrity, Dean of the concerned college, Head of Admissions, Enrollment & International Relations Department, and the Registrar will look into the request and make a decision on case by case basis. In some cases, an interview with the student may be required. The committee will evaluate the student’s Abu Dhabi University transcripts and course syllabi. New admission policies might apply whenever appropriate including entrance and language tests. Based on the committee’s recommendations, the student might be readmitted either by:
a. Reactivating his/her account in case any of his/her Abu Dhabi University courses are counted.

b. Creating a new account: in case that all his/her Abu Dhabi University courses are not counted.

Courses taken at Abu Dhabi University with grade less than C prior to re-admission shall be omitted.

Once readmission is granted, the student has to pay the admission application and registration fees or reactivation fees.

Upon withdrawal, students must know and understand that readmission is not certain and is contingent upon a comprehensive reevaluation of the student petition.

Registration

Students will register during the online registration period that is announced every semester by the Office of the Registrar.

- Registered students may add/drop courses prior to the first day and during the first calendar week of the semester. A full refund will be given for courses dropped by students during this period.
- Late registration should be completed within the first calendar week after the semester registration period is over.
- Students wishing to continue their studies at Abu Dhabi University but who fail to pay the prescribed fees on the published payment deadline, will be considered to have been dropped from courses for which they are registered.
- Students may seek to defer their registration by applying in writing to the Registrar. This should be done at least one week before the specified date of registration. Fees for late registration will be charged and students will be required to register on, or before the deferred registration date.
- Students will only be permitted to sit for examinations and receive grades if they are registered for the courses and have settled their fees in full.

Registration Procedures

Students must register online at the beginning of each semester. Registration procedures are as follows:

a. Before students meet with their Academic Advisor, they should identify the list of courses they should take in each semester to satisfy the requirements of the program of study leading to their degree.

b. Students register online at www.adu.ac.ae and then print out their own schedule cards. If a section is full, another selection will need to be made in consultation with the Academic Advisor. Once the schedule card is finalized and printed off, tuition fees are to be paid at the Finance Department.

Add/Drop Course Regulations

A student is allowed to add/drop one or more courses during the first week of the regular semester and during first two days of the Winter/Summer term. A student may withdraw one or more courses during the tenth week of the semester. In such cases, the "W" grade reflects the student’s voluntary Withdrawal from the course. This grade is not computed in the student’s GPA but determines student’s progress towards completion of the college requirements. If the student does not officially withdraw from courses during these specified periods, he/she is considered registered for these courses and is held accountable for completing them.

Dropping Fall/Spring Credit Courses

- Students dropping courses within the first calendar week of the Fall/Spring semester will receive a 100% refund of the tuition fee.
- Students dropping courses in the second calendar week of the Fall/Spring semester will receive 75% refund of the tuition fee. In such cases, a (W) grade will be entered in their records.
- Students dropping courses in the third calendar week of the Fall/Spring semester will receive a 50% refund of tuition fees. In such cases, a (W) grade will be entered in their records.
- Students dropping courses after the third week of the Fall/Spring semester will receive no refund, and will be awarded a (W) grade for that course.
- A late registration fee will be charged for students registering courses after the add/drop period.
- If students do not withdraw from courses during these specified periods, they will be considered registered for the course and will be held accountable.
- A 100% refund of tuition fees will be given for courses cancelled by Abu Dhabi University.

Administrative Drops

Abu Dhabi University officials in the Office of the Registrar or the Dean’s Office may initiate an administrative drop.
A student may be administratively dropped from one or more classes (or withdrawn from all classes) for any of the following reasons:

a. Failure to meet certain preconditions, including but not limited to:
   • failure to pay tuition and fees on designated deadlines;
   • class cancellations;
   • failure to meet course prerequisites;
   • failure to meet the specific academic requirements of the degree program; and
   • failure of comprehensive or preliminary examinations;

b. When the safety of the student, faculty member, or other students in a course would be jeopardized;

c. Academic suspension, including but not limited to, failure to attain or maintain a required grade point average (GPA) of 2.0 after being placed on Academic Probation;

d. Disciplinary suspension for violation of the Student Code of Conduct;

e. Disruptive behavior determined by the faculty member, Dean and Registrar (and if required, a disciplinary committee) if found to be detrimental to the progress of the course and the education of students; or

f. Exceeding the allowable number of absences from a course for a given semester;

g. Exceeding the allowable number of credit courses stipulated on course load policy.

**Withdrawal from the University**

Students who wish to leave Abu Dhabi University before graduation must complete a University Withdrawal Application Form obtainable from the Office of the Registrar. Official withdrawal will be granted after completion of the clearance procedure.

A “W” grade will appear against all courses taken by the student on the semester he/she withdraws from Abu Dhabi University.

**Advising Hold**

Prior to the beginning of the registration period for each regular semester, an advising hold is placed on the record of each enrolled undergraduate student with a cumulative GPA of 2.5 or below. The advising hold prevents a student from registering for courses in the subsequent semester or term. The advising hold for any student can only be removed by the student’s academic advisor (faculty or staff) and the dean of the college of the student’s major.

**Re-Enrollment**

a. A former Abu Dhabi University student in good academic standing, whose enrolment at ADU has been voluntarily or involuntarily interrupted (such as Financial issues, Medical conditions, work related issues etc), for more than one semester (excluding summer semesters). Those semesters include the semesters from which the student has withdrawn with the approval of the concerned Dean.

b. Former Abu Dhabi University students who formally withdrew from the university by filling-out a Withdrawal Request Form.

Those students must petition the Office of the Registrar in writing for re-enrollment to the University. Students are encouraged to begin the re-enrollment process at least two months prior to the beginning of the semester stating the following:

1. Reasons for leaving Abu Dhabi University and reasons for returning
2. Current contact information
3. Medical report for students who withdrew from Abu Dhabi University for reasons of illness.
4. Clearance from the Finance Department at Abu Dhabi University.

If the student meets the requirements, a committee comprised of the Provost, Dean of the concerned college, and the Registrar will look into the request and make a decision on a case to case basis. In some cases, an interview with the student may be required. The committee will evaluate the student’s Abu Dhabi University transcripts and course syllabi.

**Independent Study**

An independent study course is a course that involves one-on-one interactions between a student and a faculty member and includes content that is not otherwise taught at the university. Each Independent Study experience entails at least 15 contact hours for every credit hour of the course over an entire semester. An Independent Study course will count towards elective credit in the student’s program of study and must satisfy one or more of the program learning outcomes.

Independent Study is open to students who have earned more than half of the credit hours in the program of study with at least a 3.0 CGPA. Students may not register
for Independent Study for the purpose of making up deficiencies resulting from failures in other courses.

A student must have the Independent Study approved at the department and college level prior to registration. The student must submit, to the relevant department chair, the description of the Independent Study course and the basis for the final grade, and the proposal must be endorsed by the faculty member who will supervise the work and assign the grade. The proposal must then be approved by the department chair and the dean. Departments may set additional criteria that students must meet in order to register for Independent Study.

Undergraduate students may not register for more than six credits of Independent Study. Independent Study may not be used to award credit for off-campus work which is not under the direct supervision of an Abu Dhabi University faculty member.

Credits Earned at other Academic Institutions

Continuing Abu Dhabi University students with good academic standing who wish to enroll in courses at other institutions where the credit earned will be used to fulfill degree requirements at Abu Dhabi University must satisfy one of the following conditions that delay the student's graduation:

1. The course is not offered in the current semester and not taking it will delay the graduation;
2. The course is offered but conflicts with another required course.

The course to be taken outside Abu Dhabi University has to be equivalent to an ADU course, as defined in the credit transfer policy. The respective College advisor will evaluate the student's request against the above conditions. If the student meets the conditions specified above and are in compliance with the university's residency requirements, his/her request will be forwarded to the College Dean along with all the supporting documents. If approved, the Office of the Registrar will issue a Letter of Approval to the other academic institution.

Course Load Limitation

Full time undergraduate students carry a minimum load of 12 credit hours per semester. Part time undergraduate students carry a load of less than 12 credit hours per semester.

1. The maximum number of credit hour per semester is 19.
2. If the appropriate Academic Advisor, Chair of the Department and Dean support the request, a student may register for up to a maximum of 21 credit hours in any fall or spring semester if the student's cumulative grade point average is equal to or greater than 3.00.
3. A student may register for up to a maximum of 6 credit hours in any summer or winter term.

Undergraduate students who are under academic probation have to abide by the load specified in the relevant Academic Standing Policy.

Tuition and other Fees

Tuition is based upon the college and/or department classification as opposed to the course classification or level. Tuition rates for undergraduate students vary from the tuition rates for graduate students. Costs of books and supplies are not included in the tuition and fees. Students at Abu Dhabi University are also required to pay certain fees and other costs to attend the university. Abu Dhabi University reserves the right to change tuition and fee rates at any time with one semester advanced notice to students. A tuition schedule is published prior to the start of each academic year.

University institutional policy requires all students to pay tuition fees in advance. Failure to pay tuition fees by designated deadlines may result in a student to be administratively dropped from one or more classes. Students who have been dropped can be re-enrolled again, but a late payment fee of AED 500/- applies. Students who owe money to the institution will not be allowed to register for the subsequent semester until the balance owed is paid in full.
## Fees Structure - AED

<table>
<thead>
<tr>
<th>Undergraduate Tuition and Fees</th>
<th>Frequency</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Abu Dhabi</td>
</tr>
<tr>
<td><strong>Undergraduate Tuition</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University College</td>
<td>Per credit hour</td>
<td>1440</td>
</tr>
<tr>
<td>Arts and Sciences</td>
<td>Per credit hour</td>
<td>1440</td>
</tr>
<tr>
<td>Business Administration</td>
<td>Per credit hour</td>
<td>1620</td>
</tr>
<tr>
<td>Engineering</td>
<td>Per credit hour</td>
<td>1780</td>
</tr>
<tr>
<td>Engineering Other Programs (BSc Aviation and BSc Civil Engineering)</td>
<td>Per credit hour</td>
<td>1890</td>
</tr>
<tr>
<td>Law</td>
<td>Per credit hour</td>
<td>1440</td>
</tr>
<tr>
<td>Health Science</td>
<td>Per credit hour</td>
<td>1890</td>
</tr>
<tr>
<td>Specialized lab for (COBA, CAS &amp; COE)</td>
<td>Per Semester</td>
<td>500</td>
</tr>
<tr>
<td>Engineering Labs</td>
<td>Per Semester</td>
<td>850</td>
</tr>
<tr>
<td>Studio Labs</td>
<td>Per Semester</td>
<td>850</td>
</tr>
<tr>
<td><strong>Admission Fee</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admission Application - Undergraduate (Non-Refundable)</td>
<td>One Time</td>
<td>300</td>
</tr>
<tr>
<td>Registration - Undergraduate (Non-Refundable, paid once upon admission)</td>
<td>One Time</td>
<td>2850</td>
</tr>
<tr>
<td>Institutional TOEFL + Write Placer</td>
<td>One Time</td>
<td>585</td>
</tr>
<tr>
<td>IELTS Exam</td>
<td>One Time</td>
<td>1000</td>
</tr>
<tr>
<td>Late Registration/Payment Fee</td>
<td>Upon Occurrence</td>
<td>500</td>
</tr>
<tr>
<td>Healthcare Service Fee</td>
<td>Per Semester</td>
<td>110</td>
</tr>
<tr>
<td>Healthcare Service Fee</td>
<td>Per Summer/Winter</td>
<td>55</td>
</tr>
<tr>
<td>Student Services</td>
<td>Per Semester</td>
<td>350</td>
</tr>
<tr>
<td>Student Services</td>
<td>Per Summer/Winter</td>
<td>175</td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Door to Door</td>
<td>Per Semester</td>
<td>3700</td>
</tr>
<tr>
<td>Door to Door</td>
<td>Per Summer/Winter</td>
<td>1850</td>
</tr>
<tr>
<td>Drop-Off Points</td>
<td>Per Semester</td>
<td>2400</td>
</tr>
<tr>
<td>Drop-Off Points</td>
<td>Per Summer/Winter</td>
<td>1200</td>
</tr>
<tr>
<td><strong>Accommodation Fees – Only in Abu Dhabi</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private Single Occupancy with Bath and Kitchen</td>
<td>Per Semester</td>
<td>12500</td>
</tr>
<tr>
<td></td>
<td>Per Summer/Winter</td>
<td>3800</td>
</tr>
<tr>
<td></td>
<td>Per Day</td>
<td>130</td>
</tr>
<tr>
<td>Semi-Private Single Occupancy with shared Bath and Kitchen</td>
<td>Per Semester</td>
<td>9200</td>
</tr>
<tr>
<td></td>
<td>Per Summer/Winter</td>
<td>2800</td>
</tr>
<tr>
<td></td>
<td>Per Day</td>
<td>100</td>
</tr>
<tr>
<td>Double Occupancy with Bath and Kitchen</td>
<td>Per Semester</td>
<td>6700</td>
</tr>
<tr>
<td></td>
<td>Per Summer/Winter</td>
<td>2000</td>
</tr>
<tr>
<td></td>
<td>Per Day</td>
<td>70</td>
</tr>
<tr>
<td>Service Description</td>
<td>Fee Type</td>
<td>Fee</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>-------------------</td>
<td>-----</td>
</tr>
<tr>
<td>Double Occupancy with Shared Bath and Kitchen</td>
<td>Per Semester</td>
<td>5400</td>
</tr>
<tr>
<td></td>
<td>Per Summer/Winter</td>
<td>1700</td>
</tr>
<tr>
<td></td>
<td>Per Day</td>
<td>55</td>
</tr>
<tr>
<td>Dorm Clearance Penalty</td>
<td>Per Occurrence</td>
<td>200</td>
</tr>
<tr>
<td>Dorm Late Registration fee</td>
<td>Per Occurrence</td>
<td>200</td>
</tr>
</tbody>
</table>

**Other Fees – Both campuses**

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Attestation Fees</td>
<td>Upon Graduation</td>
<td>180</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>Upon Graduation</td>
<td>1,320</td>
</tr>
<tr>
<td>Locker Deposit</td>
<td>One Time</td>
<td>200</td>
</tr>
<tr>
<td>Locker Rent</td>
<td>Per Semester</td>
<td>65</td>
</tr>
<tr>
<td>CoE Locker Rent</td>
<td>Per Semester</td>
<td>140</td>
</tr>
<tr>
<td>CoE Locker Rent</td>
<td>Per Summer/Winter</td>
<td>35</td>
</tr>
<tr>
<td>ID Replacement</td>
<td>Any time/upon request</td>
<td>65</td>
</tr>
<tr>
<td>Official Transcript</td>
<td>Any time/upon request</td>
<td>55</td>
</tr>
<tr>
<td>Official Letter (Estimated Tuition Fee)</td>
<td>Any time/upon request</td>
<td>50</td>
</tr>
<tr>
<td>Enrollment Letter</td>
<td>Any time/upon request</td>
<td>30</td>
</tr>
<tr>
<td>Locker Key Replacement</td>
<td>Any time/upon request</td>
<td>100</td>
</tr>
<tr>
<td>Penalty Bounced cheques</td>
<td>Per cheque</td>
<td>500</td>
</tr>
<tr>
<td>Post-Dated Cheques</td>
<td>Per cheque</td>
<td>130</td>
</tr>
<tr>
<td>Repatriation Deposit - Refundable</td>
<td>One Time</td>
<td>5560</td>
</tr>
<tr>
<td>Residence Visa (Applicants inside UAE)</td>
<td>One Time</td>
<td>1400</td>
</tr>
<tr>
<td>Residence Visa (Applicants outside UAE)</td>
<td>One Time</td>
<td>850</td>
</tr>
<tr>
<td>Visa Transfer</td>
<td>One Time</td>
<td>-</td>
</tr>
<tr>
<td>Visa Renewal</td>
<td>Per Occurrence</td>
<td>550</td>
</tr>
<tr>
<td>Visa Cancellation (Abu Dhabi University has passport)</td>
<td>One Time</td>
<td>180</td>
</tr>
<tr>
<td>Visa Cancellation (Abu Dhabi University doesn’t have passport)</td>
<td>One Time</td>
<td>325</td>
</tr>
<tr>
<td>Student Health Insurance</td>
<td>Per Year</td>
<td>1000</td>
</tr>
<tr>
<td>Maintenance Deposit - Refundable</td>
<td>One Time</td>
<td>1000</td>
</tr>
<tr>
<td>Door Cylinder Replacement</td>
<td>Upon Losing Door Key</td>
<td>200</td>
</tr>
<tr>
<td>Lost Diploma Fees</td>
<td>Occurrence</td>
<td>300</td>
</tr>
<tr>
<td>Certified True copy of the Graduation Certificate</td>
<td>Upon Graduation</td>
<td>100</td>
</tr>
<tr>
<td>Parking Sticker</td>
<td>Per additional sticker</td>
<td>25</td>
</tr>
<tr>
<td>Parking Fines</td>
<td>Per Occurrence</td>
<td>200</td>
</tr>
<tr>
<td>Courier Fees (Local)</td>
<td>Local</td>
<td>70</td>
</tr>
<tr>
<td>Courier Fees (International)</td>
<td>International</td>
<td>200</td>
</tr>
<tr>
<td>Internship Penalty</td>
<td>Per Occurrence</td>
<td>500</td>
</tr>
<tr>
<td>Intensive Business English</td>
<td>one time</td>
<td>1000</td>
</tr>
</tbody>
</table>

Abu Dhabi University reserves the right to make changes affecting Tuition, Fees and other testing fees during the year. The maximum annual limit for any fee increase is 5%.
Payment

Tuition and fees are due upon registration. Students can pay cash directly at any branch of Abu Dhabi Islamic Bank or by bank transfer or online using Student self-service. Tuition and fees may also be paid by cash, checks, and valid master or visa credit cards in the Abu Dhabi University finance office.

Cash Payment at the Bank

If you wish to pay in cash, please follow the steps to make the payment to Abu Dhabi University Account No. 1-341-7198 at any of the Abu Dhabi Islamic Bank branches:

- Access the Abu Dhabi University Student Portal.
- Enter your user name and password.
- Click on registration and choose Register in courses.
- Make sure you have finalized your registration.
- Click on the link to display the schedule then make a print out.
- Submit the print out to any of the ADIB branches.
- Deposit the full amount into account No. 1-341-7198.
- Keep the ADIB deposit slip.
- If within 48 hours, the amount paid does not appear in your statement of account, please check with the Abu Dhabi University Finance Department with your ADIB deposit slip.

Online Payment

Online payment is available through the Abu Dhabi University website www.adu.ac.ae

- Log in to your peoplesoft account at E-Services
- Click self service then go to Student Centre to view the due amount and press make a payment
- Enter the amount desired to pay on each item, to calculate the total amount click calculate grand total. After checking the total amount, press next to continue
- Note: The system will not allow to enter decimal while online Payment, you need to make sure to enter the amount without decimals.
- Read the agreement and tick the box if you agree, click pay online to proceed
- Select the type of card to use (Master card or Visa Card)
- Enter the card number, the expiry date and the security code then click pay to continue

- Transaction details will appear then click finish to proceed
- Lastly, a payment confirmation message will show, click ok to complete the payment.

Plans for Tuition Payments

Each student who enrolls at Abu Dhabi University must choose one of the following plans and finalize the arrangements with the Finance Department:

- **Option 1:** Pay in Full
  Full payment is due during the first week of registration.

- **Option 2:** Two Installments
  The first payment is 50% of the total tuition fees due during the first week of registration and the second is a post-dated cheque two months after the first payment. A collection fee of 130 AED will be charged.

- **Option 3:** Four Installments
  The first payment is 25% of the total tuition fees during the first week of registration with three monthly post-dated cheques. A collection fee of 390 AED will be charged.

**Note:** Once a student pays by Post-dated Cheques, she/he cannot exchange any of them with cash or another cheque; all received cheques will be deposited directly to the bank on the date stipulated on the cheques.

Refund

**Refund Fees**

1. A refund processing fee of AED 100/- is charged to students who drop courses during the refund period and decide to receive a cheque for the refunded amount. If the student decides to keep the amount in his/her account, no fee will be charged.

2. Any overpayment amount will remain in the student account and will be deducted from next semester’s fees. If a student wants a refund of the account balance, three cases are possible:
   a) If the overpayment is less than AED 2,000/-, no refund will be made on a priority basis, but should occur in about 15 working days.
   b) If the overpayment is equal to or higher than AED 2,000/-, the refund will be made on a priority basis, within 5 business days.
c) If a student is:
   • graduating the same semester, or
   • withdrawing from the University, or
   • receiving scholarship or sponsorship support, then
     his/her overpayment balance will be refunded at no
     extra charge and given priority service.

3. No refund processing fee will be charged if Abu Dhabi
   University decides to cancel the class.

Refund Period

1. The refund periods for students in the Fall and Spring
   semesters are as follows:
   a. 100% refund during the first academic calendar
      week;
   b. 75% refund during the second academic calendar
      week;
   c. 50% refund during the third academic calendar
      week; and
   d. 0% refund as of the fourth academic calendar week.

2. The refund periods for students in Winter/Summer
   courses are as follows:
   a. 100% refund during the first and second days of
      classes;
   b. 75% refund during the third and fourth days of
      classes;
   c. 50% refund during the fifth and sixth days of classes;
   d. 0% refund after the above period.
College of Arts and Sciences Undergraduate Admission

Direct Admission into CAS:

For students who graduated from 2017 onwards, please refer to the UAE Curriculum admission requirement table.

For students who graduated before 2017, the below admission requirement is applicable:

A minimum average of 70% or its equivalent in the UAE National Secondary School Certificate can be directly admitted to the programs offered by the College except for Natural and Applied Sciences programs where the following conditions apply:

1. A minimum average of 75% or its equivalent in the UAE National Secondary School Certificate and above to be directly admitted to the program.
2. Only students from the Scientific or Industrial/Technical/Vocational tracks or equivalent could be admitted.
3. Students must take the Math Placement Test administered by the University College. Based on the result, the student will either be placed in the MGT 100 course or the MTT 101 course.

Students from the literary/arts track may be conditionally admitted. Based on the recommendation of the Dean, the student may be required to take remedial courses. Please refer to the Conditional Admission Section below.

Conditional Admission to the College

Applicants whose UAE National Secondary School Certificate average is between 65% and 69.9%, or its equivalent, for College programs, except for the Natural and Applied Sciences programs, or 65% - 74.9% or its equivalent, for Natural and Applied Sciences programs will be granted Admission into University College. These students have to meet the following conditions to be eligible to formally join the college and confirm their major:
1. Completion of a minimum of 24 credit hours of General Education Requirements, including transferred credits, with a minimum CGPA of 2.0.

2. Completion of the following courses as part of the 24 credit hours required: UNS 102, ITD 100, ENG 200, STT 100 (for the BS Environmental Science).

Abu Dhabi University could conditionally admit students whose UAE National Secondary School Certificate average is between 50 - 64.9% (with a diploma: a CGPA of at least 2 and a score of C in English, IT and Mathematics) or students who score between 60 – 64.9% (without a diploma) upon the College Dean’s recommendations.

These students have to meet the following conditions to be eligible to formally join the College and confirm their major:

1. Completion of a minimum of 24 credit hours of General Education Requirements, including transferred credits, with a minimum CGPA of 2.0.

2. Completion of the following courses as part of the 24 credit hours required: UNS 102, ITD 100, ENG 200, STT 100 (for the BS Environmental Science).

The table below summarizes the types of admission into CAS:

<table>
<thead>
<tr>
<th>Required Scores</th>
<th>Direct Admission</th>
<th>University College (UC)</th>
<th>Conditional Admission to UC</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAE National Secondary School Certificate</td>
<td>75% or above for Natural and Applied Sciences programs</td>
<td>Min 65%</td>
<td>50-64.9% with Diploma</td>
</tr>
<tr>
<td></td>
<td>70% and above for the other programs</td>
<td></td>
<td>60-64.9% without Diploma</td>
</tr>
<tr>
<td>Vocational Certificate/ Commercial/ Technical Certificate</td>
<td>70% and above</td>
<td>Min 70%</td>
<td>Min 65%</td>
</tr>
</tbody>
</table>

**Direct Admission to Bachelor of Arts in Persian Language**

In order to be admitted, the candidate should:

a. Have obtained a secondary certificate or an equivalent certificate with not less than 60%;

b. Pass the interview carried out by the program administration;

c. Pass the Pre-entry English Test which is held by CAS; and

d. Have good conduct and honor.
College of Business Undergraduate Admission

Direct Admission to the College

For students who graduated from 2017 onwards, please refer to the UAE Curriculum admission requirement table.

For students who graduated before 2017, the below admission requirement is applicable:

A minimum average of 75% or its equivalent and above can be directly admitted to the Bachelor of Business Administration program in the College of Business. Business students can apply for admission to the Accounting, Finance, Human Resource Management, Management, Marketing majors at their junior year after satisfying additional major specific requirements.

Conditional Admission to the College

Applicants whose UAE National Secondary School Certificate average is between 65% - 74.9% or its equivalent will be granted conditional admission to the college. These students have to meet the following conditions to be eligible to formally join the college and confirm their major in Business. Students can apply for admission to the Accounting, Finance, Human Resource Management, Management, Marketing majors at their junior year after satisfying additional major specific requirements.

1. Completion of a minimum of 24 credit hours of General Education Requirements, including transferred credits, with a minimum CGPA of 2.0 or its equivalent. Failure to achieve a CGPA of 2.0 or its equivalent will result in repeating courses until the GPA is raised to 2.0 or its equivalent. Students are allowed maximum 2 repeats for the same course/level.

2. Completion of the following courses as part of the 24 credit hours required: ENG 200, STT 100, ACC 200, MIS 200 and ECO 201.

Abu Dhabi University could conditionally admit students whose UAE National Secondary School Certificate average is between 50 - 64.9% or its equivalent (with a diploma: a CGPA of at least 2 and a score of C in English, IT and Mathematics) or students who score between 60 – 64.9% or its equivalent (without a diploma) upon the College Dean's recommendations. These students have to meet the following conditions to be eligible to formally join the college and confirm their major in Business Administration students can apply for admission to the Accounting, Finance, Human Resource Management, Management, Marketing majors at their junior year after satisfying additional major specific requirements.

1. Completion of a minimum of 24 credit hours of General Education Requirements, including transferred credits, with a minimum CGPA of 2.0 or its equivalent. Failure to achieve a CGPA of 2.0 or its equivalent will result in repeating courses until the GPA is raised to 2.0. Students are allowed maximum 2 repeats for the same course/level.

2. Completion of the following courses as part of the 24 credit hours required: ENG 200, STT 100, ACC 200, MIS 200 and ECO 201.

The table below summarized the types of admission into COB:

<table>
<thead>
<tr>
<th>Required Scores</th>
<th>Direct Admission</th>
<th>University College (UC)</th>
<th>Conditional Admission to UC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary School certificates</td>
<td>75% and above</td>
<td>Min 65%</td>
<td>50-64.9% with Diploma 60-64.9% without Diploma</td>
</tr>
<tr>
<td>Vocational certificates/</td>
<td>75% and above</td>
<td>Min 70%</td>
<td>Min 65%</td>
</tr>
<tr>
<td>Commercial/Technical Certificates</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
College of Engineering Undergraduate Admission

**Direct Admission to the College:**
For students who graduated from 2017 onwards, please refer to the UAE Curriculum admission requirement table.

For students who graduated before 2017, the below admission requirement is applicable:

A minimum average of 80% or its equivalent in the UAE National Secondary School Certificate can be directly admitted to the College of Engineering. Students from the literary stream in high school or equivalent could be admitted only to four programs at the College of Engineering without needing the Dean’s recommendation:

a. Interior Design,

b. Architecture,

c. Aviation and Information Technology.

However, students from the literary stream in high school or equivalent can still join any of the other College of Engineering programs upon the Dean’s recommendation based on their high school record in math and science courses, or if they hold a diploma in a scientific major.

Students from the Scientific or Industrial Vocational/Technical streams or equivalent could be admitted to any of the College programs.

All College of Engineering students must take the Math Placement Test (MPT) administered by the University College. Based on the MPT result, students will be placed in one of the following math courses depending on their program of study: MTG 100, MTT 101, or MTT 102.

Students are allowed to take the MPT only once. Students who will take MTG 100 as a remedial course (i.e., it is not part of their curriculum) must pass it with a minimum grade of C before taking MTT 101. The same minimum requirement applies to students taking MTT 101 as a remedial course.

**The following condition applies to Bachelor of Architecture program:**

All applicants to the Bachelor of Architecture Program are required to submit or present a portfolio of graphic work for evaluation as part of the admission requirements. The portfolio should demonstrate creativity and/or artistic skill; it may include freehand drawings, paintings, furniture, sculpture, craft objects, creative photography, construction projects, etc. Applicants can be selectively interviewed by two members of the teaching staff. The staff will be looking for a genuine interest in the subject demonstrated by background reading, current affairs, and, where possible, work experience. The interviewers are looking for evidence of creative intent.

**Conditional Admissions to the College**

Applicants whose UAE National Secondary School Certificate average is between 65% - 79.9% or its equivalent will be granted conditional admission to the College. These students have to meet the following conditions to be eligible to formally join the College and confirm their major:

a. Completion of a minimum of 18 and a maximum of 30 credit hours, including transferred credits, with a minimum CGPA of 2.0.Failure to achieve a CGPA of 2.0 will result in repeating courses until the GPA is raised to 2.0. Students are allowed maximum 2 repeats for the same course/level.

b. Completion of the following courses as part of the 30 credit hours required: UNS 102, ENG 200, MTT 101 (if it’s a required course).

Abu Dhabi University could conditionally admit students whose UAE National Secondary School Certificate average or its equivalent is between 50 - 64.9% (with a diploma: a CGPA of at least 2.0 and a minimum score of “C” in English and Mathematics) or students who score between 60 - 64.9% or its equivalent (Without a diploma) upon the College Dean’s recommendation. These students have to meet the following conditions to be eligible to formally join the college and confirm their major:

a. Completion of a minimum of 18 and a maximum of 30 credit hours, including transferred credits, with a minimum CGPA of 2.0. Failure to achieve a CGPA of 2.0 will result in repeating courses until the GPA is raised to 2.0. Students are allowed
maximum 2 repeats for the same course/level.

b. Completion of the following courses as part of the 30 credit hours required: UNS 102, ENG 200, MTT 101 (if it’s a required course).

The table below summarizes the types of admission to the College of Engineering:

<table>
<thead>
<tr>
<th>Required Scores</th>
<th>Direct Admission</th>
<th>Conditional Admission</th>
<th>Conditional Admission with Dean’s Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAE National Secondary School certificate</td>
<td>Min. 80% or its equivalent</td>
<td>Min. 65% or its equivalent</td>
<td>50-64.9% or its equivalent with Diploma</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>60-64.9% without Diploma</td>
</tr>
<tr>
<td>Vocational certificate/Commercial/Technical Certificate</td>
<td>Min. 80% or its equivalent</td>
<td>Min. 70% or its equivalent</td>
<td>Min. 65% or its equivalent</td>
</tr>
</tbody>
</table>
STUDENT AFFAIRS DEPARTMENT

Student Affairs Department is primarily student-focused with an emphasis on holistic, experiential, and developmental learning. The department is directly managing the following programs:

ADUGroups
Social media like platform implemented to increase student's knowledge and engagement with all activities happening in ADU’s campuses. Through the platform, students can register for events, competitions, programs and stay updated on what's happening on ADU's campuses.

Co-curricular Transcript
Through ADUGroups platform, the department will issue graduating students a co-curricular transcript. The co-curricular transcript is an official record of involvement in student organizations, community service activities, professional/educational development programs, leadership accomplishments and sports programs.

Sports & Wellness
Abu Dhabi University is committed to offer a wide range of sports services to all its students. The purpose of sports services is to enhance the wellbeing of Abu Dhabi University students.

Outdoor sports areas are provided for male and female students. These include 2 football pitches, 1 tennis court (male), 2 basketball courts, and 2 volleyball courts as well as a newly constructed ablution unit beside the courts. A new sports field is also under development.

The Sports & Wellness office provides various sports competitions and wellness programs to students who will have an opportunity to enhance their physical well-being and life skills.

In addition, two top-notch gym facilities have been developed featuring state-of-the-art equipment from Technogym and Cybex. Each gym contains three main zones: Olympic weightlifting zone, cardio zone and a freestyle workout zone catered to all fitness levels and abilities.

To compliment these facilities, the Sports & Wellness office regularly hosts various discussions/lectures to empower students with greater knowledge and understanding for all their fitness and wellness needs.

Lastly, 2019 marked the unveiling of a new athletics arena. A 15,000 m2 sports complex with a full-size multipurpose court (fit for basketball & volleyball), two full size tennis courts, 4-lane 400m running track & a “FIFA Quality” certified astor-turf football pitch.

All of which will host the ADU Stallions as they compete at the highest level in the Abu Dhabi Inter-University League games and host in-house sports competitions.

Employability & Alumni Relations Office (EARO)

The Employability & Alumni Relations Office provides an all-inclusive approach to career development beginning with career awareness and career decision making and aims at helping students and graduates in developing, evaluating and executing their career plans. The Employability & Alumni Relations Office focuses on experiential education opportunities throughout the academic year in tune with the requirements of the UAE labor market. The Employability & Alumni Relations Office offers a range of services:

Career Assessment
The office offers a Career and education planning system for prospective students and current ADU students. Customized with ADU's majors, prospective students are guided through a reliable, intuitive career & education decision-making model to help them choose majors offered at your college, and current students can explore occupations & make informed career decisions. The Career and Education Planning System engages students in the career planning process helping them to plan for and achieve career success throughout their lifetime.

Career Planning Readiness
Assesses students’ involvement in the career planning process and introduces activities that support career and education decision-making.

Self-Assessments
Reliable and valid research-based assessments. Prospective students’ assessment results are matched to occupations and supporting majors at ADU.
Career Exploration
Exploratory tools include “What Can I Do With A Major In... Offered At ADU? Search by Job Family, Industry and more.”

Take Action Plan
Students create a road map of their academic and career development activities.

Career Portfolio
Summarizes students’ assessment results with their preferred majors and occupations, and personal comments/rankings, goals and achievements.

Career Guidance
Career Guidance and Advising is offered to students and fresh graduates who have career inquiries and assists them in improving their strategies in achieving their career goals through a series of practical and effective action plans.

Students can book one-to-one sessions with the Employability & Alumni Relations Office’s certified career advisors. Students are encouraged to increase their employability skills by attending the variety of career development workshops provided during each semester. Workshops include: Resume and Cover Letter Writing, Dressing for Success, Professional Emails, Creating Linked In Profiles, Successful Job Interviewing, and more.

Internship
The Internship program provides students the opportunity in bridging their academic knowledge with practical application and actual work experience. Internship constitutes a valuable part of the student’s graduation requirements. As such, it is considered an important and natural extension of Abu Dhabi University’s role in helping students increase their employability. By undertaking a supervised compulsory training course, students will have the opportunity to put into practice what they have learned in theory.

The internship is a supervised, practical training program over a specific period and that which carries credit. The Employability & Alumni Relations Office offers assistance to students requiring internship placements. Whenever possible, students are encouraged to seek and arrange their internship as part of their job search training. Undergraduate students, enrolled in their third or fourth year, who meet a pre-specified CGPA and number of credit hours completed, are eligible for an internship. Assessment is based on the evaluation of the college mentor and company supervisor evaluation, student commitment, and internship reports prepared by the intern.

Employer Campus Visit Program
The ADU Employer Campus Visit Program is a great way for students and alumni to interact with employers. Each employer has a dedicated day on the ADU Campus to give the employer a more exposure, focus, support and a better chance for students and graduates to meet employers and learn about available opportunities. Participating companies are required to have specific internships, full or part time employment or sponsorship opportunities available for ADU students and graduates.

The ADU Employer Campus Visit Program welcomes employers to:
- Allocate a stand on campus to meet ADU students and graduates.
- Offer job interviews / Tests for vacancies (Full time & Part time Jobs, Sponsorships, Internships and Voluntary work).
- Share information and hold Information sessions.
- Host Career Workshops.

Employer Campus Visits are advertised on ADU GROUPS in the Employability and Alumni Relations Group.

On-Campus Student Employment Program
The Student Employment Program provides on-campus part-time employment, when vacancies are available, to eligible students who desire to work and acquire valuable work experience while studying at Abu Dhabi University. This program provides students the opportunity to develop skills, their profile, and widen their work history that will be important once they graduate from university. The on-campus Student Employment Program allows students the flexibility of work by providing them the option to work on campus during their free time. The program adheres to labor and higher education ministry regulations.

Student Participation in Governance
Students play a critical role and have responsibility in the formulation and review of policies concerning student life, services and interests. Students are involved in the governance of the University through a shared governance structure that includes standing membership in essential University-wide councils and committees. This ensures that students are viable participants in University affairs, subject to the responsibilities of the Board, the Chancellor and the faculty.

Committees with Student Representation
Committees that have student representation include the following:
- The University Strategic and Governance Committee: The University’s principal governing body, established to assist the Chancellor in providing strategic leadership to the University.
- The Assurance Committee: Responsible for formulating policies on all matters, including those related to teaching, research, and other scholastic affairs.
- The Academic Success Committee: Provides strategic oversight of student recruitment, retention, and satisfaction; teaching and learning; student success and
employability; faculty development and pedagogy; research and knowledge transfer and relations with external stakeholders.

Student Success Committee:
Serves in an advisory capacity to the Provost and focuses on enhancing student and faculty success, covering all aspects of teaching and learning in undergraduate and postgraduate programs including the health and attractiveness of academic programs, curricula and pedagogy, student retention, engagement, achievement, acquisition of future work skills and graduate employment.

Research and Innovation Committee:
Serves in an advisory capacity to the Provost and provides a forum for overseeing and recommending policies and procedures pertaining to the development of research, innovation and knowledge exchange at ADU.

Resources Committee:
Serves in an advisory capacity to the Vice Chancellor of Administrative and Financial Affairs and provides a forum for focusing administrative and financial resources on infrastructure and facilities that support the recruitment, satisfaction, engagement and success of students, faculty and administrative staff.

Program Development and Accreditation Committee:
Serves in an advisory capacity to the Provost and provides a forum for overseeing academic issues related to program development and accreditation within colleges and in relation to other stakeholders.

**Student Engagement Office (SEO)**

The Student Engagement Office is a student-centered department that works in unison with various student bodies, clubs and groups to enrich ADU’s community with an expansive variety of cultural, social, artistic, religious, environmental and recreational. SEO is always looking forward to create a vibrant campus life and to engage students with exciting new activities and events that occur on & off campus. Programs that represent the aim of the office are the following:

- **Student Council Program**
ADU has a student-centric culture and promotes student participation in governance and regular and open communication among the students, faculty and the University administration. The role of the Student Council includes: act as liaisons between the University and its students; provide a venue for voicing students concerns, needs and suggestions; encourage student participation in the life of the University; support a culture of dialogue between the students, faculty and administration; explore ways for students to actively participate in the accomplishment of the University’s strategic goals; and provide students with opportunities to develop their leadership skills.

This elite body of elected individuals offers a strong bridge of communication between the student body and ADU’s management. The SC ensure that they embrace the needs of their fellow students’ to assist understanding and suggest significant developments at Abu Dhabi University. The student council undertakes a variety of training style programs to enhance leadership and management opportunities once they graduate from ADU.

- **Clubs Program**
There is an extensive and varied menu of opportunities, within the student club body, designed to motivate Abu Dhabi University students. There is also the opportunity to suggest and create new activities and for students to feel as though they are free to illustrate their culture, interests, and passions.

Additional information on Student Clubs, including rules, guidelines, and code of conduct, is found in an addendum at the end of this document on pp. 94 - 103.

- **Leadership Program**
Students are encouraged to volunteer in SEO, ADU and the outside community while also working with corporates through cross-generational working and CSR initiatives. Several tiers of ‘leaders’ are supported and will be given rewards through training, development, university exchange and International volunteering opportunities.

Throughout SEO’s several developments, leadership and empowerment programs students are given the opportunity to make informed and proactive decisions, therefore, implementing positive change in their own lives, healthily spilling over into their ADU community. By empowering and enriching our students SEO assist the faculty and administration by helping students’ create their best self.

SEO strives to become a leading model of innovative and creative approaches for student-centered initiatives as we deliberately grow to meet the expanding needs of our splendidly diverse student body and the greater community.

**Student Support Office (SSO)**

The Student Support Office is responsible for providing non-academic support services to students. These co-curricular opportunities foster atmosphere that promotes a healthy campus life twined with upholding student development and success.

**Code of Conduct**

The Student Support Office encourages the student community to cultivate and environment of respect, integrity, and awareness.

When there is cause to believe a student is endangering the health, safety, or welfare of the university community
or its property, university officials may order the immediate suspension of such student for an interim period pending a conduct hearing. The matter will be referred to the Head of Student Support Office, who will process such charges by the Student Code of Conduct.

**Abu Dhabi University Expectations**

Abu Dhabi University is committed to being an academic community. This includes care, cooperation and adherence to standards of behavior for all who are part of this community. For this community to flourish, the following expectations of behavior have been established:

1. Abu Dhabi University expects responsible conduct by students and student organizations, both on and off campus, as a necessary condition for continued membership at Abu Dhabi University.
2. Students and student organizations are expected to be responsible members of a diverse community, and honor and respect differences of culture, lifestyle, and religion.

**Student Rights**

As members of the University Community, students can reasonably expect all of the guarantees and protections which include the right to:

1. A fair process, guaranteeing both substantive rights and equitable procedures in all matters pursuant to the Student Code of Conduct;
2. Remain free from discrimination on the basis of race, ethnicity, gender, age, religion, creed, national origin or disability;
3. Engage in inquiry and discussion, to exchange thought and opinion, and to speak or write on any subject in accordance with federal and local laws;
4. Readily access established university policies and procedures; and
5. Have protection from unreasonable search and seizure. When a student/organization is charged with a violation of the Student Code of Conduct, that student/organization has the right to:
6. Receive advance notice of the alleged violation, be informed of who to contact for a meeting, and the date by which the contact must occur;
7. Present his/her version of the events in question;
8. Be accompanied by an advisor or parent. (The advisor or parent may not speak or participate directly in the conduct process. This includes questioning witnesses or making arguments on the student’s behalf);
9. Have witnesses who present information on his/her behalf;
10. Question any statements or witnesses presented;
11. Challenge the objectivity of the hearing body in case of conflict of interest; and
12. Appeal the outcome of hearing on the following grounds:
   a. the procedures under which the student/organization is charged are invalid or not followed;
   b. the student/organization did not have adequate opportunity to prepare and present a defense;
   c. the evidence presented at the hearing was not substantial to justify the decision; or
   d. the sanction imposed was not in keeping with the gravity of the violation.

**Student Responsibilities**

The following acts are prohibited and may result in disciplinary actions:

1. Acting or conducting oneself in a way that obstructs or hinders the application and enforcement of the Student Code of Conduct;
2. Trespassing, forcefully entering university-owned, leased or controlled premises without permission;
3. Destroying or vandalizing personal and/or public property;
4. Unauthorized use of computer system or access codes;
5. Stealing property, including intellectual property, of the university, its members, or visitors;
6. Knowingly giving false information to an Abu Dhabi University official;
7. Willfully failing to comply with reasonable directions of university officials (i.e. faculty, staff and other employees of Abu Dhabi University);
8. Committing an academic offense listed in the Student Academic Integrity Policy;
9. Disrupting classroom activity and other university functions;
10. Disrupting the operations of the university by an action or combination of actions that interfere or prevent others from freely participating in an activity or program given by the university; and
11. Violating safety regulations such as:
   a. falsely reporting a fire, bomb, or any other emergency;
   b. unauthorized possession, use, or alteration or tampering of any university-owned emergency or safety equipment;
c. failing to evacuate a building or other structure in case of fire or emergency; and

d. taking any action that creates a risk that potentially compromises the safety of others;

e. Possessing fireworks, firearms, weapons or other explosive devices;

f. Threatening or causing physical or mental harm to others;

g. Harassing or causing a hostile environment within the university community;

12. Abusing the Student Code of Conduct system. This includes but is not limited to:

a. knowingly filing a false statement or accusation against another person;

b. disrupting or interfering with the orderly business of a conduct proceeding;

c. failing to attend a conduct meeting;

d. discouraging an individual’s participation in or accessing the student conduct process;

e. intimidating witnesses or participants of the conduct process;

f. failing to comply with the sanctions imposed under the Student Code of Conduct; and

g. violating the terms of a conduct sanction

13. Misusing or stealing university documents;

14. Violating the student notice posting policy;

15. Petitioning to change decisions made by Official University personnel

16. Assisting or inciting others to violate the Student Code of Conduct;

17. Littering and inappropriate disposal of refuse;

18. Demonstrating within or outside of the university;

19. Contacting media (includes but not limited to news, radio, newspaper or television) without prior approval from University Management;

20. Printing or releasing any information about the university without prior permission from the Office of Student Support Services;

21. Not providing security guards with personal identification and appropriate documentation when requested;

22. Insulting or disrespecting a university faculty or staff member;

23. Physically attacking university faculty, staff, visitors, or fellow students;

24. Inappropriate physical contact or any intentional touching of any body part, and indecent exhibition of intimate parts of the body;

25. Gambling on university premises;

26. Recording, storing and distribution of images without the person’s consent;

27. Promotion of hostile behavior, communication of obscene language, intent to damage reputation by an individual or group through use of technology, but not limited to, websites, social networking sites, phones and emails;

28. Violating any UAE law.

Smoking

Smoking is not permitted in any University premises, public spaces and hallways of residences owned and managed by Abu Dhabi University at any time, by any person regardless of their status or business in the University:

• All building entrances will be non-smoking areas;

• Smoking will only be permitted in designated areas which are signposted;

• “No Smoking” signs will be posted at all entrances and appropriate locations by the Office of Safety & Security;

• This policy applies even in the absence of posted “No Smoking” signs.

Visitors

All visitors, contractors, and suppliers are required to abide by the No Smoking Policy. Security Officers are expected to inform students or visitors of the no smoking policy. However, they are not expected to enter into any confrontation which may put their safety at risk.

Vehicles

Smoking is not permitted in University vehicles or any other vehicles being used on University business.

Disciplinary Action

Students & Employees who disregard the policy may be subject to disciplinary action by University procedure.

Drugs

Abu Dhabi University prohibits the unlawful manufacture, distribution, dispensation, sale, possession or use of any drug by
any of its students, employees in its workplace, on its premises or as part of any of its activities. This policy is intended to supplement and not limit the provisions of any other related policies.

For this policy, the term “drug” includes:

- Controlled substances, as defined in UAE laws, which cannot be legally obtained
- Legally obtainable controlled substances which were not legally obtained, including:
  1. Prescribed drugs when the prescription is no longer valid;
  2. Prescribed drugs used contrary to the prescription;
  3. Prescribed drugs issued to another person

**Alcohol**

Abu Dhabi University prohibits the dispensing, selling, supplying and consumption of drugs or alcoholic beverages on University property. Employees, students, faculty and campus visitors may not unlawfully manufacture, consume, possess, sell, distribute, transfer or be under the influence of alcohol, illicit drugs or controlled substances on University property, while driving a University vehicle or while otherwise engaged in University business.

University property, as defined in this policy, includes all buildings and land owned, leased, or used by the University, and motor vehicles operated by employees, including personal motor vehicles, when used in connection with work performed for or on behalf of the University. On exception to the prohibited consumption of alcohol is the personal residence of an employee that is leased or owned by the University and where the occupant has a liquor license.

**Disciplinary Action**

Violation of the above University policy will be subject to campus disciplinary review and action, as follows:

**Students:**

The University community has established expectations for academic and non-academic students who address the illicit use of alcohol and other drugs as follows:

The following behaviors contradict the values of the University community and are subject to action under this Statement:

- Illegally possessing or using alcohol.
- Illegally distributing, manufacturing, assumption or selling alcohol.
- Illegally possessing or using drugs.
- Illegally distributing, manufacturing, consumption or selling drugs.

The Statement is administered by the Safety & Security Office. The department along with the Vice Chancellors office is charged with facilitating the resolution process used to determine responsibility.

These measures cover a wide range of educational assignments and obligations, including but not limited to suspension and expulsion from the institution. Safety & Security office may delegate portions of the conduct process to other units of the University who have a vested interest in the conduct of smaller student communities (e.g., University Housing, Sports Department).

Academic units of the University also may have written or implied policies concerning the management of alcohol use and their response to the illicit use of alcohol and other drugs in the academic setting. Students are expected to know and understand these additional policies and abide by them.

**Staff and Faculty:**

Sanctions for violations by faculty and staff are governed by policies within individual departments and any applicable rules set by University regulations and other applicable policies or procedures. Appropriate sanctions may include verbal or written warnings, a mandated rehabilitation program, probation, suspension, and termination. In each case, there are likely to be different circumstances that are relevant for understanding the situation and determining the appropriate sanction.

Under the supervision of the Vice-Chancellor, action should be taken in the best interests of the University, student, and employee, keeping in view the government laws and regulations.

**Notification and Information Gathering**

1. Reports of alleged violation of the Student Code of Conduct shall be reported, within two weeks of the day in which the event allegedly took place, to the Office of Student Support Office for possible administrative action.
2. The Student Support Office will notify students/organizations named in the complaint of the alleged violation, who to contact for a meeting, and the date by which the contact must occur.
3. Such notification will describe the alleged violation and advise the student that an administrative hold may be placed on the student’s academic records pending investigation and resolution of the complaint.
4. The Student Support Office will gather information relevant to any complaint indicating that Student Code of Conduct violation may have occurred. The designated official from the Student Support Office is responsible for gathering information and has the authority to contact and meet with any persons believed to have information relevant to the complaint and encourage them to discuss the allegations of the complaint. In the absence of compelling circumstances, the process shall be
completed within thirty (30) calendar days after the receipt of the complaint.

5. Based on the information gathered, the Student Support Office will decide whether to dismiss the charge, verbal issue warning or make a recommendation to the Head of the Student Support Office for evaluation with the Disciplinary Committee and assign conduct action.
   a. If the complaint is dismissed, the Student Support Office will notify the charged student/organization of the decision.
   b. If the charges are to be forwarded for conduct action, the Student Support Office will notify all concerned persons and outline the appropriate procedures to be followed.

6. Parents, other relatives, advisors or legal counsel are not permitted at any point during the conduct inquiry and adjudication process.

7. If the charges against the student concerned result in suspension or expulsion, the parents of the student might be contacted and notified.

8. Mediated Conduct Agreements. In certain conduct cases involving both a charged student and another disputant, the Student Support Office may recommend that the case is referred to mediation. The goal of mediation is to reach a mutually agreed upon resolution between the parties involved. In such cases, the following shall apply:
   a. All parties involved must agree to mediation.
   b. The mediator designated by the Student Support Office must approve all agreements.
   c. If an agreement is reached, it must be signed by all parties and a copy kept by the Student Support Office until all terms and conditions of the agreement have been fulfilled.
   d. If an agreement cannot be reached, the case will be referred to the Student Support Office for resolution. If the Student Support Office calls for a hearing, no information disclosed at the mediation session may be provided in the hearing.

**Disciplinary Committee**

The University Disciplinary Committee will consist of the Head of Student Affairs, concerned College Dean, Registrar and two students representing the men’s and women’s Student Councils or their appropriate representatives.

**Hearing Procedures**

The Student Support Office is responsible for providing a written summary of the charges, including all information that resulted from the investigation process to the disciplinary committee members and the charged student/organization. The summary of charges and supporting information will provide the basis of the formal hearing proceedings.

1. Upon request, the student/organization charged, and the Student Support Office has the right to examine any supporting documents to be presented at the hearing at least seven (7) calendar days before the hearing.

2. All hearings are closed unless the charged student/organization requests an open hearing and the Head of Student Support Office or designee approve of the open hearing.

3. All formal hearings require a majority to find a student/organization responsible for violating the Student Code of Conduct.

4. All determinations by the disciplinary committee shall be made by whether there is a preponderance of the evidence that the charged student/organization violated the Student Code of Conduct.

5. The complainant and charged student/organization are responsible for presenting their information at the hearing.

6. The complainant, the charged student/organization, and disciplinary committee are the only individuals in a hearing who have the right to present information and question witnesses.

7. The charged student/organization has the right to appear at a hearing to hear the evidence, offer explanatory and clarifying information and evidence and question any witnesses. The charged student may choose not to attend the hearing. If the student/organization, with or without notice, does not appear for a formal hearing, the information in support of the charges shall still be presented and considered.

8. Audio and or video recording will be made of the hearing for review by an appeal panel.

9. Findings of fact and recommended sanctions, if any, shall be made in writing by the Disciplinary Committee and submitted to the Head of Student Support Office or designee within seven (7) calendar days after the close of the hearing.

10. The Head of Student Support Office or designee will review the findings of fact and recommended sanctions reported by the disciplinary committee and may:
   a. dismiss the charges;
   b. affirm the recommended sanctions; and
   c. impose a greater or lesser sanction than was recommended.

11. The Head of Student Support Office or designee will submit a written decision within seven (7) calendar days after the receipt of the findings and recommended sanctions. The Head of Student
Support Office shall inform the students of the decision made.

13. If the charged student does not appeal the decision within three (3) calendar days, such decision will be final.

**Appeal Right**

A student/organization has the right to appeal the decision made by the Disciplinary Committee. The appeal does not apply to cases dismissed and informal resolutions made by a conduct officer of Student Support Services:

1. A request for appeal, appeal form must be filed within three (3) calendar days from the charged students/organization’s receipt of findings.

2. The Head of Student Support Office or designee shall appoint an appeal panel that will hear all appeals from formal hearings. Training for the hearing procedures shall be conducted before the implementation of the policy.

3. The appeal panel shall consist of five (5) members and shall include two (2) faculty (one from the student college and one from another college), one (1) staff, one (1) student and the Provost, serving as the chair of the committee.
   a. Members of the Appeal Panel shall be drawn from a pool of faculty, staff, and students who have completed the approved hearing training.

4. The Head of Student Support Office or designee shall direct the appeal to the Appeal Panel within seven (7) calendar days of receipt of the appeal.

5. The Appeal Panel may request a personal appearance of the student/organization charged for the sole purpose of addressing issues raised by the appeal.

6. The Appeal Committee will review the findings of fact and recommended sanctions reported by the disciplinary committee and may:
   a. dismiss the charges;
   b. affirm the recommended sanctions; and
   c. uphold or impose a lesser sanction than was recommended.

7. The Provost as the Chair of the Appeal committee shall submit the decision to the Head of Student Support Services or designee within seven (7) calendar days following the appeal. Decisions rendered by the Appeal committee are final and will be conveyed to the student/organization by the head of the Student Support Office or the designee.

**Sanctions**

Students and student organizations are expected to abide by all Abu Dhabi University policies. If the policies and procedures of the University are not followed, students and organizations will be held accountable and subject to the following disciplinary actions.

1. A reprimand is official written notification of unacceptable behavior and violation of the Student Code of Conduct. Any student having a record of violating the Student Code of Conduct will automatically be removed from Honor’s List. Any further misconduct may result in more serious disciplinary actions.

2. Disciplinary Probation is a conditional status imposed for a designated period. Further violation of the Student Code of Conduct while on probation will be subject to more serious disciplinary action. Disciplinary probation may place specific restrictions on the student or organization. These may vary with each case and may include but are not limited to restriction from participating in athletic activities and or campus activities.

3. Restitution: Replacement or payment for incurred damages

4. The suspension is the loss of privileges of enrollment at Abu Dhabi University for a designated period. A student’s suspension shall not exceed one calendar year following the sanction. A student organization’s suspension is a temporary revocation of University recognition. A student organization suspension will not exceed five years. A student serving suspension is restricted of the access to the university for the duration of the sanction unless approval has been secured from Student Support Services. While on suspension, students are unable to transfer credit hours for courses taken in other universities or educational institutions.

Expulsion is the permanent loss of privileges of enrollment at Abu Dhabi University. Expulsion will be noted on the student’s permanent record. A student organization’s expulsion is a permanent revocation of university recognition. The sanction of expulsion is the only judicial sanction reflected on a student’s official academic transcript.

5. Expulsion is the permanent loss of privileges of enrollment at Abu Dhabi University. Expulsion will be noted on the student’s permanent record.

The sanction of expulsion is the only judicial sanction reflected on a student’s official academic transcript.

**Student Grievances Policies and Procedures**

Abu Dhabi University aims to foster the values of respect, integrity, fairness, and transparency among staff, faculty, and students. There are occasions, however, when conflicts arise which require resolution. Such conflicts are normally resolved informally and in good faith between individuals and groups through conflict resolution processes.

To this end, Abu Dhabi University encourages informal meetings between a grievant(s) and the respondent(s). Abu Dhabi University also encourages the involvement of third parties; such as Student Council, Student Support Office personnel,
and the appropriate Coordinator, Head of Department, or Dean, all of whom are expected to assist with communication and mediation.

In cases where the informal meetings prove unsuccessful or unsatisfactory, the grievant has the right to file a formal grievance that complies with the terms of this policy and its procedures.

**Definition**

This policy uses the following definitions:

**Grievance:** A request by a student for a formal investigation of decisions or actions by a faculty or staff member of the University that are perceived to be wrong, mistaken, unjust, discriminatory and in violation of the rights of the student.

**Grievant:** The person(s) who submits the grievance.

**Faculty:** Members of the University faculty including part-time, full-time and non-regular faculty, such as visiting and adjunct faculty.

**Employee:** A person officially employed by Abu Dhabi University in any capacity.

**Instructor:** Any person employed by the University who teaches a class, including part-time, full-time and non-regular instructors such as visiting and adjunct instructors.

**Respondent:** The person or persons cited in the grievance.

**Staff:** Any non-teaching employee of the University, including students.

**Student:** Any person who is registered for classes at Abu Dhabi University.

**Confidentiality**

A student may not submit a formal grievance in the following circumstances:

- A grievance is against another student(s) - such grievances should be processed by the Code of Conduct.
- A grievance is against personnel decisions.
- A grievance is against grades awarded in particular courses or academic decisions regarding academic work unless there is an element of harassment and discrimination involved in the claim.
- A grievance is based on the same or similar circumstances that are pending resolution or have been resolved or are under adjudication and involve the same student.
- A grievance is against a University policy or procedures, or a University employee is acting in compliance with those policies/procedures.

The Head of Student Support Office or the designee will be responsible for the implementation of this policy. The implementation will comprise five phases:

1. At the start of each academic year, the Head of Student Support Office or designee will submit the Committee Specifications of the Student Grievance Committee (SGC) for consideration and confirmation, including the nomination of members.

2. The SGC will comprise:
   - The Provost, or designee, who will serve as a
voting Chair.

2. The Dean, or nominee, from each College

3. one student per college, representing the men’s and women’s Student Councils on the Abu Dhabi and Al Ain campuses, one of whom is to be elected by the SGC as Deputy Chair.

3. The SGC will normally consult with Student Support Office staff, faculty, students, and representatives from the Provost’s (or designee’s) or Vice- Chancellor’s (or designee’s) office concerning the details of each case. It will then move back into a confidential committee meeting to discuss the case in detail and make decisions. Decisions will be made by formal votes, in all cases.

4. The SGC will provide advice in the form of a summary analysis of the case with recommendations in a written report to the Provost, or designee, with a copy going to the grievant.

5. Any appeal concerning this report must be forwarded to the Chancellor in writing within one week of the grievant’s receipt of the report.

6. The Chancellor will make a final decision within five working days of receiving the appeal or, in cases where due process has been shown not to have been followed, direct that the SGC hear the case de novo.

Student Grievance Committee Rules

The following conditions and processes apply:

• Student Grievance Forms must be held on behalf of the SGC, and made available to students on request, by the Student Support Office.

• A grievance must be submitted to SGC via the Student Support Office within two weeks of the day in which the event allegedly took place.

• The Student Support Office is to place all grievances on file, on behalf of the SGC, along with other pertinent grievance documents and the determinations made by the SGC, Appeal Committee, and Chancellor.

• If an SGC member declares or discovers a conflict of interest during proceedings, or a conflict of interest involving an SGC member is discovered by another SGC member during proceedings, the member involved may pardon him/ herself from the committee or be excused by the Chairperson.

• Should a disagreement arise between a committee member and the Chairperson as to whether or not a committee member should be excused on the grounds of a conflict of interest, a resolution will be sought by a majority vote. A tie vote will be referred to the Chancellor for resolution.

• SGC committee members may not also serve on any Appeals Committee appointed by the Chancellor.

Appeals

• The Grievant shall have the right to appeal the SGC report to the Chancellor. This appeal must be in written form and filed within five (5) days.

• The Chancellor will review the SGC report to determine whether the evidence and the process used to support the recommendations.

• The Chancellor shall have the discretion to:
  a. uphold the SGC recommendation(s);
  b. reverse the recommendation(s);
  c. refer the case back to the Student Grievance Committee for reconsideration de novo; or
  d. uphold the recommendations of the SGC, with whatever modification deemed reasonable.

The Chancellor’s decision shall be conveyed to the Grievant and the Respondent by the Head of Student Support Office or the designee and filed by the Head of Student Support Office.

Housing and Residence Life

Abu Dhabi University -Abu Dhabi Campus offers residence units of different classifications, all of which are apartment/ studio type which is housed in buildings with 24/7 security and security system. Student dormitories are separated regarding gender, in observance of the Gender Segregation Policy of the university. These residences are strategically located within the ADU Campus, creating an atmosphere most conducive to learning and comfort of students.

A Residence Life Coordinator and Security Personnel who are available 24/7 to cater to students’ requests and other needs man each dormitory. Due to health and hygiene purposes, pets are not allowed in the dormitories. Curfew hours are applied to ensure student safety and promote a secure environment of campus living.

Types of Units:

• Private Room:
  • Single unit with individual kitchen and bath (1 person/unit).

• Semi-Private:
  • Single Occupancy with Shared Bath and Kitchen (2 persons/unit).

• Double-Occupancy:
  One-bedroom unit with two beds with shared kitchen and bath (2 persons/unit).
• Double-Shared Occupancy:
  Two-bedroom unit with two beds in each room and shared kitchen and bath (4 persons/unit).

All units are furnished with bed/s, complete beddings, bedside drawers, study desks, and cupboards, microwave ovens, and refrigerators.

Facilities and Services available:
• Common kitchens
• Laundry room
• TV room
• Study areas with desktop computers
• Gym
• Recreation facilities
• Weekly transportation to and from shopping areas
• Wireless Internet connection
• Cleaning services
• Safety and Security services
• Maintenance services

ADU Residential Life Programming
The RLP is comprehensive planning of programs which defines the on-campus living and learning experience which is primarily focused on LLB: Living, Learning, and Belonging. The RLP contributors are the Housing and Residence Life Unit members, the Resident Assistants and the Dormitory Council members.

Athletics and Recreation Services
Abu Dhabi University is committed to offering a wide range of sports services to all its students. The purpose of sports services is to enhance the wellbeing of students. Abu Dhabi University recognizes this initiative by providing access to various sports facilities. Outdoor sports areas are provided for male and female students. These include 2 football pitches, 1 tennis court (male), 2 basketball courts, and 2 volleyball courts as well as a newly constructed ablution unit beside the courts. A new sports field is also under development.

Healthcare Services
The aim of the Healthcare Clinic on campus is to provide basic first line healthcare services and health awareness workshops. The ADU community benefits from an ongoing commitment to quality and reliable healthcare services. Our health services accommodate all students, faculty and staff emergencies during office hours. We accept patients on a walk-in or appointment basis, and offer prompt referral of patients to specialist consultants where necessary. When the University health service is closed, students with serious medical emergencies are advised to go to the nearest medical facility.

ADU Healthcare Clinic sustains the highest level of ethical standards and confidentiality in adherence to the Health Authority of Abu Dhabi and ADU policies and procedures.

Counseling Services
Counseling Services aim to clarify the needs arising from the impact of college life on the student’s educational, interpersonal, and social life. Supportive counseling services can help the students adjust to their circumstances and relate to the environment more productively. It also offers an atmosphere in which students may discuss their issues with the assurance of all counseling information to remain private and confidential.

It also engages in activities that contribute to the well-being of Abu Dhabi University community through on-campus and off-campus service delivery projects. Both students and the community benefit from continued commitment in providing a model counseling program.

Supportive counseling services provided to students included but not limited to:
• Individual Counseling - to discuss information and difficulties with educational/academic matters, coping/adjustment skills to academia, and interpersonal issues affecting academic performance.
• Group Counseling - provides an opportunity for a group of individuals (2 or more) to explore new techniques in several issues; i.e., communication, stress/anger management, and interpersonal matters.
• Educational Activities & Personal Development - are workshops and referral services designed to respond to the variety of student’s needs and development during their academia.
• Other Services: this includes Dress Code which promotes the cultural value and individual respect and Consultation with students, family members, guardians, faculty and staff, Emergency Response when the need arises.

Students with Special Needs
Students with special needs are encouraged to consider a university education. By working to create an accessible learning environment, the administrators, faculty, and staff of Abu Dhabi University endeavor to provide support and services that:
• Enable students with special needs to approach their studies more effectively;
• Enhance understanding of special needs within the University community, and
• Promote collaboration within the University community and within the community at large to assist students with special needs.

Special need students include those students with:
1. Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, congenital disability or illness and, without limiting the generality of the preceding includes:
   • Epilepsy;
   • Any degree of paralysis;
   • Amputation;
   • Lack of physical coordination;
   • Blindness or visual impairment;
   • Deafness or hearing impairment;
   • Muteness or speech impediment; or
   • Physical reliance on, wheelchair, or other appliance or device;
2. A learning disability or a dysfunction in one or more of the processes involved in the comprehension or use of symbols or spoken language;

Counseling Services for Special Needs Students

The Counseling Services Office assists the students with impairments in fully participating in all aspects of University life, and in particular:
1. Provide support and advice for students with impairments.
2. Formally evaluate the student’s impairment, and the following discussion with the course coordinator, determine what support or accommodations are appropriate. In making an assessment, the counselor may seek advice from appropriate professionals such as a doctor, neurologist or educational psychologist.
3. Coordinate the provision of specialized services, furniture, equipment, or other accommodations as required.
4. Liaise with the student and other relevant student service providers to ensure that where required, appropriate support is provided to any student with impairment.
5. Provide support, advice, and information to the appointed counselor in each department.

Student Dress Code

Students are responsible for the reputation of Abu Dhabi University. All are expected to dress appropriately and respect cultural and religious traditions of the United Arab Emirates. The following are unacceptable at Abu Dhabi University.

**Male students:**
- Shorts are not allowed unless for sports activities.
- Tight or revealing shirts/tops.
- Shirts with inappropriate logos or sayings.
- Sleeveless shirts.
- Tight or transparent pants.

**Female students:**
- Shorts are not allowed unless for sports activities.
- Tight or revealing shirts/tops.
- Shirts with inappropriate logos or sayings.
- Tight or transparent pants.
- Midriff and halter tops.
- Sleeveless shirts.
- Tights or leggings.
- Face covers (that obstruct identity).
- Skirts above the knee.

Student Visa & Health Insurance

Abu Dhabi University students, who choose to be sponsored by the University regarding residence visa, should apply through the Student Affairs Department. The visa sponsorship process requires certain conditions that students should meet to obtain and maintain a student visa. Such conditions are covered by UAE government rules and regulations:
- Applicants should be enrolled in either an undergraduate or postgraduate program in ADU
- Applicants should maintain full-time student status by taking a minimum of 12 credit hours (undergraduates) and six credit hours (postgraduates) every Fall and Spring semesters
- Applicants must not engage in full-time employment while sponsored by ADU
- Applicants must promptly respond to any notice, telecommunication, e-mail & SMS involved with their visas and Health Insurance Cards renewal process
- Applicants must comply with the student visa policy
- Immediate updating from the student’s side for Student
Support Service office with any changes may occur to the student’s communication channels (Tel Nos. & E-mails)

Students under Abu Dhabi University visa sponsorships, together with GCC students who wish to have UAE health insurance plans should also apply through the Student Affairs Department.

Student Locker

Lockers are available to any current and registered student of Abu Dhabi University. Due to a limited number of compartments, locker rental is subjected on a first-come, first-served basis. Locker applications are obtained, completed and submitted to Student Support Office.

Locker Availability

Male Side:
- Ground Floor

Female Side:
- Ground Floor
- First Floor
- Second Floor

Student Transportation

The Abu Dhabi University Student Transportation Service has been established to offer and maintain a safe and orderly environment for travelers to and from Abu Dhabi University campuses. Abu Dhabi University provides the service to transport students according to their needs in addition to allowing access to the university. Students are picked-up and dropped off at designated areas around the city of Abu Dhabi in accordance to the student’s preferred type of service.

Reduction

Family Tuition Discount

When two or more members from the same family are enrolled at Abu Dhabi University as full-time undergraduate students in the same semester, the Family tuition reduction Policy will apply a value of 15, 20 or 25 percent reduction on tuition fees dependent upon the number of family members enrolled.

Eligibility Requirements:

This tuition reduction is applicable to students from the same family. This implies family members with direct relationships or kinship such as siblings, spouses, or parents with more than one student simultaneously enrolled at Abu Dhabi University.

The tuition reduction will be implemented as follows:

1. Each of every two students enrolled shall benefit from a 15 percent waiver in tuition (family member enrolled is 2)
2. Each of every two students enrolled shall benefit from a 20 percent waiver in tuition (family member enrolled is 3)
3. Each of every two students enrolled shall benefit from a 25 percent waiver in tuition (family member enrolled is 4)

Ongoing family tuition reduction maintenance requirement

A minimum CGPA of 2.5 is required.

Rules and Regulations

The following rules and regulations shall apply to Abu Dhabi University family tuition reduction:

a. In case a student qualifies for more than one tuition reduction, scholarship or financial aid benefit, the student shall be given the option to choose the benefit with the highest value.

b. The tuition reduction will not cover any repeated courses including courses which graded as F, WA, and W.

c. In any case where the minimum required cumulative CGPA is not met the student will lose the family tuition reduction for the following semester and the tuition reduction for other family members will be adjusted accordingly.

d. Any student who is found guilty of a student code of conduct violation or an academic integrity offense will forfeit the family tuition reduction for the semester following the offense and the tuition reduction for other family members will be adjusted accordingly.

e. Tuition reduction will cover the summer and winter terms.

f. Students with Faculty/Staff tuition reduction are not eligible for family tuition reduction.

g. Students need to apply for family discount every semester based on the mentioned dates in the academic calendar.

Scholarships

A variety of scholarships are offered to encourage students to develop academic strength, discipline and a sense of community. The maximum coverage period of any scholarship is four years, or upon graduation, whichever is sooner. It is not necessary to re-apply for a scholarship as long all maintenance criteria (outlined below) are met.

The scholarship application process begins after a student is formally admitted to ADU and assigned a unique student ID number. This number is used to securely login to a University account that has a section for Financial Aid and Scholarships.

As student information, including academic records, has already been processed by the University upon admission,
any scholarships that the student is eligible for will appear on their account page. The student may choose to fill out the online application for any scholarship that appears here, as they qualify for these based on merit. The application is completed with the appropriate details filled in by the student, along with the uploading of any required documents, and then is submitted online.

**H. H. Sheikh Hamdan Bin Zayed Scholarship**
(20 scholarships annually)

Value: 100 percent waiver on tuition, application fee, registration fee, student services fee and health service fee.

**Eligibility Requirements:**

a. This scholarship is available to the top 20 public secondary school graduates across the UAE who are newly admitted & join Abu Dhabi University in the fall semester only. The H.H. Sheikh Hamdan Bin Zayed Al Nahayan Scholarship will be applicable to the period of time the student is enrolled at Abu Dhabi University in full time status.

b. Receipt of the scholarship is contingent upon the selection and formal approval from the Office of H.H. Sheikh Hamdan Bin Zayed Al Nahyan.

c. Meeting the English Language Proficiency Requirements defined by the Ministry of Higher Education and Scientific Research.

**Ongoing Scholarship Maintenance Requirements:**

A minimum Cumulative Grade Point Average (CGPA) of 3.70.
A minimum of 12 passed credit hours per semester.

**Chairman’s Scholarship:**
(5 scholarships annually)

Value: 100 percent waiver on tuition, application fee, registration fee, student services fee and health service fee.

**Eligibility Requirements:**

a. This scholarship is available to students who obtain an average of 97% or above in each of their last three years (grade 10, 11 and 12) of secondary school who newly graduate from secondary school and join Abu Dhabi University in the same year of their secondary school graduation.

b. Receipt of the scholarship is contingent upon the selection and formal approval from the Office of the Chairman.

c. Meeting the English Language Proficiency Requirements defined by the Ministry of Higher Education and Scientific Research.

**Ongoing Scholarship Maintenance:**

A minimum CGPA of 3.60.
A minimum enrollment of 12 passed credit hours per semester.

**University Scholarship**

Value: from 10 percent up to 50 percent =waiver on tuition fees for UAE residents & GCC national candidates (GCC national candidates must provide official attested documents).

a. Students who newly graduated from secondary school and join ADU within two years of their secondary school graduation may receive scholarship with a value from 10 up to 50% waiver of the tuition fee per campus based on their high school average and selected major.

b. University scholarship will be applicable to the period of time the student is enrolled at ADU in full time status (registered in 12 credit hours), the only exception to the 12 credit hours will be given in the first registered semester and the following term for students who are not meeting the English Language Requirements.

**Ongoing Scholarship Maintenance:**

a. Students with university scholarship maintained automatically at reduction rates as previously approved when a student maintains a minimum grade point average (CGPA) of 3.60

b. A minimum of 12 passed credit hours per semester except for winter and summer terms.

**Academic Scholarship**

Value: 20 percent waiver on tuition fees for all continuing Abu Dhabi University students.

**Eligibility Requirements:**

a. This scholarship is available to continuing students who obtain 3.60 CGPA for two consecutive semesters.

**Ongoing Scholarship Maintenance:**

A minimum CGPA of 3.60.
A minimum enrollment of 12 passed credit hours per semester.

**Athletic Scholarship**

Value: 25 percent waiver on tuition fees for the continuing students per academic year.

**Description and Eligibility Requirements:**

a. This scholarship is awarded to students that demonstrate active participation on ADU sports teams (either as coach, captain or player).
b. Successful completion of the English Language Institute courses.

**Ongoing Scholarship Maintenance:**
A minimum CGPA of 2.5.
A minimum of 12 passed credit hours per semester.

**Rules and Regulations**
The following rules and regulations shall apply to all Abu Dhabi University scholarship recipients:

a. Scholarships are given for the period of time the student is enrolled at ADU, benefits outlined herein shall be granted according to the time period indicated by the study plan.

b. The student can appeal the decision of the committee two weeks from the announcement of scholarship recipients.

c. A student may avail of only one scholarship.

d. Tuition reductions, scholarships and/or financial aid cannot be shared and/or transferred among family members.

e. Students who are sponsored by a third party may or may not receive any ADU scholarship depending on the third party agreement.

f. In case a student qualifies for more than one reduction, scholarship or financial aid benefit, the student will be given the chance to choose the benefit with the highest value.

g. Students who do not continuously enroll or register for medical reason or other justifiable emergency reasons approved by scholarship and student aid office may postpone for one semester.

h. Any student who is found guilty of a student code of conduct violation or an academic integrity offense will forfeit the applicable scholarship for the remaining study in ADU.

i. Any withdrawal from classes during a given semester without prior approval from the Scholarship and Student Aid Office may result in a scholarship cancelation.

j. Scholarships will cover Winter and Summer terms.

Only under special circumstances will a student be permitted to take a semester off without forfeiting his/her scholarship support after obtaining the approval of the Office of Scholarships and Financial Aid. This can be granted once only during his study plan with supported document submitted to the Office of Scholarships and Financial Aid.

k. Scholarship and Student Aid Office will not cover any repeated courses including courses graded such as F, WA, and W.

l. Students are not required to reapply after receiving the scholarship. Scholarship will be renewed automatically as long the eligibility requirements are maintained.

**Financial Aid**
The level of financial aid is determined after a comprehensive assessment of the candidate’s eligibility based on need. Financial support may range from 10 percent to 40 percent waiver on tuition fees.

**Initial Eligibility Requirements:**

a. Students with a UAE permanent resident visa enrolled in an undergraduate program at ADU excluding international and GCC candidates.

b. Demonstrable evidence of financial need as supported in application documents, submissions and upon further investigation.

c. Evidence of a minimum grade of 70 percent on finishing examinations from secondary education for first year students and a Cumulative Grade Point Average (CGPA) 2.5 for the continuing students.

d. Meeting the English language proficiency requirements as defined by the Ministry of Higher Education and Scientific Research.

**Ongoing Financial Aid Maintenance Requirements:**
A minimum Cumulative Grade Point Average (CGPA) of 2.5.
A minimum of 6 passed credit hours per semester.
Completion of 20 hours community service per semester.

**Rules and Regulations**
The following rules and regulations shall apply to financial aid:

a. Students who appeal the committee’s decision have two weeks after the results are announced to file an appeal.

b. In the case where a student qualifies for more than one tuition waiver, scholarship or financial aid benefit, the student shall be given the chance to choose the benefit with the highest value.

c. Financial aid will not cover any repeated courses including grades such as F, WA, and W).

d. Any student who is found guilty of a student code of conduct violation or an academic integrity offense will forfeit their eligibility for the financial aid support provided by ADU for the remaining study in ADU.
e. Any withdrawal from classes during a given semester without prior approval from the Office of Scholarships and Financial Aid may result in a financial aid cancelation.

f. Benefits outlined herein shall be granted according to the time period indicated by the study plan.

g. Financial aid will cover the Winter and Summer terms.

h. In the case where minimum required cumulative GPAs are not met and the student risks losing financial benefits, the student shall be entitled to a one-semester probationary period to be given only once during his study duration.

i. In case where a student does not enroll or register in the university he/she will not receive the financial aid. Students will need to reapply during the mentioned dates in the academic calendar.

j. Continuing students need to re-apply for financial aid on a yearly basis and are required to submit updated documents during the mentioned dates in the academic calendar.

k. Students must dedicate 20 hours per semester, including the summer and winter terms, as an approved form of community service on-campus.

l. Newly graduated High School graduate students who wish to apply for financial aid support who meet the eligibility requirements can apply during the mentioned dates in the academic calendar.

**Information Management & Technology Services**

IMTS department provides Information systems and technology for computing across ADU. Details of services provided for students are as follows:

**Student user account**

All ADU students are provided with a user account based on unique student ID number, this account is used for accessing all ADU online services and computer facilities in ADU.

An example of ADU student account0000000@students.adu.ac.ae

Email Format: “Student Number” @students.adu.ac.ae

Example Email Address: 0000000@students.adu.ac.ae

**Access to student account**

Student receives an auto generated password and use it to log to My ADU portal. They should set their own password after their first log on to the portal. Students need to protect and ensure that their password is secure; student account and password are owned by the students and they are responsible for keeping it secure.

How to enable the password to student account?

1. Go to ADU portal [http://my.adu.ac.ae](http://my.adu.ac.ae)

2. User will be prompted to answer security questions

3. Choose and set a permanent password for the account.

**Note:** Password should be changed every 3 months (90 days).

**Student Online Learning Services**

Student online learning services are very important tools for students in ADU; these services are called;

Student Information Systems that enable students to access their student information, course registration, online payment, viewing schedule and grades.

Blackboard, which is the primary eLearning platform for all ADU students. Students can access the subject/course materials on blackboard, assignments, e-textbooks. It is the primary tool for Faculty and Student interaction and can facilitate collaboration in the course.

Office 365 includes the complete academic license Microsoft Office Suite. Microsoft Office 365 provides student access to Email, download and install Microsoft Office application that can use be used by current students on their personal computers.

One Drive, a cloud storage hosted by Microsoft provides students 1TB of storage space online.

These services are all accessible on ADU student portal. [http://my.adu.ac.ae](http://my.adu.ac.ae)

**Technology facilities on campus**

Students on campus are provided with Free Access to Internet via Wireless network. Students can connect to Wireless SSID “Student” for a secure connection or an alternative “OPEN-ACCESS” with direct access to Internet, often used for guests or visitors.

ADU have several computer laboratory design and built base on the course or program offered by ADU. The labs have a secure connection and mostly have limited licensed software installed for the course.

The computer labs available in ADU have the current and appropriate software required for classes. The laboratories are equipped with state-of-the-art Windows machines.
that help provide the students with an advanced learning environment.

Lecture rooms are equipped with audio and visual technology for classroom presentation.

Availability of Inter Campus Lecture Room for Video Conference classes for Abu Dhabi and Al Ain. This provides a more interactive classroom experience for both faculty and students.

Printer, copier and scanners are available on campus for students. Student ID card is required to access this service. The printers are located in the male and female side of the library. Students can print from the general purpose labs and the OPAC work stations located in the library. Plotter is also available for Engineering students.

**Policies & Procedure**

All student related polices and procedure are made available on student portal. [http://my.adu.ac.ae](http://my.adu.ac.ae).

**Help Desk and Online Support**

For all general IT support queries,

Email: [ithelpdesk@adu.ac.ae](mailto:ithelpdesk@adu.ac.ae) or go to AskADU (ask.adu.ac.ae).

For telephone support: Dial +971 2 501-5959

Student needing assistance on technical support related service can walk-in into IMTS help desk or raise it through AskADU (ask.adu.ac.ae).

Student can use the student ID card to gain access to ADU Campus. Alternatively, student can register a fingerprint for biometric authentication.

**Bookshop**

The Abu Dhabi University Bookstore is dedicated to provide students, faculty and staff quality textbooks on time, combining service with value pricing. The suitability of adopted textbooks for the course has been reviewed and evaluated thoroughly by the Colleges. In addition, ADU partnered with major international publishers to provide advantages in textbook prices and selection.

ADU considers e-book’s potential to provide a more effective and efficient teaching strategy and deliver of content to students. Timely availability, cost efficient, vast available online resources, highly interactive and adaptable into new editions are some of the advantages of e-books.

Abu Dhabi University Bookstore is constantly striving to supply what the consumer is asking for and continually reviews what is available in the marketplace, improving on what is available and providing new products and services as needed.

**Library**

The Abu Dhabi University library includes facilities on the Abu Dhabi and Al Ain campuses. The library provides educational services to Abu Dhabi University communities that include orientation, training for new users, information literacy, research assistance, subject guides, borrowing and lending, reference services, database searching and internet access. The Abu Dhabi University library is committed to providing a well-balanced and up-to-date set of educational resources.

**Membership**

The Abu Dhabi University library is open for the purpose of study and research to the following groups:

- members of all the Boards and Councils of Abu Dhabi University;
- members of Academic and Non-academic staff of Abu Dhabi University;
- registered students of Abu Dhabi University;
- other students taking courses in Abu Dhabi University as agreed by the manager of the library or an authorized representative;
- students of other UAE universities as authorized by the manager of the library;
- access to the library print and online collection for the wider community is allowed on campus.

**Abu Dhabi University library provides the following services to its users:**

- Circulation and Reserves
- Reference Service
- Full Text e-Journals Search
- Group Study Rooms
- Information Literacy Sessions
- Interlibrary Loan
- Online Library Catalog
- Library guides

**General Rules**

All registered readers are presumed to know the library regulations which are included in the Student handbooks and available in the Library and on the Library’s web pages.
Library Hours

The library is open Sunday through Thursday and closed on Fridays; public holidays and other days of obligation.

The opening hours of the main library are displayed on the notice boards and are as follows:

Sunday – Thursday: 8:00 am – 8:00 pm
Saturday: 12:00 noon – 8:00 pm
Friday: Closed

Public holidays and special days: Closed

Saturdays, Ramadan and summer sessions have special hours.

The opening hours of Abu Dhabi University are displayed at the library entrance and website. The library normally closes on days on which Abu Dhabi University is closed as published in the Abu Dhabi University Calendar. Use of the Abu Dhabi University library is normally permitted to the above mentioned groups. Admission to closed collections is at the discretion of the library manager subject to the separate regulations governing those collections; admission to them does not of itself imply permission to use other parts of the library’s collections.

Academic Success Center

The University provides academic support services to all University students outside and inside the classrooms. The Academic Success Center includes peer-assisted and faculty-assisted support, and offers academic mentoring and tutorials outside classrooms. The Center promotes cooperative teaching and learning, encourages the active participation of students in the learning process, and enhances campus life for students.

Cafeterias and Restaurants

Abu Dhabi University Food Court offers menus that are innovative and affordably priced. It serves a broad selection of items that appeal to every taste and dietary restriction. Restaurants at Abu Dhabi University Food Court are designed for use by staff, students and visitors, and is generally the most visited component of the university. It is also a place where students and faculty can take their visitors for brief coffee break or a lunch hour visit.

Abu Dhabi University Food Court:

- Lamartin Valley
- Cinnamon City
- Subway
- Starbucks Coffee
- Pizza Hut
- Hardees
- Nabras Restaurant
- Tim Hortons
- Circle K Supermarket

Prayer Rooms

Abu Dhabi University facilities include eight prayer rooms in the main Khalifa City campus, two prayer rooms in the Al Ain campus, and two prayer rooms in the Dubai campus.

Contact Center

Abu Dhabi University Contact Center has a wider but vital responsibility to provide the highest level of customer service to our potential students and existing students who call the University Toll Free number 600550003 and guests/vendors who call the Operator (02-501-5555). The University Contact Center employs dedicated full time staffs along with part time support staffs and current Abu Dhabi University students to deliver professional and correct information and act as the information gateway for the Abu Dhabi University, its students, staff and the wider community.

The Contact Center is open from 9 a.m. to 6 p.m., Sunday to Thursday and has 8 lines hubbed to the toll free number to ensure easy and seamless accessibility by the existing as well as prospective students. Our Mission is to deliver a comprehensive and efficient information service, providing positive experiences and placing our clients at the center of what we do. The Contact Center supports a wide range of service initiatives aimed at helping different departments within the Abu Dhabi University like managing the Operator line – 02-501-5555, outbound calling projects, sending bulk sms, sending bulk email blasts, conducting phone-based surveys, serve as one of the multiple Point of Contact for Students Complaints, helping other departments with call overflows on request, sending e-publication to prospects on request etc.

For prospective student enquiries call 800 23968 or email Admissions@adu.ac.ae

The Contact Center team do a follow-up call with the prospects after the first conversation or after the meeting via school visits, open days, exhibitions, information session and mall booth.

The Contact Center team should have a good sales skills over the phone to follow up with prospects to share new information, call the prospect and make sure that we assist prospects or parents and advise them about what Abu Dhabi University offers.

For inquiries regarding Student Services, please contact studentaffairs@adu.ac.ae
Our Commitment to Quality

The ADU Contact Service Center is committed to continuous learning and improvement and this is demonstrated in its rigorous quality monitoring program. Staffs are assessed on their customer service skills and product knowledge based on an internal daily call monitoring system. The Contact Center is also independently assessed through Mystery shopping each month by Nielsen, a global consumer research company who specializes in such fields. Abu Dhabi University Contact Center has been consistently performing highly with more than 97% average in the last 7-month.

Employment Opportunities for Students

The ADU Contact Service Center employs current Abu Dhabi University students in the role of Customer Service Officer. The role involves the provision of course information via phone, email and web contacts. Additional duties include outbound call campaigns, surveys and other administrative tasks as and when needed.

Recruitment usually occurs as per the vacancy and requirement of the Contact Center and the applicants most suitable for this position will be first or second year students who are motivated, hard working, proficient with computers and can demonstrate a pleasant phone manner. Prior call center and customer service experience is desirable, but most importantly, applicants must demonstrate proven ability to function effectively within a team environment.

Successful applicants will receive extensive training in customer service skills, systems use, and the relevant product knowledge required. A Buddy Program also provides new staff with the opportunity to gain confidence in their skills and knowledge before taking phone calls.

Available positions are advertised on Careers website.

Environmental Health and Safety

ADU is committed to strong programs of accident and injury prevention and to complying with all environmental, health and safety laws and regulations. Good health and safety practices are the responsibility of each faculty member, staff member, student and visitors to the university.

Line responsibility for good health and safety practice begins with each person in the campus, the supervisor in the workplace, laboratory or classroom and all levels of management. In academic areas, supervisors include the lab instructors, class instructors and faculty, or others having direct supervisory authority. Academic levels of management are the department chairperson or Deans and the Provost. Administrative levels of management include mid-management, Directors, and Vice Chancellor. Final responsibility for Environment, health and safety policy and programs rests with the Chancellor of the University.

Scope

Abu Dhabi University makes all reasonable efforts to:

- Ensure that all used equipment, substances and work systems used are suitable for their intended purposes and take all practical steps to meet safety requirements;
- Protect the health and safety of Abu Dhabi University faculty, staff, students and visitors and Contractors who are present in the university campuses;
- Comply with all applicable UAE, Abu Dhabi laws, and legislations and associated codes of practice;
- Provide safe workplaces - academic, research, and administrative - for faculty, staff and students;
- Provide information to faculty, staff, and students about health and safety hazards;
- Identify and correct health and safety hazards and encourage faculty, staff and students to report hazards;
- Provide information and safeguards for those on campuses and in the surrounding community regarding environmental hazards arising from operations at Abu Dhabi University;
- Ensure proper storage, segregation and disposal of the generated waste according to the UAE Environmental regulation.

The Environmental Health & Safety (EH&S) Committee was established in Abu Dhabi University with the responsibility of recommending University-wide health and safety policies; ensuring overall institutional compliance with policies, statutes, and regulations; monitoring the effectiveness of the EH&S programs; identifying the risk at the workplace and providing central health and safety services to all areas of the University.

For EH&S and security related matters, you may contact the following numbers: 02-5015860, 02-5015977 and 02-5015236.
Course Related Information

**Grading System and Scale**

Course grades will be based upon a combination of examinations, class participation, quizzes/tests, projects and homework assignments. Students receive a preliminary assessment of the course grade after mid-semester tests, and a final evaluation at the end of the semester. Abu Dhabi University undergraduate students will be assigned final grades for their academic course work according to the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
<th>Percentage</th>
<th>Meaning of the Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>90-100</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>3.50</td>
<td>85-89</td>
<td>Very Good</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>80-84</td>
<td>Very Good</td>
</tr>
<tr>
<td>C+</td>
<td>2.50</td>
<td>75-79</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>70-74</td>
<td>Good</td>
</tr>
<tr>
<td>D+</td>
<td>1.50</td>
<td>65-69</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>60-64</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Less than 60</td>
<td>Fail</td>
</tr>
<tr>
<td>P (credit)</td>
<td>N/A</td>
<td>N/A</td>
<td>Pass</td>
</tr>
<tr>
<td>P (non-credit)</td>
<td>N/A</td>
<td>N/A</td>
<td>Pass</td>
</tr>
<tr>
<td>I</td>
<td>N/A</td>
<td>N/A</td>
<td>Assigned for Incomplete course work</td>
</tr>
<tr>
<td>IP</td>
<td>N/A</td>
<td>N/A</td>
<td>In Progress</td>
</tr>
<tr>
<td>T</td>
<td>N/A</td>
<td>N/A</td>
<td>Transferred Course</td>
</tr>
<tr>
<td>W</td>
<td>N/A</td>
<td>N/A</td>
<td>Withdrawal from a Course</td>
</tr>
<tr>
<td>WA</td>
<td>N/A</td>
<td>N/A</td>
<td>Withdrawal from a Course due to exceeding Absence Limit</td>
</tr>
<tr>
<td>H</td>
<td>N/A</td>
<td>N/A</td>
<td>Final grade on hold</td>
</tr>
</tbody>
</table>
Undergraduate Grade Definition

While composing grade criteria, faculty members will seriously consider and incorporate as appropriate, the official university grade definition guidelines below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent Mastery of Course Material</td>
</tr>
<tr>
<td>B+</td>
<td>Very Good Mastery of Course Material</td>
</tr>
<tr>
<td>B</td>
<td>Very Good Mastery of Course Material</td>
</tr>
<tr>
<td>C+, C</td>
<td>Good Mastery of Course Material</td>
</tr>
<tr>
<td>D+, D</td>
<td>Satisfactory Performance in the Course</td>
</tr>
<tr>
<td>F</td>
<td>Unacceptable Performance in the Course (Failure)</td>
</tr>
<tr>
<td>P (credit)</td>
<td>Satisfactory Completion of Credit Undergraduate Project or Internship</td>
</tr>
<tr>
<td>P (non-credit)</td>
<td>Satisfactory completion of non-credit ELI or Undergraduate course/Internship. (This grade is not computed in the student's GPA but determines student's progress towards completion of degree requirements.)</td>
</tr>
<tr>
<td>I (Incomplete)</td>
<td>An &quot;I&quot; grade is given when the student is unable to complete the course requirements for a reason deemed legitimate by the Office of the Registrar. Advanced courses may not be taken if the course with an Incomplete grade is a pre-requisite for the advanced course. The maximum period of time to resolve the “I” grade must not be more than one semester from the time the “I” is given, excluding the summer semester. Failure to resolve the “I” grade within the time specified will result in the conversion of the “I” grade into an “F” grade.</td>
</tr>
<tr>
<td>IP (In Progress)</td>
<td>The “IP” grade is awarded when certain course-related activities, such as internships and projects require a longer time to be completed than the deadline for grade submission. This grade is not computed in the student’s GPA but determines student’s progress towards completion of degree requirements. The IP grade must be resolved within one month from the time the “IP” is given.</td>
</tr>
<tr>
<td>T (Transferred Course)</td>
<td>The “T” grade reflects a transfer of credit for an equivalent undergraduate course taken at another accredited academic institution with a minimum grade of “C”.</td>
</tr>
<tr>
<td>W (Withdrawal from a course)</td>
<td>The “W” grade reflects the student’s voluntary Withdrawal before Thursday of the tenth week of the semester. This grade is not computed in the student’s GPA but determines student’s progress towards completion of degree requirements.</td>
</tr>
<tr>
<td>WA (Withdrawal from a course due to absences)</td>
<td>The “WA” grade reflects the administrative withdrawal of the student from the course for exceeding the absence limit as per ADU Attendance Policy. This grade is not computed in the student’s GPA but determines student’s progress towards completion of degree requirements.</td>
</tr>
<tr>
<td>H (Final Grade on Hold)</td>
<td>Final grade on Hold (This grade is given to a student until pending administrative issues are resolved.)</td>
</tr>
</tbody>
</table>
Grade Change

Two events may result in a change of the final grade of students:

1. A grade appeal request by the student (after an “informal” discussion with the faculty member); and
2. An error in calculating the student’s final grade is discovered.

The time limit for changing a grade is one semester from the date the grades are posted by the Registrar.

Semester Grade Point Average

A student’s semester grade point average (SGPA) is obtained by dividing the total quality points earned in a given semester by the total number of credit hours taken in that semester. Quality points of any course are calculated by multiplying the number of credit hours of that course by the earned grade points of the same course.

Courses with grades of “P”, “I”, “IP”, “T”, “W”, “WA”, and “H” are excluded from computing the SGPA. The semester credit hours for which a grade of “I”, “IP” or “H” is assigned are excluded from computing the grade-point average until it is replaced by a letter grade.

Cumulative Grade Point Average

A student’s cumulative grade point average (CGPA) indicates a student’s achievement in all courses taken at ADU until the end of a given semester. The CGPA is obtained by dividing the total quality points earned from the initial enrollment at ADU to the end of the given semester by the total number of credit hours taken until the end of that semester. Courses with grades “P”, “I”, “IP”, “W”, “WA”, and “H” are excluded from computing the CGPA. Courses transferred from another college/university will appear on the student’s transcript with a “T” grade and will be excluded from computing the CGPA.

Mid-Semester Advisory Grades

By the end of the ninth week of classes, during each academic semester, mid-semester advisory grades will be submitted by instructors of all undergraduate courses. Valid mid-semester advisory grade entries will include A, B+, B, C+, C, D+, D, F, and P. Grade reports for all students will be made available to the students and the advisors of the students. The Learning Support Center will use the mid-semester advisory grades to identify “at-risk” students and take remedial action.

The Learning Support Center was established in 2010 and has consistently helped University College students perform well in their courses, as well as supported them with any additional course content. The Writing Center was set up soon after, wherein students are given the opportunity to apply their skill set and understand the techniques of tackling academic writing. The two centers have each been managed by a coordinator with the help of academic tutors and peer tutors. Both centers at their core are working towards a common goal, and therefore it seemed natural to combine their efforts for a more holistic operation. In this process, during the fact-based analysis done during strategic review, one of the factors highlighted was that the term ‘success’ has a more positive impact on students than ‘support’. Hence, in Fall 2018 the two centers were merged and upgraded to become the Academic Success Center, with state-of-the-art facilities and services designed to better enhance students’ academic development.

Transcripts

Transcripts are the chronological, permanent and the most complete student educational record. Incompletes, failures and withdrawals; academic standing and all academic awards; majors, minors and concentrations are recorded thereon.

Students who have not settled their financial tuition/fees or other obligations to ADU will not be issued transcripts.

Graduation with Honors

ADU grants Latin honors to eligible students graduating from undergraduate programs. The eligibility requirement is to achieve a CGPA of 3.5 or above.

The titles of the Latin honors and the corresponding CGPA’s are as follows:

- Cum laude: 3.50-3.69
- Magna cum laude: 3.70-3.89
- Summa cum laude: 3.90-4.00

Honors are listed in the student transcript and the diploma certificate.

Dean’s List

ADU is committed to recognizing academic excellence by publishing the Dean’s List at the beginning of every regular semester according to the Semester Grade Point Average (SGPA) attained by outstanding students. Any student who is registered with full-time status and achieves an SGPA of 3.50 or above, with no Incompletes (I) in that given semester, no disciplinary action and/or no academic integrity violation will be eligible for the Dean’s List. Students on the Dean’s List will receive a recognition
letter from the Provost.

Grade Appeals

Students have the right to appeal their final grade in a course during the period announced by the Office of the Registrar. The following is the Grade Appeal Procedure to be followed by the students:

Consultation:

In an attempt to resolve a grade appeal, the student must first meet with the following individuals, in the order listed, to discuss the matter:
1. Faculty member teaching the course;
2. Chairperson of the department in which the course is offered; and
3. Dean of the college in which the course is offered.

The consultation(s) should take place as soon as possible after the final grade or the relevant component grade is released. It is assumed that the department chairpersons and the deans will make every effort to resolve the grade appeal.

In the case of a final course grade appeal, if the matter is not resolved, the student may proceed to the Committee Grade Appeal process as soon as possible but no later than the start of the early registration period in the following regular semester.

Committee Grade Appeal Process:

The student may initiate a Committee Appeal Process by filing the Grade Appeal Form with the Office of the Registrar. The form must be submitted prior to the beginning of the early registration period in the regular semester subsequent to the semester in which the grade in question was given.

The Office of the Registrar will forward the form to the college dean, who will refer the Grade Appeal Form to a committee of faculty selected by the dean. The committee will review the student’s performance in the course. This review may include interviews with the student and the faculty member teaching the course. The chair of the committee will forward the grade recommendation to the college dean for final approval. There are three possible outcomes to an individual grade appeal:
1. The original grade is upheld;
2. The grade is lowered relative to the original; and
3. The grade is raised relative to the original.

The decision of the dean is final. The Grade Appeal Form will be returned to the Office of the Registrar to inform the student of the decision.

The entire process should be concluded before the end of the semester during which the appeal form was submitted.

Double Major

Any undergraduate student may declare and complete two undergraduate majors, with the understanding that the student receives one baccalaureate degree upon graduation. In situations where a student completes majors under two different degrees (e.g., B.A. and B.S.), the student must declare the degree he or she wishes to receive upon graduation at the time when the second major is declared. Students who wish to complete two majors must first satisfy the entry requirements of both majors and then must take all the courses required for both majors. The total number of credits a student must take to complete the two majors can be no less than 30 credits above the number of credit hours in the major with the greater number of required credits.

Second Baccalaureate Degree

This stipulates the requirements for students to earn a second baccalaureate degree at Abu Dhabi University.

1. First Bachelor Degree Earned at Abu Dhabi University.
   a. First and Second Baccalaureate Degrees earned at the same Abu Dhabi University College.

Students who completed their first baccalaureate degree at one of the academic colleges of Abu Dhabi University and wish to earn another baccalaureate from the same Abu Dhabi University college must complete at least twenty four (24) additional credits at Abu Dhabi University for the second baccalaureate degree, after the completion of the first baccalaureate degree. Students must complete all degree requirements of the second degree. The application by an Abu Dhabi University baccalaureate degree holder for admission into a second baccalaureate degree program can be made only after the Office of the Registrar has certified that the student has completed all of the requirements for the first baccalaureate degree (i.e. an Abu Dhabi University student cannot be working on two baccalaureate degrees at one time).

   b. First and Second Baccalaureate Degrees Earned At Different Abu Dhabi University Colleges

There are no specific requirements with regard to the required number of credits an Abu Dhabi University baccalaureate graduate must complete in order to earn a second Abu Dhabi University baccalaureate degree when the second baccalaureate degree is from a different Abu Dhabi University academic college than the first Abu Dhabi University baccalaureate degree. The
student must complete all of the degree requirements for the second baccalaureate degree from Abu Dhabi University, as per the degree requirements in effect at the time acceptance to the second Abu Dhabi University baccalaureate degree is given. The application by an Abu Dhabi University baccalaureate degree holder for admission into a second baccalaureate degree program can be made only after the Office of the Registrar has certified that the student has completed all of the requirements for the first baccalaureate degree (i.e. an Abu Dhabi University student cannot be working on two baccalaureate degrees at one time).

2. First Bachelor Degree Earned At Different Academic Institution

Students who earned their first baccalaureate degree from another licensed institution of higher education must complete at least thirty (30) credit hours at Abu Dhabi University and all of the degree requirements in effect at the time of admission.

In all cases, if a course is required in both baccalaureate degrees, it will not be counted as part of the credit hours required to earn a second baccalaureate degree. Furthermore, courses used to meet program requirements are subject to review and approval by the college. The student may be required to repeat courses taken earlier that no longer apply towards the requirements of the second baccalaureate degree.

### Student Classification

Students are classified in terms of their progression towards their Bachelor Degree according to the number of credit hours passed:

#### College Of Arts (CAS)
- First Year/Freshmen 00 - 29 credit hours
- Second Year/Sophomores 30 - 59 credit hours
- Third Year/Juniors 60 - 89 credit hours
- Final Year/Seniors 90+ credit hours

#### College Of Business (COB)
- First Year/Freshmen 00 - 30 credit hours
- Second Year/Sophomores 31 - 60 credit hours
- Third Year/Juniors 61 - 90 credit hours
- Final Year/Seniors 91+ credit hours

#### College of Engineering (COE)

- **B of Architecture**
  - First Year 00 - 34 credit hours
- **Second Year** 35 - 69 credit hours
- **Third Year** 70 - 102 credit hours
- **Fourth Year** 103 -132 credit hours
- **Fifth Year** 133+ credit hours

- **B. S. Aviation**
  - First Year/Freshmen 00 - 42 credit hours
  - Second Year/Sophomores 43 - 84 credit hours
  - Third Year/Juniors 85 -113 credit hours
  - Final Year/Seniors 114+ credit hours

- **B.S. in Chemical Engineering**
  - First Year/Freshmen 00 - 33 credit hours
  - Second Year/Sophomores 34 - 65 credit hours
  - Third Year/Juniors 66 - 104 credit hours
  - Final Year/Seniors 105+ credit hours

- **BSc Electrical Engineering**
  - First Year/Freshmen 00 - 32 credit hours
  - Second Year/Sophomores 33 - 65 credit hours
  - Third Year/Juniors 66 -104 credit hours
  - Final Year/Seniors 105+ credit hours

- **BSc Mechanical Engineering**
  - First Year/Freshmen 00 - 34 credit hours
  - Second Year/Sophomores 35 - 68 credit hours
  - Third Year/Juniors 69 -104 credit hours
  - Final Year/Seniors 105+ credit hours

- **BSc Civil Engineering**
  - First Year/Freshmen 00 - 35 credit hours
  - Second Year/Sophomores 36 - 72 credit hours
  - Third Year/Juniors 73 -111 credit hours
  - Final Year/Seniors 112+ credit hours

- **BSc Computer Engineering**
  - First Year/Freshmen 00 - 32 credit hours
  - Second Year/Sophomores 33 - 65 credit hours
  - Third Year/Juniors 66 -104 credit hours
  - Final Year/Seniors 105+ credit hours

- **BSc Interior Design**
  - First Year/Freshmen 00 - 34 credit hours
  - Second Year/Sophomores 35 - 69 credit hours
• Third Year/Juniors 70 -102 credit hours
• Final Year/Seniors 103+ credit hours

**BSc Information Technology**

• First Year/Freshmen 00 - 31 credit hours
• Second Year/Sophomores 32 - 60 credit hours
• Third Year/Juniors 61 - 96 credit hours
• Final Year/Seniors 97+ credit hours

**College Of Law (COL)**

• First Year/Freshmen 00 - 29 credit hours
• Second Year/Sophomores 30 - 59 credit hours
• Third Year/Juniors 60 - 89 credit hours
• Final Year/Seniors 90+ credit hours

All transfer students will be classified on the same basis according to the number of credit hours they have earned.

**Credit Hours**

Courses are calculated in credit hours. Each course carries a certain number of credit hours that are awarded after the successful completion of that course.

Students admitted to a Bachelors Degree must complete the required number of credit hours of courses taught according to a program approved by the College Council.

Students must successfully pass any remedial or other courses during the first academic year. These pre-degree courses, including the ELI Levels, are not counted towards the GPA, although they appear on student’s transcripts.

One semester credit hour of lecture/tutorial is defined as 60 minutes per week for 13 weeks. One credit hour of laboratory is defined as 120 minutes per week for 13 weeks. Customarily, weekly quizzes and mid-term examinations are included in the 13 week semester, with final examinations occurring in a special 14th week set aside just for these exams.

Some courses may be offered in a time-shortened period, often called a term, such as a summer term or Winter term, which nonetheless offers class contact time and out-of-class assignments equivalent to a semester course.

**Student Record Confidentiality**

The Student record is defined as any paper-base or online documentation that contains information directly related to the student, such as academic evaluations, transcripts, test scores and other academic records, counseling and advising records, disciplinary records, and financial aid records. Academic and non-academic student information is confidential and is protected against release to anyone except the student, the guardian, the sponsor and/or otherwise specified by the Student Release of Information Form.

**Retention of Final Examinations**

Faculty are encouraged to make graded final examinations or papers available to students at the end of the semester. A copy of each student’s graded final examination/paper should be retained by the college for a period of one semester.

**Student Assessment and Late Coursework Guidelines**

ADU believes that quality assessment should both document student success (assessment OF learning) and help students improve and learn better through provision of timely feedback on their performance (assessment FOR learning) and how to improve it. Moreover, faculty should develop assessment methods and tasks that serve both purposes of assessments and target knowledge mastery as well as higher order thinking skills and abilities. In sum, excellence in assessment is integral to achieving excellence in teaching and learning, which is in harmony with ADU vision and mission.

**Definition**

Assessment is the gathering of evidence of student learning and achievement to guide instructional decisions and aid student learning.

**Purposes of Assessment**

Assessment serves multiple purposes. It provides feedback to the two main immediate users of assessment information or results: students and faculty.

• Students receive relevant feedback on their performance and how to improve it, and instructors receive feedback on their strategies of instructional delivery. Moreover, assessment results help students to reflect on their learning experience, to adjust their learning strategies and skills, and to identify where they need help.

• Faculty receive feedback which helps them to reflect on their instructional strategies, to make necessary adjustments, to track student progress, and to identify which students need extra help.

**Assessment Types**

There are three major types of assessment: diagnostic, summative and formative.

• Diagnostic assessment is usually conducted at the beginning of the semester and is used to identify student
strengths and weaknesses. It provides information that can help both students and instructors to build on the strengths and remedy the weaknesses.

• Summative assessment, on the other hand, is usually carried out at the end of the semester and is used to determine the extent to which the students have achieved the course learning objectives or outcomes (grading function). It helps instructors make decisions and judgments for purposes of student promotion and/or graduation. Final exams and projects, among other forms, serve this purpose.

• Formative assessment, in contrast to summative assessment, is conducted throughout the semester and is used to enhance the learning and teaching process. Information provided by this ongoing assessment helps students improve their study skills, learning strategies and achievement, thus support ongoing student progress, and helps instructors diagnose and respond to student needs (development and improvement function).

Assessment Methods

Accurate and sound assessment requires that a variety of appropriate assessment methods be used and aligned with the intended learning outcomes. There are generally two main assessment methods: traditional and alternative/authentic. The former includes tools such as paper-and-pencil tests and exams while the latter includes tools similar to performance tasks, essays, presentations, projects, practical work, case studies, reports, portfolios. The choice among these tools depends on the discipline, the nature of the individual course as well as the intended learning outcomes.

The following are the assessment tools that ADU faculty members can choose from in assessing their student performance and achievement:

• Tests and exams
• Assignments/homework
• Projects
• Reports
• Presentations
• Essays
• Papers
• Case studies
• Exhibitions
• Portfolios
• Self-assessment
• Capstone course or graduation project

• Performance through observing and judging

Roles and Responsibilities

The task of achieving excellence in assessment requires collaboration among four parties: the Manager of the Center for Faculty Development, College Deans, Department Chairs/Program Directors, Faculty and Students.

• The role of the Director of the Center for Faculty Development is to plan faculty development activities on student assessment, such as workshops and seminars.

• The role of the College Dean is:
  - to ensure that colleges have their own discipline-specific assessment guidelines and procedures that are consistent with ADU Student Assessment guidelines;
  - to ensure that these guidelines and procedures are periodically reviewed; and
  - to ensure that departments use assessment results for program improvement.

• The role of the department chair/program director/coordinator is:
  - to collaborate with faculty members in developing assessment guidelines and procedures that are appropriate to their major fields;
  - to ensure that faculty members implement these guidelines and procedures;
  - to ensure that faculty members inform students of assessment criteria;
  - to review assessment methods and criteria; and
  - to ensure that assessment results are used for continuous improvement of learning and instruction.

• The role of faculty members is:
  - to inform students at the beginning of the semester of the assessment methods and criteria that will be used in assessing their performance and achievement;
  - to provide students with feedback on their performance and how it can be improved.

Effective feedback should be provided in a timely and constructive manner and includes both comments and grades.

Late Submission Coursework
1. The due date for each class assignment or project should be clearly indicated to the students in the course outline. Assignments received more than two weeks after the due date should not be accepted.

2. Submission dates may be extended in exceptional circumstances. The College or Instructor may use their discretion in approving such requests. Submission of the coursework should not normally exceed the last day of classes.

3. Assignments or projects can be turned in any time up to two weeks after the due date will be graded, but a penalty may be applied.
   a. Assignments submitted at any time up to one week after the due date should have the grade awarded reduced by 2% for each calendar day the assignment is late.
   b. Assignments submitted more than one week but not more than two weeks after the due date should have the grade reduced by 5% for each calendar day the assignment is late.

Student Archives
The final course result at the end of the semester will remain in Abu Dhabi University's records in perpetuity. The Office of the Registrar will be responsible for maintaining appropriate storage. Deans, Chairs of Departments and faculty will have read-only access to these records.

Back up files will be updated regularly, with another set of files stored in an external and secure location in fire proof cabinets.

Academic Standing
If the student’s CGPA drops below 2.0 after completing at least 30 credit hours, he/she will be placed on academic probation in the following semesters until the student’s CGPA improves to 2.0 or higher. As long as the student remains on probation, he or she will be limited to 12 credit hours in course credits per semester. Any student who is under academic probation is allowed to change major only once.

If at the end of the Spring semester in the following academic year the student’s CGPA remains below 2.0, the student will be dismissed from the university and will become eligible to apply for re-admission to the university as specified in the re-admission policy.

Student Attendance Policy
When the student’s absence in a given course reaches or exceeds 30%, he/she will be withdrawn from the course. Absences will not be waived under any circumstances.

Students will be considered absent if they do not arrive on time for a lesson. Taking attendance will start on the first day of classes and will continue until the last day of classes in the semester.

Warnings will be posted on the Abu Dhabi University Student Portal when a student’s absence reaches 10% and 20%. At the 30% absence limit, a withdrawal due to absence (WA) will be posted on the Abu Dhabi University Student Portal.

The Registrar’s Office will accept excuses only from students missing an exam/major assignment due to absence. Students will be permitted to take a make-up exam, if its weight is at least 10% of the course total mark, upon approval of a legitimate excuse.

Evidence for any of the following legitimate excuses will be submitted to the Office of the Registrar on the first day of return to class:
1. Hospitalization,
2. Contagious Disease,
3. Death of an immediate family member (parent, grandparent, sibling, spouse, child),
4. Car Accident,
5. Special assignments (for working students) with prior written approval from the Office of the Registrar,
6. Al haj, Al Umra is not a valid excuse for students to be absent.

In the case of excused absence for a final exam, the student has to apply for an Incomplete (I) grade at the Office of the Registrar within 48 hours of the exam.

Examination Rules and Regulations
1. Final Examinations for all students will be held as stipulated in the Academic Calendar;
2. Only students registered for a particular course will be admitted into the room for the respective final examination. Students who have exceeded the 30% absence rule, or who have not paid their tuition/fees, or who have been suspended or dismissed from the university will not be allowed to sit for their final examinations;
3. Faculty may examine students using written, practical, or oral tests, by continuous assessment, or by any combination of these;
4. Students who wish to appeal against examination
result(s) must follow the grade appeal procedure at the Office of the Registrar;

5. The week before the final exam shall be used for feedback for students to reflect on what they have learned during the semester;

6. If a student has missed an exam for any reason (other than medical reasons as already noted), she/he may appeal to retake the test or exam if extreme justifying circumstances warrant it. A written appeal must describe the circumstances which caused the student to miss the examination, and supporting documentation should be provided where appropriate. Copies of the appeal must be sent to the Office of the Registrar for review and approval.

Rules Governing Final Examinations

1. No faculty may hold a final examination except during the period in which final examinations are scheduled. The final examination times will be posted by the Registrar and will take place immediately following the thirteenth week of the Fall and Spring semesters. The Summer semester final examination schedule will be coordinated within the Summer semester and students will be notified of the given date in advance.

2. No student may be required to take more than two final examinations on any calendar day during the period in which final examinations are scheduled. If more than two are scheduled, Dean of the college will permit a postponement allowing students to sit for such an examination at a later date.

3. Examinations that are postponed because more than two examinations are scheduled on the same day, or because an examination conflicts with another examination, may be taken at another time during the final examination period if the faculty member and student can agree on a time.

4. Laboratory work and oral examinations which form part of a final exam are allowed to be taken in the week preceding the period set for the final examinations, but all of the university-required written final examinations must be given during the final exam period.

5. No faculty may change the time, date or location of a final exam without permission from the Registrar.

6. No faculty member may increase the time allowed for a final exam beyond the scheduled two hours without permission from the respective Dean and Registrar.

Graduation Requirements

Undergraduate students must successfully complete all course requirements, as well as other academic activities assigned to their specialized study plan. The CGPA of each undergraduate student must be at least 2.0 out of 4.0.

Students must complete the Application for Graduation Form online no later than the end of the second week of the semester (first week in the case of Winter/Summer semester graduation) in order to be eligible for graduation at the end of that semester.

Applying for Graduation

Undergraduate students graduating from Abu Dhabi University must officially file an application online for graduation at the beginning of the semester in which they plan to graduate. The Office of the Registrar does not initiate the diploma preparation until a student officially files for graduation.

NOTE:

Students must complete all requirements toward their degree in the semester they intend to graduate, or their graduation application will be disapproved.

Students wishing to graduate in the current semester, who were disapproved for graduation in any past semester, must re-file for graduation.

Students filing for graduation prior to the deadline may submit a graduation application request online through their PeopleSoft Student Center.

Applying for graduation on time will help to include your name in the commencement program; if you plan to participate in the ceremony, apply on time.

Deadline to file for graduation:

Deadline for applying for graduation is published in the student calendar available in the Abu Dhabi University website.

For any clarifications needed please contact the Office of the Registrar.

How to apply for graduation online?

• Go to www.adu.ac.ae to apply.
• Login in PeopleSoft using your username and password.
• Click on self service.
• Click on degree progress/graduation.
• Click on apply for graduation.
• Click on the program for which you want to apply for graduation.
• Select the expected graduation term from the drop down list.

• Read carefully any comments in the Graduation Instruction section. Any information to be conveyed to the expected graduates from the Office of the Registrar would be displayed on the graduation instruction section.

Graduation Clearance

Graduating students will be required to get clearance from certain departments of the University. Below is the guideline to initiate the online graduation clearance:

1. Login to PeopleSoft-SIS and navigate to Self-Service—Degree Progress/Graduation—Graduation Clearance Requests.

2. Select career and graduation term on following page and click Submit a New Request.

3. A Request page will appear with your personal and academic details. In this page, you can do the following: edit your UAE Emirates ID, Marital status and Passport Number; verify or update your contact number and email address; select your current Emirate of residence; select appropriate response to questions about employment and give any feedbacks or comments about your data.

4. On the same page, attach a copy of your Passport, Emirates ID and your updated CV.

5. Click Submit to initiate your request. On successful submission of request, you will receive an auto-generated email notification with request number.

Awarding Degrees and Diplomas

1. Abu Dhabi University will award undergraduate degrees upon the recommendation of Abu Dhabi University’s Academic Council and University Council to students who have fulfilled the requirements of an approved program of study.

2. Abu Dhabi University will award Bachelor Degrees when a candidate has successfully completed a program approved by his/her College.

3. Given that the official language of Abu Dhabi University is English, the diploma certificates for an academic award will generally be in English. The documents show the full name of the recipient, the title of the award, and the title of the study program concerned.

4. The diploma certificate bears the official seal of Abu Dhabi University, as well as the signatures of the Chairman and the Chancellor of the University.

5. Abu Dhabi University may withhold the conferral of an academic degree or diploma to a student who has outstanding payments due to Abu Dhabi University, who has unreturned materials on loan from the Abu Dhabi University Library, or who has any other outstanding obligations to Abu Dhabi University.

Academic Advising: Mission and Objective

The Academic Advising Office was established in 2011 as one of Abu Dhabi University’s strategic initiatives to support students in achieving their potential and academic goals.

The mission of Abu Dhabi University’s Academic Advising Office is to guide and support students during their academic journey to ensure they succeed in achieving their goals and career plans. This is done through regular and consistent communication with each student by forming a partnership with faculty mentors and academic advisors to create and maintain a solid foundation of engaged learning, proactive participation, and a strong sense of personal responsibility.

Main Objectives of the Academic Advising Office:

1. Develop academic programs that are consistent with students’ goals and actual strengths to support them in the challenge of making plans and taking decisions that are relevant to their interests and appropriate to their level.

2. Advise and assist students with respect to ADU policies and procedures.

3. Provide accurate and timely information regarding university requirements, policies, and procedures.

4. Guide and motivate students in developing themselves and taking more responsibility for planning their own academic career.

5. Act as a focal point between the students and the University in order to ensure that the students fulfill all their academic requirements.

Responsibilities of Academic Advisors:

1. Advise and assist students with respect to ADU courses and programs.

2. Assist students with registration issues and offer guidance with course selection.

3. Identify options for students to satisfy specific degree requirements, evaluate and make recommendations on requests, and make adjustments to the student’s study plan.
4. Evaluate the students’ level of development and support their growth by assessing the key factors and generating the required reports when necessary.

The Role of the Faculty Mentor:

Here in Abu Dhabi University, we are deeply committed to helping you succeed in college.

The faculty mentoring initiative is one such endeavor. It is designed to make your transition to college a smooth one. In the beginning of your freshman year, a faculty mentor will be assigned to you from University College. In your sophomore year, you will be assigned to a faculty mentor from your major.

The Faculty Mentor will:

1. Provide information about degree programs to aid students in making informed decisions regarding their majors and minors.
2. Deliver general guidance related to the student’s field of interest.
3. Assist students with their choices of majors and minors.
4. Mentor students throughout their academic journey in ADU.
5. Provide comprehensive feedback regarding students’ performance.
6. Meet the students with academic support to monitor their progress and recommend the support needed for their academic development.

Responsibilities of Students:

Successful advising is subject to a number of factors; all of which contribute to the overall success of a student. It is dependent on the shared understanding of, and commitment to, the advising process by students, advisors, and the university. Students will be informed of their academic responsibilities in the advising process.

The responsibilities of students include:

1. Recognizing the importance of the relationship with their advisors.
2. Getting the necessary information needed to understand degree requirements in their respective degree program.
3. Seeking the assistance of advisors/faculty mentors or other university resources on a regular basis.
4. Keeping their assigned advisors/faculty mentors informed of any academic difficulty and challenges they may be facing.
5. Taking full responsibility of their decisions in accordance with the best advice and information given.

Advising student with Academic Support Notice:

Prior to the beginning of the registration period for each regular semester, an advising hold is placed on the record of each enrolled undergraduate student who has completed 16 credit hours and above with a cumulative GPA below 2.5. The advising hold prevents a student from registering for courses in the subsequent semester or term. The advising hold for any student can only be removed by the student’s academic advisor.

In order to be eligible for removal of an advising hold, each relevant student must make an appointment for an advising session with his or her academic advisor through the University’s electronic advising system and must attend the advising session. The student should prepare a proposed set of courses for the relevant semester and/or term prior to the advising session.

The student’s academic advisor must record the substance of the advising session in the University’s electronic advising system, including the agreed upon set(s) of courses the student will take in the subsequent semester and/or term. The advisor will remove the advising hold in view of the student at the end of the advising session.

Advising Tools, Purpose and Design

A variety of advising tools are provided to promote efficient and effective communication between students and advisors.

1. Academic Advising Website
   a. Advising webpage for each college.
   b. Registration guidelines.
   c. The study plan should be more detailed and specific.
   d. Inclusion of the Advisor Handbook (soft copy);
   e. Information about the Professional Advisors, and their office timings.

2. Student Online Account
   a. Recommended Plan of Study - standard plan for every student of that particular major.
   b. Plan of Study In-Progress- includes the courses that have been completed in a particular semester until date and GPA.
   c. The assigned Professional Advisor details indicating instructor’s name, qualifications, office extension, office room number/address, office hours, e-mail ID.
d. Link to access a pdf file of the student handbook.

e. A list of minors and electives being offered.

f. The system should be able to automatically generate the student’s final exam schedule considering the courses taken in that particular semester rather than providing the complete list of all courses and all the exam dates.

g. The system should include a step-by-step tutorial for all students to make them familiar with the registration and advising processes.

3. Academic Advising Manuals
   a. Introduction to Academic Advising;
   b. Registration guidelines;
   c. Placement tests;
   d. Information of the respective college;
   e. Courses offered;
   f. A detailed Study Plan according to each discipline;
   g. Information about the Professional Advisors, and their office timings;
   h. Campus Academic Support services and Resources.

4. Online Academic Advising/Faculty Mentoring Forms
   a. Academic Advising forms - The one to one advising meetings between the academic advisors and students are recorded through online e-advising forms. A system generated report which summarizes the outcomes of the meetings is emailed to the advisor and student advisee’s ADU mail accounts.
   b. Faculty Mentoring forms - The one to one mentoring meetings between the faculty and the students’ mentees are recorded through the online e-mentoring forms. A system generated report which summarizes the outcomes of the meetings is emailed to the faculty mentor and student mentee’s ADU mail accounts.

5. Interactive CDs, DVDs or Minimal PDFs (for newly enrolled students)
   a. Detailed Study Plan for each discipline;
   b. General Education planner;

6. Power Point Slides (for orientation sessions)
   a. General information about Abu Dhabi University;
   b. Information about UC, CAS, COBA, COE;
   c. Courses offered in each college; and
   d. Detailed Study Plan for each discipline.
Academic Integrity

The Academic Integrity Policy (AIP) establishes the framework for the expected conduct of students to maintain the highest standards of ethics. The information on the following pages will help students and faculty to understand the various forms of Academic Integrity (AI) violations and the consequences resulting from such violations.

I. Academic Integrity (AI) Violations

There are various ways in which academic honesty can be violated which are discussed below.

A. Cheating

Cheating is an act that diminishes the learning process and is intended to gain grades and academic advantages without actually doing the intellectual work that merits the grades or degree.

Examples of cheating include but are not limited to:
1. Copying another person's test answers during an exam.
2. Exchanging information regarding an exam during the exam.
3. Copying answers from notes such as those written on the body, clothing, pieces of paper, or electronic devices such as mobile phones and/or calculators.
4. Obtaining a copy of or information about an examination ahead of time.
5. Looking up answers in a book when the exam is specifically a closed book exam.
6. Buying projects and term papers.
7. Copying from someone else's paper, project or assignment.
8. Using notes or books during exams unless expressly allowed by the instructor.
9. Hiring a surrogate test taker.
10. Bringing forbidden materials such as calculators, computers, books, or notes into the exam unless expressly allowed by the instructor.
11. Communicating with other students regarding an examination during the exam.
12. Failing of students to switch off mobile phones during the exam.

Copyright and Fair Use

Copyright protects authors, film makers, photographers and other creators from having their work used without permission. A work is protected by copyright law from the moment it is created in tangible form - a copyright exists from the time a work is written down or recorded.
Students are likely to use books, music, films and other works created by others. Drawing on such sources without properly acknowledging and citing them constitutes plagiarism.

Fair use allows the use of copyrighted materials for educational purposes such as criticism, comment, scholarship, and research. Copyright law provides four general standards for determination of the fair use exemption:

Purpose of use: Using selected parts of copyrighted works for specific educational purposes qualifies as fair use, especially if the copies are used temporarily.

Nature of the work: For copying paragraphs from a copyrighted source, fair use is more likely to apply then for copying a chapter, which may be questionable.

Proportion/extent of the material used: Using excerpts that are short in relation to an entire copyrighted work or using segments of material that don't reflect the entire essence of the work are usually considered fair use.

The effect on marketability: If there will be no reduction in sales because of copying or distribution, the fair use exemption is likely to apply.

B. Plagiarism

Plagiarism means representing another person’s work as the student’s own without acknowledgments. Plagiarism is a form of cheating. It means that students have submitted work for grading that they have not written themselves. Hence, there is no way to know if students have learned the material or merely copied it.

While students may cite direct quotes and pieces of texts, these should be used to support ideas. Even if all the sources have been properly cited, extensive copying is unacceptable, as understanding can only be demonstrated by students using their own thoughts and words.

All borrowed materials – direct or indirect (paraphrased) – require acknowledgments of the sources.

Examples of materials borrow that require referencing are texts, graphs, photos/images, etc. from external sources such as internet, journals, books, and alike.

Examples of plagiarism include but are not limited to:
1. Borrowing all or part of another student’s paper or using someone else’s outline.
2. Using the same paper for multiple classes.
3. Submitting the same paper in two different courses and submitting it as the student’s own work.
4. Copying sections of text from a source and replacing several individual words or phrases with synonyms, or similar words.

Turnitin (anti-plagiarism software)

The faculty at Abu Dhabi University use a variety of techniques to authenticate student work. All written work is authenticated using Turnitin detection software. Turnitin is designed to detect various types of plagiarism in submitted documents, including text wherein individual words have been replaced by synonyms, or similar words. Any submitted written work that is suspected of plagiarism will be referred to the Office of Academic Integrity for further investigation. Students violating the University’s Academic Integrity Policy are subject to penalties that include dismissal from the University.

C. Fabrication of Data

Fabrication of data is the falsification or invention of any information or citation in an academic exercise. Fabricated information or data may not be used in any laboratory experiment or research project.

Examples of fabrication of data include but are not limited to:
1. Deliberately misreporting results of an experiment or field research.
2. Inventing data and resources for written, oral, or other presentations.
3. Inventing case studies and relevant facts in reports, papers, or presentations.

D. Presenting False Credentials

Presenting false or misleading credentials on applications, CV’s, and any other documents presented as part of the student’s life constitutes academic dishonesty.

Examples of false credentials include but are not limited to:
1. Claiming degrees that were not earned.
2. Failing to report colleges and universities attended.
3. Presenting falsified transcripts.
4. Presenting falsified information.
5. Claiming false employment.

E. Collusion

Collusion occurs when students work together on a piece for assessed work when “working together” is not allowed. Evidence of collusion on students’ papers occurs when two or more papers have similar or identical wording. An individual student’s understanding cannot be assessed if “ownership” of the assignment cannot be determined.

A student who “lends” his/her paper to other students is just as guilty as those who have copied from it, and unless it can be proven with absolute certainty, who wrote the original paper, the “lender” will also be faced with academic penalties.

F. Free Riding

When assigned to work in collaborative groups, all students should participate in the activity or project. Students who could not demonstrate their contribution to the group work/activity will be considered as cheaters.

II. Penalty for Violations of Academic Integrity (AI)

All instances of violations of the AIP are subject to sanctions, including dismissal for cheating, other academically related egregious acts of deceptions and/or reckless disregard for the principle of AI. Under special circumstances and/or based on lesser degree of severity of the AIP violations, lower sanctions may be imposed.

Students found in violation of the AIP for the second time will be subject to more heightened sanctions. Students found in violation of the AIP for the third time will be subject to dismissal from Abu Dhabi University.

Imposition of any sanction for violation of the AIP is subject to due-process being carried out, availability of sufficient evidence being examined, the adjudication process being completed, and the process of appeal being exhausted.

Students dismissed from Abu Dhabi University for violations of the AIP will receive a failing grade (F) in the course in which the violation has occurred and Withdrawals (W) in all other courses taken in the same semester. Students dismissed from Abu Dhabi University for violations of the AIP are not eligible for receiving any refunds of tuitions and fees.

Excerpts of Examinations Protocols and Rules - Students’ Responsibilities

I. Introduction

The Office of Academic Integrity (OAI) has formulated Examinations’ Protocols and Rules that govern students’ conduct during examinations. It is the responsibility of students to be familiar with these rules and comply with them.

II. Types of Examinations

Examinations at Abu Dhabi University (ADU) can be either “closed book” or “open book.” In “closed book” examinations, access to all materials related to the course is strictly prohibited. In “open book” examinations, students are allowed to have access to all materials during examination, with the exception of those specifically prohibited by the instructor. In the absence of any specific information, examinations are to be considered as “closed book.”

III. Students’ Responsibilities

A. Pre Examination

1. Switch-off your mobile phones (and all other electronic devices) and place them in front of the examination room and away from where you are seated.
2. Put all the materials such as books, notes, etc. in front of the examination room and away from where you are seated.
3. Select your seat randomly and avoid seating next to friends, family, and/or associates.
4. Bring and use only the type of calculator that is allowed by the instructor.

B. During Examination

1. Read and sign the “Warning Section” on the top of the Exam Cover Sheet.
2. Sign the exam’s “Attendance Sign-Up Sheet.”
3. Refrain from looking at someone else’s exam paper.
4. Refrain from engaging in any form of communication (e.g., talking and/or whispering) with other students.
5. Refrain from any movements that can raise suspicions.
Excerpts of Procedural Guidelines for Examinations and Proctoring

I. Introduction

The content and particulars of examinations are decided by the faculty members and communicated to the proctors and other concerned individuals such as IT staff. The overriding responsibility of the Office of Academic Integrity (OAI) is to ensure the integrity of the examination processes.

The responsibility for providing proctors to administer examinations rests with colleges and academic units. In the event of any shortfalls, the OAI will arrange for additional proctors to meet the needs of colleges and academic units.

The Procedural Guidelines for Examinations and Proctoring are described in the following sections. It is the responsibility of faculty members and proctors to be familiar with these rules and comply with them.

II. Personal and Professional Attributes of Proctors

- Good reputation,
- Ability to take a supervisory role in the administration of examinations, and
- Lack of conflict of interest, both “in fact” and “in appearance.”

III. Types of Examinations

Irrespective of the type of examination, and to minimize the possibility of students’ violations of the Academic Integrity Policy, faculty members are requested to prepare more than one version of an exam (this could be done by simple rearrangement of the questions or changing numbers in the exercises, etc.). In addition, all examinations should have the standard Exam Cover Sheet.

Examinations at ADU can be either “closed book” or “open book.” In “closed book” examinations, access to all materials related to the course is strictly prohibited, unless the materials are provided by the instructor (e.g., a formula sheet). In “open book” examinations, students are allowed to have access to all materials, with the exception of those specifically prohibited by the instructor. In the absence of any specific information, examinations are to be considered “closed book.”

IV. Types of Proctors

- Proctor – the person responsible for monitoring exam-taking activities to ensure compliance with applicable rules and procedures.
- Roving proctor – the person representing the college and responsible for all examinations in any given examination time slot. The roving proctor is responsible for overseeing the activities of all proctors and addressing any issues of concern.

V. Assigning Proctors

The scheduling of final examinations is the responsibility of the Office of the Registrar. The responsibility of the OAI is the assignment of proctors, which is done in collaboration with the colleges.

VI. Proctoring Duties

A. Pre Examination

1. Be available in the examination rooms 20 minutes and rearrange the chairs to create physical separation between students.
2. Review each examination information sheet for special requirements requested by the instructor.
3. Allow students into the examination room ten (10)
minutes before the exam time.

4. Ensure random seating of students as they enter the classroom and take-up seats.

5. Request each student to display valid Student ID (other valid IDs with photo such as driving license may be acceptable).

6. Instruct students to put away all unauthorized materials, including mobile phones and other electronic devices in front of the examination room and away from where they are seated.

7. Review with students major items that constitute cheating (e.g. speaking, exchanging information, accessing unauthorized materials such as mobile phones, etc).

8. Ensure each student receives the correct version of the exam.

9. Place the examination papers in front of students, faced-down, and one-by-one.

10. Announce the start of the examination, write the time of the examination on the whiteboard (e.g., exam duration two (2) hours, starting time 09:00 a.m., and finishing time 11:00 a.m.), and adjust the finishing time, if necessary (e.g., exams starting with some delays require finishing time to be extended to compensate for the delay).

11. Start the exam.

B. During Examination

1. Preventing conducts that are violations of the provisions of the AIP (e.g., cheating), and

2. Detecting acts of violations of the provisions of the AIP (e.g., catching cheating activities).

Prevention -- The continuous vigilance and engagement of proctors are the two necessary conditions to prevent violations.

Detection of Violations – In instances where direct evidence of violations exists (e.g., students using and/or possessing handwritten or electronically stored course related materials), the proctor should take the following actions:

1. Approach the student.

2. Collect the Student ID and the examination papers.

3. Secure the evidence of violation such as handwritten notes or electronic devices.

4. Notify the instructor of the course or the roving proctor.

5. Complete and submit to the OAI the Exam Violation Documentation Form along with the evidence of cheating (e.g., notes, mobile phones, or other electronic devices).

6. Notify the roving proctor and/or the representative of the OAI, in cases of non-cooperating students.

In instances where the violations of the AIP is suspected, but no direct evidence is observed, students should be allowed to complete the exam. However, once the exam is completed, students’ exam papers should be marked as “suspected case of cheating,” the instructor of the course notified, the Exam Violation Documentation Form completed, and the case referred to the OAI.

In addition to the above broad guidelines, proctors need to follow specific rules during examinations, as outlined below:

1. Ensure unauthorized electronic devices are kept away from the proximity of students.

2. Remind students that any violations of the AIP will result in the ejection of students from the examination room.

3. Instruct students to read and sign the “Warning Section” on the top of the Exam Cover Sheet.

4. Circulate exam’s “Attendance Sign-Up Sheet” to collect students’ signatures.

5. Prevent students to enter the examination room after 30 minutes from the start of the exam. In these cases, the Non-Admitted Late Comers Notification Form should be completed and submitted to the OAI.

6. Prevent students to leave the examination room prior to 40 minutes from the start of the exam.

7. Prohibit use of any unauthorized materials or resources unless specifically allowed by the instructors.

8. Monitor students to ensure they are focused on completing the examination.

9. Maintain a physical presence at all times by walking around and paying close attention to students’ behavior and conduct.

10. Monitor students’ conduct while on emergency break (e.g., using the restrooms).

11. Enforce the following exam-taking rules:

a. No talking between and among students,
b. No answering of questions by students or proctors,

c. No exchanges of any kind of materials between and among students, and

d. No change of seats unless for valid reasons and with the consent of the proctor.

C. After Examination

1. Finish the examination on time and orderly.

2. Secure the completed examination papers.

3. Deliver completed exams to the representative of the college or the roving proctor.

4. Ensure students remain seated until the proctor collects the examination papers.

5. Collect examination papers from students, one-by-one.

6. Account for the total number of exam copies by counting completed exam papers, match the numbers against the number of students on the “Attendance Sign-Up Sheet”, and the head count.

7. Validate the completeness of total copies of the exam (i.e., exams taken plus excess copies should be equal to the number of copies originally received).

8. Contact the IT staff to secure the lab for the lab-based examinations.

9. Remind students to collect their personal belongings.

10. Handover any items left behind by students to the Security Officer or the OAI Representative.
University Faculty

ELI Faculty

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Student Clubs’ Guidelines
Updated: 06 March 2019
Club Guidelines

This manual provides information about the guidelines and the processes related to the clubs at Abu Dhabi University. This document ensures that club members follow the procedures, which have been set forth in order to aid in the delivery of their events and activities properly. The Student Engagement Office (SEO) plays an important role in providing students with opportunities to ensure the intellectual growth and development of students’ skills through various programs, one of which is the club program. Through clubs, students are able to explore their talents and enhance their skills by planning and participating in extracurricular activities.

SEO Responsibilities

In order to provide student clubs and their members with the best possible support, SEO is responsible for the following tasks:

• Approving events and activities proposals.
• Assisting clubs with logistical needs including, but not limited to communication, booking space, and transportation for events and activities.
• Supporting clubs during events as needed.
• Providing financial support as per approval.
• Supporting clubs with any ideas that will enhance their presence and activities.
• Providing development trainings for club members.

Establishing or Registering a Student Club

Club membership is open to full time undergraduate ADU students. Students who desire to establish a new club on the ADU campus must meet the following requirements to be considered:

• Applicants must submit a proposal for a new club by visiting the ADU Groups website (adugroups.adu.ac.ae), where the applicant will receive the approval from SEO staff on the club proposal.
• All members must have a minimum GPA of 2.0 and must not be on academic probation or have any disciplinary infractions.
• Clubs must have complete Executive Board (President, Vice President, Secretary, & Treasurer) and advisor who is a full/part-time faculty or staff member of ADU.
• Each member of the Executive Board must also participate in the introductory workshop and the Advisor must attend the Advisors’ Workshop.

Active Club Requirements

An active club must meet the following requirements:

• Be registered on ADU Groups.
• Have at least seven registered members; this includes the Executive Board.
• Host at least one club meeting per month during the semester; registration must occur through ADU Groups.
• Make at least one post per week in ADU Groups.
• Organize at least one event per semester in addition to SEO main events.
• Participate in trainings and workshops as determined by SEO office.

Renewing Club Registration

Club registration is valid for one academic year only. The club is considered inactive immediately after each academic year unless the president re-applies again through ADU Groups. In order to renew club registration, each club must complete the Club Renewal Form in ADU Groups and register to attend a Club Renewal Workshop. Each member of the Executive Board must attend the workshop in order for the club to receive “active” status.

Definition of Clubs

SEO oversees, coordinates, and supports a variety of clubs; however, those clubs must fall under at least one of the five categories mentioned below.

• Arts: Clubs established to highlight various forms of artistic expression. Examples: Anime, Art, Music, Theatre, etc.
• Cultural: Clubs representing a specific country or region by displaying the cultures & traditions. Example: Emirati, Egyptian, Moroccan, Nigerian, etc.
• Humanitarian: Clubs developed with the mission to serve others through means of volunteerism. Examples: Ihsan, ADU Hands, etc.
• Professional: Clubs established with the professional growth of students in mind.
• Social: Clubs that demonstrate a specific shared interest. Example: Self-Care, Fitness, Chess, Poetry etc.

Academically focused clubs will not fall under SEO and will be referred to the concerned college. SEO will provide the logistical knowledge and support needed for all clubs on the ADU campus. Academic clubs are invited to participate in SEO events, including but not limited to the Club Fair. However, they will be exempt from associated competitions and budgetary funding.

Executive Board Members

Each student club at ADU must have an Executive Board, which includes the President, Vice President, Secretary, and Treasurer. Each of these members serves an important part of the club both individually and collectively. The duties and responsibilities of each are outlined as follows.

President

• Shall supervise and attend all meetings.
• Shall set the dates for club meetings.
• Shall appoint members to handle different responsibilities as required.
• Shall cast the deciding vote for club’s Executive Board and members if there is a tie in the normal voting procedure.
• Agrees with the club members and advisor on activities and events.
• Shall submit event proposals with the approval from the Club Advisor.
• Shall seek sponsors/partners for club projects.

**Vice President**
• Shall preside over all meetings in the absence of the president.
• Supports the Executive Board and the members to meet their obligations.
• Shall have the right to vote for club’s Executive Board and members except when acting as president.

**Secretary**
• Shall preside all meetings in the absence of president and vice president.
• Shall prepare and maintain accurate minutes of meetings and share with all members.
• Shall handle all club reports and upcoming activities.
• Shall keep an updated list of the club members.

**Treasurer**
• Shall preside over all meetings in the absence of the president, vice president, and secretary.
• Monitors and controls club members’ financial activities.
• Submits club financial report per event to SEO staff.
• Shall be responsible for submitting the budget needed for the club activities and event receipts to SEO.

**Collective Responsibilities for Executive Board of a Club**
As a group, the Executive Board is expected to:

• Work collectively and plan for the club’s events and activities.
• Submit a tentative calendar of events and activities at the start of each semester.
• Create a detailed plan with a corresponding budget estimate for each proposed event.
• Hold an annual election to elect new club officers.
• Organize a Members Orientation Day (general meeting) to orient members with the club’s operations, plans and achievements. The meeting is also a good opportunity to brainstorm ideas to develop the club.
• Keep a healthy environment within the Board to ensure the club’s stability and efficiency.
• Hold regular meetings at least once a month to discuss the operations of the club.
• Call for a year-end meeting shortly before the election of new board member to discuss the club’s progress, achievements and recommendations for the incoming board members.
• Ensure a smooth transition and turnover of responsibilities with the newly elected Executive Board.

• Assist the new Executive Board in the early stages of their term to ensure smooth and uninterrupted operations.

• Consult the SEO staff or advisor to mediate and solve any conflicts through a common resolution should a problem arise within the Executive Board.

**Student Club Rules**

• Executive Board Members must be committed to attend any meeting/training organized by SEO.

• Student clubs must submit a yearly activities calendar and budget required at the end of each spring semester.

• Student clubs must act as representatives of Abu Dhabi University on and off campus.

• Student clubs must participate in SEO’s main events including, but not limited to, Orientation, Club Fair, and Global Day.

• Student Clubs must plan and execute at least one event per academic semester other than SEO’s main events.

• The club must submit any marketing content related to SMS text, poster or emails to SEO.

• Student clubs must maintain an advisor who is full/part-time faculty or staff at ADU. If the advisor vacates the club responsibility, the club is required to recruit a new advisor within 2 weeks otherwise the club will be on hold until a new advisor is identified.

• All club activities/events/speeches/poems/videos/presentations/performances must be presented to SEO and approved before the event and they must not include any political issues, discrimination, racism, and other topics/actions that are not accepted or respected by UAE culture or ADU rules and regulations.

• In accordance with the Abu Dhabi University Gender Segregation Policy, no joint performances are allowed between the males and females students and female performances are not permitted to be presented in front of males.

• Clubs must present their final program rehearsals for SEO at least 3 days before the event.

• Any club that does not have a completed Executive Board is considered inactive until all roles have been filled.

• Student clubs must not promote events or activities without SEO’s approval and acknowledgment.

• Executive Board members must have clear communication with all members about new projects and proposals.

• Student clubs should refer to their advisors through their planning process to seek advice and approvals.

• Money raised from fundraising projects should be documented by and kept with the Treasurer and monitored by the Advisor.

• All club members must abide by the student responsibilities as outlined in the Student Code of Conduct Policy.
Club Vacancies

Unexpected vacancies on a club’s Executive Board should be filled using the following the procedure.

• The club’s Executive Board should announce the vacant position.
• Club members who wish to fill the vacant position and also meet the club’s requirements to become candidates should submit their names to the ballot.
• The club’s Executive Board should carry out a simple majority vote within two weeks.
  o If needed, and on a case-by-case basis, a second simple majority vote will be carried out by club members.

Should any member of the Executive Board vacate his/her position before an official election takes place, it is the responsibility of that member to ensure that the vacancy is filled prior to their departure. A club will be considered inactive if any vacant Executive Board position is not filled within three weeks of the vacancy being announced. It is also the responsibility of the club’s president to keep SEO informed about any vacant positions in the club.

Rights of Student Clubs

As a student club at ADU, every student club has the right to:

• Organize on and off campus events, after the recommendation of their Advisor and SEO’s approval.
• Reserve space on campus for meetings, activities and events.
• Have an official ADU email account for club-related communication purposes.
• Receive funding to assist in the development and execution of any approved activity or event.
• Conduct a marketing campaign to raise awareness about approved events.
• Seek sponsors for their projects and activities within SEO’s guidelines.
• Invite a speaker to support their events.
  o Approval from Ministry of Higher Education is required. This process could take anywhere from two days to two months.
  o Club members and advisors are responsible for welcoming visitors upon their arrival on campus, escorting them to the event’s venue and accompanying them throughout their visit.
• Obtain co-curricular transcripts for each member that reflects activities they have participated in throughout the year. The co-curricular transcript is available through ADU Groups.

ADU Groups

All official club business should be handled through ADU Groups, the campus communication website. Below is a list of functions that are to be completed through this medium.

• Club registration and renewal
• Completion and submission of Event Proposal Form
• Track club membership and attendance of students
• Creation, posting, and promotion of all club activities, events and meetings
• Design posters for events and receive approval from SEO staff
• Obtain student feedback on activities and events through use of the survey tool

Clubs must keep their pages on ADU Groups active and involve the participation of other students. If the club is not using ADU Groups actively as mentioned above, the president will be given the first written warning. If the club fails to maintain an active presence on ADU Groups after receiving the written warning, the club will be considered inactive.

Facilities for Clubs Use

SEO offers facilities for student clubs to host events and activities. The Clubs’ Room and Student Affairs meeting rooms are available for club use. The president can request use of other university facilities, including the auditorium by sending email to SEO staff, which will place a reservation request on behalf of the club.

Club Items

Each student club is afforded the opportunity to purchase items for activities and events as necessary. The following outlines the terms and use for purchased club items.

• All club items are the property of Abu Dhabi University whether acquired through sponsorship, donation or use of the club’s budget.
• All items should receive the approval of SEO staff prior to purchase.
• Club items are in the safekeeping of SEO, which controls and monitors the usage.
• These items are for the official use of clubs for its approved events and activities and may not be used for personal purposes.

Event Proposal Procedure

Student clubs must host at least one event per semester in addition to participating in SEO’s main events. The procedure for submitting an event proposal is detailed below.

1. The club president shall submit an event proposal form through ADU Groups at least 10 days prior to event.
2. The proposal will be approved/on hold/declined based on the activity from SEO staff within 2 days.
   o Should the proposal be placed “on hold” or “declined” the club’s president will receive feedback for the decision and have the opportunity to amend the proposal as necessary. The option to amend the proposal is only available for proposals that have been placed “on hold”.
3. After receiving approval, the club can prepare for the event and its implementation by submitting materials for desired promotional items.
4. After the event is completed, the president must submit a student participation report with the names of club members who took part in the event.
Please see the table below for the tentative event proposal timeline.

<table>
<thead>
<tr>
<th>Event Proposal Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
</tr>
<tr>
<td>-------------------------</td>
</tr>
<tr>
<td>Poster is completed by Marketing Department</td>
</tr>
<tr>
<td>SMS is scheduled and sent</td>
</tr>
<tr>
<td>Social Media is scheduled and posted</td>
</tr>
<tr>
<td>Student Emails are scheduled and sent</td>
</tr>
<tr>
<td>Auditorium Booking*</td>
</tr>
<tr>
<td>Transportation**</td>
</tr>
</tbody>
</table>

*Any use of the auditorium for rehearsals requires a club advisor to be present.
**Any off campus trips for female students requires a completed Parents Approval Form.

**Club Funding**

All active ADU Student Clubs for which SEO is responsible are entitled to receive funding to support approved activities and events. Requested funds are dispersed based on submitted budgets and demonstrated need for proposed activities and events. The club’s president is the only club member authorized to initiate and complete the request for funding on behalf of the club.

Each club will receive a budget of 1,000 AED each semester to support approved activities and events. Additional funding will be dispersed on a case-by-case basis. Clubs are welcome to combine their budgets for joint events and activities.

In order to receive funding, the president can make a request for either petty cash or reimbursement. Below are the procedures to follow otherwise the payee will not be able to receive funding:

**Petty Cash**

- Include the requested items on the event proposal form.
- Gain approval from SEO staff on the requested items.
- Complete the Cash Receivable Form and receive funds.
- Provide original receipts to SEO staff no later than 2 working days after the event or activity.

*This can be applied when petty cash is available otherwise, the student will proceed with the reimbursement process.

**Reimbursement**

- Email the requested items to SEO staff.
- Get approval from SEO staff on the requested items.
- Purchase the items.
- Provide original itemized receipts and tax invoices to SEO staff.
- Complete the **Reimbursement Request Form**.
Student receives notification when reimbursed funds are ready to collect.

**Note:** Some items are not allowed to be purchased through petty cash or reimbursement. Therefore, requests for these items must go through the procurement department, which is handled by SEO staff. This process requires at least 30 working days.

**Fundraising**

Fundraising is one of the most important parts to operate a club efficiently. In order to successfully complete fundraising activities, the club must consider the following:

- Pre-approval for the fundraising activity must be received from SEO by submitting the official event proposal form through ADU Groups.
- The club’s treasurer or another member of the Executive Board, in the absence of the treasurer, will be held responsible for documenting and safeguarding all funds that are collected during the event.
- A financial report must be sent to SEO staff and the club advisor within two (2) days after the fundraising activity is completed.
- All money collected from the fundraising activity will be added to the club budget for future club events and purchases. Club members shall not use the money for personal purposes.

**Charitable Organization Fundraising**

Student clubs are encouraged to participate in charitable causes. However, when fundraising on behalf of charitable organizations, the following must be considered:

- The club must receive a pre-approval on the charitable fundraising activity from SEO by submitting the official event proposal form through ADU Groups.
- Charitable fundraising for a specific cause must be conducted through an official organization based in the UAE that is collecting funds for the same cause.
- Official communication and coordination must be done between SEO staff, club advisor or club president and the charitable organization only.
- A representative from the organization along with the required materials should be available during the fundraising event.

**Penalties**

SEO reserves the right to cancel or modify any event or activity if the club does not meet the above guidelines. Furthermore, the club or member who fails to abide by the above guidelines is subject to the disciplinary process and action.
Club Member Disputes

In the event that a problem or issue arises between student club members, including the Executive Board, the procedures described below are followed:

1. The complainant will raise the issue to the club advisor and SEO staff by submitting the Student Complaint Form provided by SEO.
2. The concerned student is given the opportunity to respond to the complaint that has been raised against him/her.
3. SEO will determine the most appropriate course of action.

Awards and Recognition

The Student Engagement Office recognizes students’ contribution in extracurricular activities through various rewards. These rewards include the following:

- End of Year Appreciation Ceremony
- Best Club of the Year Award
- Club Fair – Best Stall Award
- Club Fair – Student Choice Award
- Recognition Certificate (provided upon request)
Academic Calendar
2019-2020
### Notes:

1. Subject to change based on the sighting of the moon.
2. Tuition fee will not be refunded after this date.
3. Examination periods are inclusive of Saturdays but not Fridays.
4. Grade appeal deadline is one week prior to the early registration in the following regular semester.
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<tr>
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</table>

**1 September**
- **First Day of Classes**
- Payment Deadline for Newly Admitted Students
- Add / Drop Period with 100% Refund
- Winter Term Internship Program Application Submission Begins

**5 September**
- Payment Deadline for Current Students

**1 - 5 September**
- Add / Drop Period with 100% Refund
- Winter Term Internship Program Application Submission Begins

**8-12 September**
- Course Withdrawal Period with 75% Refund
- Orientation for Newly Admitted Male/ Female Students

**12 September**
- Graduation Online Application Begins

**15 September**
- Course Withdrawal Period with 50% Refund**

**15-19 September**
- Term A Course Withdrawal Deadline for PG students
- Winter Term Internship Program Application Submission Deadline

**30 September**
- Winter Term Internship Program Application Submission Deadline
### Fall Semester 2019-2020

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<td>6 7 8 9 10 11 12</td>
<td>12 October: Term A Postgraduate Last Day of Classes</td>
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<td>14-16 October: Term A Postgraduate Final Exams Week ***</td>
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<td>27 28 29 30 31</td>
<td>17 October: Release of Mid-Semester Grades</td>
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<td>19 October: Term A PG Final Grades Released</td>
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<td>20 October: Term B Postgraduate Classes Begins</td>
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<td>20-21 October: Term B PG Add / Drop Period with 100% Refund</td>
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<td>21 October: Payment Deadline for Term B PG</td>
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<td>24 October: Graduation Online Application Deadline</td>
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<tr>
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<td>27 October: Grade Appeals Deadline for Spring 18-19 Semester and Sum 18-19 Term Final Grades ****</td>
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<td>27 October: Advising and Early Registration Begins</td>
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<td>30 October: Appreciation Ceremony for Undergraduate Students (Al Ain Campus)</td>
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<td>31 October: Spring Semester Internship Program Application Submission Deadline</td>
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<td>31 October: Appreciation Ceremony for Undergraduate Students (Abu Dhabi Campus)</td>
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<td>WEEK</td>
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</table>

Notes:
(1) Subject to change based on the sighting of the moon.
(2) Tuition fee will not be refunded after this date.
(3) Examination periods are inclusive of Saturdays but not Fridays.
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## ABU DHABI UNIVERSITY
### ACADEMIC YEAR 2019-2020

## FALL SEMESTER 2019-2020

<table>
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<tr>
<th>WEEK</th>
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<td>8 9 10 11 12 13 14</td>
<td>2-3 December  UAE National Day</td>
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<td>15 16 17 18 19 20 21</td>
<td>4 December  Last Day of Classes for Undergraduate Students</td>
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<td>22 23 24 25 26 27 28</td>
<td>4-5 December  Reading days for Postgraduate Students</td>
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<td>29 30 31</td>
<td>5-14 December  Final Exams Period for Undergraduate Students ***</td>
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<td>7 December  Last Day of Classes for Postgraduate Students</td>
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<td>8-14 December  Final Exams Period for Postgraduate Students ***</td>
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<td>15 Dec - 4 Jan  Fall Break</td>
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<td></td>
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<td>16 December  Final Grades Released****</td>
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</table>

### Notes:
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3. Examination periods are inclusive of Saturdays but not Fridays.
4. Grade appeal deadline is one week prior to the early registration in the following regular semester.
WINTER SEMESTER 2019-2020

1 January: Gregorian New Year
2 January: Deadline of Admissions/Transfer Credit
2 January: Deadline of Submission for Declaration/Change of Major
2 January: Registration Deadline for Newly Admitted Students
2 January: Math Placement Test / English Placement Test for New Abu Dhabi Undergraduate Students
5 January: First Day of Classes
5-6 January: Add/ Drop Period 100% Refund
6 January: Payment Deadline
7-8 January: Course Withdrawal Period 75% Refund
7-8 January: Financial Aid/Scholarship Requirements for RETURNING Students for Spring 2019/2020 Submission Begins
8 January: Financial Aid/ Scholarship Requirements for NEW Prospective Students for Spring 2019/2020 Submission Begins
9 & 12 January: Course Withdrawal Period 50% Refund**
12 January: Graduation Online Application Begins
23 January: Release of Mid-Term Grades
30 January: Graduation Online Application Deadline
## Events

<table>
<thead>
<tr>
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<td>Financial Aid Requirements for NEW Prospective Students Spring 2019/2020 Submission Deadline</td>
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<td>6 February - 15 February Last Day of Classes</td>
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<td>16 - 18 February Final Exams Period***</td>
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<td>23 24 25 26 27 28 29</td>
<td>20 February - 23 February Final Grades Released****</td>
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</table>

### Notes:

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3. Examination periods are inclusive of Saturdays but not Fridays.
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# SPRING SEMESTER 2019-2020

## WEEK 1 - FEBRUARY 2020

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**EVENTS**

- **17 February**
  - Math Placement Test / English Placement Test for New Abu Dhabi Undergraduate Students
- **18 February**
  - Math Placement Test / English Placement Test for New Al Ain Undergraduate Students
- **19 February**
  - Math Placement Test / English Placement Test for New Dubai Undergraduate Students
- **20 February**
  - Deadline of Submissions for Declaration/Change of Major
- **20 February**
  - Admissions/Transfer Credit Deadline
- **20 February**
  - Registration Deadline for Newly Admitted Undergraduate Students
- **23 February**
  - First Day of Classes
- **23 February**
  - Payment Deadline for Newly Admitted Students
- **23-27 February**
  - Add/Drop Period with 100% Refund
- **27 February**
  - Payment Deadline for Current Students

## WEEK 2 - MARCH 2020

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**EVENTS**

- **1-5 March**
  - Course Withdrawal Period with 75% Refund
- **5 March**
  - Orientation for Newly Admitted Male/ Female Students
- **8-12 March**
  - Course Withdrawal Period with 50% Refund**
- **15 March**
  - Graduation Online Application Begins
- **19 March**
  - Term A Course Withdrawal Deadline for PG students
- **29 Mar - 11 Apr**
  - Spring Break
# ABU DHABI UNIVERSITY

## ACADEMIC YEAR 2019-2020

### SPRING SEMESTER 2019-2020

#### WEEK **APRIL 2020**

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#### EVENTS

- **12 April**  
  Graduation Online Application Deadline
- **18 April**  
  Term A Postgraduate Last day of Classes
- **19-21 April**  
  Term A Postgraduate Final Exams Week ***
- **23 April**  
  Term A PG Final Grades Released****
- **23 April**  
  Holy Month of Ramadan*
- **23 April**  
  Release of Mid-Semester Grades
- **26 April**  
  Term B Postgraduate Classes Begins
- **26-27 April**  
  Term B PG students Add/Drop Period with 100% Refund
- **26 April**  
  Release of the Summer 2019-2020 Term and Fall 2020-2021 Semester Schedules
- **27 April**  
  Payment Deadlin for Term B

### Notes:

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4. Grade appeal deadline is one week prior to the early registration in the following regular semester.
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PUBLIC HOLIDAY
EXAMINATION DATES
FIRST/LAST DAY OF CREDIT CLASSES
# Summer Semester 2019-2020

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25 June  
Deadline of Submissions for Declaration/Change of Major

25 June  
Deadline for Admissions/Transfer Credit

25 June  
Registration Deadline for Newly Admitted Students

25 June  
Math Placement Test / English Placement Test for New Abu Dhabi Undergraduate Students

28 June  
First Day of Classes

28 - 29 June  
Add/ Drop Period 100% Refund

29 June  
Payment Deadline

30 Jun - 1 Jul  
Course Withdrawal Period 75% Refund

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**SUMMER SEMESTER 2019-2020**

**WEEK** | **JULY 2020** | **EVENTS**
---|---|---
1 | 1 2 3 4 | 1 July
2 | 5 6 7 8 9 10 11 | Financial Aid/Scholarship Requirements for RETURNING Students for Fall 2020-2021 Submission Begins
3 | 12 13 14 15 16 17 18 | 1 July
4 | 19 20 21 22 23 24 25 | Financial Aid/Scholarship Requirements for NEW Prospective Students for Fall 2020-2021 Submission Begins
5 | 26 27 28 29 30 31 | Course Withdrawal Period 50% Refund**

**WEEK** | **AUGUST 2020** | **EVENTS**
---|---|---
1 | 1 | Financial Aid/Scholarship Requirements for RETURNING Students for Fall 2020-2021 Submission Deadline
2 & 3 | 2 3 4 5 6 7 8 9 10 11 12 13 14 15 | Reading days
4 | 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | Financial Aid Requirements for NEW Prospective Students Fall 2020-2021 Submission Deadline
5 Aug | 5 | Make up days
11 - 12 Aug | 11 - 12 | Last Day of Classes
13 Aug | 13 - 15 | Final Exams Period***
15 Aug | 13 - 15 | Islamic New Year *
16 - 18 Aug | 16 - 18 | Final Grades Released****
UNDERGRADUATE HANDBOOK
2019-2020

For more information or to apply
Call Toll Free: 800 23968
Admission Inquiries: admissions@adu.ac.ae
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