



جامعة أبوظبي
ABU DHABI UNIVERSITY

ACADEMIC ADVISING MANUAL



College of
Law

WISC
Senior College and
University Commission

Contents

MESSAGE FROM THE DEAN	1
Introduction to Academic Advising	2
Academic Advising: Mission and Objective	2
Responsibilities of Academic Advisors	2
The Role of Faculty Advisors	3
Responsibilities of Students	3
Academic Advising Services	4
Meet the College of Law Academic Advisor	4
Walk-in Advising	4
Individual Advising	4
Academic Information	5
College of Law Undergraduate Admission requirements	6
College of Law Curriculum and Study Plans	6
Study Plans	6
Internship requirements	6
Graduation requirements	7
Registration Procedures	7
Forms and Applications	8
Academic Support Services	8
The Learning Support Center	8
The Writing Center	8
Career Development Department	9
FAQ	10

MESSAGE FROM THE DEAN



Welcome to ADU's College of LAW

I've been privileged to be given this tremendous honor by Abu Dhabi University's to assume the responsibility of establishing and managing its newborn College of Law. I couldn't have deprived myself of such an honor and privilege. I embark on taking on such responsibility proudly and gladly.

The college's vision is defined by realizing the developments in the international arena in terms of freeing legal professions i.e. it's no longer acceptable to keep legal professions limited to national citizens of any country. Despite increasing the competition in the local market of legal work, this opens the doors for nationals to work in various countries worldwide.

Unsurprisingly, this is reflected on the style of teaching law at Abu Dhabi University where knowledge development and professional qualification of students is provided in the field of law in a manner that allows our students to compete in the legal job market locally, regionally and internationally.

In line with that, the College of Law doesn't only grant its students the necessary legal culture to be capable of rendering legal services, it's also engaged in equipping them with the necessary skills to practice legal professions. This determines the content of the courses on one side and the curricula and teaching methods of law on the other side.

While it's natural for the legal study in the UAE to be based on the country's laws, the comparative studies between the UAE's law and the laws of other countries are instrumental in developing students' ability to hold

legal jobs in any other country which increases their competitiveness in the international legal job market.

When it comes to having the legal culture, our students gain such culture through theoretical lectures taught by the elite of legal, Sharia and economy faculty whom the university has hired to achieve this purpose. The use of latest teaching technologies facilitates students' learning and receipt of information. The College of Law adopts the credit-hour system which grants students a great deal of flexibility in choosing the study plan with the help of their academic advisor who is highly qualified to provide academic and administrative advising to students of the college. This system also allows constant monitoring of students throughout the semester, thus giving the ability to address any shortcomings and assist students in any difficulties they may face in their classes.

The college adopts a grading system that ensures that students have all the basic skills necessary for practicing legal professions such as writing legal memos and applying the law on a set of facts and merits as well as distinguishing between seemingly similar legal information which all contribute to testing the level of students acquisition of the legal acumen and insight behind which the secret of the success of lawmen lies after graduating from the colleges of law.

In conclusion, the professional qualification methods adopted by the college of Law vary and include mock trials, in which students portray actual trial of the subject of a dispute which they prepare under the supervision of a professor, or participate in the work of the legal clinic where students acquire the skill to provide legal advice in various law areas, or conduct field visits to courts and arbitration centers as well as receiving internship in these entities and other entities in the legal field.

The said features may be a good reason for the dear reader to choose studying law at Abu Dhabi University as it shows a unique vision of the legal professions conditions and prepares students in light of such conditions by a highly qualified team with the necessary academic and administrative expertise to provide educational law services of the highest level.

Outstanding academic institutions can ensure their continuity only through outstanding students, which you definitely are. Welcome to ADU's College of Law.

Prof. Hany Dowidar
Dean, College of Law

INTRODUCTION TO ACADEMIC ADVISING

Mission and Objective

The Academic Advising office was founded 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 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 constant 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, an inner drive for proactive participation, and a strong sense of personal responsibility.

Main Objectives of the Academic Advising office:

1. Assist students in developing an academic program consistent with their goals and natural strengths and support them they make plans and decisions that are challenging, and appropriate to their interests and abilities.
2. Provide accurate and timely information regarding university requirements, policies and procedures
3. Guide and motivate students in developing themselves and take more responsibility for planning their own academic career.
4. Act as a focal point between the students and the University in order to ensure that the students are fulfilling all their academic requirements.

Responsibilities of Academic Advisors

1. Advise and assist students with respect to ADU policies and procedures resources, and programs.
2. Assists students with registration issues and offer guidance in course selection.
3. Identify options for student to satisfy specific degree requirements; evaluates and makes recommendations on petitions and adjustments to student's program of study.
4. Evaluate the students' level of development and uphold their growth by assessing the key factors and make necessary reports as appropriate.
5. Work closely with the colleges and departments in order to provide vital information essential to their academic success.
6. Gather data through surveys, communications and meetings in order to prepare reports when required.



The Role of the Faculty Mentor

University life can be a daunting enterprise for many students. The unfamiliar environment coupled with a heavy academic load can be enough to overwhelm anyone. 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. Our faculty mentors are here to guide and help you adjust to college life.

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.

Faculty mentors will:

1. Provide information about rules, regulations, and requirements governing specific degree programs to aid students make informed decisions.
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 at-risk students 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/mentors or other university resources on a regular basis;
4. Keeping their assigned advisors/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.

ACADEMIC ADVISING SERVICES

Meet the College of Business Administration Academic Advising Team:



Ms. Hala El Bashir

Academic Advisor (AD Campus)

Abu Dhabi University, UAE

Tel #: **+971 2 5015261**

Email: **Hala.Elbashir@adu.ac.ae**

Walk-in Advising:

Walk in advising is available to assist students with general advising needs. Walk-in advising hours are from 9am to 6pm. Advisors will be available on a first come first served basis. Depending on advisors' availability and walk in Traffic, some wait time may be required.

Individual Advising:

For personalized guidance throughout college, students at all levels are advised to make use of individual advising where detailed questions and concerns are clarified about their degree program and help them develop strategies to maximize learning.



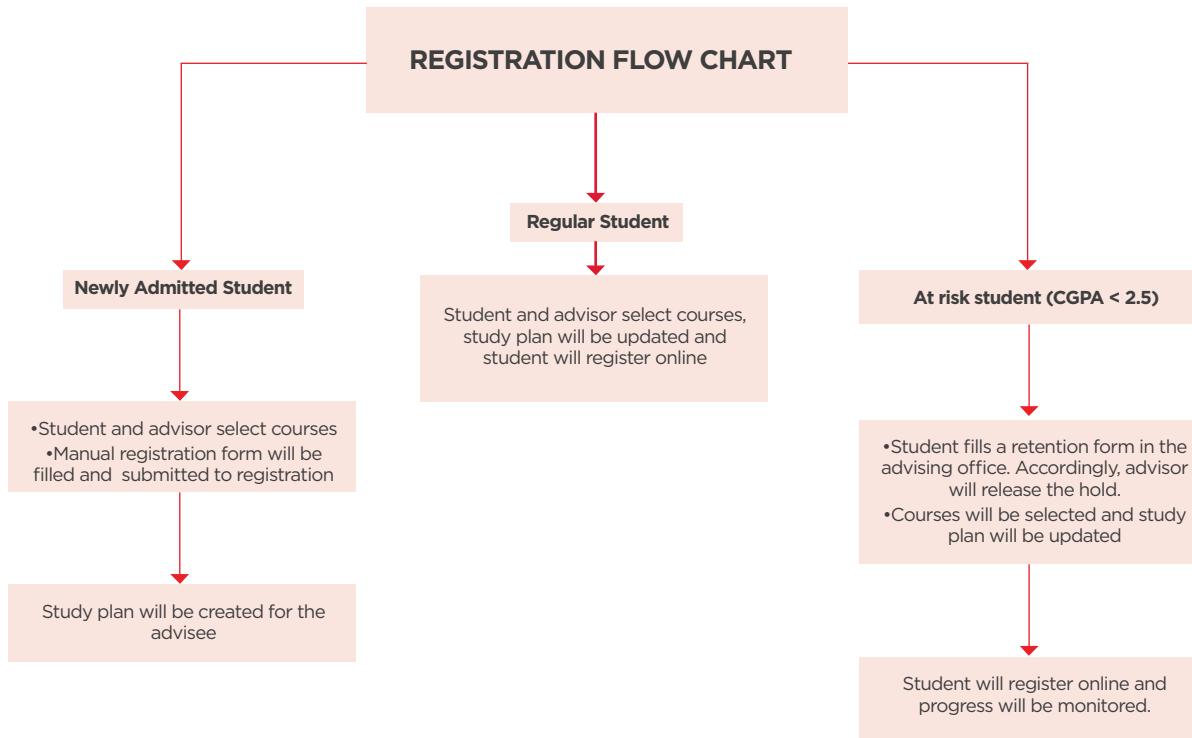
ACADEMIC INFORMATION

Study Plan | College of Law

Course Code	Course Title	Credit Hours	Prerequisite(s)
ISL100(A)	Islamic Culture	3	-
ARL 100	Communication Skills in Arabic	3	-
INLA105	Introduction to Law Study	3	-
PCLA 110	Political Systems and Constitutional Law	3	-
ENG 100(A)	English Skills (1)	3	-
ITE100 (A)	Introduction to Information Technology	3	-
UNS 102(A)	University Study Skills	1	-
	Total Credit Hours	19	
COLA200	Commercial Law	3	INLA105
CRT301(A)	Critical Thinking	2	UNS102(A)
SULA209	Involuntary Sources of Commitment	3	SULA203
PSY201-A	General Psychology	3	UNS102(A)
ADLA205	Administrative Law	3	INLA105
ENLA208	Legal Terms in English	3	ENG200
	Total Credit Hours	17	
PCLA306	Civil Procedures Law	3	SULA209
CCLA320	Nominated Contracts	3	RCLA310
PPLA326	Penal Code (1)	2	PGLA225
CCLA330	Commercial Companies law and Bankruptcy	3	COLA200
LSLA335	Labour Law and Social Securities	3	SULA209
IILA337	Inheritances and Wills	3	PALA229
	Total Credit Hours	17	
EILA420	Forced Execution	3	PCLA306
BBLA431	Banking, Contracts and Commercial Papers	3	CCLA 330
GPLA499	Graduation Research	2	90 Credit hrs
-	Major Elective - (Second Level)	3	-
IPLA490	Internal Internship	3	PCLA306+PPLA450+ PALA229
	Total Credit Hours	14	

Course Code	Course Title	Credit Hours	Prerequisite(s)
IFLA 218	Introduction to Islamic Jurisprudence	3	-
SOC201(A)	UAE & GCC Society	3	UNSI02(A)
PELA 219	Principles of Economics	3	-
ENG200(A)	English Skills (2)	3	"C" grade in ENGI00(A)+UNSI02(A)
SULA 203	Voluntary Sources of Commitment	3	INLA105
INLA210	Public International Law	3	INLA105
UNS 102(A)	University Study Skills	1	-
	Total Credit Hours	18	
PALA229	Personal Status	3	IFLA218
RCLA310	Provisions of Commitment	3	SULA209
PGLA225	General Penal Code	3	INLA105
TVLA220	Legal Studies in English	3	ENLA208
PHI300(A)	Professional Ethics	3	-
INE300(A)	Introduction to Innovation and Entrepreneurship	3	UNSI02 (A)
	Total Credit Hours	18	
FFLA340	Principles of Jurisprudence	3	PALA229
IPLA342	Private International Law	3	PCLA306
JILA344	Domestic and International Arbitration	3	PCLA306
PPLA327	Penal Code (2)	2	PPLA326
BFLA348	Public Finance And Tax Legislation	3	PELA219
	Major Elective (First Level)	3	
	Total Credit Hours	17	
ORLA477	Primary Rights in Rem and Accessory Real Rights in Rem	3	CCLA320
EPLA495	External Internship	-	90 Credit hrs
-	Major Electives (Third Level)	3	-
SWLA440	Maritime and Air Law	3	CCLA430
PPLA450	Penal Procedures Law	3	PPLA327
	Total Credit Hours	12	

REGISTRATION PROCEDURES (Abu Dhabi & Al Ain Campuses)



Forms and Applications

Link to online applications and forms: <http://www.adu.ac.ae/eservices.html#VMjlnE9frIU>

Academic Support Services:

The Learning Support Center

The Learning Support Center (LSC) is an academic support resource designed to engage students in learning. It is essentially a hub where peer mentors, tutors and faculty work alongside students to realize their full potential and achieve their academic goals. The center fosters a conducive learning environment which is an avenue for students to hone their academic prowess and ultimately improve their academic performance in their courses.

The Learning Support Center is headed by Ms. Hala Nazmy and is championed by an elite team of peer mentors. It is located by the entrance of the library and is open from 10:00 AM – 5:00 PM on weekdays during fall and spring semesters. For a detailed schedule of mentors and faculty learning specialists, you may visit the center to view the schedule printout, or you may visit the LSC’s intranet site on campus under “Student Support Services.”

If you are interested in being a part our dynamic mentoring group, you may get in touch with Ms. Hala Nazmy at 02 501 5606 or send an email to LSC@adu.ac.ae

The Writing Center

Successful students write well. The Writing Center supports writing for undergraduate and graduate students across the university by providing one-on-one workshops and consultations. The center aims to tailor supplemental writing instruction to match each individual, addressing different learning abilities and writing voices. The center also offers feedback and strategies that will support students in different stages of writing. Assistance is accessible to students from different disciplines, from freshmen year, through graduate school.

The Writing Center is headed by Dr. Ashwitha Antony of University College. Together with a team of well-read, and versatile peer and faculty tutors, the center can guide you in writing effectively and successfully for academics. We are conveniently located by the entrance of the library and the center open from 10:00 AM – 5:00 PM on weekdays during fall and spring semesters, with tutor schedules posted on the bulletin board outside the center.

If you are interested in being a part our brilliant group of writing tutors, you may get in touch with Dr. Ashwitha Antony at **02 501 5708**.



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University College, through a set of general education courses, aims to prepare students with fundamental knowledge, skill and competency that will pave the way for them to transition to their majors successfully.

Career Development Department

The Career Development Department 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 Career Development Department focuses on experiential education opportunities throughout the academic year in tune with the requirements of the UAE labor market. Therefore, upon graduation, Abu Dhabi University students manage to get their way to the most prestigious companies in the country and reach higher in their career pursuit. The Career Development Department offers a range of services: Internships, career fairs, employer talks, to name a few.

If you would like to get in touch with them, send them an email at careers@adu.ac.ae



FAQ

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

How is my CGPA calculated?

1. For each course, multiply the grade points defined for the grade (A=4, etc.) by the credit hours of the course
2. Add all of the Quality Points.
3. Add all of the GPA Hours
4. Divide the sum of the Quality Points by the GPA Hours.

What is an incomplete grade?

- An Incomplete grade is an agreement between the student and instructor indicating that the student's work in a course has been of passing quality but is not completed due to circumstances beyond the student's control. It does not count in the GPA nor are units counted towards graduation until the course has been completed and the final grade posted on the official transcript.
- If an Incomplete grade is not completed by the deadline, it converts to an F which does count towards the GPA.

What happens if I repeat a course?

- Only the highest grade will be calculated in the CGPA.

What does probation mean?

- 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 the student's CGPA remains below 2.0 at the end of the Spring semester in the following academic year, 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.

How many semesters are there in ADU?

- There are two regular semesters (Fall and Spring), and two optional (Winter and Summer).

How many credit hours can I register in a semester?

1. 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.
2. The maximum number of credit hour per semester is 19.
3. 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.
4. A student may register for up to a maximum of 7 credit hours in any summer or winter term. Any student with a GPA of at least 3.00 may register for up to 9 credit hours in any summer or winter term.

What does at-risk student mean?

- Any student whose CGPA is below 2.5 are considered at-risk. Their accounts will be under academic hold, and they need to see their academic advisors in order for them to register in courses and improve their academic stand.



College of Law

For more information or to apply

Call Toll Free: **800 ADYOU (23968)**

Admission Inquiries: **admissions@adu.ac.ae**

Visit: **www.adu.ac.ae**

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