 جامعة أبوظبي
Abu Dhabi University

POSTGRADUATE **HANDBOOK**

2023 - 2024

© 2023
ABU DHABI UNIVERSITY
ALL RIGHTS RESERVED

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 was 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 accredited by the Association to Advance Collegiate Schools of Business (AACSB) and the prestigious EFMD Quality Improvement System (EQUIS) for all its undergraduate and postgraduate programs. Only 1% of business schools worldwide have this double accreditation. 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 six of its engineering programs. ADU houses the only architecture program to hold accreditation by the Royal Institute of British Architects (RIBA). The College of Health Sciences has earned accreditation from the Agency for Public Health Education Accreditation (APHEA). Our Aviation Department in particular has also received the accreditation as an Authorized Training Center (ATC) from the International Air Transport Association (IATA).

SHEIKH KHALIFA EXCELLENCE AWARD (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 (QS):

For the eleventh year in a row, Abu Dhabi University has been ranked as a top higher education institution in the Quacquarelli Symonds (QS) World University Rankings since 2012-2013. This year, it ranked 580th globally, rising by 100 spots from the previous cycle. Moreover, ADU also ranked in QS's top 150 leading institutions under 50 years, the top 31 universities in the Arab World, and the top 7 in the UAE. Abu Dhabi University has also received a 5 QS Stars rating for 2022. ADU's Business and Management Studies climbed at least 250 spots in the QS by subject rankings and is now ranked 251-300 globally and 2nd nationally. In its first entry, the Social Sciences and Management program ranked 451-500 globally and 3rd in the UAE, while the Engineering-Mechanical, Aeronautical, and Manufacturing program ranked 451-500 globally and 5th in the UAE.

TIMES HIGHER EDUCATION (THE) WORLD UNIVERSITY RANKINGS:

ADU is among the top 3 universities in the UAE and ranks globally at 301-350. It holds the number one position in the UAE for the teaching pillar. In the prestigious THE Asia Ranking, it secures the 59th position, placing us among the top 0.4% of institutions in the region. ADU has also made an impressive debut in THE Young University Rankings 2023 for the world's best universities that are under 50 years old or younger, ranking 58th globally. ADU ranks 2nd in the UAE and 264th globally for its research influence or citations. With over 100 nationalities, ADU is ranked 2nd regionally and 14th globally in the THE Rankings for the highest proportion of international students. The College of Business is ranked as the number one in the UAE and among the top 151-175 academic institutions in the world for business and economics. ADU's graduates are highly employable, ranking first in the UAE for graduate employability (THE graduate report). Cementing its global reputation, ADU ranks 2nd in the UAE and 10th globally for international outlook.

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



ABU DHABI UNIVERSITY **BOARD OF TRUSTEES** (Honourary)

HH Sheikh Hamdan Bin Zayed Al Nahyan	President
HE Sheikh Nahyan Bin Mubarak Al Nahyan	Vice President
HE Sheikh Sultan Bin Tahnoon Al Nahyan	Member
HE Sheikh Abdulla Bin Mohammed Bin Butti Al Hamed	Member
HE Staff Major General Pilot Faris Khalaf Al Mazrouei	Member
HE Khedaim Abdullah Alderei	Member
HE Ahmad Mattar Al Dhaheri	Member
HE Dr. Shaikha Salem Al Dhaheri	Member
HE Mariam Eid Al Mheiri	Member
HE Dr. Ali bin Harmal Aldhaheri	Member
Chancellor of Abu Dhabi University	Member

ABU DHABI UNIVERSITY **BOARD OF DIRECTORS**

HE Dr. Ali bin Harmal Aldhaheri	Chairman
HE Mirza Al Sayegh	Vice Chairman
HE Dr. Sulaiman Al Jassim	Member
Dr. Shereen Gobran	Member
Mr. Yousef Al Alami	Member
Mr. Mohammed Qusai Al Ghussein	Member
Mr. John Ireland	Member
Mr. Abdallah Osseiran	Member
Dr. Nabil Ibrahim	Chancellor Emeritus
Prof. Ghassan Fouad Aouad	Chancellor

WELCOME FROM THE CHANCELLOR

Congratulations on choosing Abu Dhabi University, the top university for the teaching pillar in the UAE*. Your timing couldn't be better as ADU celebrates its 20th anniversary of shaping the future and embarks on a journey of growth and reaching new heights. You're now part of a vibrant community of learners and ambitious individuals who proudly call Abu Dhabi University, their home which is consistently one of the top three universities in the UAE and ranks among the top 350 universities globally in the prestigious Times Higher Education World University Rankings.

Since it opened in 2003, Abu Dhabi University has been dedicated to developing leaders who contribute to national and global betterment. Our programs are designed to meet the future needs of the region and are benchmarked against the best programs offered by leading universities worldwide. At ADU, we are dedicated to equipping you with the knowledge and skills necessary to make a meaningful impact on your community and the global stage. This ensures that you're fully prepared to join the job market upon graduation. Our graduates are the most employable in the UAE according to the Times Higher Education's Graduate Employability Rankings for 2022.

Abu Dhabi University is internationally recognized for its quality education and research. According to the QS World University Rankings, our university is ranked in the top 2.8% globally and is also recognized among the top 150 universities under 50 years of age. Additionally, we have been awarded a 5-star rating in the 2022 QS Stars rating. Our research performance is strong, and we are among the best in the UAE for research citations. We take pride in our diverse community, with 59.6% of our students being international students, earning us the 14th position globally and second place in both the UAE and the MENA region for international students, according to the prestigious Times Higher Education Rankings for the Highest Proportion of International Students. With students and staff representing diverse cultures and talents from around the world, you will have the opportunity to learn from and form friendships with talented individuals.

ADU has recently been ranked as the 59th best university in all of Asia. Additionally, we have made an impressive debut in THE Young University Rankings 2023, securing the 58th position globally among the world's best universities under 50 years old or younger. Furthermore, according to the 2024 edition of the QS World University Rankings, ADU has climbed more than 100 spots compared to the previous year, currently holding the 580th position worldwide. This achievement marks our highest-ranking since 2014, solidifying ADU as the seventh-best university in the UAE.

Our programs are accredited by prestigious bodies such as AACSB, EQUIS, ABET, RIBA, APHEA, and WASC, ensuring the recognition and respect of your Abu Dhabi University degree by employers and higher education institutions internationally.

Abu Dhabi University's success lies in its clarity of vision and values. We prioritize the pursuit of knowledge, supported by professional staff and excellent facilities. Our campus, with state-of-the-art teaching and research facilities, a comprehensive student center, and impressive outdoor spaces, provides a key resource for students, businesses, and the local community. We have laboratories outfitted with state-of-the-art equipment. Our library opens to you the wide world of knowledge and research. We provide a variety of classroom settings that allows you to engage with your teachers and fellow students through the latest forms of interactive and face-to-face instruction.

Collaboration with academic, business, and community partners strengthens our teaching, research, and outreach. Our partnerships include renowned institutions such as Arizona State University, Rice University, Trinity College Dublin, Politecnico di Milano, Monash University, University College Dublin, and the Queensland University of Technology. We also collaborate with leading businesses and public sector organizations in the region.

At ADU, we understand the investment you and your family are making in your future. We are committed to providing you every opportunity for success as you engage with us in your growth and intellectual development.

We believe that students are the heart of a university. Together, we aim to enhance the university's reputation, contribute to the economy and society, and ensure your time at Abu Dhabi University is memorable. We are here to help you achieve your academic potential, develop the skills and qualifications for productive careers, and support your personal growth as a well-rounded individual.

Welcome to Abu Dhabi University, where our goal is to assist you in your pursuit of a more fulfilling life.

*Times Higher Education 2023 rankings

“
**We are here for you. Welcome to your
University, Abu Dhabi University!**
”

**Professor Ghassan Aouad
Chancellor, Abu Dhabi University**

UNIVERSITY ADMINISTRATORS

Prof. Ghassan Aouad	Chancellor and Acting Provost
Dr. Hamad Odhabi	Vice Chancellor for Financial and Administrative Affairs
Dr. Mohamed Fteiha	Campus Director, Al Ain
Dr. Anas Najdawi	Campus Director, Dubai
Prof. Philip Hamill	Associate Provost for Research and Academic Development
Prof. Sherine Farouk	Associate Provost of Academic Projects
HE Mr. Salem Aldhaheeri	Executive Director, Community Relations
Dr. Sreethi Nair	Dean, College of Arts and Sciences
Prof. Barry O'Mahony	Dean, College of Business
Dr. Hamdi Sheibani	Dean, College of Engineering
Dr. Sofyan Maghaydah	Acting Dean, College of Health Sciences
Prof. Talaat Dowidar	Acting Dean, College of Law
Dr. Adel Salem ALLouzi	Dean, Academic Programs for Military
Dr. Chakib Farhat	Dean, Student Affairs
Mr. Bassam Mura	Executive Director, Marketing, Enrollment and University Registrar
Dr. Heather Friesen	Executive Director, Organizational Planning & Strategy
Dr. Mohammed Parakandi	Director, Academic Quality and Accreditation
Dr. Alberto Peralta	Director, Innovation Center
Mr. Mohammed Abdul Hai	Director, Business Support & Facilities
Mr. Joseph Aninias	Director, Information Management and Technology Services
Mr. Ibrahim Louka	Director, Finance



TABLE OF CONTENTS

About Abu Dhabi University	14
Abu Dhabi University Philosophy	14
Institutional Licensure and Program Accreditation	14
International Accreditation	14
Current Abu Dhabi University Postgraduate Programs	16
Vision	17
Mission	17
Values	17
Strategic Goals	18
Campus Locations and Descriptions	20
Abu Dhabi Campus	20
Al Ain Campus	21
Dubai Campus	21
Admission, Enrollment and Registration	23
General Admission Information	23
Doctor of Business Administration General Admission	23
Master Degree General Admission	25
Professional Post-Graduate Diploma in Teaching General Admission	27
Authentication	28
Credit Transfer	28
Re-admission Procedure	29
Visiting Students	30
Admission Requirements	32
Master of Business Administration	32
Master of Strategic Leadership	32
Doctor of Business Administration	33
Master of Engineering Management	33
Master of Project Management	34
Master of Science in Civil Engineering	34
Master of Science in Information Technology	34
Master of Science in Electrical and Computer Engineering	35
Master of Science in Mechanical Engineering	35
Master of International Relations (Military Program)	36
Academic Terminology for Abu Dhabi University	39
Registration	40
Registration Procedures	40
Course Load Limitation	40
Add/Drop Course Regulations	40
Dropping Fall/Spring Credit Courses	40
Dropping Summer/Winter Credit Courses	41
Re-enrollment	41
Administrative Drops	41
Withdrawal from the University	42

Student Record Confidentiality	42
Student Archives	42
Credits Earned at other Academic Institutions	42
Graduation Requirements	42
Applying for Graduation	42
Graduation Clearance	43
Awarding Degrees and Diplomas	43
Course Related Information	44
Doctorate/Master Degree Grading System and Scale	44
Doctorate/Master Degree Grade Definition	45
Post-Graduate Diploma Grading System and Scale	46
Post-Graduate Diploma Grade Definition	47
Credit Hours	48
Grade Change	48
Semester Grade Point Average	48
Cumulative Grade Point Average	48
Mid-Semester Advisory Grades	48
Transcripts	48
Grade Appeals	48
Academic Standing	49
Student Attendance Policy	49
Graduation with Honors	50
Distance Learning Procedure	50
Examination Rules and Regulations	53
Rules Governing Final Examinations	54
Retention of Final Examinations	54
Student Assessment and Late Coursework Guidelines	54
Academic Advising	56
Tuition and other Fees	59
Payment	59
Refund	60
Fees Structure	61
Discount for Abu Dhabi University Alumni Students	63
Merit-Based Tuition Discount	63
Student Affairs Department	65
Sports & Wellness Office (SWO)	65
Student Services Supporting Obtainment of Qualification	65
Career Assessment	65
Career Guidance	66
Internship	66
Career Fairs	66
Alumni Engagement	66

TABLE OF CONTENTS

Student Engagement Office (SEO)	67
Student Council Program	67
Clubs Program	67
Leadership and Volunteer Program	67
Student Support Office (SSO)	67
Code of Conduct	67
Student Rights	68
Student Responsibilities	68
Smoking	69
Drugs	70
Alcohol	70
Disciplinary Committee	70
Appeal Right	71
Sanctions	71
Student Grievances Policies and Procedures	71
Students' Complaints and Rights	72
Confidentiality	72
Student Grievances Committee Rules	73
Housing and Residence Life	73
ADU Residential Life Programming	74
Counseling Service	74
Students of Determination	74
Counseling Services for Students of Determination	75
Student Dress Code	75
Student Visa and Health Insurance	75
Student Locker	75
Student Transportation	75
The Student Support Portal	76
Orientation Program	76
Student Club Guidelines	77
Information Management and Technology Services (IMTS)	88
Bookshop	89
Library	89
Contact Center	90
Cafeterias and Restaurants	90
Community Center	91
Environmental Health and Safety	91
Code of Conduct - Academic Integrity	92
Excerpts of Examination Protocols and Rules-Students' Responsibilities	93
Excerpts of Procedural Guidelines for Examination and Proctoring	94
University Faculty	98
Academic Calendar 2023-2024	114
Campus Map (Abu Dhabi Campus)	126



ABOUT ABU DHABI UNIVERSITY

Abu Dhabi University (ADU) was chartered as a private institution of higher learning in the year 2003 under the patronage of H.H. Sheikh Hamdan Bin Zayed Al Nahyan, Ruler's Representative in Al Dhafra Region and President of ADU's Board of Regents Members. Abu Dhabi University currently serves over 7,577 students from over 80 different nationalities at three campuses, in Khalifa City, Abu Dhabi, in Al Ain and Knowledge Park, Dubai.

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 Sciences (CHS) 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 are 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 Law Postgraduate 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

Abu Dhabi University's Bachelor's degree programs in Chemical Engineering, Civil Engineering, Electrical Engineering, Computer Engineering, and Mechanical Engineering have been accredited by the Engineering Accreditation Commission of ABET, and its Bachelor's degree program in Information Technology by the Computing Accreditation Commission of ABET, the global

accreditor of college and university programs in applied and natural science, computing, engineering, and engineering technology.

ABET accreditation assures that programs meet standards to produce graduates ready to enter critical technical fields that are leading the way in innovation and emerging technologies, and anticipating the welfare and safety needs of the public.

RIBA (Royal Institute of British Architects) Accreditation

Abu Dhabi University's Bachelor of Architecture program is accredited by the Royal Institute of British Architects (RIBA), making it the first and only program in the UAE to receive this accreditation.

RIBA accreditation 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. Only 1% of business schools worldwide have this double accreditation.

APHEA (Agency for Public Health Education Accreditation (APHEA)

Abu Dhabi University's Bachelor of Science in Public Health program is accredited by Agency of Public Health Education Accreditation (APHEA).

APHEA Accreditation is aimed at supporting the continued amelioration of education and training for public health workforces throughout the world by providing an international and transparent quality recognition.

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

In 2016, Abu Dhabi University was granted full accreditation status 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 and colleges, secondary and elementary schools, and foreign institutions of American origin.

ADU is the only private university in the Middle East to have achieved the distinction of WASC accreditation.

In 2022, following a stringent and comprehensive reaccreditation review process, the Commission recognized ADU for its outstanding quality and confirmed reaccreditation for a full 10 years, an achievement reflective of WASC's confidence in ADU and in the high caliber of its programs.

International Air Transport Association (IATA, Canada); Authorized Training Center (ATC) Accreditation

ADU has received the accreditation as an Authorized Training Center (ATC) on the 29th August 2019 from the International Air Transport Association (IATA). This refers in particular to the Department of Aviation.

IATA was founded in 1945 and currently has 299 airlines as members (as of April 2020). IATA is the prime facilitator for inter-airline co-operation in promoting safe, reliable, secure and economical air services for the benefit of the world's consumers. IATA diplomas and certificates guarantee high standards of training and have gained worldwide recognition and acceptance as a quality product by the world's airlines and industry associations. These are important qualifications for anyone wishing to upgrade his/her professional competence or start a career in the travel, cargo or aviation industry.

Current Abu Dhabi University Postgraduate Programs

The following list includes the postgraduate academic programs that have been initially accredited by the CAA:

College of Arts and Sciences

- Professional Post-Graduate Diploma in Teaching (English)
- Master of Education in Educational Leadership
- Master of Science in Special Education

College of Business

- Master of Business Administration
- Master of Strategic Leadership
- Doctor of Business Administration

College of Engineering

- Master of Engineering Management
- Master of Project Management
- Master of Science in Information Technology
- Master of Science in Electrical and Computer Engineering
- Master of Science in Mechanical Engineering

College of Law

- Master of Public Law
- Master of Private Law



Vision

Abu Dhabi University will be a leading university in the MENA region, providing graduates with the knowledge, skills, and mindset to become leaders of tomorrow, and engaging in research and innovation that make a difference to society.



Mission

We aim to transform society through:

- preparing graduates for dynamic careers through life-changing, technology-enhanced, internationally accredited, world-class education;
- research and innovation that enhance academic disciplines and contribute to societal development and economic growth; and
- mutually beneficial collaboration with our stakeholder communities.



Values

Integrity

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

Excellence

We hold ourselves accountable to the highest standards of performance.

Innovation

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

Diversity

We celebrate and respect our diversity and build lasting relationships to achieve our shared ambitions.



Strategic Goals

1. Student Success and Experience

At Abu Dhabi University, students are at the heart of everything we do. We enable students to realize their full potential through supportive in-person and online learning environments, fulfilling and vibrant campus life, and co-curricular and extra-curricular activities. Our learning environment supports our students to thrive and develop into career-ready professionals able to effectively contribute to the economy and society.

2. Teaching and Learning

Students, alumni, and partners know and value us for our excellent teaching, our international outlook, and our delivery of fulfilling, high-quality, flexible programs relevant to the needs of today and tomorrow. We employ effective research-informed teaching and learning methods to deliver our high quality, internationally recognized degrees, and develop and nurture strategic partnerships to enhance our academic reputation, brand value, and reach in both face-to-face and online delivery models.

3. Research and Innovation

Our research contributes to knowledge creation, teaching and learning, the economy, and society. Our commitment to research and discovery ensures we are innovative in our programs, advanced in our teaching methods, and relevant to the markets and customers we serve. We contribute to the socio-economic agenda with targeted research and creative solutions that address our partners' needs, and promote research and innovation aligned with program priorities.



An Overview

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 an apartment-style dormitories which create an environment that fosters optimal learning and comfort, 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.

In addition, eight prayer rooms and two waiting rooms are located throughout the campus for student convenience.

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 80 faculty and staff and around 1,500 registered students, representing 40 nationalities. H.H. Sheikh Tahnoun bin Mohammed Al Nahyan, Abu Dhabi Ruler's Representative in Al Ain Region witnessed the opening of the new campus, on April 9th, 2022 which bears the name of "Tahnoun bin Mohammed".

The design of the new campus is inspired by the Ghaf tree, which has an environmental, heritage, and historical heritage in our society, which doubles the privacy and environmental distinction of this campus at the regional and global levels, and it matches the criteria of "sustainability" evaluating the degree of "one pearl", and it was implemented according to the best engineering standards that make it a unique scientific edifice, and an oasis of creativity, innovation, and leadership for the next fifty, the construction area is 28 thousand square meters for the first phase. The building includes more than 70 classrooms and laboratories that adopt modern educational methods, provide open spaces, and encourage cooperation and partnership among students, in addition to 137 offices for faculty and administrative staff. The campus is equipped with an Innovation Center, an Academic Success Center, multi-purpose halls, and an array of comprehensive service facilities, including a gym, aerobics room, games room, café, restaurant lobby, club hall, meeting room, indoor playground, and medical clinic. Furthermore, it houses a 900-square-meter library complete with a reading area, book store, discussion rooms, and a student council, all adhering to the highest international standards, to cater to the students' academic needs and provide top-notch scientific facilities and equipment.

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 sports 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.

ADMISSION, ENROLLMENT AND REGISTRATION

General Admission Information

Application forms and supplementary information are available at the Admissions, Enrollment & International Relations Department. Applications for admission should be submitted by the dates announced by the Admissions, Enrollment & International Relations Department.

Abu Dhabi University accepts applications on a rolling basis throughout the year, and has intakes in the Fall, Winter, Spring and Summer while one intake in the Fall semester for DBA applicants. The Admissions, Enrollment & International Relations Department will provide the date, time, and place of the required entrance examination, if any.

All applications will be reviewed and evaluated on an individual basis. All documents received by Abu Dhabi University in connection with applications for admission will become the property of Abu Dhabi University. Under no circumstances will they be returned to the applicant, forwarded to another institution or duplicated for any other purpose.

Students submitting their application to Abu Dhabi University must certify that the information they have provided Abu Dhabi University is truthful and accurate. If relevant information is not disclosed to Abu Dhabi University upon admission, this will be grounds for rejection of the application or termination of enrollment.

If the student is found to have provided false or misleading information in their Abu Dhabi University application and supporting documents, or if the student fails to disclose relevant information in order to meet Abu Dhabi University admissions requirements, the Admissions, Enrollment & International Relations Department will reject the student's application to Abu Dhabi University or immediately deactivate the student's registration status and freeze any on-campus activities in which he/she is involved. Students will also sign and agree to the terms of the Abu Dhabi University Code of Honor once they submit their applications.

Abu Dhabi University will admit qualified students without regard to race, color, gender, religion, national origin, or physical impairment/abilities. Physically challenged students must provide for their own special needs while attending Abu Dhabi University.

Doctor of Business Administration General Admission

The following documents will be required during admission for non-international students:

- A fully completed online Application for Admission form with a non-refundable application fee (online payment)
- A true copy of the certified Bachelor and Master Degree Certificate and Transcripts (attested by the MOE for graduates from universities in the UAE)
- Passport-sized photographs; (to be uploaded in the online application)
- A copy of a valid passport and residency visa (if applicable)
- Copy of the UAE National Identity Card
- Evidence of relevant work experience
- Police clearance
- An application letter of 500-1000 words in length
- A valid official score report of international TOEFL (IBT) 79 or the ITP 550 (taken at ADUKG or Amideast) or the



Academic IELTS 6.0 taken within the last 2 years, EMSAT English min. score of 1400 taken within the last 18 months

- j. Copy of the latest C.V.
- k. A true copy of an Equivalency letter from the Ministry of Education for applicants graduating from universities outside the UAE
- l. Two professional recommendation letters

Admission offers are valid for one academic year only. If a student does not register within the academic year, he/she will have to re-apply.

Applications that have missing documents past the cut-off date will be issued rejection letters. However, students may re-apply once their admission documents are complete.

*The basis for admission is the Master degree. Postgraduate Diplomas do not substitute the Master degree for admission.

Additional Required Documents for International Students:

The following documents have to be received along with the application form and an application fee:

1. Attested Bachelor and Master's Degree, transcripts and certificates from the country where the certificate is issued.
2. Copy of student's passport (valid for at least 6 months),
3. Police clearance

Doctorate Entry Requirements:

- Master Degree (or equivalent qualification) in Business Administration or a directly related discipline from an accredited university recognized by the UAE Ministry of Education and Scientific Research. The applicant should typically have a Cumulative Grade Point Average of at least 3.00 on a 4.00 point scale or its established equivalent in relevant Master course work.
- English Proficiency Tests – must be taken no more than two years prior to admission to Abu Dhabi University. Minimum English proficiency scores are set for each program and should be 79 Internet Based TOEFL, or 550 paper-based IT TOEFL (taken at ADUKG or Amideast) or 6.0 in Academic IELTS, EMSAT min. score of 1400 (taken within 18 months).

Exceptions:

1. Students who are native speakers of English and have completed their undergraduate or postgraduate Education in an English medium institution in a country where English is the official language, subject to approval of the Ministry of Education.
- Students will be interviewed by the DBA Admission Committee or a subset of that and only if the interview is deemed successful will the candidate be eligible for an offer of admission.
- Meeting the above conditions doesn't guarantee automatic admission into the program. The selection committee will choose the best 20 candidates.

Conditional Admission:

Applicants may be required to satisfy one or more of the following conditions before granted regular admission to the program:

- A. MA graduates from a discipline not related to business will be granted regular admission into the program

Table of Equivalent Scores on tests of English Language Proficiency*

IELTS Scores Overall	iBT Scores	ITP Scores	EMSAT Scores
6.0	79	550	1400

*Note: Score equivalents are provided by testing organizations.

after the successful completion of some MBA courses. The Admission Committee will assess each applicant's course work to determine which MBA foundation courses they will need to take. MBA courses are waived if a student has taken any of them in his/her Bachelor or Master degree with score of B and above.

- B. Submission of an Equivalency letter from the Ministry of Education for students who graduated from universities outside the UAE by the end of the first semester. If they fail to submit it on time, their accounts will be deactivated and they will not be allowed to register for the following semester. However, students have to approach the Admissions, Enrollment & International Relations Department in writing in case they are not able to submit the equivalency letter by the end of the grace period. A committee will decide on each case based on the documentation provided.

Master Degree General Admission

The following documents will be required during admission for non-international students:

- a. A fully completed online Application for Admission form with a non-refundable application fee (online payment),
- b. An attested copy of the certified Bachelor Degree Certificate and Transcript (attested by the MOE for graduates from UAE universities).
- c. A copy of the UAE national ID card,
- d. Passport-sized photographs (to be uploaded in the online application),
- e. A copy of a valid passport and residency visa (if applicable),
- f. Official transcripts and course syllabi from other universities for credit transfer,
- g. Evidence of relevant work experience may be required (for Master of Strategic Leadership applicants),
- h. A valid official score report of international TOEFL (IBT) 79 or the ITP 550 (taken at ADUKG or Amideast) or the Academic IELTS 6.0 taken within the last 2 years, EMSAT min. score of 1400, taken within the last 18 months;
- i. Copy of the latest C.V.,
- j. Police clearance

- k. 2 Recommendation letters may be required (applicable for Master of Engineering Management applicants),
- l. A true copy of an Equivalency letter from the Ministry of Education for applicants graduating from universities outside the UAE in addition to an attested copy of the certified Bachelor Degree Certificate and Transcript.

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

Admission offers are valid for one academic year only. If a student does not register within the academic year, he/she will have to re-apply.

Applications that have missing documents past the cut-off date will be issued rejection letters. However, students may re-apply once their admission documents are complete.

*The basis for admission is the Bachelor degree. Master degrees or Postgraduate Diplomas do not substitute the Bachelor degree for admission.

Additional Required Documents for International Students:

The following documents have to be received along with the application form and an application fee:

1. Attested Bachelor's Degree, transcripts and certificates from the country where the certificate is issued
2. Copy of student's passport (valid for at least 6 months)
3. Police clearance

Master Degree Regular Entry Requirements:

- All students applying for Master Degree admission are required to have a baccalaureate degree (or equivalent qualification) in a directly related discipline from an accredited university recognized by the UAE Ministry of Education. The applicant should have a Cumulative Grade Point Average of at least 3.0 on a 4.00 point scale or its established equivalent in relevant undergraduate course work.
- Candidates may be asked by the Program Director to attend an interview.
- English Proficiency Tests – must be taken no more than two years prior to admission to Abu Dhabi University. Minimum English proficiency scores are set for each program and should be 79 Internet Based TOEFL, or 550 paper-based IT TOEFL (taken at ADUKG or Amideast) or 6.0 in Academic IELTS, EMSAT min score of 1400, taken within the last 18 months;

- For certain postgraduate programs taught in Arabic a minimum score of 950 on the English language portion of the EmSat examination, or its equivalent on other national or internationally-recognized tests that are approved by CAA, such as TOEFL scores of 139 CBT, 51 iBT, 450 PBT, or 4.5 IELTS, or their equivalents on another standardized national or internationally-recognized test that is approved by the Commission and EmSat Arabic 1250.
- May take a maximum of six credit hours in the first semester of study, not including intensive English courses;
- Must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent, in the first six credit hours of credit-bearing courses studied for the graduate program.

CASE II:

For Emirates Level 8 and 9 graduate programs taught in Arabic a minimum score of 950 on the English language portion of the EmSAT examination, or its equivalent on other national or internationally-recognized tests that are approved by CAA, such as TOEFL score of 450 (133 CBT, 45 iBT), or 4.5 IELTS academic, or as identified in below "table for equivalent score on test of English Language": Approved Tests of English Language Proficiency; and a minimum score of 1100 for the Arabic language portion of EmSAT examination.

Case III:

- Applicants may be required to complete some or all program pre-core courses (when the first degree is not directly related to the program), before being granted regular admission to the program. Students are allowed to take these pre-core courses even if the language condition is not met.
- Students may be required to sit for a challenge exam set by the college. If students pass the exam, they will be exempted from the pre-core course(s).
- Students (who meet the language condition) under this category may be allowed to register in regular graduate-level courses before completing the pre-core courses upon the recommendation of the Dean and/or Program Director. If the above conditions are met. However, they will be allowed to take intensive English course(s) and/or pre-core courses even if their language is not met.

Case IV:

- May conditionally admit students to a QFEmirates level 8 or 9 graduate program with a recognized Bachelor's degree and a minimum cumulative grade point average (CGPA) of 2.5 on a 4.0 scale or its established equivalent. Such a student must take a maximum of nine credit hours of courses studied for the graduate program during the period of conditional admission and must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent, in these nine credits of courses studied for the graduate program or be subject to dismissal.

Exceptions:

- Students who are native speakers of English and have completed their undergraduate education in an English medium institution in a country where English is the official language may not be required to provide certification of English language proficiency;
- Students who have completed undergraduate education in an English-medium institution might be allowed admission into a graduate program without demonstrating a TOEFL score of 550 (or equivalent). This exemption can be applied only to those students who undertook all their schooling (K-12) plus a Bachelor's degree in English in a reference English speaking country (e.g., UK, USA, Australia, New Zealand);
- Academic advisor needs to make sure that the conditional admission requirement met during the first semester.

Once admitted and enrolled, the student must complete the program requirements within a maximum period of three calendar years and the Cumulative GPA must be at least 3.00 to graduate unless given an extension in writing by the Dean and Department Chair.

Students have to meet the program specific admission requirements of the program they are applying to.

Conditional Admission:

Applicants may be granted conditional admission in the following cases:

Case I

* Students with a recognized baccalaureate degree and an EmSAT score range of 1250 or its equivalent on another standardized test approved by the Commission such as TOEFL scores of 197 CBT, 71 iBT, 530 PBT, or 5.5 IELTS Academic to a Emirates level 8 or 9 graduate program. Such students must meet the following requirements during the period of conditional admission or be subject to dismissal:

- Must achieve an EmSAT score range of 1400 or equivalent, by the end of the student's first semester of study;

Table of Equivalent Scores on tests of English Language Proficiency*

EmSat	TOEFL	IELTS Academic
950 - 1075	450 (133 CBT, 45 iBT)	4.5
1100 - 1225	500 (173 CBT, 61 iBT)	5.0
1250 - 1375	530 (197 CBT, 71 iBT)	5.5
1400 - 1525	550 (213 CBT, 79 iBT)	6.0

*Note: Score equivalents are provided by testing organizations.

Case V:

- Applicants who graduated from universities outside the UAE are required to submit an Equivalency letter from the Ministry of Education by the end of the first semester. If the conditionally admitted students fail to submit their Equivalency Letters during the first semester, their accounts will be deactivated and they will not be allowed to register for the following semester. However, students should approach the Office of Student Recruitment and Admission in writing in case they are not able to submit their equivalency Letters by the end of their first semester at ADU. A committee will decide on each case based on the provided documentation.

Program Specific Requirements:

Each Master program has specific admission requirements. It is the responsibility of the Admissions, Enrollment & International Relations Department and the Program Director to ensure compliance with the requirements. Any changes or alterations to the Program specific requirements must be approved by the concerned Dean, Program Director, and Provost and should be communicated to the CAA in a timely manner.

An additional master's degree from the same institution may be awarded only when a student meets the admission requirements for the second degree and upon completion of the requirements of the additional degree, which must include at least 15 credits of courses that are distinctive and not taken to meet requirements of the first degree.

Master's degrees offered by any institution must include no less than 15 credits that are distinctive to that particular master's program.

Professional Post-Graduate Diploma in Teaching General Admission

The following documents will be required during admission for non-international students:

- A fully online completed Application for Admission form with a non-refundable application fee,
- A true copy of the certified Bachelor Degree Certificate and Transcript (attested by the MOE for graduates from universities in the UAE),
- A copy of UAE National ID Card,
- Passport-sized photograph (to be uploaded in the online application),
- A copy of a valid passport and residency visa (if applicable),
- Official transcripts and course syllabi from other universities for credit transfer,
- Copy of the latest C.V.,
- Police clearance
- A true copy of an Equivalency letter from the Ministry of Education for applicants graduating from universities outside the UAE in addition to a true copy of the certified Bachelor Degree Certificate and Transcript.

*The basis for admission is the Bachelor degree. Postgraduate Diplomas or master degree do not substitute the Bachelor degree for admission.

Admission offers are valid for one academic year only. If a student does not register within the academic year, he/she will have to re-apply.

Applications that have missing documents past the cut-off date will be issued rejection letters. However, students may reapply once their admission documents are complete.

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

Additional Required Documents for International Students:

The following documents have to be received along with the application form and an application fee:

1. Bachelor's Degree, transcripts and certificates duly attested by the UAE Ministry of Higher Education and Scientific Research, and from the University where the certificate is issued,
2. Copy of student's passport (valid for at least 6 months),
3. Evidence of adequate funds or sponsorship,
4. Standard form indicating that the applicant will abide by the Abu Dhabi University rules and regulations,
5. Evaluation report from the Evaluation Service Board stated above showing an equivalent average to the one required by Abu Dhabi University.

Professional Post-Graduate Diploma Regular Entry Requirements:

- All students applying for postgraduate professional diploma in Teaching (English) admissions are required to have a baccalaureate degree (or equivalent qualification) in Math, Physics, Biology, History, Geography, Science, English, Arabic, Social Studies, Islamic Studies or other directly related discipline from an accredited university recognized by the UAE Ministry of Higher Education and Scientific Research. The applicant should typically have a Cumulative Grade Point Average of at least 2.00 on a 4.00 point scale or its established equivalent in relevant undergraduate course work.
- Once admitted and enrolled, the student must complete the program requirements within a maximum period of two calendar years and the Cumulative GPA must be at least 2.00 to graduate unless given an extension in writing by the Dean and Department Chair.

Conditional Admission:

Applicants may be required to satisfy the following condition before granted regular admission to the program:

Submission of an Equivalency letter from the Ministry of Higher Education and Scientific Research for students who graduated from universities outside the UAE by the end of the first semester.

Students will be given a grace period of one semester to submit the equivalency letter. If they fail to submit it on time, their accounts will be deactivated and they will not

be allowed to register for the following semester. However, students have to approach the Admissions, Enrollment & International Relations Department in writing in case they are not able to submit the equivalency letter by the end of the grace period. A committee will decide on each case based on the documentation provided.

Once conditionally admitted students meet the above condition, they will be granted regular admission.

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 universities following the UAE curriculum must:

1. Be original certificates or an attested copy,
2. Show grades received for each subject, and
3. Be attested by the issuing University, and the UAE Ministry of Higher Education.

If a certificate is issued by a private university outside the UAE, the student must then submit an equivalency letter for his/her bachelor's degree.

DBA applicant must submit an equivalency letter for his/her bachelor and /Master's degree.

Credit Transfer

Transfer credits may be applied towards a postgraduate degree if the following conditions are met:

1. Students transferring from other institutions into the same program major should be in good academic standing (for undergraduates, a minimum CGPA of a 3.0 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. The credits have been earned at the postgraduate level from a federal or licensed institution in the UAE or a recognized foreign institution of higher learning;
4. Only a student who is in good academic standing (CGPA of 3.0 or higher on a 4.0 scale, or equivalent) is eligible for transfer to an Abu Dhabi University postgraduate

program of study similar to that from which the student is transferring;

5. The student has received grades of at least B, or 3.0 out of 4.0 or its equivalent, and the coursework is deemed comparable to what is required in the specific degree program;
6. Credit transfer will not be granted twice for substantially the same course taken at two different institutions;
7. The course credit hours to be transferred are equal or higher to the credit hours of Abu Dhabi University courses;
8. Transfer credits may be given for equivalent Abu Dhabi University courses when, in the opinion of the appropriate Dean and Professors, the learning outcomes of the proposed transfer courses and the level of study are deemed equivalent to that of Abu Dhabi University's course(s).

Postgraduate students may apply for credit transfer for courses taken prior to joining Abu Dhabi University once only when they first apply for admission to Abu Dhabi University. Courses taught in English language only may be transferred to Abu Dhabi University. Credit should not be counted twice towards awards. Therefore, credit cannot be transferred from a Master degree that the student has already achieved to the one he/she is planning to pursue.

The maximum approved transfer credits that may be applied towards a postgraduate degree program must not exceed 25% of the total credit hours. Credits earned for thesis work cannot be transferred. All proposed transfer credits must be approved by the respective Dean and Program Director and then communicated to the student.

Official transcripts, as well as official course syllabi from the previous institution, must be sent to the Admissions Office in order to process requests for the transfer of credits. Courses taken outside the UAE are subject to the Ministry's approval (Accreditation of the university) first before transferring the courses.

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 from the semester 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 re-admitted).

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. Medical report for students who withdraw from Abu Dhabi University for reasons of illness;
5. Clearance from the Finance Department at Abu Dhabi University.
6. Valid IELTS, Valid Passport, Visa and UAE National ID Card

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 students 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.

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 an interview with the student may be required. The committee will evaluate the students' Abu Dhabi University transcripts and course syllabi and will have a comprehensive reevaluation of the student petition.

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. 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. Official transcript from the University at which the student is registered;
3. Copy of passport;
4. 2 photographs;
5. Copy of TOEFL/IELTS or any other proof of English proficiency;
6. No objection letter from Registrar Office from the University at which the student is registered.

Students who opt to complete the degree in Abu Dhabi in Abu Dhabi University and change their status to regular students must meet the admission requirement. Please refer to the current admission policy and credit transfer policy if applicable.



Admission Requirements

Master of Business Administration

1. Candidates for admission must have an undergraduate degree.
2. Students with an undergraduate degree outside of business will be required to take the 4 MBA Pre-core courses listed below. Pre-core courses are waived if a student has taken any of the pre-core courses in his/her undergraduate degree with a score of C and above.

Pre-core Courses

Course Code	Course Title	Credit Hours	Prerequisite(s)
MGT 482-PC	Introduction to Management	2	No Prerequisite
ACC 482-PC	Financial Accounting	2	No Prerequisite
ECO 482-PC	Introduction to Economics	2	No Prerequisite
BUS 482-PC	Quantitative Methods in Business	2	No Prerequisite

- Conditionally admitted students should be aware that they must clear their English entry requirement during their first semester at Abu Dhabi University.
- Conditionally admitted student with a TOEFL below 530 or equivalent can only take one course i.e. pre-core course in his/her first term.
- Conditionally admitted students with a TOEFL between 530 and 549 or equivalent can take one core course or one pre-core course in his/her first term.
- All students admitted conditionally based on CGPA or English proficiency will be required to participate in the COBA Postgrad Mentorship Program.
- All PG students with CGPA below 3.0 will be required to participate in the COBA Postgrad Mentorship Program.

Master of Strategic Leadership

1. Candidates for admission must have an undergraduate degree.
 2. Work experience at a managerial level from 2 to 5 years of at least 2 years depending on the CGPA.
 3. English score of at least 550 in paper-based TOEFL (213 in CBT or 79 in IBT) or 6.0 in IELTS or EMSAT English 1400 taken within the last 18 months..
- Conditionally admitted students should be aware that they must clear their English entry requirement during their first semester at Abu Dhabi University.
 - Conditionally admitted students with a TOEFL below 530 or equivalent can only take one course i.e. pre-core course in his/her first term.
 - Conditionally admitted students with a TOEFL between 530 and 549 or equivalent can take one core course or one pre-core course in his/her first term.

Doctor of Business Administration

Admission to Phase I: Coursework including Research Proposal

1. Candidates for admission must hold either a master's degree in business or a business related area with a CGPA of 3.0 or above.
2. An iBT min 79 / ITP min 550 (taken at ADUKG or Amideast only) / Academic IELTS 6.0 is required or EMSAT English 1400 taken within the last 18 months.
3. Professional Recommendations.
4. Evidence of at least 2 years of work experience at the middle to upper management level.
5. Panel Interview.

Admission to Phase II: Dissertation

1. A CGPA of 3.5 or above in the coursework requirements in Phase I.
2. A "Pass" grade in the Research Proposal Defense.

Pre-core Courses

Course Code	Course Title	Credit Hours	Prerequisite(s)
MGT 482-PC	Introduction to Management	2	No Prerequisite
ECO 482-PC	Introduction to Economics	2	No Prerequisite
BUS 482-PC	Quantitative Methods in Business	2	No Prerequisite

Master of Engineering Management

1. A Bachelor's Degree in engineering recognized by the UAE Ministry of Higher Education and Scientific Research.
2. The following pre-core (or foundation) courses are required of all applicants unless a student has successfully completed the course or its equivalent prior to joining the program.

Foundation (Pre-Core) Courses *

Course Code	Course Title	Credit Hours	Prerequisite(s)
ACC 482-PC	Financial Accounting	2	No Prerequisite
GEN 484-PC	Engineering Economy	3	No Prerequisite

Master of Project Management

1. A Bachelor's Degree recognized by the UAE Ministry of Higher Education and Scientific Research in Engineering, Architecture, Computer Science, or IT.
2. There are no pre-core courses required for admission to this program, however, certain elective courses require that students have undertaken pre-core courses in related subjects. Pre-core courses are waived if a student has taken any of them in his/her undergraduate/graduate degree. The pre-core courses are:

Course Code	Course Title	Credit Hours	Prerequisite (s)
ACC 482-PC	Financial Accounting	2	No Prerequisite
GEN 484-PC	Engineering Economy	3	No Prerequisite

The elective course MEM504 requires an undergraduate level course in statistics or passing a statistics challenge test.

Master of Science in Civil Engineering

1. Candidates for admission must have a bachelor's degree in Civil Engineering or related field
2. Candidates with CGPA in their undergraduate degree of 3.0 or above will be admitted to the M.Sc. in Civil Engineering program.
3. Based on the courses the applicant took at the undergraduate degree level, and the concentration applied for, the Program Director may require the applicant to take certain undergraduate remedial courses or pass a challenge test.

Master of Science in Information Technology

1. A Bachelor's Degree recognized by the UAE Ministry of Higher Education and Scientific Research in Information Technology, Computer Science, Computer Engineering or closely related areas.
2. Applicants may be required to complete some or all of the below program pre-core courses when the first degree is not directly related to the program. Pre-core courses are determined by the Director of the MSIT program on a case-by-case basis, and are waived if a student has taken any of them in his/her undergraduate degree with score of C or above. Students may sit for a challenge exam set by the college. If a student passes the exam, he/she will be exempted from the pre-core course(s).

Pre-Core Courses

Course Code	Course Title	Credit Hours	Prerequisite(s)
CSC 202-PC	Programming II	3	No Prerequisite
CSC 302-PC	Database Management Systems	3	No Prerequisite
CSC 305-PC	Data Communication and Networks	3	No Prerequisite
CSC 307-PC	Web Design and Programming	3	No Prerequisite
CSC 308-PC	Operating Systems	3	No Prerequisite

Master of Science in Electrical and Computer Engineering

1. Candidates applying for the MScECE program are required to have a Bachelor's degree in Electrical Engineering, Computer Engineering, IT, or related fields from an accredited university recognized by the UAE Ministry of Higher Education and Scientific Research.
2. Based on the courses the applicant took at the undergraduate degree level, the Program Director may require the applicant to take certain remedial undergraduate courses or pass a challenge test.

Pre-core Courses

Course Code	Course Title	Credit Hours	Prerequisite(s)
CEN 304	Electronic Circuits and Devices	3	No Prerequisite
EEN 345	Power Systems	3	No Prerequisite
CEN 325	IoT: Foundation Design	3	No Prerequisite
GEN 201	Engineering Economy	3	No Prerequisite
CEN 320	Signals and Systems	3	No Prerequisite
EEN 335	Introduction to Communications	3	No Prerequisite

Master of Science in Mechanical Engineering

Students with a Bachelor degree in Mechanical Engineering recognized by the UAE Ministry of Higher Education and Scientific Research and related fields are eligible to apply. However, students with undergraduate degrees other than mechanical engineering may be admitted on conditional basis. Such students will have to take some undergraduate-level deficiency courses, as determined by the graduate advisor after examination of their undergraduate transcripts.

Students who lack the expected knowledge for unconditional admission must complete the required prerequisite undergraduate courses as recommended by the graduate advisor. The expected prerequisite knowledge for the MSME:

Course Code	Course Title	Credit Hours	Prerequisite (s)
MEC 465 or equivalent	Numerical & Finite Element Simulations of Engineering Problems	3	No Prerequisite

Master of International Relations (Military Program)

Admission Requirements:

- All students applying for postgraduate admissions are required to have a baccalaureate degree (or equivalent qualification) in a directly related discipline from an accredited university recognized by the UAE Ministry Education.
- The applicant should have a Cumulative Grade Point Average of at least 3.0 on a 4.0 point scale or its established equivalent in relevant undergraduate course work.
- English Proficiency Tests – must be taken no more than two years prior to admission to Abu Dhabi University. Minimum English proficiency scores are set for each program and should be 79 Internet Based TOEFL, or 550 paper-based IT TOEFL (taken at Amideast only) or 6.0 in Academic IELTS, EMSAT min Score of 1400.

Exceptions:

Students who have completed undergraduate education in an English-medium institution might be allowed admission into a graduate program without demonstrating TOEFL score of 550 (or equivalent). This exemption can be applicable only to those students who undertook all their schooling (K-12) plus a Bachelor's degree in English in a reference English speaking country (e.g. UK, USA, Australia, New Zealand).

Conditional Admission

Applicants may be granted conditional admission in the following cases:

Case I:

- English TOEFL score is between 530 and 549 or EMSAT 1250 (or its equivalent using the standardized tests approved by the Ministry), the student must meet the following requirements during the period of conditional admission or be subject to a dismissal:
 - a. May register for a maximum of six credit hours in the first semester of study.
 - b. Must achieve a TOEFL score of 550 or EMSAT 1400 or equivalent by the end of the student's first semester of study.
 - c. Must achieve a minimum CGPA of 3.0 on a 4.0 scale or its established equivalent, in first six credit hours of credit-bearing courses studied for the graduate program.

Case II:

- English TOEFL score equal to or above 550 or EMSAT above 1400 (or its equivalent using the standardized tests approved by the Ministry) and a CGPA between 2.50 and 2.99. In such a case:
 - a. The student must take a maximum of nine credit hours of the courses studied for the graduate program during the period of conditional admission;
 - b. Must achieve a minimum CGPA of 3.0 on a 4.0 scale or its established equivalent or be subject to dismissal.

Case III:

- May admit students to a graduate program with a recognized Bachelor's degree and a minimum CGPA of 2.0 on a 4.0 scale or its established equivalent to a maximum of nine graduate-level credit hours as remedial preparation for the graduate program, these courses are not counted toward the CGPA and in the total program courses and must achieve an overall CGPA of 3.0 to move to the direct admission.

Case IV:

- Applicants may be required to complete some or all program pre-core courses (when the first degree is not directly related to the program), before being granted regular admission to the program. Students are allowed to take these pre-core courses even if the language condition is not met.

Case V:

- Applicants who graduated from universities outside the UAE are required to submit an Equivalency letter from the Ministry of Education by the end of the first semester.

If the conditionally admitted students fail to submit their Equivalency Letters during the first semester, their accounts will be deactivated and they will not be allowed to register for the following semester. However, students should approach the Office of Student Admission in writing in case they are not able to submit their Equivalency Letters by the end of their first semester at ADU. A committee will decide on each case based on the provided documentation.

Case VI:

- Applicants whose TOEFL score is below 530 or its equivalent must satisfy the English proficiency requirement before enrolling in any graduate-level credit course. Once conditionally admitted students meet the above conditions, they will be granted regular admission.

Transfer Admission

Students may transfer to the Master of International Relations program from within Abu Dhabi University or from other programs provided they meet all admission requirements. Up to 9 credit hours earned at the graduate level earned at other institutions or at Abu Dhabi University, with a minimum grade of "B", may be transferred to International Relations program. Only courses that have equivalents in the Master of International Relations program, as determined by the Program Director, may be transferred.

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.

Study Plan – Each degree program will have study plans for students entering in Abu Dhabi University. These study plans will specify the appropriate sequences of courses that students must take in order to graduate. Study plans should include university requirements, major and elective courses.

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.

Registration

Students will be required to register during the online registration period 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 and during the first two days of the Winter/ Summer term. 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 or before the published payment deadline, will be considered to have been dropped from courses 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:

- Before students meet with their 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.

- 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, tuition fees are to be paid online, through bank transfer or in person at the Finance Department.

Course Load Limitation

Full time postgraduate students carry a minimum load of 9 credit hours per fall or spring semester. Part time postgraduate students carry a load of less than 9 credit hours per fall or spring semester.

- A student may register for up to a maximum of 12 credit hours in any fall or spring semester.
- A student may register for up to a maximum of 6 credit hours in any term of six weeks' duration.

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

Add/Drop Course Regulations

A student is allowed to add and drop one or more courses during the first week of the regular semester and during the first two days of the Winter/ Summer term. A student may drop 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 the 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 "Withdrawal without Penalty" (W) grade will be entered in their record.

- 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 record.
- 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.
- If students do not withdraw from courses during these specified periods, they will be considered as being registered for the course and held accountable.
- A 100% refund of tuition fees will be given for courses canceled by Abu Dhabi University.

Dropping Summer/Winter Credit Courses

- Students dropping courses within the first two days of the calendar days of the Winter/Summer semester will receive a 100% refund of the tuition fee.
- Students dropping courses in the third and fourth calendar days of the Winter/Summer semester will receive 75% refund of the tuition fee. In such cases, a "Withdrawal without Penalty" (W) grade will be entered in their records.
- Students dropping courses in the first and second days of the next calendar week of the Winter/ Summer 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 two days of the second week will receive no refund, and will be awarded a (W) grade for that course.
- If students do not withdraw from courses during these specified periods, they will be considered as being registered for the courses and be held accountable.
- A 100% refund of tuition fees will be given for courses cancelled by Abu Dhabi University.

Re-Enrollment

Students falling under below categories may apply for re-enrollment at Abu Dhabi University:

- A former Abu Dhabi University student in good academic standing, whose enrollment 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/winter terms). Those semesters include the semesters from which the student has withdrawn with the approval of the concerned Dean.

- Former Abu Dhabi University students who formally withdrew from the university by filling 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:

- Reasons for leaving Abu Dhabi University and reasons for returning
- Current contact information
- Medical report for students who withdraw from Abu Dhabi University for reasons of illness.
- 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 students Abu Dhabi University transcripts and course syllabi.

Administrative Drops

Abu Dhabi University officials in the Office of the Registrar or the College 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:

- Failure to meet certain preconditions, including but not limited to:
 - failure to pay tuition and fees by 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
- 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 3.0 after being placed on Academic Probation,
- d. Disciplinary suspension for having been in violation of the Student Code of Conduct,
- e. Disruptive behavior determined by a faculty member, College Dean or Registrar (and if required, a disciplinary committee) if found to be detrimental to the progress of the course and the education of students,
- 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 university website and 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.

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's 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.

Student Archives

The final course result at the end of the semester will remain in Abu Dhabi University records in perpetuity. The Office of 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.

Credits Earned at other Academic Institutions

Continuing Abu Dhabi University students in 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 a 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 supporting documents. If approved, the Office of the Registrar will issue a Letter of Approval to the other academic institution.

Graduation Requirements

Postgraduate students must successfully complete all course requirements, as well as other academic activities assigned to their specialized study plan. The CGPA of each postgraduate student must be at least 3.0 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 case of Summer/Winter term) in order to be eligible for graduation at the end of that semester.

Applying for Graduation

Postgraduate students graduating from Abu Dhabi University must officially file an application 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
4. 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.

5. On the same page, attach a copy of your Passport, Emirates ID and your updated CV.
6. 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 Postgraduate 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 Master's 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.

COURSE RELATED INFORMATION

Introduction

Course grades will be based upon a combination of examinations, class participation, class attendance, quizzes, projects and homework assignments. Students benefit from attention to their performance due to the maintenance of smaller class sizes. ADU average a gross student-faculty ratio is 29.67 and a FTE student-faculty ratio of 12.95. Students receive a preliminary assessment of the course grade after mid-semester tests, and a final evaluation at the end of the semester.

Doctorate/Master Degree Grading System and Scale

Abu Dhabi University graduate students will be assigned grades for their academic course work according to the following scale:

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	Poor
F	0.00	Less than 70	Fail
P	N/A	N/A	Pass
S	N/A	N/A	Successful Completion
U	N/A	N/A	Unsuccessful Completion
NP	N/A	N/A	Not Pass
SP	N/A	N/A	Special Pass
I	N/A	N/A	Incomplete
IP	N/A	N/A	In Progress
T	N/A	N/A	Transfer
H	N/A	N/A	Final Grade on Hold
W	N/A	N/A	Withdrawal from a Course
WA	N/A	N/A	Withdrawal Due to Absence Limit

Doctorate/Master Degree Grade Definition

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

A

Excellent Mastery of Course Material.

B+

Very Good mastery of course material

B

Good performance in the course

C+

Satisfactory performance in the course

C

Poor performance in the course

F

Unacceptable Performance in the Course (Failure)

P (credit)

Assigned for Successful completion of graduate courses including thesis and dissertation

S

Satisfactory completion of graduate courses (This is not computed in the student's GPA but determines student's progress towards completion of degree requirements.)

U

Unsatisfactory completion of graduate courses (This grade is not computed in the student's GPA but determines student's progress towards completion of degree requirements.)

I (Incomplete)

An "I" 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. This grade is not computed in the student's SGPA and passed credit hours.

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.

IP (In Progress)

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.

T (Transfer)

The "T" grade reflects a transfer of credit for an equivalent postgraduate course taken at another accredited academic institution with a minimum grade of "B".

W (Withdrawal from a Course)

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.

WA (Withdrawal Due to Absence Limit)

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.

H (Final Grade on Hold)

Final grade on Hold (This grade is given to a student until pending administrative issues are resolved.) This grade is not computed in the student's SGPA and passed credit hours.

Post-Graduate Diploma Grading System and Scale

Abu Dhabi University graduate students will be assigned grades for their academic course work according to the following scale:

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	Very Good
C+	2.50	75-79	Good
C	2.00	70-74	Good
D+	1.5	65-69	Satisfactory
D	1.0	60-64	Satisfactory
F	0.00	Less than 60	Fail
NP	N/A	N/A	Not Pass
SP	N/A	N/A	Special Pass
P	N/A	N/A	Pass
S	N/A	N/A	Successful Completion
U	N/A	N/A	Unsuccessful Completion
I	N/A	N/A	Incomplete
IP	N/A	N/A	In Progress
T	N/A	N/A	Transfer
H	N/A	N/A	Final Grade on Hold
W	N/A	N/A	Withdrawal from a Course
WA	N/A	N/A	Withdrawal Due to Absence Limit

Post-Graduate Diploma Grade Definition

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

A	Excellent Mastery of Course Material
B+	Very Good Mastery of Course Material
B	Very Good Mastery of Course Material
C+, C	Good Mastery of Course Material
D+, D	Satisfactory Performance in the Course
F	Unacceptable Performance in the Course (Failure)
P (credit)	Satisfactory Completion of Internship
P (non-credit)	Satisfactory completion of internship. (This grade is not computed in the student's GPA but determines student's progress towards completion of degree requirements.)
I (Incomplete)	An "I" 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. This grade is not computed in the student's SGPA and passed credit hours.

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.

IP (In Progress)

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.

T (Transfer)

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".

W (Withdrawal from a Course)

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.

WA (Withdrawal Due to Absence Limit)

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.

H (Final Grade on Hold)

Final grade on Hold (This grade is given to a student until pending administrative issues are resolved). This grade is not computed in the student's SGPA and passed credit hours.

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 Postgraduate 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. The pre-core courses are not counted towards the GPA, although they appear on student's transcripts.

One semester credit hour of lecture/tutorial is defined as 70 minutes per week for 13 weeks. One credit hour of laboratory is defined as 140 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 programs/courses may be offered in a time-shortened period not less than 6 weeks, often called a term, which nonetheless offers class contact time and out-of-class assignments equivalent to a semester course.

Grade Change

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

1. A grade appeal request by the student (after an "informal" discussion with the faculty College Dean),
2. An error in calculating the student's grade (after an "informal" discussion with the faculty College Dean).

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 seventh 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 University will use the mid-semester advisory grades to identify "at-risk" students and take remedial action.

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 Abu Dhabi University will not be issued transcripts.

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 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.

Postgraduate probationary admitted students who are due for dismissal by the end of their first semester may appeal their grades under conditions of this Policy. They will not be allowed, nevertheless, to register in subsequent semesters until their grade appeals are resolved and they meet the Abu Dhabi University postgraduate admission requirements.

Academic Standing

If the student's CGPA drops below 2.00 for the postgraduate professional diploma students and 3.0, for other postgraduate students, he/she will be placed on his/her first academic probation in the following semester.

If at the end of the semester in which the student was placed on his/her first academic probation, the CGPA remains below 2.00 for the postgraduate professional diploma students and 3.0, for the other postgraduate students maintain the student will be placed on his/her second consecutive academic probation.

If at the end of the semester in which the student was placed on his/her second academic probation, the CGPA remains below 2.00 for the postgraduate professional diploma students and 3.0, for the other postgraduate students, the student will be dismissed from Abu Dhabi University for failure to make satisfactory academic progress.

Students under academic probations are allowed to change major only once during the time they are under academic probation, provided they meet the admissions requirements of the new postgraduate degree program.

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.

All attendance rules and requirements apply equally to courses delivered in both face-to-face mode and e-learning/hybrid delivery modes. Students should connect at the start of the session and should remain connected, with adequate engagement and participation for a minimum of 75% of the session duration. If technical difficulties or exceptional circumstances prevent the student from complying with the attendance rule, the student should send an email to the faculty member no later than 24 hours after the session, including any relevant proofs or explanation. Further details regarding application of attendance policy to e-learning courses is provided in the Distance Learning Procedural Guidelines.

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 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.

Graduation with Honors

ADU grants Latin honors to eligible students graduating from postgraduate programs. The eligibility requirement is to achieve a CGPA of 3.60 or above.

The titles of the Latin Honors and the corresponding CGPAs are as follows:

- Distinction: 3.60 - 3.84
- Distinction with Honor: 3.85 - 4.00

For Professional Post-Graduate Diploma in Teaching, the eligibility requirement is to achieve a CGPA of 3.50 or above.

- 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.

Student Academic Classification

*Non-honors Academic Classification for Postgraduates according to student's CGPA upon graduation:

- Good: 3.0 - 3.29
- Very Good: 3.3 - 3.59

*Non-honors Academic Classification for Professional Post-Graduate Diploma in Teaching according to student's CGPA upon graduation:

- Satisfactory: 2.0 - 2.49

- Good: 2.5 - 2.99
- Very Good: 3.0 - 3.49

Distance Learning Procedure

The purpose of the procedural guidelines is to set out general institutional rules and standards for distance teaching and learning at ADU. Distance teaching and learning complies with MoE/CAA regulations, as well as with related ADU policies and procedures.

1. FACULTY AND STUDENT ROLES AND RESPONSIBILITIES:

1.1 Faculty members are responsible for:

1.1.1 Attending all mandatory online teaching training sessions, as well as attending any optional training sessions deemed desirable and/or relevant to subject, college, or identified need.

1.1.2 Preparing course materials to be used during distance delivery. The material will be either ADU-approved course content and material or appropriate external material relevant to the course content.

1.1.3 Observing and abiding by ADU rules and regulations related to academic integrity and intellectual property rights.

1.1.4 Maintaining familiarity and currency with all technical tools, software and techniques adopted by ADU to support distance learning.

1.1.5 Conducting all course sessions as per the official ADU schedule.

1.1.6 Enforcing appropriate conduct and discipline rules and maintaining order throughout all course sessions, and reporting any student misconduct, in line with ADU rules and regulations.

1.1.7 Applying all ADU teaching rules as per traditional delivery mode, and observing the Code of Conduct as outlined in the Faculty Handbook.

1.1.8 Evaluating and monitoring student engagement/active participation in the session, which is a compulsory component in considering attendance for distance learning.

1.1.9 Ensuring that any material required for teaching and learning is made available for the students in a timely manner, either during the session or prior to the session.

1.1.10 Implementing the course assessment strategy for existing courses to ensure students achieve the learning outcomes and ensure quality of student performance.

1.1.11 Developing a teaching, learning and assessment strategy when designing new courses which embeds best-practice instructional design principles for e-learning/

hybrid learning.

1.2 Students are responsible for:

1.2.1 Attending all mandatory online learning preparatory training sessions.

1.2.2 Attending course sessions in the same way as conventional face-to-face sessions. Students should connect at the start of the session and should remain connected, with adequate engagement and participation for a minimum of 75% of the session duration. If technical difficulties or exceptional circumstances prevent the student from complying with the attendance rule, the student should send an email to the faculty member no later than 24 hours after the session, including any relevant proofs or explanation.

1.2.3 Ensuring adequate internet bandwidth and a reliable connection. Students should be in a quiet environment conducive to allowing them to focus on the session, use of a headset or earphone is recommended when noise background is present. Students' digital devices must be able to perform the required tasks/activities during the session.

1.2.4 Ensuring their ADU student account is valid and password is updated. Student ADU account is the official credential use in ADU, personal email, or guest account is not permitted.

1.2.5 Awareness of, and adherence to, the ADU Code of Conduct as per the Student Handbook and adherence to all other class rules and regulations. Any student misconduct is to be reported by the faculty member and is subject to standard ADU policies and procedures regulating student behavior. In particular, in a distance learning environment students shall not: • Engage in any one-on-one or sub-group discussions or messages in any topic not related to the course topic. • Share any digital material without the approval of the faculty member.

2. GENERAL PROCEDURAL GUIDELINES FOR DISTANCE TEACHING AND LEARNING:

2.1 Guidelines for Course Preparation – Faculty and Students

Faculty members should be guided by the principle that the content of courses does not differ from the face-to-face norm. However, variation in choice and presentation of course materials as well as different pedagogic skills may be required.

2.1.1 Faculty should:

2.1.1.1 Reframe strategies used to attain identical course learning outcomes as the face-to-face course, using the digital tools available.

2.1.1.2 Determine the type(s) of interactivity needed in course sessions.

2.1.1.3 Select appropriate and relevant media and other course materials, including:

- Printed materials: Textbooks, guided study assignments, website links and other directed reading, library resources, computer programs, written exercises and questions, etc.

- Audio-visual materials: National or local radio or television broadcasts or podcasts, slides, filmstrips, tape recorders etc.

- Digital media: Digital media is digitized content that can be transmitted over the internet or computer networks. This may include text, audio, video, images, graphics, websites, social media, email marketing, video and photos.

ADU faculty are expected to adhere to policy and best practices at all times when utilizing digital media in connection with course delivery. This includes abiding by the following standards:

a. Personal Information

Faculty must at all times respect the confidentiality of media creators and personal information, such as phone numbers, addresses or other location information, should not be shared.

b. Confidential Information

Faculty must be aware and mindful of confidentiality obligations that may apply to certain information, such as financial or research information, and should not post any information subject to such an obligation of confidentiality.

c. Intellectual Property

Faculty must refrain from violating the copyright, trademark, or other intellectual property rights of others, including the University. For further detail, please reference ADU's Copyright Policy.

d. Terms of Service and Acceptable Use Policies

Faculty must follow the individual terms of service set forth by the various digital and multimedia platforms.

2.1.2 Students should:

2.1.2.1 Ensure Microsoft Teams software is downloaded on laptop or desktop computer. Prior to the start of the course, a trial online class meeting will be arranged, students will be advised of the details through email and Bb Announcement.

2.1.2.2 Before each class session, there may be recorded lectures and/or other asynchronous activities to complete. For these, log in to Blackboard, and go to course site page. Recorded lectures will typically be larger in size and in

compressed format (.zip files). Save the PowerPoint slides to laptop and begin the slide show for the recording to play. Watch the pre-recorded lecture ahead of live session and note down any questions and queries.

2.1.2.3 Further, the instructor may have created a couple of questions to respond to before the live session, based on the recorded lectures. Students should respond to them on Blackboard ahead of the class or by the deadline set by the instructor.

2.1.2.4 Take some time to read through each of the previous discussion post responses before writing your own response. Submitting an answer or question that is obviously similar to a classmate's response indicates to the instructor that you haven't paid attention to the conversation thus far. Building upon a classmate's thought or attempting to add something new to the conversation will show your instructor you've been paying attention.

3. GUIDELINES FOR COURSE SESSIONS – FACULTY AND STUDENTS

Online distance learning courses are delivered via the Internet using an ADU- supported Learning Management System (LMS). The IMTS Backup Policy applies to backup for the e-learning environment, including digital contents, recorded lectures, recordings of presentations, etc. No on-campus meetings are required. Faculty-student interaction and delivery of course content is achieved fully-distanced. Through regular effective contact, instructor and students interact to complete assignments and assessments and to demonstrate achievement of Course Learning Outcomes.

3.1 Faculty should:

3.1.1 Define and implement strategies for keeping students engaged throughout the session.

3.1.2 Actively engage students using defined strategies, for example, synchronous chats, interactive in-class assignments, asynchronous discussions, quizzes, direct questions etc.

3.1.3 End and recap each class session by summarizing main points, and introducing next session highlights.

3.2 Students should:

3.2.1 For scheduled live, interactive sessions, log in to Microsoft Office 365 with ADU username and password. Meetings will be recorded by the instructor ONLY for educational and statistic purposes. Attendances will be documented as usual.

3.2.2 Ensure the space around is quiet so you are able to follow and participate in your online meeting, lecture, review or assignment without background noise or distraction.

3.2.3 Make sure to have full Wi-Fi signal to avoid any interruption or lagging during the online course. Avoid

connecting to free and open WiFi. Don't use mobile data to avoid bad audio quality and delay in video streaming.

3.2.4 Check computer settings to ensure that audio and video work well.

3.2.5 Advise family and ask for their support to provide the right space and a quiet environment for distance learning.

3.2.6 Silence mobile during the online meeting.

3.2.7 Make sure you follow the online class through a desktop or laptop computer, not a smartphone.

3.2.8 Refer to the class schedules, the lecture will run as per usual course timeline. Be on time to avoid disruption and to affect the smooth of the meeting. Attendances will be registered as usual at the beginning and during the online lecture.

3.2.9 Don't take screenshots or photos or video of others during the online meeting while they are in private spaces and/or without their knowledge and consent. Remember this is illegal and against the University's Rules of Conduct.

3.2.10 Note that you will have the same opportunity to meet your instructor online during office hours as usual.

4. GUIDELINES FOR ASSESSMENTS AND EXAMINATIONS

4.1 Course assessment: Colleges have developed course assessment strategies and instruments which meet the course learning outcomes, suitable for distance learning. Recognizing differences between courses, different assessment methods may be used across different courses, such as individual and group projects, open-book examinations, online presentations and case studies etc.

4.2 Online proctored assessment: Online proctored assessment, in similar fashion to a typical examination with an invigilator, will be necessary for some courses. ADU has set a maximum of 45% online proctored exams and quizzes for any course, with the exception of mathematics and statistics courses which can be greater than 45%. In preparation for online assessments students must download the Respondus Lockdown Browser to a desktop or laptop computer with either a Windows or Mac operating system. Tablets or mobile device may not be used. Students will also need either a built-in camera, or a separate USB webcam.

4.3 Grading policy: Courses are subject to the usual Abu Dhabi University letter grading system and the GPA and CGPA calculations.

4.4 Oral assessments: All oral examinations, presentations, capstones and thesis defense will be required to be presented virtually by the students.

4.5 Other assessments: Any of the following additional assessment tools may be employed in distance learning courses:

4.5.1 Online time-controlled quizzes, with multiple choice and/or open-ended questions: conducted in a specific session and for a specific duration, students must complete within the assigned time.

4.5.2 On-line group work, discussions and assignments leading to the submission of a group report by the end of the session.

4.5.3 Individual or group projects, assignments and other tasks to be submitted at a specific date via appropriate platform.

4.5.4 Simulations, practical session, and/or recorded experimentation.

5. GUIDELINES FOR ACADEMIC INTEGRITY – OFFICE OF ACADEMIC INTEGRITY (OAI)

5.1 At the beginning of each semester, the Office of Academic Integrity (OAI) undertakes a comprehensive and detailed multi-layer awareness campaign at all campuses of ADU. The OAI is responsible for:

5.1.1 Providing all faculty and staff members with the relevant information and providing a discussion of the Academic Integrity (AI) Guidelines through the Distance Learning Process in their classes.

5.1.2 Providing all students with relevant information on the AI Guidelines through Distance Learning Process including highlights of steps to avoid AI violations.

5.1.3 Offering AI Information Sessions to all faculty members. The Information Sessions primarily concern AI violations, use of Respondus Lockdown Browser in exams to deter and control cheating, and use of Turnitin software to deter and control plagiarism.

5.1.4 Providing AI video orientation in both English and Arabic languages to all sections of courses taught by the CAS, with the objective of informing the new students. The AI videos focus on educating new students about AI guidelines and providing information about different AI violations and how to avoid them.

5.2 In preparation for final examinations, the following initiatives are taken to prevent and deter AI violations: (*ADU uses the software Respondus Lockdown Browser through Blackboard to provide camera-proctored exams):

5.2.1 Sending emails in English and Arabic languages to all ADU faculty and staff regarding final examinations and related issues, including highlights of the most important topics relevant to the final exams and the ways to prevent/deter violations of AI guidelines during the distance learning process.

5.2.2 Sending emails in English and Arabic languages to all students explaining rules related to the final examinations guidelines and delineating their responsibilities.

5.3 Each reported case of AI violation undergoes a thorough adjudication process which involves seven stages as outlined below:

5.3.1 Receiving reports of the violation/s and requesting supporting documentation;

5.3.2 Collecting and analyzing the evidence by reviewing the Respondus Lockdown Video;

5.3.3 Holding a discovery phase meeting with the student;

5.3.4 Holding the first committee meeting to evaluate the evidence and reach a decision;

5.3.5 Holding appeal committee meeting, where applicable, to reevaluate the evidence and review the decision of the first committee;

5.3.6 Submitting certain cases to Senior Management for special considerations, when applicable; and

5.3.7 Conducting all the necessary communications to the concerned parties.

Exceptions

For any conditions/circumstances and/or exceptions outside the conditions stated in this procedure, a request shall be presented to either Vice Chancellor or Provost for treatment. Either one will advise on what level of approval is required based on the risk involved in approving the exception. The highest authority to address major exceptions is the Chancellor whom will be recommended by the Vice Chancellor or Provost depending on the nature of the procedure

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;

- The week before the final exam shall be used for feedback for students to reflect on what they have learned during the semester,
- 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 respective faculty member and to the Office of Research and Sponsored Programs for review and approval.

Rules Governing Final Examinations

- 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.
- 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, the Office of the Registrar will permit a postponement allowing students to sit for such an examination at a later date.
- Examinations that are postponed because more than two examinations are scheduled on the same day, or because an examination conflicts with another examination or when more than two examinations are scheduled on the same day, may be taken at another time during the final examination period once the faculty member and student both agree on a time.
- 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.
- No faculty may change the time, date or location of a final exam without permission from the Registrar.
- 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.

Retention of Final Examinations

Faculty are encouraged to make graded final examinations or papers available to students at the end of the semester. The College will retain a copy of each student's graded final examination/paper and examples from across the range of student performance of graded responses to all assessment instruments of the last two presentations of the course to evaluate program effectiveness.

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

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.

- 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.

2. 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.

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. 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 petitions, and make adjustments to the student's study plan.
4. Evaluate the students' level of development and uphold 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 of his/her college.

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.

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.

- 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 on line e-advising forms. A system generated report which summaries 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 on line 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.

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 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.

Payment

Tuition and fees are due upon registration. Students can pay cash directly at any branch of First Abu Dhabi 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 following steps to make the payment to Abu Dhabi University Account No. 7771001811647012 at any of the First Abu Dhabi 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 FAB branches.
- Deposit the full amount into Account No. 7771001811647012.
- Keep the FAB 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 FAB deposit slip.

Online Payment

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

- Log in your ID number and password 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 you 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, he/she 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 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; 15% admin fees will apply
 - c) 50% refund during the third academic calendar week; 15% admin fees will apply and
 - d) 0% refund as of the fourth academic calendar week.
2. The refund periods for Summer courses for students 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; 15% admin fees will apply
 - c) 50% refund during the fifth and sixth days of classes; 15% admin fees will apply; and ,
 - d) 0% refund after the above period.

Fees Structure - AED

Postgraduate Tuition and Fees	Frequency	Fees	
		Abu Dhabi	Al Ain
Professional Post-Graduate Diploma in Teaching	Per credit hour	990	990
Master of Education in Leadership	Per credit hour	2940	2940
Master of Science in Special Education	Per credit hour	2940	2940
Master of Business Administration	Per credit hour	2940	2940
Master of Human Resources Management	Per credit hour	2840	2840
Doctor of Business Administration	Per credit hour	4620	-
Master of Science in Finance	Per credit hour	2940	-
Master of Engineering Management	Per credit hour	2940	2940
Master of Science in Computer Science	Per credit hour	2835	-
Master of Project Management	Per credit hour	2940	-
Master of Civil Engineering	Per credit hour	2835	-
Master of Science in Information Technology	Per credit hour	2835	-
Master of Science in Electrical and Computer Engineering	Per credit hour	2835	-
Master of Engineering in Electrical and Computer Engineering	Per credit hour	2835	-
Master of Science in Sustainable Architecture	Per credit hour	2835	-
Guided Reading Course	Per credit hour	2100	-
Master of Law	Per credit hour	2970	2970
Admission Application - (Non-Refundable)	One Time	400	400
Registration - (Non-Refundable, paid once upon admission)	One Time	2850	2850
Registration - Professional diploma in Teaching (Non-Refundable, paid once upon admission)	One Time	2000	2000
Institutional TOEFL + Write Placer	One Time	585	585
IELTS Exam	One Time	1075	1075
Late Registration/Payment Fee	Upon Occurrence	500	500
Healthcare Service Fee	Per Semester	110	50
Healthcare Service Fee	Per Summer/Winter	55	25
Student Services	Per Semester	350	350
Student Services	Per Summer / Winter	175	175

Private Single Occupancy with Bath and Kitchen	Per Semester	12500	-
	Per Summer/Winter	3800	-
	Per Day	130	-
Semi-Private Single Occupancy with shared Bath and Kitchen	Per Semester	9200	-
	Per Summer/Winter	2800	-
	Per Day	100	-
Double Occupancy with Bath and Kitchen	Per Semester	6700	-
	Per Summer/Winter	2000	-
	Per Day	70	-
Double Occupancy with Shared Bath and Kitchen	Per Semester	5400	-
	Per Summer/Winter	1700	-
	Per Day	55	-
Dorm Clearance Penalty	Per Occurrence	200	-
Dorm Late Registration fee	Per Occurrence	200	-
Degree Attestation Fees	Upon Graduation	180	
Graduation Fee	Upon Graduation	1,320	
Locker Deposit	One Time	200	
Locker Rent	Per Semester	65	
CoE Locker Rent	Per Semester	140	
CoE Locker Rent	Per Summer/Winter	35	
ID Replacement	Any time/upon student's request	65	
Official Transcript	Any time/upon student's request	55	
Official Letter (Estimated Tuition Fee)	Any time/upon request	50	
Enrollment Letter	Any time/upon student's request	30	
Locker Key Replacement	Any time/upon student's request	100	
Penalty Bounced cheques	Per cheque	500	
Post-Dated Cheques	Per cheque	130	
Repatriation Deposit - Refundable	One Time	5560	
Residence Visa (Applicants inside UAE)	One Time	1400	
Residence Visa (Applicants outside UAE)	One Time	750	
Visa Transfer	One Time	-	
Visa Renewal	Per Occurrence	550	
Visa Cancellation (ADU has the passport)	One Time	360	
Visa Cancellation (ADU doesn't have the passport)	One Time	325	
Student Health Insurance	Per Year	1000	
Maintenance Deposit - Refundable	One Time	1000	
Door Cylinder Replacement	Upon Losing Door Key	200	
Lost Diploma Fees	Occurrence	300	
Certified True copy of the Graduation Certificate	Upon Graduation	100	

Parking Sticker	Per additional sticker	25
Parking Fines	Per Occurrence	200
Courier Fees (Local)	Any time/upon student's request	70
Courier Fees (International)	Any time/upon student's request	200
Internship Penalty	Per Occurrence	500
Intensive Business English	One Time	1000

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%.

Discount for Abu Dhabi University Alumni Students

Abu Dhabi University alumni who return to continue their graduate studies at the Masters level at Abu Dhabi University will be entitled to a 20% discount on tuition fees.

Eligibility Requirements:

To maintain the discount, a minimum CGPA of 3.0 in the Master level program is required.

Rules and Regulations

The following rules and regulations shall apply to master level tuition discount for returning Abu Dhabi University students:

- Tuition discount applications should be submitted at least two weeks prior to the start of the semester for new students.
- In the case where a student qualifies for more than one discount, scholarship or financial aid benefit, the student shall avail of the benefit with the highest value.
- In any semester where the minimum required CGPA is not met the student will lose the discount for the following semester. However, if the student CGPA reaches the minimum required level again, the discount will be automatically reinstated.
- Any student who is found guilty of a student code of conduct violation or an academic integrity offense will forfeit the discount for all subsequent semesters

Merit-Based Tuition Discount

Students with an undergraduate CGPA of at least 3.5 (or equivalent) who pursue their graduate studies at the Masters level at Abu Dhabi University will be entitled to a 25% discount on tuition fees.

Eligibility Requirements:

To maintain the discount, a minimum CGPA of 3.5 in the Master level program is required.

Rules and Regulations

The following rules and regulations shall apply to the merit-based master-level tuition discount:

- Tuition discount applications should be submitted at least two weeks prior to the start of the semester for new students. In the case where a student qualifies for more than one discount, scholarship or financial aid benefit, the student shall avail of the benefit with the highest value.
- In any semester where CGPA drops below 3.5 the student will lose the discount for the following semester. However, if the student CGPA reaches 3.5 or above the discount will be automatically reinstated .
- Any student who is found guilty of a student code of conduct violation or an academic integrity offense will forfeit the discount for all subsequent semesters.

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

ADUGroups is a student engagement platform that helps students and alumni to collaborate and be successful. Through the platform, students can register for events, competitions, programs and stay updated on what's happening on-campus..

Co-curricular Transcript

Through ADUGroups platform, the department issues graduating students a co-curricular transcript upon request. The co-curricular transcript is an official record of students' involvement in student organizations, community service activities, student attributes development programs, sports programs, and experiential learning opportunities.

Sports & Wellness Office (SWO)

The Sports & Wellness office (SWO) provides various sports competitions and wellness programs to students who will have an opportunity to enhance their physical and mental well-being, while improving essential life skills.

Fitness & Wellness Program

The sports and wellness team leads various exercise and nutrition seminars that inform our community about the latest exercise and nutrition trends to help them meet their individual goals. Each year we organize various fitness, sports events and competitions.

Campus Gyms

Both AD and AA campus have two, top-notch gym facilities 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.

Stallions Sports Complex

2019 marked the unveiling of a new sports complex for AD campus. A 15,000 m2 sports complex with a full-size multipurpose court, fit for basketball & volleyball, one full size tennis court, one full size padel court, a 4-lane 400m running track & a "FIFA Quality" certified astro-turf football pitch. In addition to this, ADU Campus contains a full-size

cricket field (Male side of the campus), a 5-side football pitch and a second outdoor multipurpose court on the female side of the campus (including badminton court).

Varsity Program

All of these facilities host the varsity teams of the ADU Stallions, which consists of three male teams, three female teams and two sport clubs (Female Badminton and Male Calisthenics). All varsity teams compete at the highest level in the Abu Dhabi Inter-University League (ADISL) games and host in-house sports competitions.

Student Services Supporting Obtainment of Qualification

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.

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 automated one-on-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, Professional Emails, Creating LinkedIn Profiles, Job Search Strategies, 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.

Career Fairs

The Employability Office holds targeted career fairs for each university college i.e. College of Business and Administration, College of Arts and Sciences, College of Law and College of Engineering. Targeted career fairs are designed for students and graduates to meet directly with top regional and international employers. This initiative

benefits both the students and the employees as it targets potential candidates and employers for specific majors. The career fair is an opportunity for students to introduce themselves directly to prospective employers, apply for fulltime or internship opportunities, and find out more about their graduate programs.

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.

Alumni Engagement

Alumni engagement begins at inception. Once students join the University, their relationship with ADU grows, and the strength of this relationship will define and shape their future success. Our office is committed to maintaining long-lasting relationships with our alumni, and we accomplish this by forging connections through various programs and resources.

Alumni Academy: This initiative focuses on providing professional development opportunities for our graduates,

around a range of topics related to their previous programs of study, career guidance for new graduates, and other topics, which contribute to their personal and professional growth.

Alumni Spotlight: We highlight our alumni success stories, to learn more about their careers and other achievements and updates that they would like to share with the community.

Alumni Card: Alumni have the privilege of carrying an ADU Alumni card, which provides a variety of discounts within the community and grants access to ADU campuses and facilities.

Alumni Talks: We are proud to invite our alumni as guest speakers and hosts for our events where they share their experiences and advice as entrepreneurs and industry leaders.

Alumni Network Groups: ADU graduates are encouraged to join our online communities, to network and connect with other alumni, while learning more about alumni events, job opportunities and more. ADU Groups and the LinkedIn ADU Alumni Network, are the main platforms that keep our alumni community connected.

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 culture, social activities, arts, environmental awareness and leadership opportunities. 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

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

• Clubs Program

There is an extensive and varied menu of clubs for students to become active and involved in on campus ranging from arts, culture, and humanitarianism to professional and social. The clubs are designed to motivate Abu Dhabi

University students and provide them with opportunities to expand their leadership skills. There is also the opportunity to suggest and create new clubs and for students to illustrate their culture, interests, and passions.

• Leadership & Volunteer Program

Students are encouraged to volunteer in SEO, ADU and the surrounding community while also working with corporate organizations through cross-generational work and CSR initiatives. Several tiers of 'leaders' are supported and will be given rewards through training, development, university exchange and international volunteering opportunities.

Also included in SEO's signature programming are leadership and empowerment workshops. 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.

SEO assist the faculty and administration by helping students create their best self and 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 Code of Conduct is established to foster and protect the core mission of the University, to foster the scholarly and civic development of the University's students in a safe and secure learning environment, and to protect the people, properties and processes that support the University and its mission.

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.
- Academic integrity and honesty are basic values of the University. Students and student organizations are expected to follow the student code of conduct standards of academic integrity, and honesty listed in ADU's Student Academic Integrity Policy.
 - The ADU campus, its grounds, facilities and equipment are provisions for students of ADU. Students and student organizations are expected to respect and use them responsibly. This includes the use of the library, residence halls, classroom buildings, laboratories, and the campus as a whole.

Student Rights

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

- A fair process, guaranteeing both substantive rights and equitable procedures in all matters pursuant to the Student Code of Conduct;
- Remain free from discrimination on the basis of race, ethnicity, gender, age, religion, creed, national origin or disability;
- 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;
- Readily access established university policies and procedures; and
- 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:

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;

Present his/her version of the events in question;

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);

Have witnesses who present information on his/her behalf; Question any statements or witnesses presented;

Challenge the objectivity of the hearing body in case of conflict of interest; and

- Appeal the outcome of hearing on the following grounds:
 - the procedures under which the student/organization is charged are invalid or not followed;
 - 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:

- Acting or conducting oneself in a way that obstructs or hinders the application and enforcement of the Student Code of Conduct;
- Trespassing, forcefully entering university-owned, leased or controlled premises without permission;
- Destroying or vandalizing personal and/or public property;
- Unauthorized use of computer system or access codes;
- Stealing property, including intellectual property, of the university, its members, or visitors;
- Knowingly giving false information to an Abu Dhabi University official;
- Willfully failing to comply with reasonable directions of university officials (i.e. faculty, staff and other employees of Abu Dhabi University);
- Committing an academic offense listed in the Student Academic Integrity Policy;
- Disrupting classroom activity and other university functions;
- 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
- Violating safety regulations such as:
 - falsely reporting a fire, bomb, or any other emergency;
 - unauthorized possession, use, or alteration or tampering of any university-owned emergency or safety equipment;
 - failing to evacuate a building or other structure in case of fire or emergency; and
 - taking any action that creates a risk that potentially compromises the safety of others;
- Possessing fireworks, firearms, weapons or other explosive devices;

- Threatening or causing physical or mental harm to others;
- Harassing or causing a hostile environment within the university community;
- Abusing the Student Code of Conduct system. This includes but is not limited to:
 - knowingly filing a false statement or accusation against another person;
 - disrupting or interfering with the orderly business of a conduct proceeding;
 - failing to attend a conduct meeting;
 - discouraging an individual's participation in or accessing the student conduct process;
 - intimidating witnesses or participants of the conduct process;
 - failing to comply with the sanctions imposed under the Student Code of Conduct; and Student Code of Conduct; and
 - violating the terms of a conduct sanction
- Misusing or stealing university documents;
- Violating the student notice posting policy;
- Petitioning to change decisions made by Official University personnel
- Assisting or inciting others to violate the Student Code of Conduct;
- Littering and inappropriate disposal of refuse;
- Demonstrating within or outside of the university;
- Contacting media (includes but not limited to news, radio, newspaper or television) without prior approval from University Management;
- Printing or releasing any information about the university without prior permission from the Office of Student Support Services;
- Failure to provide security guards with personal identification and appropriate documentation when requested;
- Insulting or disrespecting a university faculty or staff member;
- Writing inappropriate emails or messages to ADU students, staff or faculty members with aggressive, unacceptable or harsh tone.
- Raising voice, shouting or loudly talking using unacceptable tone with students, staff or faculty

members.

- Physically attacking university faculty, staff, visitors, or fellow students;
- Inappropriate physical contact or any intentional touching of any body part, and indecent exhibition of intimate parts of the body;
- Gambling on university premises;
- Recording, storing and distribution of images without the person's consent;
- 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;
- Impersonation by pretending to be another person for any purpose or using another student ID for any purpose;
- Failing to report lost or found items to the concerned department;
- Violating any of ADU Policies or Procedures
- 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.

Disciplinary Committee

Depending on each case's severity, the Student Conduct Officer evaluates the findings of the code of conduct violation and recommends either dismissing the case, deciding a penalty (verbal or written warning) or raising the case to a disciplinary committee.

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

Appeal Right

A student has the right to appeal the decision made by the Disciplinary Committee. The student should submit a request for an appeal within three (3) calendar days from his/her receipt of findings to the Head of Student Support Office.

An appeal panel is formed by the Head of Student Support Office and consists of five (5) members and shall include two (2) faculty (one from the concerned student's college and one from another college), one (1) staff, one (1) student and the Provost, serving as the chair of the committee. The Appeal Panel may request a personal appearance of the concerned student for the sole purpose of addressing issues raised by the appeal. Campus Directors will play the Provost's role in appeal panels for cases concerning their campuses.

The Appeal Panel will review the findings of fact and recommended sanctions reported by the disciplinary committee and may:

1. Hearings. Training for the hearing procedures shall be conducted before the implementation of the policy.
2. 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.
3. 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.
4. The Appeal Panel may request a personal appearance of the student/organization charged for the sole purpose of
 - a. dismiss the charges;
 - b. affirm the recommended sanctions; and
 - c. uphold or impose a lesser sanction than was recommended.

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.
5. Expulsion is the permanent loss of privileges of enrollment at Abu Dhabi University.

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.

Definitions

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.

Students' Complaints and Rights

- Access the syllabus of each course they study, particularly the assessment methods and criteria that are used to measure the achievement of the intended learning outcomes of the course.
- Express their ideas in class that is relevant to the subject matter, subject to the need for the instructor to maintain order, manage the learning process, and to stay on schedule.
- Receive reasonable assignments that are graded using only the methods and criteria indicated in the syllabus.
- Be told about the nature of the material that will be included in any graded examination.
- Check and discuss their graded examinations and papers with their instructors.
- Have instructors who attend their classes on time and at the scheduled times.
- Have instructors who schedule reasonable office hours for student conferences
- Have instructors who post their office hours on their office doors and in the syllabus.
- Have instructors who do not discriminate by personal prejudices, race, color, gender, religion, age, disability, or national origin.

- Participate anonymously in the process of evaluating the effectiveness of instructors.
- Be given privacy, without improper disclosure of personal information from academic, counseling, disciplinary, financial, and medical records held by the University, although the University, in loco parentis, may share such records with a student's parent or guardian.
- Start and join clubs and sports teams, with the prior knowledge and approval of Student Engagement and Development Office.
- Promote their common interests through collective advocacy, such as via the Students' Council
- Be treated with respect and courtesy by Abu Dhabi University employees.

Confidentiality

Confidentiality will be upheld by all parties to the highest degree possible at all stages of the grievance. This means that no issue regarding the grievance will be discussed with any person who is not directly involved in the investigation.

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.

Implementation

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

1. The Head of Student Support Office forwards and discusses the grievance with the Provost before forming a Student Grievance Committee (SGC). If

the Provost can reach a solution which satisfies the grievant, the grievance will be closed. Campus Directors play the role of the Provost in their campuses.

2. The SGC will comprise:
 - a. The Provost, or designee, who will serve as a Chair.
 - b. The Dean of a college other than the concerned college (to be named by the Provost), who will serve as a member.
 - c. One student, representing the Student Council will serve as a member. Decisions will be made on the basis of formal votes, in all cases.
3. Final decision/recommendations will be shared with the concerned Department Head/Dean by the Provost.
4. Final decision/recommendations will be shared with the grievant by the Head of the Student Support Office.
5. Any appeal concerning this report must be forwarded by the Head of Student Support Office to the Chancellor in writing within 5 working days of the grievant's receipt of the final decision/recommendations.
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 via the Student Support Office within two weeks of the day in which the event allegedly took place or the decision was taken.

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, 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 Chair.

Should a disagreement arise between a committee member and the Chair 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.

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 through the Head of Student Support Office. 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. averse 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 concerned Department Head/Dean 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).
(Not Available During Covid-19 Pandemic)

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

Transportation to and from shopping areas

Wireless Internet connection

Cleaning services

Safety and Security services

Maintenance services

ADU Residential Life Programming

The RLP is a 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.

Counseling Service

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 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 areas such as 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 Consultation with students, family members, guardians, faculty and staff, Emergency Response when the need arises.

Students of Determination

Students of determination 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.
- Promote collaboration within the University community and within the community at large to assist students with special needs.
- Students of Determination include those students with:
 - Physical disabilities: such as paralysis or amputation.
 - Sensory disabilities: visual and hearing impairments.
 - Neurological disabilities: such as stroke or epilepsy.
 - Learning disabilities: attention-deficit/hyperactivity disorder or dyslexia, among others.
 - Mental disorders: such as mood or psychotic disorders.
 - Chronic illnesses: for example, asthma or heart problems.

Counseling Services for Students of Determination

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.

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.

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 or the city of Al Ain in accordance to the student's preferred type of service.

The Student Support Portal

The Student Support Portal at Abu Dhabi University is an online platform designed to provide comprehensive assistance and resources to students throughout their academic journey. It offers a range of online services aimed at facilitating students' success and enhancing their overall university experience. The portal streamlines administrative processes, facilitates access to support services, and fosters a collaborative and engaging learning environment for all students. Here are some of the services students can avail through the portal:

- Student Visa Services
- Student Transportation Services
- Student Housing Services
- Student Counseling Booking Service
- Recording Community Service/Volunteering Hours
- Submitting Complaints and Suggestions
- Code of Conduct Reporting

These services can be accessed through this link:

<https://ss.adu.ac.ae/>.

Orientation Program

The Student Affairs 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.

STUDENT CLUB GUIDELINES - Abu Dhabi Campus

Updated: 20 June 2023

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 can explore their talents and enhance their skills by planning and participating in extracurricular activities.

Definition of Student 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. Examples: Emirati, Egyptian, Moroccan, Nigerian, etc.
- Humanitarian: Clubs developed with the mission to serve others through means of volunteerism. Examples: Ihsan, Tolerance, 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, Sports, etc.

SEO Responsibilities

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 oversight and support as per approval.
- Supporting clubs with any ideas that will enhance their presence and activities.
- Providing development training for club members.

Club Advisor

The advisor plays an integral role in helping student leaders create an environment within their clubs that is productive, safe, enjoyable, and educational. The selection of an advisor provides a new perspective, opportunity for feedback and support to the club. Their experience and position with the University helps provide the ability to serve as a mentor and consultant. The ideal relationship between the advisor and student club would be a partnership providing the basis for good decision-making and leadership of the club.

It is obvious that there is a need for communication, mutual understanding, respect and trust between the advisor and the club members. Therefore, both have obligations to meet the club mission, vision, and goals. The role of club advisor is valid for one year. The club will initiate the selection or renewal of the club advisor during the annual process with SEO approval.

Club Advisor Requirements

- Be a full-time faculty or staff member at Abu Dhabi University and notify SEO immediately if their employment status changes or the advisor's role is vacated. SEO will notify the club president.
- To be familiar with student clubs' guidelines and procedures.
- To effectively advise and direct students towards initiatives that align with ADU's mission and vision.
- To attend mixed club meetings and events when requested by SEO.
- To supervise the club when they have rehearsals in the auditorium.
- To accompany the club members when participating in off campus activities.
- To assist club members with ideas and any other support needed as per the events requirements.

Club Advisor Responsibilities

- Care about the club members being advised through demonstrating empathy, commitment, understanding, and respect.
- Provide student members with advice related to the club's activities as needed.
- Establish a warm, genuine, and open professional relationship.
- Be available; keep office hours and appointments.
- Have students contact referral sources and advise them frequently.
- Attend meetings with the club members to monitor their progress and discuss upcoming events.
- Encourage the club to plan and implement their own events.
- Report any activities that may violate the University policy or the club guidelines to SEO.
- Be aware of all the plans and activities of the club.

Active Club Requirements

An active club must meet the following requirements:

- Be registered on ADU Groups.
- Have at least ten registered members; this includes the Executive Board.
- Host at least one club meeting per month during the semester; registration and meeting minutes must be submitted through ADU Groups.
- Make at least one post per week on the club's page in ADU Groups.
- Submit the Club Achievement Report upon request of SEO.
- Organize at least two events per semester in addition to SEO main events.
- Participate in trainings and workshops as determined by SEO office.

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:

- 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 on the club proposal.
- The Club mission and vision must be aligned with ADU mission and vision and contribute to the development and enhancement of student body skills making them more prepared for the workplace during and after graduation.
- 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, Administrator, & Treasurer) and advisor who is a full-time faculty or staff member of ADU.
- Each member of the Executive Board must also participate in the introductory workshop.
- An Advisor must be nominated by the club to SEO for final approval. The advisor will then sign the Advisor Agreement Form through ADU Groups.

Renewing Club Registration

Club registration is valid for one academic year only. Clubs are considered inactive immediately after each academic year unless the president submits the New Club Registration/Renewal form through ADU Groups.

To renew club registration, each club must complete the New Club Registration/Renewal Form and register to attend a Club Renewal Workshop. Each member of the Executive Board must attend the workshop for the club to receive "active" status.

Executive Board Members

Each student club at ADU must have an Executive Board, which includes the President, Vice President, Administrator, and Treasurer. Each of these members serves an important part of the club both individually and collectively. It is important to note that the Executive Board members must be full-time students for the entire academic year. The duties and responsibilities of each are outlined as follows.

President

- Shall supervise and attend all meetings.
- Shall set the dates for club meetings with notification to SEO.
- Shall appoint members to handle different responsibilities as required following approval from SEO.
- 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 in consultation with SEO.
- Shall submit Event/Meeting Proposal Form with the consent from the Club Advisor to the SEO.
- Shall seek sponsors/partners for club projects.
- Shall perform any additional tasks as determined by SEO or Executive Membership.

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.
- Shall submit Event/Meeting Proposal Form with the consent from the Club Advisor to the SEO in the absence of the president.
- Shall assist in seeking sponsors/partners for club projects.
- Shall perform any additional tasks as determined by SEO or Executive Membership.

Administrator

- Shall preside over all meetings in the absence of president and vice president.
- Shall prepare and maintain accurate minutes of meetings and share with all members and submit via ADU Groups.
- Shall handle all club reports and upcoming activities.
- Shall keep an updated list of the club members.
- Shall ensure the registration of student attendees for all events through ADU Groups.
- Shall submit all Student Participation/Purchase and Club Achievement Reports via ADU Groups.
- Shall perform any additional tasks as determined by SEO or Executive Membership.

Treasurer

- Shall preside over all meetings in the absence of the president, vice president, and Administrator.
- Shall forecast and prepare a pro-forma statement needed for the club members' financial activities.
- Shall be responsible for submitting the Student Purchase Request Form through ADU Groups.
- Shall perform any additional tasks as determined by SEO or Executive Membership.

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.
- Keep a healthy environment within the Board to ensure the club's stability and efficiency.
- Call for a year-end meeting 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 to mediate and solve any conflicts through a common resolution should a problem arise within the Executive Board.

Rights of Student Clubs

As a student club at ADU, every student club has the right to:

- Organize on and off campus events, after receiving the approval from SEO.
- Reserve space on campus for meetings, activities and events.
- Have an official ADU email account for club-related communication purposes after receiving approval from SEO.
- Receive funding to assist in the development and execution of any SEO approved activity or event.
- Conduct a marketing campaign to raise awareness about approved events.
- Obtain co-curricular transcripts for each member that reflect activities they have participated in throughout the year. The co-curricular transcript is available through ADU Groups.
- Seek sponsors for their projects and activities within SEO's guidelines and guidance.
- Invite a speaker to support their events.
 - o Approval from Ministry of Higher Education (MoHE) is required. This process could take anywhere from two days to five weeks.
 - o The club should submit the Guest Speaker Approval Form via ADU Groups.
 - o Club members are responsible for welcoming visitors upon their arrival on campus, escorting them to the event's venue and accompanying them throughout their visit, always accompanied by SEO staff.

Student Club Rules

- Executive Board Members must be committed to attending any meeting/training organized by SEO.
- 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, Week of Welcome/Orientation, Club

Fair, Open Week and Cultural Diversity Day, as applicable.

- The club must submit any marketing content related to posters, social media content, or emails to SEO for approval prior to posting.
- Student clubs must maintain an advisor who is fulltime faculty or staff at ADU. If the advisor vacates the role, 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. Activities must not include any political, discrimination, racism, or other topics/issues that are not accepted or respected by UAE culture or are not in alignment with ADU rules and regulations.
- Student clubs must not promote events or activities without SEO's approval and acknowledgment.
- No joint performances are allowed between the male and female students without prior approval. Female performances are not permitted to be presented in front of males.
- SEO has the right to cancel any activity/event/speech/poem/video/presentation/performance that does not comply with the rules set forth by the department or University.
- Any club that does not have a complete Executive Board is considered inactive until all roles have been filled.
- 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. Advisors and SEO provide guidance and direction.
- Money raised from fundraising projects should be documented through ADU Groups using the Student Participation/ Purchase Request. All collected funds will be collected solely by SEO through ADU Finance Department. No club member or advisor is permitted to receive any funds on behalf of ADU.
- All club members must abide by the student responsibilities as outlined in the Student Code of Conduct Policy.

Penalties

SEO reserves the right to cancel or modify any proposal, event, activity, or trip if the club does not meet the above guidelines.

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 SEO 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. SEO will determine the most appropriate course of action.

Club Vacancies

Unexpected vacancies on a club's Executive Board should be filled using the following the procedure.

1. The club's Executive Board should announce the vacant position.
2. Club members who wish to fill the vacant position and meet the club's requirements to become candidates should submit their names to the ballot.

3. The club's Executive Board should carry out a simple majority vote within two weeks.

- If needed, and on a case-by-case basis, a second simple majority vote will be carried out by club members.

Note: 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 two 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.

ADU Groups

All official club business should be handled through ADU Groups, the student communication platform. Below is a list of functions that are to be completed through this medium. A complete list of forms that can be accessed on the platform can be located in the appendix of this document.

- New Club Registration/Renewal Form
- Completion and submission of all forms and required documents
- 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
- Obtain student feedback on activities and events through use of the survey tool

Facilities for Clubs Use

SEO offers facilities for student clubs to host events and activities. The Clubs' Room, Student Affairs meeting rooms and Student Engagement Lounges are available for club use. The president can request use of other University facilities, including the auditorium by sending email to SEO, which will place a reservation request on behalf of the club. Clubs are required to have an advisor, a full-time faculty/staff member or SEO staff present during all joint meetings and club performances.

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 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 their SEO approved events and activities and may not be used for personal purposes.
- SEO reserves the right to dispose of any unused/unused items at the end of each academic year. All clubs will be invited to attend an end-of-year inventory event. Those clubs who are not represented will risk the disposal of all items in their possession.

Event Proposal Procedure

Student clubs must host at least two events per semester in addition to participating in SEO's main events. The procedure for submitting an event proposal is detailed below.

1. The president shall create an event through ADU Groups at least 10 working days (two-week notice) prior to event.
2. The president will then be prompted to submit the Event/Meeting Proposal Form.
3. The proposal will be approved/on hold/declined based on the activity from SEO within 3 working days.
 - Should the proposal be placed "on hold" or "declined" the club's president will receive feedback for the decision and can amend the proposal as necessary. The option to amend the proposal is only available for proposals that have been placed "on hold".
4. After receiving SEO approval, the club can prepare for the event and its implementation by submitting materials for desired promotional items.
5. After the event is completed, the Administrator must submit a Student Participation/Purchase Report. Please see the table below for the tentative event proposal timeline. Times may vary based upon availability.

Event Proposal Timeline	
Action	Estimated Completion Time
Poster is completed by Marketing Department	10 working days (including first draft and approval)
SMS is scheduled and sent	5 working days
Social Media is scheduled and posted	5 working days
Student Emails are scheduled and sent	5 working days
Auditorium Booking*	3 working days
Transportation**	3 working days

* Any use of the auditorium for rehearsals requires a club advisor, a full-time faculty/staff member or SEO staff to be present.

Off-Campus Events and Trips

Student clubs have the right to organize off-campus trips based on the club's objectives. The following must be considered when organizing such trips:

- The club must receive a pre-approval from SEO by submitting the official Event/Meeting Proposal Form through ADU Groups.
- It is the responsibility of the club to cover all transportation costs. Clubs are not allowed to use their entire budget for transportation.
- SEO will assist in the booking of transportation on behalf of the club.
- The advisor a full-time faculty/staff member or SEO staff must be present for the duration of the trip.
- All students must submit a Parent/Guardian Permission form (Consent Form) prior to the trip.

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. The vice president, in the absence of the Club President, is permitted to initiate and complete the request for funding provided a written delegation is made by the Club President and submitted to SEO for approval.

Each club will receive funding dispersed on a case-by-case basis. Clubs are welcome to combine their budgets for joint events and activities.

SEO will provide an allotted budget for all SEO required events (e.g., Club Fair, Cultural Diversity Day, Orientation, Open Week, etc.). However, regular club events which are organized by the club will use the club budget, sponsorships, or additional outside funding.

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:

Reimbursement

- Email the requested items to SEO for approval.
- Purchase the items.
- Upload a copy of all itemized receipts and tax invoices using the Student Participation/Purchase Report.
- Student receives notification when the reimbursed funds are ready to collect and submits original receipts to SEO.

Note: Some items are not allowed for purchase through petty cash or reimbursement. Therefore, requests for these items must go through the procurement department, which is handled by SEO. This process requires at least 30 working days.

Fundraising

Fundraising is one of the most important parts of operating a club efficiently. 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 Event/Meeting 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. The actual funds will be collected by SEO staff based on the Finance Department rules and procedures. No club member or advisor will be permitted to collect any funds on behalf of ADU.
- The Student Participation/Purchase Report must be submitted to SEO and the club advisor within two (2) days after the fundraising activity is completed.
- All money collected from the fundraising activity will be kept with SEO and 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 Event/Meeting 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 and the charitable organization only.
- A representative from the organization along with the required materials should be available during the fundraising event.

Awards and Recognition

The Student Engagement Office recognizes students' contribution in extracurricular activities through various rewards during the Student Recognition Gala. These rewards include but are not limited to the following:

- Club of the Year Award
- Student Affairs Ambassador of the Year
- Student Choice Awards – Club Fair, Cultural Diversity Day, etc.
- Students Affairs Highest Award of Excellence
- Certificates of Appreciation (provided after each event)

Club Achievement Report

Student clubs will be asked to submit the Club Achievement Report toward the end of the spring semester. Awards will be given based on the points attained throughout the year, as well as by a selection committee based on nominations received for individual awards. More information on the point system can be found below.

Achievement Awards	
Platinum	200+ Activity hours
Gold	151-200 Activity hours
Silver	100-150 Activity hours

Note: Only approved events and activities will be considered for the Achievement Awards Point System.

Appendix

List of Forms Available on ADU Groups

Form Name	Use
<u>New Club Registration/Renewal Form</u>	This form is used to establish a new club or renew an existing club.
<u>Club Advisor Agreement Form</u>	This form is used by the full-time faculty/staff member who has been nominated by the club and approved by SEO to serve as the Club Advisor. The faculty/staff member uses this form to acknowledge that he/she will be responsible for the club and serve as the advisor.
<u>Event/Meeting Proposal Form</u>	This form is used to propose an event or meeting. The form is will be automatically available after creating the event in ADU Groups.
<u>Guest Speaker Approval Form</u>	This form is used to submit the necessary documents for guest speakers for MoHE approval. A separate form must be submitted for each guest speaker.
<u>Student Purchase Request</u>	This form is used for to request funding for non-event related items.
<u>Student Participation/Purchase Report</u>	This form is used to report student participation during events and to upload receipts for non-event related purchases.
<u>Student Complaint Form</u>	This form is used to submit a complaint for disputes between members.
<u>Club Achievement Report</u>	This form is used to track and submit club activities over the course of the academic year. Submitted forms will be used to determine awards during the Student Recognition Gala.

Student Recognition Gala Awards Criteria

Award	Criteria
<u>Club of the Year</u>	This award is presented to the club that has provided the most activities/events over the course of the academic year. This club has achieved Platinum status. Other clubs will receive honorable mention for gold and silver status.
<u>Student Affairs Ambassador of the Year</u>	This award is presented to the student who has earned the most activity hours. This student must be registered and active in the SA Ambassadors and all hours must be officially registered through ADU groups.
<u>Student Choice Awards</u>	This recipient of this award is selected by student attendees of the fall and spring events through the online polling system in ADU Groups. Students are asked to select the club based the following criteria: content, creativity, verbal presentation, attractiveness, and student appeal.
<u>Students Affairs Highest Award of Excellence</u>	The Student Affairs staff submits nominations for the award. Nominees are students who have made outstanding contributions to the operations and programming of the department in various areas.

Information Management & Technology Services

IMTS department provides Information Systems and Technology across ADU campuses. 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.

Below is 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>
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 (SIS) 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.

In addition to Microsoft Academic License scope, Microsoft Teams is available for students to use for online learning classes. This is the primary tool for online collaboration in ADU.

These services are all accessible on ADU student portal. <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.

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>.

Help Desk and Online Support

For all general IT support queries,

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

ADU provides a robust platform for distance learning. The students have access to Blackboard Learn for student coursework, assessment, and Respondus Lockdown Browser & Respondus Monitor for online exams. Online lecture is through Microsoft Teams enables secure collaboration with faculty and students while some of the software is made available to the student via the workplace site.

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:

- a. members of all the Boards and Councils of Abu Dhabi University;
- b. members of Academic and Non-academic staff of Abu Dhabi University;
- c. registered students of Abu Dhabi University;
- d. other students taking courses in Abu Dhabi University as agreed by the manager of the library or an

authorized representative;

- e. students of other UAE universities as authorized by the manager of the library;
- f. alumni can access the online resources available to them by using their alumni email account;
- g. 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:

- a. Circulation and Reserves
- b. Reference Service
- c. Full Text e-Journals Search
- d. Group Study Rooms
- e. Information Literacy Sessions
- f. Interlibrary Loan
- g. Online Library Catalog
- h. 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 Monday through Friday and closed on Sundays; public holidays and other days of obligation.

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

Monday – Friday: 8:00 am – 8:00 pm

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.

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 600 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., Monday to Friday and has 10 lines hubbed to the 600 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 600550003 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.

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 Representative. 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.

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:

- First Clique Cafe & Restaurant (AA)
- Blue Square Supermarket (AA)
- 88 kitchen light meal (AA)
- Pizza Hut (AD)
- Subway (AD)
- Hardees (AD)
- Nabras Alsamawi Restaurant & Cafeteria (AD)
- Grandiose Supermarket (AD)
- Tim Hortons (AD)
- Starbucks Coffee (AD)
- Rice Bowl Restaurant (AD)
- The View Restaurant (AD)

Community Center

A range of facilities are available on campus for Abu Dhabi University community and to the public in the community center which is located near gate number 3 which includes:

- Blossom Nursery
- Community Mosque
- Sky Blue Laundry
- Royal Gulf Supermarket
- Royal Café Cafeteria
- Vintage Male Barber Shop
- Shahd Ladies Beauty Center
- Community Party Room
- Male & Female Gym
- Lift Gym (CrossFit Gym)
- Kids Playground

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 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, visitors and Contractors who are present in the university campuses;

- Comply with all applicable UAE, international and Abu Dhabi laws, legislations and associated codes of practice;
- Provide safe workplaces - academic, research, and administrative - for faculty, staff and students;
- Provide information to faculty, staff, students and visitors/contractors about health and safety hazards;
- Identify risks and health and safety hazards and provide the necessary corrective and preventive actions and encourage faculty, staff and students 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 efficient utilization of energy, water, and other natural resources;
- 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, 02-5015983 and 02-5015236.

CODE OF CONDUCT

Academic Integrity

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

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.
6. Misrepresenting immigration status.
7. Using fake ID cards.

E. Collusion

Collusion occurs when students work together on a piece for assessed work when "working together" is not allowed. Collusion can occur when students copy from each other. 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 Administrative Withdrawals (WA) 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 of illicit activities.
6. Refrain from engaging in any arguments with the instructor or proctor.
7. Write answers on the papers provided by the proctor.
8. Use the back of your answer sheets for any required calculations.

C. After Examination

1. Finish the examination on time and stop writing answers when instructed to do so.
2. Leave the room quietly.
3. Collect your belongings.
4. Report any concerns or problems to the OAI staff.

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

COLLEGE OF ARTS AND SCIENCES FACULTY

Dean

Dr. Sreethi Nair

Dean, College of Arts & Sciences
PhD, Educational Psychology
University of Kerala, India
Tel #: +971 2 5015716
Email: sreethi.nair@adu.ac.ae

AA Campus CAS Coordinator

Ms. Deenaz Kanji

AA College of Arts & Sciences
Campus Coordinator
Senior Instructor of Social Science
MSc in Religious Studies, Graduate
Theological Union, University of
California
Tel #: +971 3 7090736
Email: deenaz.kanji@adu.ac.ae

Department of Education

Dr. Ghanem Al Bustami

Professor of Educational Psychology
& Development
Ph.D in Arab Amman University for
Graduate Studies, Jordan- Reading
Institute for Post Graduate and
Research in Education, UK
Tel #: +971 2 5015784
Email: ghanem.albustami@adu.
ac.ae

Dr. Constantine Andoniou

Associate Professor of Education
PhD. in Education
The University of Queensland,
Australia
Email: constantine.andoniou@adu.
ac.ae

Dr. Daniela Coelho

Assistant Professor of Education
Phd, Teaching Methodology and
Training
University of Aveiro
Tel #: +971 2 5015209
Email: daniela.coelho@adu.ac.ae

Dr. Ayman Massouti

Assistant Professor of Education
Studies
PhD in Education Studies,
The University of Western Ontario,
Canada
Email: ayman.massouti@adu.ac.ae

Dr. Sharon Waller

Associate Professor of Education
Studies
PhD in Philosophy,
Texas Woman's University,
Texas, USA

Dr. Mary George Varghese

Visiting Assistant Professor of
Psychology
PhD in Clinical Psychology
University of Mumbai, India
Email: mary.v@adu.ac.ae

Department of Mass Communication

Dr. Nunna V. Prasad

Chair, Department of Mass
Communication
Associate Professor of Mass
Communication
Ph.D. in Design & New Media
Technology
Universiti Sains Malaysia,
Penang, Malaysia
Tel #: +971 2 5015341
Email: nunna.prasad@adu.ac.ae

Dr. Viola Gjylbegaj

Assistant Professor of
Communication
PhD in Linguistics,
Tor Vergata University
Rome, Italy
Tel #: +971 2 5015202
Email: viola.gjylbegaj@adu.ac.ae

Dr. Hunida Gindil Ahmadoun

Assistant Professor of Mass
Communication
PhD in Radio and TV, Omdurman
Islamic University,
Al Khartoum, Sudan
Email: hunida.ahmadoun@adu.
ac.ae

Dr. Ghada Seif

Assistant Professor of Mass
Communication
PhD in Media and Public Relation,
Minia University, Egypt
Email: ghada.seif@adu.ac.ae

Dr. Wissam Mouawad

Assistant Professor in Mass
Communication
PhD in Arts- Film Studies
Sorbonne University, France
Email: wissam.mouawad@adu.ac.ae

Dr. Nadim Khouri

Assistant Professor in Mass
Communication
PhD in Visual & Performing Arts
Holy Spirit University of Kaslik,
Lebanon
Email: nadim.khouri@adu.ac.ae

Mr. Muhamed Sultan

Lecturer Media Production
Master's in Film making
Maryland Insitute College of Arts,
Baltimore, USA
Email: muhamed.sultan@adu.ac.ae

Dr. Sleiman El Bssawmai

Assistant Professor in Mass
Communication
PhD in Journalism & Mass
Communication
Sorbonne University, France
Email: sleiman.elbssawmai@adu.
ac.ae

Dr. Mahmoud Ali

Assistant Professor in Mass
Communication
PhD in Public Relations and
Advertising
Cairo University, Egypt
Email: mahmoud.ali@adu.ac.ae

Dr. Brilliant Mhlanga

Assistant Professor in Mass
Communication
PhD in Communication, Digital
Cultures & Media Studies
Email: brilliant.mhlanga@adu.ac.ae

Ms. Bianca Roberts

Instructor in Mass Communication
Master of Journalism, University of
Melbourne
Email: bianca.roberts@adu.ac.ae

Department of Languages

Dr. Sullay Kanu

Chair, Department of Languages
Senior Instructor of English
Phd, Linguistics
University of Alberta, Canada
Tel #: +971 2 5015656
Email: sullay.kanu@adu.ac.ae

Mr. Al Arabi Thayer

Senior Instructor of Arabic
MA, Arabic Language
University of Tunis, Tunisia
Tel #: +971 2 5015786
Email: alarabi.thaer@adu.ac.ae

Mr. Shannon Todd Glasgow

Senior Instructor of English
Masters in English as a Foreign
Language,
South Illinois University
Carbondale, Illinois
Tel #: +971 3 7090740
Email: shannon.glasgow@adu.ac.ae

Mr. Rafik Ben Zinoubi

Instructor of TESOL and English
Master of Arts in Education
Leadership
Abu Dhabi University, U.A.E
Tel #: +971 3 7090749
Email: rafik.alzainobi@adu.ac.ae

Dr. Richa Goyal

Senior Instructor of English
Ph.D University of Rajasthan, India
Email: richa.goyal@adu.ac.ae

Dr. Collette Anne Foster

Senior Instructor of English
PhD, Education
Charles Darwin Territory, Australia
Tel #: +971 3 7090716
Email: collette.f@adu.ac.ae

Ms. Kathryn Swift

Senior Instructor of English
MA, TEFL and TESOL
University of Birmingham, England
Tel #: +971 3 7090716
Email: kathryn.swift@adu.ac.ae

Ms. Mona Said Ibrahim

Instructor of English
Master's in English Literature
Ain Shams University, Egypt
Email: mona.hassan@adu.ac.ae

Department of Math & Statistics

Dr. Hatem Deif

Chair, Department of Math &
Statistics
Senior Instructor of Mathematics
PhD, Computer Engineering
Brunel University London
Tel #: +971 2 5015786
Email: hatem.deif@adu.ac.ae

Prof. Haydar Akca

Professor of Applied Mathematics
Ph.D in Inonu University, Turkey
Tel #: +971 2 5015317
Email: haydar.akca@adu.ac.ae

Dr. Grira Sofiane

Assistant Professor of Mathematics
and Statistics
PhD in University of Sherbrooke,
Canada
Tel #: +971 3 7090719
Email: grira.sofiane@adu.ac.ae

Mr. Muhammad Farooq

Instructor of Mathematics
MSc, Mathematics
Bahauddin Zakaria University,
Pakistan
Tel #: +971 2 5015247
Email: muhammad.farooq@adu.
ac.ae

Dr. Mohamad Mustafa Hammoudi

Instructor of Math & Statistics
PhD, with concentration in
Mathematics and Higher Education
The British University in Dubai
Tel #: +971 3 7090732
Email: mohamad.hammoudi@adu.
ac.ae

Mr. Syed Salman Mahmood

Instructor of Maths
MSc. Mathematics,
University of Punjab, Pakistan
Tel #: +971 2 5015322
Email: syedsalman.mahmood@adu.ac.ae

Dr. Jaya Abraham

Assistant Professor of Statistics
PhD in Economics
Gandhi University, Kerala, India
Email: jaya.abraham@adu.ac.ae

Dr. Madeleine Al Tahan

Assistant Professor of Mathematics
PhD. Pure Mathematics
Beirut Arab University, Lebanon
Email: madeleine.altahan@adu.ac.ae

Mr. Mohamed Nabil Ahmed

Instructor of Statistics
MSc. Applied Statistics
Sheffield Hallam University, England
Email: mohamed.a@adu.ac.ae

Dr. Nitin Serwa

Instructor of Mathematics
PhD in Mathematics,
University of Kent, England
Email: nitin.serwa@adu.ac.ae

Ms. Samah Abu Siyam

Instructor of Mathematics,
MA in Curriculum & Instructions
Methods of Teaching Mathematics
Amman Arab University of Kent,
Jordan
Email: samah.abusiyam@adu.ac.ae

Engr. Akram Al Marqab

Instructor of Mathematics,
MSc in Civil Engineering
United Arab Emirates University,
UAE
Email: akram.almarqab@adu.ac.ae

Department of Applied Sciences**Dr. Jolly Jacob**

Chair, Department of Applied Sciences
Associate Professor of Chemistry
Ph.D in University of Mumbai
Tel #: +971 2 5015808
Email: jolly.jacob@adu.ac.ae

Dr. Giovanni Piantentini

Senior Instructor of Physics
Ph.D in Queen's University,
Ontario, Canada
Email: giovanni.piantentini@adu.ac.ae

Dr. Deepa Suresh

Instructor of I.T.
M.S. in (MTech) in Cyber Security
Amrita Vishwa Vidyapeetham, India
Tel #: +971 2 5015867
Email: deepa.suresh@adu.ac.ae

Dr. Asiya Nasir

Biology and Chemistry Lab Specialist
Ph.D in Biology,
Guru Nanak Dev University,
Amritsar, India
Tel #: +971 2 5015445
Email: asiya.nazir@adu.ac.ae

Dr. Hussaina Banu

Assistant Professor of Physics and
PhD in Biomedical Science,
Bharathidasan University, India
Email: hussaina.malkhanali@adu.ac.ae

Mr. Habeeb Abdul Rahman

Biology and Chemistry Lab Specialist
Masters of Science in Biochemistry,
Bharathiar University, India
Tel #: +971 2 5015447
Email: rahman.puthuveetil@adu.ac.ae

Ms. Sajeena Abdul Harees

Physics Lab Specialist
MSc in Physics
University of Kerala, India
Tel #: +971 2 5015620
Email: sajeena.abdulharees@adu.ac.ae

Mr. Muhammad Umair Khan

Physics Lab Specialist
B.S in Physics, FUUAST,
Islamabad, Pakistan
Tel #: +971 2 5015620
Email: muhammad.khan@adu.ac.ae

Ms. Babitha Firoz

Physics Lab Specialist
MSc, Physics, University of Calicut,
India

Mr. Mahmood EsamEldin Moustafa

Bio-Chemistry Lab Specialist
MSc. Chemical and Life Science
Engineering
Virginia Commonwealth University
Richmond, VA, USA

Department of Humanities & Social Sciences**Dr. Smitha Dev**

Chair, Department of Humanities & Social Sciences
Senior Instructor of Psychology
PhD. Psychology
University of Kerala, India
Tel #: +971 2 5015627
Email: smitha.dev@adu.ac.ae

Ms. Rubina Qureshi

Senior Instructor - Sociology
MEd, Teacher Education
The Aga Khan University, Pakistan
Tel #: +971 2 5015614
Email: rubina.qureshi@adu.ac.ae

Mr. Anand Dwivedi

Senior Instructor of Study Skills
Master's in Business Administration
University of Allhabad, India
Tel #: +971 2 5015615
Email: anand.dwivedi@adu.ac.ae

Ms. Duha Lababidi

Senior Instructor of Humanities and Social Sciences
M.S. in Hadith Sharif Sciences- Islamic Studies,
Damascus University, Syria
Tel #: +971 2 5015335
Email: duha.lababidi@adu.ac.ae

Ms. Nagam Hussein

Instructor of Islamic Culture
MA in Islamic Studies,
Yarmouk University, Jordan
Tel #: +971 2 5015280
Email: nagam.hussein@adu.ac.ae

Ms. Sidra Rafique

Visiting Instructor of Social Sciences and Humanities
MA of Philosophy Islamic Studies
International Islamic University,
Islamabad, Pakistan
Email: sidra.rafique@adu.ac.ae

Dr. Abdullah Hamad Bani Rshaid

Senior Instructor – Social Sciences
PhD. Education and Applied Psychology
Yarmouk University, Jordan
Tel #: +971 2 5015614
Email:abdullah.banirshaid@adu.ac.ae

Ms. Feda Mustafa

Instructor – General Education
MSc. Electrical Engineering
Education
United Arab University, UAE
Email: feda.mustafa@adu.ac.ae

Dr. Ied Al Nidawi

Assistant Professor of Islamic and Social Studies
PhD in Islamic Revealed Knowledge and Heritage
International Islamic University,
Malaysia
Email: ied.al-nidawi@adu.ac.ae

Dr. Aditya Anshu

Assistant Professor of International Relations
PhD in International Relations
Jawaharlal Nehru University, New Delhi India
Email: aditya.anshu@adu.ac.ae

COLLEGE OF BUSINESS FACULTY

Dean

Prof. Barry O'Mahony

Professor of Services Management
Dean
PhD, University of Melbourne,
Australia
Tel: 02 501 5750
Email: barry.omahony@adu.ac.ae

Accounting and Finance

Prof. Hazem Marshdeh

Professor of Finance
& Chair of Accounting & Finance
Department
PhD, University of Wollongong,
Australia
Tel: 02 501 5479
Email: hazem.marashdeh@adu.ac.ae

Prof. Charilaos Mertzanis

Professor of Finance
PhD, The New School for Social
Research, USA
Tel: 02 501 5879
Email: charilaos.mertzanis@adu.ac.ae

Dr. Galina Preobrazhenskaya

Assistant Professor of Accounting
PhD, University of the West of
England, UK
Tel: 02 501 5233
Email: galina.p@adu.ac.ae

Prof. Haitham Nobanee

Associate Professor of Finance
PhD, University of Manchester, UK
Tel: 02 501 5709
Email: haitham.nobanee@adu.ac.ae

Dr. Ilham Haouas

Associate Professor of Economics
and Finance
PhD, Sorbonne University, France
Tel: 02 501 5658
Email: ilham.haouas@adu.ac.ae

Dr. Ilias Kampouris

Associate Professor of Finance
PhD, University of the Aegean,
Greece
Tel: 03 709 0755
Email: ilias.kampouris@adu.ac.ae

Dr. John McLellan

Associate Professor of Accounting
DBA, Southern Cross University,
Australia
Tel: 03 709 0752
Email: john.mclellan@adu.ac.ae

Dr. MD Abubakar Siddique

Assistant Professor of Accounting
PhD, University of Southern
Queensland, Australia
Tel: 03 709 0751
Email: md.siddique@adu.ac.ae

Prof. Nejla Ellili

Professor of Finance
PhD, The Higher Institute of
Management, Tunisia
Tel: 02 501 5720
Email: nejla.ellili@adu.ac.ae

Dr. Osama F. Attayah

Assistant Professor of Accounting
PhD, The University for Banking and
Financial Sciences, Jordan
Tel: 02 501 5361
Email: osama.atayah@adu.ac.ae

Prof. Sherine Farouk

Professor of Accounting & Associate
Dean, Student Enrollment and
Success
PhD, London Metropolitan University,
UK
Tel: 02 501 5654
Email: sherine.farouk@adu.ac.ae

Marketing, Operations and Information Systems

Dr. Mohammed Ismail El-Adly

Associate Professor of Marketing
& Chair of Marketing, Operations, and
Information Systems Department
PhD, Cairo University, Egypt Co-
supervision with Huddersfield
University Business School, England
Tel: 03 709 0753
Email: m.eladly@adu.ac.ae

Dr. Alberto Peralta

Assistant Professor of
Entrepreneurship
PhD, University of Alcalá, Spain
Tel: 02 501 5738
Email: alberto.peralta@adu.ac.ae

Dr. Alyaa Ibrahim

Visiting Assistant Professor of
Marketing
PhD, Cairo University, Egypt
Email: alyaa.ibrahim@adu.ac.ae

Prof. Hussein Saber

Professor of Operations Management
PhD, University of Oklahoma, USA
Tel: 02 501 5756
Email: hussein.saber@adu.ac.ae

Dr. Kiran Nair

Associate Professor of Marketing
PhD, IPE Management School, Paris
Tel: 02 501 5235
Email: kiran.nair@adu.ac.ae

Dr. Maha Shedid

Visiting Assistant Professor of
Management
PhD, Aberdeen Business School,
Robert Gordon University, UK
Email: maha.shedid@adu.ac.ae

Dr. Masoud Khakdaman

Assistant Professor of Logistics and
Supply Chain Management
PhD, Delft University of Technology,
Netherlands
Tel: 02 501 5869
Email: masoud.khakdaman@adu.
ac.ae

Dr. Muhammad Usman Tariq Kazi

Associate Professor of Business
Analytics and Operations
Management
PhD, California Southern University,
USA
Tel: 02 501 5401
Email: muhammad.kazi@adu.ac.ae

Dr. Saju Valliara Jose

Associate Professor of Marketing
& Head of Internationalization &
Partnership
PhD, Griffith University, Australia
Tel: 02 501 5379
Email: saju.jose@adu.ac.ae

Prof. Salam Abdallah

Professor of Management
Information Systems
PhD, Curtin University of Technology,
Australia
Tel: 02 501 5710
Email: salam.abdallah@adu.ac.ae

Dr. Taghreed Yahya Abu-Salim

Assistant Professor of Service
Innovation & Head of Accreditation
and Ranking
PhD, Cranfield University, UK
Tel: 02 501 5642
Email: taghreed.abu-salim@adu.ac.ae

Dr. Zainab Riaz

Associate Professor of Management
Analytics and Information Systems
PhD, Loughborough University, UK
Tel: 02 501 5744
Email: zainab.riaz@adu.ac.ae

Dr. Anas Rawhi Najdawi

Associate Professor of Management
Information Systems
Email: anas.najdawi@adu.ac.ae

Strategy, Leadership and Management

Prof. Hossam Abu Elanain

Professor of Management &
Chair of Strategy, Leadership and
Management Department
PhD, Loughborough University, UK
Tel: 04 248 1576
Email: hossam.elanain@adu.ac.ae

Dr. Abdallah Mohammad Mahmoud Ta'amneh

Assistant Professor of Management
PhD, Girne American University,
Cyprus
Tel: 03 709 0762
Email: abdallah.taamneh@adu.ac.ae

Dr. Abdullah Bin Osman

Associate Professor of Management
DBA, University Utara, Malaysia
Tel: 03 709 0754
Email: abdullah.binosman@adu.ac.ae

Dr. Ahmad Abualigah

Assistant Professor of Human
Resources Management,
PhD, University of Huddersfield, UK
Tel: 02 501 5657
Email: ahmad.abualigah@adu.ac.ae

Dr. Amit Kumar

Assistant Professor of Management
PhD, Newcastle Business School,
University of Newcastle, Australia
Tel: 02 501 5745
Email: amit.kumar@adu.ac.ae

Dr. Christina Koutra

Associate Professor of Management
PhD, University of Brighton, UK
Tel: 02 501 5313
Email: christina.koutra@adu.ac.ae

Dr. Dilnaz Muneeb

Assistant Professor of Management
PhD, Nottingham University, Malaysia
Tel: 02 501 5702
Email: dilnaz.muneeb@adu.ac.ae

Prof. Fauzia Jabeen

Professor of Management
PhD, U.P. Technical University, India
Tel: 02 501 5562
Email: fauzia.jabeen@adu.ac.ae

Dr. Jacob Cherian

Associate Professor of Management
PhD, Shivaji University, India
Tel: 02 501 5646
Email: jacob.cherian@adu.ac.ae

Dr. Khalizani Khalid

Associate Professor of Management
PhD, Mara University of Technology,
Malaysia
Tel: 02 501 5872
Email: khalizani.khalid@adu.ac.ae

Dr. Marwan Al Qu'ran

Assistant Professor of Human
Resources Management PhD, Curtin
Business School, Curtin University of
Technology, Australia
Tel: 02 501 5667
Email: marwan.alquran@adu.ac.ae

Dr. Mohamed Ibrahim Nasaj

Assistant Professor of Management
PhD, The British University in Dubai,
UAE
Tel: 03 709 0757
Email: mohamed.nasaj@adu.ac.ae

Dr. Ross Davidson

Associate Professor of Management
PhD, Open University, UK
Tel: 02 501 5339
Email: ross.davidson@adu.ac.ae

Dr. Sven Dahms

Associate Professor of Management
PhD, Manchester Metropolitan
University Business School, University
of Manchester, UK
Tel: 02 501 5686
Email: sven.dahms@adu.ac.ae

Prof. Syed Zamberi Bin Ahmad

Professor of Management,
Chair of Research Development and
Doctoral Studies,
PhD, Hull University of Business
School (HUBS), UK
Tel: 02 501 5760
Email: syed.ahmad@adu.ac.ae

Dr. Tamer Koburtay

Assistant Professor of Leadership and Organizational Behavior
PhD, University of Huddersfield, UK
Tel: 02 501 5438
Email: tamer.koburtay@adu.ac.ae

Dr. Yomna Morsy

Assistant Professor of Management
PhD, Kassel University, Germany
Tel: 04 248 1575
Email: yomna.morsy@adu.ac.ae

Support Staff**Ms. Brijitha Elayadath**

Sr. Administrative Assistant,
Abu Dhabi
BA Language & Literature, University of Calicut, India
Tel: 02 501 5244
Email: brijitha.elayadath@adu.ac.ae

Ms. Corazon Agripa

Academic Advisor, Abu Dhabi
MBA, Abu Dhabi University, UAE
Tel: 02 501 5751
Email: corazon.agripa@adu.ac.ae

Ms. Gowri Kumar

Academic Advisor, Abu Dhabi
MHRM, Abu Dhabi University, UAE
Tel: 02 501 5659
Email: gowri.kumar@adu.ac.ae

Ms. Jesel Talao

Executive Assistant, Abu Dhabi
MBA, Abu Dhabi University, UAE
Tel: 02 501 5818
Email: jesel.talao@adu.ac.ae

Mr. Kamran Yousaf

Graduate Teaching Assistant,
Abu Dhabi
MSc Finance, NUML, Pakistan
Tel: 02 501 5276
Email: kamran.yousaf@adu.ac.ae

Mr. Mahmoud Hanafi

Academic Advisor, Al Ain
MBA, Abu Dhabi University, UAE
Tel: 03 709 0759
Email: mahmoud.h@adu.ac.ae

Ms. Mahra Saeed Hasan Gharib Alblooshi

Administrative Assistant, Al Ain
BSc Chemical Engineering, United Arab Emirates University, UAE
Tel: 03 709 0758
Email: mahra.alblooshi@adu.ac.ae

Ms. Passant Abdelbaki

Graduate Teaching Assistant,
Abu Dhabi
MSc Economics, German University in Cairo, Egypt
Tel: 02 501 2510
Email: passant.abdelbaki@adu.ac.ae

Ms. Prerna Kumari

Teaching Research Assistant,
Abu Dhabi
MSc HRM&D, University of Leicester, UK
Tel: 02 501 5676
Email: prerna.kumari@adu.ac.ae

Ms. Uzma Chaudhry

Graduate Teaching Assistant, Al Ain
MSc, International Business Administration, SOAS Business School, UK
Tel: 03 709 0756
Email: uzma.chaudhry@adu.ac.ae

Ms. Yasmin M. Alsharif

Graduate Teaching Assistant,
Abu Dhabi
MBA, Abu Dhabi University, UAE
Tel: 02 501 5671
Email: yasmin.alsharif@adu.ac.ae

COLLEGE OF ENGINEERING FACULTY

Dean**Dr. Hamdi Sheibani**

Dean, College of Engineering
Head, Office of Academic Integrity
Ph.D. in Mechanical Engineering
Thermofluids
University of Victoria, Canada
Tel #: +971 2 5015730
Email: hamdi.sheibani@adu.ac.ae

Master of Engineering Management Program**Master of Project Management Program****Dr. Raid Al-Aomar**

Director, Master of Engineering Management Program
Professor of Industrial Engineering
Ph.D. in Industrial Engineering - Operations Research
Wayne State University, USA
Tel #: +971 2 5015763
Email: raid.alaomar@adu.ac.ae

Dr. Christopher Nigel Preece FCIQB MCIM FHEA

Professor of Project Management
PhD in Construction Management
Heriot-Watt University, Edinburgh, United Kingdom
Tel #: +971 2501 5356
Email: christopher.preece@adu.ac.ae

Dr. Ismail Badraoui

Assistant Professor of Engineering Management
Ph.D. in Operations Research and Logistics, Wageningen University, The Netherlands
Tel #: +971 2 5015399
Email: ismail.badraoui@adu.ac.ae

Dr. Wisam Mohammad Ismail Abu- Jadayil

Associate Professor of Industrial Engineering and Engineering Management
Ph.D. in Industrial and Mechanical Engineering
Iowa State University, USA
Tel #: +971 2 501 5871
Email: wisam.abu-jadayil@adu.ac.ae

Dr. Khalil Haykal Rahi B.Eng, MBA, PMP, ITIL v3

Assistant Professor of Engineering and Project Management
Ph.D. in Industrial Engineering - Information Technology Project Resilience and Management
Polytechnique Montreal, Montreal, Canada
Tel #: +971 4 2481572
Email: khalil.rahi@adu.ac.ae

Dr. Issam Krimi

Assistant Professor of Engineering Management
Ph.D. in Industrial Engineering and Management Sciences
Polytechnic University of Hauts de France, France
Tel #: +971 2 501 5356
Email: issam.krimi@adu.ac.ae

Dr. Evan K. Paleologos

Professor of Geo-Environmental Engineering and Management
Ph.D. in Hydrology and Water Resources
The University of Arizona, USA
Tel #: +971 2 5015806
E-mail: evan.paleologos@adu.ac.ae

Civil Engineering Department**Dr. Omer Mughieda**

Chair of Civil Engineering
Department Associate Professor of Civil Engineering
Ph.D. in Civil Engineering - Geotechnical Engineering, University of Illinois, Urbana-Champaign, USA
Tel #: +971 2 5015774
Email: omer.mughieda@adu.ac.ae

Dr. Osama Ahmed Mohamed PhD., P.E. MASCE.

Acting Chair of Architecture
Professor of Structural Engineering
Ph.D. in Structural Engineering and Mechanics
University of Colorado, USA
Tel #: +971 2 5015752
Email: osama.mohamed@adu.ac.ae

Dr. Mohamed Elhakeem Ph.D, P.E.

Professor of Civil Engineering,
Ph.D. in Civil Engineering - Water Resources and Environmental Engineering, University of South Carolina, USA
Tel #: +971 2 5015483
Email: mohamed.elhakeem@adu.ac.ae

Dr. Samer Al Martini, P.Eng.

Associate Professor of Civil Engineering
Ph.D. in Civil Engineering- Construction Materials
The University of Western Ontario, Canada
Tel #: +971 2 5015470
Email: samer.almartini@adu.ac.ae

Dr. Abdelkareem Alzo'ubi, P.Eng.

Associate Professor of Civil Engineering College Coordinator, Al Ain Campus
Ph.D. in Civil Engineering-Geotechnical Engineering
University of Alberta, Canada
Tel #: +971 3 709 0837
Email: abdel.alzoubi@adu.ac.ae

Dr. Manish Kewalramani

Assistant Professor of Civil Engineering
Ph. D. in Civil Engineering - Concrete Technology
Birla Institute of Technology and Science, Pilani, India
Tel # +971 25015316
Email: manish.kewalramani@adu.ac.ae

Dr. Reem Sabouni

Coordinator for Student Enrollment, Engagement & Success
Associate Professor of Civil Engineering
Ph.D. in Civil Engineering - Geotechnical Engineering
University of Western Ontario, Canada
Tel #: +971 2 5015498
Email: reem.sabouni@adu.ac.ae

Dr. Nader Okasha

Associate Professor of Civil Engineering
Ph.D. in Structural Engineering
Lehigh University, USA
Tel #: +971 3 709 2839
Email: nader.okasha@adu.ac.ae

Ingr. Akram A. Saif

Lab Specialist, Civil Engineering Department
M.Sc. in Civil Engineering
United Arab Emirates University, UAE
Tel #: +971 2 5015609
Email: akram.almarqab@adu.ac.ae

Ingr. Iman Bilal Abdul Karim

Teaching Assistant of Civil Engineering
MSc in Civil Engineering
Abu Dhabi University, UAE
Tel #: +971 37090840
Email: iman.abdulkarim@adu.ac.ae

Mechanical and Industrial Engineering Department**Dr. Mohammad Alkhedher**

Chair of Mechanical and Industrial Engineering Department
Professor of Mechanical Engineering
Ph.D. in Mechanical Engineering-Mechatronics
Washington State University, WA, USA
Tel #: +971 2 501 5525
Email: mohammad.alkhedher@adu.ac.ae

Dr. Mohamed S. Gadala

Professor of Mechanical Engineering
Ph.D. in Mechanical Engineering – Continuum Mechanics
McMaster University, Canada
Tel #: +971 2 5015636
Email: mohamed.gadala@adu.ac.ae

Dr. Khaled M. Al-Arife

Associate Professor of Mechanical Engineering
Ph.D. in Mechanical Engineering - Nanotechnology
University of Western Ontario, Canada
Tel #: +971 2 5015218
Email: khaled.alarife@adu.ac.ae

Dr. Sharul Sham bin Dol

Professor of Mechanical Engineering
Ph.D. in Mechanical Engineering, Fluid Mechanics
University of Calgary, Canada
Tel #: +971 2 501 5399
Email: sharulshambin.dol@adu.ac.ae

Dr. Fahid Riaz

Assistant Professor of Mechanical Engineering
Ph.D. in Mechanical Engineering-Energy and Thermal Systems
National University of Singapore
Tel #: +971 502062734
Email: fahid.riaz@adu.ac.ae

Dr. Hadi Jaber

Assistant Professor of Industrial Engineering and Management
Ph.D. in Industrial Engineering, Management
Université Paris-Saclay, CentraleSupélec, France
Tel #: +971 501 53557
Email: hadi.jaber@adu.ac.ae

Ingr. Mohammed Alavi

Teaching Assistant
B.Sc. in Mechanical Engineering
Abu Dhabi University, UAE
Tel #: +971 2 5015311
Email: mohammed.alavi@adu.ac.ae

Ingr. Anas Omar Mustafa

Teaching Assistant
B.Sc. in Mechanical Engineering
Abu Dhabi University, UAE
Tel #: +971 2 5015816
Email: anas.mustafa@adu.ac.ae

Ingr. Ahmad Ramahi

Teaching Assistant
M.Sc. in Mechanical Engineering
Abu Dhabi University, UAE
Tel #: +971 2 5104946
Email: ahmad.alramahi@adu.ac.ae

Aviation Department**Dr. Oliver Lehmann**

Chair and Professor of Aviation Department
Ph.D. in Aeronautical Engineering (Dr.-Ing.), Technische Universität Berlin, Germany
Tel #: +971 2 501 5245
Email: oliver.lehmann@adu.ac.ae

Mr. Kirk M. Webster

Senior Lecturer of Aviation
M. Sc. Industrial Engineering
University of Central Florida, USA
M. Sc. in Aeronautics, Embry-Riddle Aeronautical University, USA
Tel #: +971 2 501 5258
Email: kirk.webster@adu.ac.ae

Mr. Ramy El-Jabi

Lecturer of Aviation and ATM Manager of Global Aviation Partnerships
M. International Studies, Université Laval, Canada,
B. Mechanical Engineering, Université de Moncton, Canada
Tel #: +971 2 501 5212
Email: ramy.el-jabi@adu.ac.ae

Dr. Gerasimos Kontos

Associate Professor of Aviation | ADU College of Engineering
Ph.D. in Aviation Management
Tel #: +971 54 408 3807
Email: gerasimos.kontos@adu.ac.ae

Mr. Musab Nematullah

Teaching Assistant of Aviation
B.Sc. in Aviation/MBA
Abu Dhabi University, UAE
Tel #: +971 2 501 5215
Email: musab.nematullah@adu.ac.ae

Ms. Zinab AlHashimi

Teaching Assistant of Aviation
B.Sc. in Aviation
MSc. in Business Administration - Project Management Concentration
Abu Dhabi University, UAE
Tel #: +971 2 501 5257
Email: zinab.alhashimi@adu.ac.ae

Chemical Engineering Department**Dr. Ioannis Zuburtikudis**

Chair and Professor of Chemical Engineering Department
Ph.D. in Chemical Engineering
University of Rochester, Rochester, NY, USA
Tel #: +971 2 501 5788
Email: ioannis.zuburtikudis@adu.ac.ae

Dr. Hadil Abu Khalifeh

Associate Professor of Chemical Engineering
Ph.D. in Chemical Engineering
Toronto Metropolitan University (TMU) (previously Ryerson University)
Toronto, Canada
Tel #: +971 2 501 5610
Email: hadil.abukhalifeh@adu.ac.ae

Dr. Omar Chaalal

Associate Professor of Chemical Engineering
Ph.D. in Chemical Engineering
New Castel Upon Tyne, England
Tel #: +971 2 5015753
Email: omar.chaalal@adu.ac.ae

Dr. Chandra Mouli R. Madhuranthakam, PEng.

Assistant Professor of Chemical Engineering Department
Ph.D. in Chemical Engineering
University of Waterloo, Canada
Tel #: +971 2 5015304
Email: chandra.mouli@adu.ac.ae

Ingr. Noora Al Mansoori,

Teaching Assistant of Chemical Engineering
BSc. Chemical Engineering,
Abu Dhabi University, Abu Dhabi, UAE
Tel #: +971 2 501 5259
Email: noora.almansoori@adu.ac.ae

Ingr. Liyan Qalyoubi

Teaching Assistant of Chemical Engineering
M.Sc. Chemical Engineering,
American University of Sharjah, Sharjah, UAE
Tel #: +971 2 501 5811
Email: liyan.qalyoubi@adu.ac.ae

Ingr. Mahmoud Ibnouf

Teaching Assistant of Chemical Engineering
M.Sc. Chemical Engineering,
American University of Sharjah, Sharjah, UAE
Tel #: +971 03 709 0834
Email: Mahmoud.ibnouf@adu.ac.ae

Architecture and Design Department**Dr. Osama Ahmed Mohamed Ph.D., P.E. MASCE.**

Acting Chair of Architecture
Professor of Structural Engineering
Ph.D. in Structural Engineering and Mechanics
University of Colorado, USA
Tel #: +971 2 5015752
Email: osama.mohamed@adu.ac.ae

Dr. Mohamed El Amrousi

Associate Professor of Architecture
Ph.D. in History and Theory of Architecture
Univ. of California, Los Angeles, USA
Tel #: +971 2 501 5775
Email: mohamed.amrousi@adu.ac.ae

Dr. Rim Meziani

Associate Professor of Architecture
Ph.D. in Architecture and Urban Planning
Nagoya Institute of Technology
Nagoya, Japan
Tel #: +971 2 5015846
Email: rim.meziani@adu.ac.ae

Ms. Tamara Kelly

Lecturer of Architecture
Master of Architecture in Urban Design
Oxford University, UK
Tel #: +971 2 5015617
Email: tamara.kelly@adu.ac.ae

Ms. Anamika Mishra

Lecturer of Architecture
Master of Architecture in Urban Design
School of Planning and Architecture
New Delhi, India
Tel #: +971 2 5015605
Email: anamika.mishra@adu.ac.ae

Dr. Mohamed Elkaftangui

Associate Professor of Architecture
Ph.D. in Architecture
School of Architecture of Toulouse, France
Tel #: +971 2 5015762
Email: mohamad.elkaftangui@adu.ac.ae

Dr. Nadia Mounajjed

Associate Professor of Architecture
Ph.D in Architecture
School of Architecture
University of Sheffield, UK
Tel #: +971 2 5015306
Email: nadia.mounajjed@adu.ac.ae

Dr. Apostolos Kyriazis

Associate Professor of Architecture
and Urbanism
Ph.D. in Urban Design and Urban
Regeneration
Aristotle University of Thessaloniki,
Greece
Tel #: +971 2 5015653
Email: apostolos.kyriazis@adu.ac.ae

Dr. Ahmed El Shakhs

Assistant Professor of Interior Design
Ph.D. in Interior and Furniture Design
Hellwan University, Egypt
Tel #: +971 558230620
Email : ahmed.elshakhs@adu.ac.ae

M. Arch. Alessandra Misuri

OAPPC Member, Italy
Lecturer of Architecture and Design
Master of Architecture and Urban
Design
University of Florence, Italy
Tel #: +971 3 7970835
Email: alessandra.misuri@adu.ac.ae

Ms. Feda Isam Abdul Hafiz

Instructor of Architecture
B.Sc. in Architecture Engineering
Khartoum University, Sudan
M.Sc. in Engineering Project
Management
Abu Dhabi University, UAE
Tel #: +971 2 5015517
Email: feda.isam@adu.ac.ae

Ms. Zeina Bashnak

Visiting Lecturer of Interior Design
MA of Interior Architecture and
Decorative Arts
Lebanese University, Lebanon
Tel #: +971 2 5015668
Email: zeina.bashnak@adu.ac.ae

Ms. Ayah Hammash

Teaching Assistant of Interior Design
B.Sc. in Interior Design
M.Sc. in Engineering Project
Management,
Abu Dhabi University, UAE
Tel #: +971 2 5015359
Email: ayah.hammash@adu.ac.ae

Ms. Aya Dibaje

Teaching Assistant of Architecture
and Interior Design
Bachelor of Architecture
M.Sc. of Sustainable Architecture
Abu Dhabi University, UAE
Tel #: +971 2 5015991
Email: aya.dibaje@adu.ac.ae

Mr. Ahmed Al Awawda

Teaching Assistant of Architecture
B.Sc. in Architecture
M.Sc. of Sustainable Architecture
Abu Dhabi University, UAE
Email: ahmed.alawawda@adu.ac.ae

Computer Science & Information Technology Department**Prof. Mourad Elhadef**

Chair and Professor of Computer
Science
Ph.D. in Computer Science -
Distributed Systems and Networking
Sherbrooke University, Canada
Tel #: +971 2 5015639
Email: mourad.elhadef@adu.ac.ae

Dr. Farid Ibrahim

Assistant Professor of Computer
Science and Information Technology
Ph.D. in Information Science
Loughborough University, UK
Tel #: +971 3 7090833
Email: farid.ibrahim@adu.ac.ae

Dr. Modafar Ati

Associate Professor of Computer
Science and Information Technology
Ph.D. in Electrical and Computer
Engineering
University of Newcastle, UK
Tel #: +971 2 501 5355
Email: modafar.ati@adu.ac.ae

Prof. Adel Khelifi

Associate Professor of Computer
Science and Information Technology
Ph.D. in Software Engineering
École de Technologie Supérieure –
University of Quebec
Tel #: +971 2 5015733
Email: adel.khelifi@adu.ac.ae

Dr. Abid Mehmood

Assistant Professor of Computer
Science and Information Technology
Ph.D. in Computer Science
Deakin University, Australia
Tel # +971 2 5015785
Email: abid.mehmood@adu.ac.ae

Dr. Murad Al-Rajab

Assistant Professor of Computer
Science and Information Technology
Ph.D. in Computer Science
University of Huddersfield, UK
Tel # +971 2 5015688
Email: murad.al-rajab @adu.ac.ae

Dr. Moatsum Alawida

Assistant Professor of Computer
Science and Information Technology
Ph.D. in Cybersecurity and Computer
Science
Universiti Sains Malaysia (USM)
Tel #: +971 2 5015673
Email: moatsum.alawida@adu.ac.ae

Dr. Heba Ismail

Assistant Professor of Computer
Science and Information Technology
Ph.D. in Computer Science - Artificial
Intelligence
UAE University, UAE
Tel # +971 3 2482842
Email: heba.ismail@adu.ac.ae

Dr. Muhammad Nasir Mumtaz Bhutta

Assistant Professor of Computer
Science and Information Technology
Ph.D. in Telecommunication and
Network Security
University of Surrey, United Kingdom
Tel #: +971 3 702849
Email: muhammad.bhutta@adu.ac.ae

Khiati Abdel Ilah Zakaria

Assistant Professor of Computer
Science and Information Technology
Ph.D. in Computer Science
Korea Advanced Institute of Science
and Technology (KAIST), South Korea
Tel #: +971 2 5015742
Email: khiati.zakaria@adu.ac.ae

Mohamed Elhadad

Assistant Professor of Cybersecurity
Engineering
Ph.D. in Computer Science
Telecom SudParis, Pierre and Marie
Curie University
(Sorbonne), France
Tel #: +971 3 7090846
Email: mohamed.elhadad@adu.ac.ae

Rabiah Abdeluhamid A Al-Qudah

Assistant Professor of Computer
Science and Information Technology
Ph.D. in Computer Science
Concordia University, Canada
Tel #: +971 3 7090838
Email: rabiah.al-qudah@adu.ac.ae

Dr. Shehzad Ashraf Chaudhry

Associate Professor of Cybersecurity
Engineering
Ph.D. in Computer Science
International Islamic University,
Islamabad, Pakistan
Tel #: +971 2 5015636
Email: shehzad.ashraf@adu.ac.ae

Ms. Wedad Ahmed Al-Dhuraibi

Teaching Assistant
MSc in IT, Abu Dhabi University, UAE
Tel # +971 3 7090832
Email: wedad.al-dhuraibi@adu.
ac.ae

Ms. Hamda Fasla

Teaching Assistant
MSc in IT Candidate
Abu Dhabi University, UAE
Tel # + 971 2 5015816
Email: hamda.fasla@adu.ac.ae

Ms. Arooba Khalid

Teaching Assistant
MSc in IT Candidate
Abu Dhabi University, UAE
Tel # + 971 2 501 5468
Email: arooba.khalid@adu.ac.ae

Ms. Rawan Sayed Ali Elabyad

Teaching Assistant
MSc in IT Candidate, Abu Dhabi
University, UAE
Tel # + 971 3 7090852
Email: rawan.elabyad@adu.ac.ae

Electrical, Computer & Biomedical Engineering Department**Dr. Mohammed Asaad Ghazal**

Associate Dean for Academic Affairs
Chair and Professor of Electrical,
Computer and Biomedical
Engineering
Ph.D. in Electrical and Computer
Engineering
Concordia University, Canada
Tel #: +971 2 5015612
Email: mohammed.ghazal@adu.ac.ae

Dr. Anas Al Tarabsheh

Associate Professor of Electrical
Engineering
Ph.D. in Electrical Engineering –
Semiconductor devices & Renewable
Energy
Stuttgart University, Germany
Tel #: +971 2 5015226
Email: anas.altarabsheh@adu.ac.ae

Dr. Montasir Qasymeh

Assistant Dean for Research and
Innovation
Professor of Electrical Engineering
Ph.D. in Electrical Engineering
Dalhousie University, Canada
Tel #: +971 2 501 5221
Email: montasir.qasymeh@adu.ac.ae

Dr. Luay Fraiwan

Professor of Biomedical Engineering
Ph.D. in Biomedical Engineering
The University of Akron, Ohio, USA
Tel #: +971-2-5015214
Email: luay.fraiwan@adu.ac.ae

Dr. Huma Zia

Assistant Professor of Computer
Engineering
Ph.D in Computer Science (Data
Mining, Machine Learning, and
Environmental Modelling)
University of Southhampton, UK
Tel #: +971-2-5015382
Email: huma.zia@adu.ac.ae

Dr. Jawad Yousaf

Assistant Professor of Electrical and
Computer Engineering
Ph.D in Electronics and Electrical
Engineering (Electromagnetics,
Communication), Sungkyunkwan
University, South Korea
Tel #: +971 3 7090841
Email: jawad.yousaf@adu.ac.ae

Dr. Mohamed Jama

Assistant Professor of Electrical
Engineering
Ph.D. in Electrical Engineering (Power
and Control),
United Arab Emirates University, UAE
Tel #: +971 3 7090848
Email: mohamed.jama@adu.ac.ae

Dr. Chakib Farhat

Associate Professor of Electrical and
Computer Engineering
Ph.D. in Electrical Engineering &
Electronics
University of Manchester, UK
Tel #: +971 2 501 5237
Email: Chakib.farhat@adu.ac.ae

Dr. Fares Mohammed Qaid Yahya

Assistant Professor of Biomedical
Engineering
Ph.D in Biomedical Engineering
Universiti Teknologi Petronas,
Malaysia
Tel#: +97137090851
Email:fares.yahya@adu.ac.ae

Dr. Taimur Hassan

Assistant Professor of Computer
Engineering
Ph.D in Computer Engineering
National University Of Sciences And
Technology, Pakistan
Tel #:+97137090842
Email:taimur.hassan@adu.ac.ae

Dr. Rabah Al Abdi

Assistant Professor of Electrical and Biomedical Engineering
Ph.D in Biomedical Engineering
The State University of New York
Health Science Center at Brooklyn,
USA
Tel #: +97137090845
Email:rabah.alabdi@adu.ac.ae

Engr. Gasm Elbary Mohamed

Teaching Assistant of Electrical, Computer, and Biomedical Engineering - Al Ain Campus
B.Sc. in Electrical Engineering
M.Sc. in Electrical and Computer Engineering (Ongoing)
Abu Dhabi University, UAE
Tel #: +97137090844
Email :gasm.elhassan@adu.ac.ae

Engr. Marah AlHalabi

Teaching Assistant of Electrical and Biomedical Engineering – Abu Dhabi
M.Sc. in Electrical Engineering
Abu Dhabi University, UAE
Tel #: +971 2 5015342
Email: marah.alhalabi@adu.ac.ae

Engr. Maha Yaghi

Teaching Assistant of Electrical, Computer, and Biomedical Engineering – Abu Dhabi Campus
B.Sc. in Computer Engineering
M.Sc. in Electrical and Computer Engineering
Abu Dhabi University, UAE
Tel #: +971 2 5015220 / 3 7090844
Email: maha.yaghi.adu.ac.ae

Engr. Malaz Osman

Teaching Assistant of Electrical, Computer, and Biomedical Engineering – Al Ain Campus
B.Sc. in Electrical Engineering
M.Sc. in Electrical and Computer Engineering (Ongoing)
Abu Dhabi University, UAE
Tel #: +971 3 7090830
Email: malaz.osman.adu.ac.ae

Engr. Abdalla Gad

Teaching Assistant of Electrical, Computer, and Biomedical Engineering – Abu Dhabi Campus
B.Sc. in Electrical Engineering
M.Sc. in Electrical and Computer Engineering (Ongoing)
Abu Dhabi University, UAE
Tel #: +971 3 7090844
Email: abdalla.gad@adu.ac.ae

Support Staff**Ms. Dorina Antonio**

Executive Assistant
B.Sc. in Computer Science
Holy Angel University, Philippines
Tel # +971 2 5015731
Email: dorina.antonio@adu.ac.ae

Ms. Janette Laconsay

Senior Administrative Assistant
MBA, Abu Dhabi University, UAE
Tel #: +971 2 5015732
Email: janette.laconsay@adu.ac.ae

Ms. Michelle Mamangun

Administrative Assistant
Pamantasan Lungsod ng Pasig,
Philippines
Tel #: +971 2 501 5396
Email: michelle.mamangun@adu.ac.ae

Mr. Mostafa Mahmoud

Academic Advisor, Abu Dhabi Campus
MBA of Quality Management,
Wollongong University, UAE
Tel #: +971 2 5015367
Email: mostafa.mahmoud@adu.ac.ae

Mr. Nolan Dalapo

Academic Advisor, Abu Dhabi Campus
AB-Econ. minor in Math
MA in Teaching
Xavier University, Ateneo de Cagayan
Tel #: +971 2 5015370
Email: nolan.dalapo@adu.ac.ae

Ms. Hiba Abdulrahman Ali

Academic Advisor, Al Ain Campus
MHRM, Abu Dhabi University, UAE
Tel #: +971 3 7090831
Email: hiba.ali@adu.ac.ae

COLLEGE OF LAW FACULTY**Acting Dean****Dr. Talaat Dowidar**

Acting Dean, College of Law
Professor of Private Law
Tel # +971 2 5015301
Email: Talaat.dowidar@adu.ac.ae

Dr. Ahmed Shaaban

Assistant Professor of Private Law
Alexandria University, Egypt
Email: ahmed.shaaban@adu.ac.ae

Dr. Elsoghair Mahdy

Associate Professor of Private Law
Alexandria University, Egypt
Tel #: +971 3 7090742
Email: elsoghair.mahdy@adu.ac.ae

Dr. Housain Al Mohammad

Assistant Professor of Public Law
Tel #: +971 2 5015386
Email: housain.almohammad@adu.ac.ae

Dr. Rana Ghonim

Assistant Professor of Public Law
Alexandria University, Egypt
Tel #: +971 2 5015324
Email: rana.ghonim@adu.ac.ae

Dr. Lina Alfayoumi

Assistant Professor of Private Law
Beirut Arab University, Lebanon
Email: lina.alfayoumi@adu.ac.ae

Dr. Dina Imad

Assistant Professor of Public Law
Lebanese University, Lebanon
Tel #: +971 25015607
Email: dina.imad@adu.ac.ae

Dr. Gaber El Shafey

Professor of Islamic Law
Alexandria University, Egypt
Email: gaber.elshafey@adu.ac.ae

Dr. Nagwa Abouhaiba

Associate Professor of Private Law
Cairo University, Egypt
Tel: # +971 2 5015810
Email: nagwa.abouhaiba@adu.ac.ae

Dr. Marwa Abdelghany

Associate Professor of Private Law
Alexandria University, Egypt
Email: marwa.abdelghany@adu.ac.ae

Dr. Mohamed Okasha

Assistant Professor of Private Law
Alexandria University, Egypt
Email: mohamed.abdelaal@adu.ac.ae

Dr. Suzali Sulaiman

Assistant Professor of Public Law
Tel: # +971 3 7090743
Email: suzali.sulaiman@adu.ac.ae

Dr. Mohamed Abdelaal

Associate Professor of Public Law
Alexandria University, Egypt
Email: mohamed.ai@adu.ac.ae

MILITARY PROGRAM FACULTY

Dean

Dr. Adel Salem Allouzi

Dean of Academic Programs for Military
Tel #: +971 2 5015331
Email: adel.allouzi@adu.ac.ae

Dr. Ashraf Mohamed Awad

Associate Professor of HRM
Email: ashraf.awad@adu.ac.ae

Dr. Atef Awad

Associate Professor of HRM
PhD in Management Business & Computer University, Lebanon
Email: atef.awad@adu.ac.ae

Dr. Ahmed Ebrahim Mousa

Assistant Professor of HRM
PhD in Total Quality Management, Minufiya University, Egypt
Email: ahmed.mousa@adu.ac.ae

Dr. Ahmed Ibrahim Mosselhi

Assistant Professor of Law
PhD in Private International Law, Ain Shams University, Egypt
Email: ahmed.mosselhi@adu.ac.ae

Dr. Marwan Nayef Al Qur'an

Assistant Professor of HRM
PhD, Business (Strategy & International Business), Curtin University, Australia.
Email: marwan.alquran@adu.ac.ae

Dr. Ivo Simao Mesquita Sobral

Assistant Professor of International Relations
PhD in Political Science, University of Pisa, Italy
Email: ivo.sobral@adu.ac.ae

Dr. Abdelwahhab Issa Saleh Allozi

Associate Professor of HRM
Email: abdelwahhab.allozi@adu.ac.ae

Dr. Ali Alhag Ali Mohammed

Assistant Professor of HRM
Email: al.mohammed@adu.ac.ae

Dr. Ahmed Mahade Abugaber

Assistant Professor of HRM
Email: Ahmed.Mahade@adu.ac.ae

Dr. Ayman Abdalla Abubakr

Assistant Professor of Accounting
Email: ayman.abdalla@adu.ac.ae

Dr. Mohamed Mohamed Hamada

Associate Professor of Management Information Systems
Email: mohamed.hamada@adu.ac.ae

Dr. Anas Rawhi Najdawi

Associate Professor of Management Information Systems
Email: anas.najdawi@adu.ac.ae

Dr. Khaled Mohammad Alhyasat

Associate Professor of HRM
Email: khaled.alhyasat@adu.ac.ae

Dr. Khaled Mohammad Alomari

Assistant Professor of Information Technology
PhD in Computer Science
British University in Dubai, UAE
Email: Khaled.Alomari@adu.ac.ae

Dr. Muhammad Khan

Associate Professor of MIS
PhD in IT, Preston University, Pakistan
Email: muhammad.k@adu.ac.ae

Dr. Mastora Sahal Jomaa Sahal

Assistant Professor of Economics
Email: mastora.sahal@adu.ac.ae

Dr. Mousa Khaleel Abunawas

Assistant Professor of English Language
Email: mousa.abunawas@adu.ac.ae

Dr. Aditi Chatterjee

Assistant Professor of International Relations
Email: aditi.chatterjee@adu.ac.ae

Dr. Mohammad Abdalhafid Daej Alkhamaiseh

Assistant Professor of Law
Email: mohammad.alkhamaiseh@adu.ac.ae

Dr. Yazan Khaled Alzawahreh

Assistant Professor of Information Technology
Email: Yazan.Alzawahreh@adu.ac.ae

Dr. Ziad Mohammad Roustom

Assistant Professor of Accounting and Finance
Email: ziad.roustom@adu.ac.ae

Mr. Ahmad Abdulla Althabahi

Instructor of Islamic Studies
Email: ahmad.althabahi@adu.ac.ae

Ms. Muna Abdalatif Hamd

Instructor of English
MA of English Language Teaching, University of Khartoum, Sudan
Email: muna.hamd@adu.ac.ae

Mr. Wael Mahmoud Salameh

Senior Instructor Mathematics
Email: wael.salameh@adu.ac.ae

Mr. Fadil Ali Jaradat

Senior Instructor of Mathematics
MA, University of Wollongong, Australia
Email: fadil.jaradat@adu.ac.ae

Ms. Fatima Ahmed Abazar

Senior Instructor of Physics
MA, Biophysics, Cairo University, Egypt
Email: fatima.abazar@adu.ac.ae

Dr. Ahmed Mohamed Attia

Professor in Supply Chain Management
University of Alexandria
Email: ahmed.attia@adu.ac.ae

Dr. Christina Hellmich

Associate Professor of International Relations, Oxford University
Email: christina.hellmich@adu.ac.ae

Support Staff

Mr. Abdulwahab Ibrahim Mowahed

Manager of Finance & Administration Projects
Tel #: +971 2 5015373
Email: abdulwahab.mowahed@adu.ac.ae

Mr. Ali Mohammad Al- Sharman

Manager of Admission and Registration
Tel #: +971 2 5015512
Email: ali.alsharman@adu.ac.ae

Mr. Safwan Suleiman Maghaydah

Manager of ZMC Operations
Email: safwan.maghaydah@adu.ac.ae

Mr. Abdullah Modhi Al-Issa

Senior Program Administration Officer (JCSC)
Tel #: +971 2 6185709
Email: abdullah.issa@adu.ac.ae

Mr. Abraham Seror Abdalla

Admission & Registration Administrator (JCSC)
Tel #: +971 2 5015320
Email: abraham.abdalla@adu.ac.ae

Mr. Mohammed Mousa Mohammed Almoghrabi

Admission & Registration Administrator (JCSC)
Email: Mohammed.Almoghrabi@adu.ac.ae

Mr. Elsaid Saad Abdelaziz Bishta

Senior Administrative Assistant (JCSC)
Email: elsaid.bishta@adu.ac.ae

Ms. Naglaa Fathy Salem

Admission & Registration Administrator
Tel #: +971 2 5015322
Email: naglaa.salem@adu.ac.ae

Ms. Marowe Ali Abdul Rahman

Executive Assistant
Tel #: +971 2 5015409
Email: marowe.rahman@adu.ac.ae

Mr. Mohammed Kaseem Al Shoulie

Admission & Registration Officer
Tel #: +971 2 5015321
Email: mohammed.alshoulie@adu.ac.ae

Ms. Rania Kamal Hlayel

Admission and Registration Administrator (ZMC)
Email: rania.hlayel@adu.ac.ae

Ms. Lamyaa Mohamed Agam

Admission and Registration Administrator (ZMC)
Email: lamyaa.agam@adu.ac.ae

Mr. Sherif Abdelghani El Mewafy

Program Coordinator (ZMC)
Email: sherif.ghani@adu.ac.ae

Mr. Mohamed Khouya

Administrative Assistant (ZMC)
Email: mohamed.khouya@adu.ac.ae

Academic Calendar 2023-2024

FALL SEMESTER 2023-2024

WEEK	JUNE 2023							EVENTS
	M	T	W	T	F	S	S	
				1	2	3	4	
	5	6	7	8	9	10	11	22 Jun Math Placement Test for New Abu Dhabi & Al Ain Undergraduate Students
	12	13	14	15	16	17	18	27 Jun Arafat Day *
	19	20	21	22	23	24	25	
	26	27	28	29	30			28 - 30 Jun Eid Al Adha Holiday *

WEEK	JULY 2023							EVENTS
	M	T	W	T	F	S	S	
						1	2	
	3	4	5	6	7	8	9	6 Jul Financial Aid/Scholarship Requirements for RETURNING Students for Fall 2023/2024 Submission Begins
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	6 Jul Financial Aid/ Scholarship Requirements for NEW Prospective Students for Fall 2023/2024 Submission Begins
	24	25	26	27	28	29	30	
	31							21 Jul Islamic New Year *

Notes:

* Subject to change based on the sighting of the moon.

** Tuition fee will not be refunded after this date.

*** Examination periods are inclusive of Saturdays but not Fridays.

**** Grade appeal deadline is one week prior to the early registration in the following regular semester.

- ▶ PUBLIC HOLIDAY
- ▶ EXAMINATION DATES
- ▶ FIRST/LAST DAY OF CREDIT CLASSES

WEEK	AUGUST 2023							EVENTS
	M	T	W	T	F	S	S	
		1	2	3	4	5	6	
	7	8	9	10	11	12	13	3 & 24 Aug Math Placement Test for New Abu Dhabi & Al Ain Undergraduate Students
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	7 Aug Financial Aid /Scholarship requirements for RETURNING students for Fall 2023/2024 submission deadline
1	28	29	30	31				14 Aug Winter Term Internship Program Application Submission Begins
								17 Aug Financial Aid Requirements for NEW Prospective Students Fall 2023/ 2024 Submission Deadline
								21 Aug - 1 Sep Marhaba – Pre-Orientation weeks UG freshmen
								23 Aug Deadline for Admission /Transfer Credit
								25 Aug Registration Deadline for Newly Admitted Students
								25 Aug Deadline of Submissions for Declaration/ Change of major form
								28 Aug First Day of Classes
								28 Aug - 1 Sep Add / Drop Period with 100% Refund
								31 Aug Math Placement Test for New Abu Dhabi & Al Ain Undergraduate Students

WEEK	SEPTEMBER 2023							EVENTS
	M	T	W	T	F	S	S	
					1	2	3	
2	4	5	6	7	8	9	10	1 Sep Payment Deadline for Current and Newly Admitted Students
3	11	12	13	14	15	16	17	4 - 8 Sep Course Withdrawal Period with 75% Refund
4	18	19	20	21	22	23	24	6 - 7 Sep Marhabtyn – Welcome days UG freshmen
5	25	26	27	28	29	30		11 - 15 Sep Course Withdrawal Period with 50% Refund**
								18 Sep Graduation Online Application Begins
								22 Sep Term A Course Withdrawal Deadline for PG students
								29 Sep Birthday of Prophet Muhammad*

FALL SEMESTER 2023-2024

WEEK	OCTOBER 2023							EVENTS
	M	T	W	T	F	S	S	
							1	
6	2	3	4	5	6	7	8	9 Oct Term A Postgraduate Last Day of Classes (make up Friday Sep 29)
7	9	10	11	12	13	14	15	10 - 12 Oct Term A Postgraduate Final Exams Week***
8	16	17	18	19	20	21	22	
9	23	24	25	26	27	28	29	13 Oct Winter Term Internship Program Application Submission Deadline
10	30	31						13 Oct Release of Mid-Semester Grades
								14 Oct Release of Final Grades for Term A PG***
								16 Oct Term B First Day of Classes for Postgraduate Students
								16 - 17 Oct Term B PG Add & Drop Period with 100% Refund
								16 Oct Release of the Winter 2023-2024 Term and Spring 2023-2024 Semester Schedules
								16 Oct Grade Appeals Deadline for Spring 2022/2023 Semester and Summer 2022/2023 Term Final Grades ****
								17 Oct Deadline of Payment for Term B PG
								23 Oct Advising and Early Registration Begins of Winter 2023-2024 Term and Spring 2023-2024 semester
								23 Oct Spring Semester Internship Program Application Submission Begins
								30 Oct Graduation Online Application deadline

Notes:

* Subject to change based on the sighting of the moon.

** Tuition fee will not be refunded after this date.

*** Examination periods are inclusive of Saturdays but not Fridays.

**** Grade appeal deadline is one week prior to the early registration in the following regular semester.

▶ PUBLIC HOLIDAY

▶ EXAMINATION DATES

▶ FIRST/LAST DAY OF CREDIT CLASSES

WEEK	NOVEMBER 2023							EVENTS
	M	T	W	T	F	S	S	
			1	2	3	4	5	
11	6	7	8	9	10	11	12	3 Nov Course Withdrawal Deadline (UG)
12	13	14	15	16	17	18	19	10 Nov Collection of Dean's list Certificate of Spring 22-23 Semester
13	20	21	22	23	24	25	26	10 Nov Course Withdrawal Deadline (PG Term B)
	27	28	29	30				26 Nov Last Day of Classes
								27 Nov Make up day for Undergraduate / Reading Day
								28 Nov - 9 Dec Final Exams Period***

WEEK	DECEMBER 2023							EVENTS
	M	T	W	T	F	S	S	
					1	2	3	
	4	5	6	7	8	9	10	1 Dec Commemoration Day
	11	12	13	14	15	16	17	2 - 3 Dec UAE National Day
	18	19	20	21	22	23	24	11 - 31 Dec Fall Break
	25	26	27	28	29	30	31	12 Dec Final Grades Released****
								15 Dec Spring Semester Internship Program Application Submission Deadline

Notes:

* Subject to change based on the sighting of the moon.

** Tuition fee will not be refunded after this date.

*** Examination periods are inclusive of Saturdays but not Fridays.

**** Grade appeal deadline is one week prior to the early registration in the following regular semester.

▶ PUBLIC HOLIDAY

▶ EXAMINATION DATES

▶ FIRST/LAST DAY OF CREDIT CLASSES

Winter Term 2023-2024

WEEK	DECEMBER 2023							EVENTS
	M	T	W	T	F	S	S	
					1	2	3	
	4	5	6	7	8	9	10	27 Dec Deadline of Admissions/Transfer Credit
	11	12	13	14	15	16	17	28 Dec Math Placement Test for New Abu Dhabi & Al Ain Undergraduate Students
	18	19	20	21	22	23	24	29 Dec Deadline of Submission for Declaration/Change of Major
	25	26	27	28	29	30	31	29 Dec Registration Deadline for Newly Admitted Students

WEEK	JANUARY 2024							EVENTS
	M	T	W	T	F	S	S	
1	1	2	3	4	5	6	7	1 Jan Gregorian New Year
2	8	9	10	11	12	13	14	2 Jan First Day of Classes
3	15	16	17	18	19	20	21	2 - 3 Jan Add/ Drop Period 100% Refund
4	22	23	24	25	26	27	28	2 - 3 Jan Marhaba – Pre-Orientation weeks UG freshmen
5	29	30	31					3 Jan Payment Deadline for Current and Newly Admitted Students
								4 - 5 Jan Course Withdrawal Period 75% Refund
								5 Jan Financial Aid/Scholarship Requirements for RETURNING Students for Spring 2023/2024 Submission Begins
								5 Jan Financial Aid/ Scholarship Requirements for NEW Prospective Students for Spring 2023/2024 Submission Begins
								8 - 9 Jan Course Withdrawal Period 50% Refund**
								15 Jan Graduation Online Application Begins
								15 Jan Summer Term Internship Program Application Submission Begins
								26 Jan Release of Mid-Term Grades
								29 Jan Graduation Online Application Deadline

WEEK	FEBRAURY 2024							EVENTS
	M	T	W	T	F	S	S	
				1	2	3	4	
6	5	6	7	8	9	10	11	2 Feb Course Withdrawal Deadline
	12	13	14	15	16	17	18	2 Feb Financial Aid /Scholarship Requirements for RETURNING Students for Spring 2023/2024 Submission Deadline
	19	20	21	22	23	24	25	8 Feb Financial Aid requirements for NEW Prospective Students Spring 2023/ 2024 Submission Deadline
	26	27	28	29				12 Feb Last Day of Classes
								12 - 24 Feb Marhaba – Pre-Orientation weeks UG freshmen
								13 - 15 Feb Final Exams Period***
								15 Feb Math Placement Test for New Abu Dhabi & Al Ain Undergraduate Students
								17 Feb Final Grades Released****
								23 Feb Scholarships requirements for NEW Prospective Students Spring 2023/2024 Submission Deadline

Spring Semester 2023-2024

WEEK	FEBRAURY 2024							EVENTS
	M	T	W	T	F	S	S	
				1	2	3	4	
	5	6	7	8	9	10	11	14 Feb Admissions/Transfer Credit Deadline
	12	13	14	15	16	17	18	16 Feb Deadline of Submissions for Declaration/Change of Major
1	19	20	21	22	23	24	25	16 Feb Registration Deadline for Newly Admitted Undergraduate Students
2	26	27	28	29				19 Feb First Day of Classes
								19 - 23 Feb Add/Drop Period with 100% Refund
								23 Feb Payment Deadline for Current and Newly Admitted Students
								26 Feb - 1 Mar Course Withdrawal Period with 75 % Refund
								28 - 29 Feb Marhabtyn - Welcome days UG freshmen

WEEK	MARCH 2024							EVENTS
	M	T	W	T	F	S	S	
					1	2	3	
3	4	5	6	7	8	9	10	4 - 8 Mar Course Withdrawal Period with 50% Refund**
4	11	12	13	14	15	16	17	11 Mar Graduation Online Application Begins
5	18	19	20	21	22	23	24	11 Mar First day of Ramadan *
	25	26	27	28	29	30	31	15 Mar Term A Course Withdrawal Deadline for PG students
								22 Mar Summer Term Internship Program Application Submission Deadline
								25 Mar - 7 Apr Spring Break

Notes:

* Subject to change based on the sighting of the moon.

** Tuition fee will not be refunded after this date.

*** Examination periods are inclusive of Saturdays but not Fridays.

**** Grade appeal deadline is one week prior to the early registration in the following regular semester.

▶ PUBLIC HOLIDAY

▶ EXAMINATION DATES

▶ FIRST/LAST DAY OF CREDIT CLASSES

WEEK	APRIL 2024							EVENTS
	M	T	W	T	F	S	S	
	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	8 - 12 Apr Eid Al Fitr Holiday*
6	15	16	17	18	19	20	21	20 Apr Term A Postgraduate Last Day of Classes
7	22	23	24	25	26	27	28	22 - 24 Apr Term A Postgraduate Final Exams Week ***
8	29	30						22 Apr Graduation Online Application deadline
								22 Apr Fall Semester 2023-2024 Internship Program Application Submission Begins
								22 Apr Grade Appeals Deadline for Fall 2023/2024 Semester and Winter 2023/2024 Term Final Grades ****
								26 Apr Term A Postgraduate Final Grades Released*****
								26 Apr Release of Mid-Semester Grades
								29 Apr Term B First Day of Classes for Postgraduate Students
								29 - 30 Apr Term B PG students Add/Drop Period with 100% Refund
								29 Apr Release of the Summer 2023-2024 Term and Fall 2024-2025 Semester Schedules
								30 Apr Term B Postgraduate Classes Payment Deadline

WEEK	MAY 2024							EVENTS
	M	T	W	T	F	S	S	
			1	2	3	4	5	
9	6	7	8	9	10	11	12	6 May Advising and Early Registration for Students Begins of Summer 2023-2024 Term and Fall 2024-2025 Semester
10	13	14	15	16	17	18	19	
11	20	21	22	23	24	25	26	17 May Course Withdrawal Deadline (UG)
12	27	28	29	30	31			24 May Collection of Dean's List Certificate of Fall 23-24 Semester
								24 May Course Withdrawal Deadline (PG Term B)

Spring Semester 2023-2024

WEEK	JUNE 2024							EVENTS
	M	T	W	T	F	S	S	
						1	2	
13	3	4	5	6	7	8	9	7 Jun Fall Semester 2024-2025 Internship Program Application Submission deadline
	10	11	12	13	14	15	16	9 Jun Last Day of Classes
	17	18	19	20	21	22	23	10 - 23 Jun Final Exams Period***
	24	25	26	27	28	29	30	25 Jun Final Grades Released*****
								25 Jun Final Grades Released*****

Summer Term 2023-2024

WEEK	JUNE 2024							EVENTS
	M	T	W	T	F	S	S	
						1	2	
	3	4	5	6	7	8	9	15 Jun Arafat Day *
	10	11	12	13	14	15	16	16 - 18 Jun Eid Al Adha Holiday *
	17	18	19	20	21	22	23	26 Jun Deadline for Admissions/Transfer Credit
	24	25	26	27	28	29	30	27 Jun Math Placement Test for New Abu Dhabi & Al Ain Undergraduate Students
								28 Jun Registration Deadline for Newly Admitted Students
								28 Jun Deadline of Submission for Declaration/Change of Major

Notes:

* Subject to change based on the sighting of the moon.

** Tuition fee will not be refunded after this date.

*** Examination periods are inclusive of Saturdays but not Fridays.

**** Grade appeal deadline is one week prior to the early registration in the following regular semester.

- ▶ PUBLIC HOLIDAY
- ▶ EXAMINATION DATES
- ▶ FIRST/LAST DAY OF CREDIT CLASSES

Summer Term 2023-2024

WEEK	JULY 2024							EVENTS
	M	T	W	T	F	S	S	
1	1	2	3	4	5	6	7	1 Jul First Day of Classes
2	8	9	10	11	12	13	14	1 - 2 Jul Add/ Drop Period 100% Refund
3	15	16	17	18	19	20	21	2 Jul Payment Deadline for Current and Newly Admitted Students
4	22	23	24	25	26	27	28	1 - 2 Jul Add/Drop Period with 100% Refund
5	29	30	31					3 - 4 Jul Course Withdrawal Period 75% Refund
								4 Jul Financial Aid/Scholarship Requirements for RETURNING Students for Fall 2024/2025 Submission Begins
								4 Jul Financial Aid/ Scholarship Requirements for NEW Prospective Students for Fall 2024/ 2025 Submission Begins
								5 - 6 Jul Course Withdrawal Period 50% Refund**
								7 Jul Islamic New Year *
								15 Jul Graduation Online Application Begins
								22 Jul Release of Mid-Term Grades
								29 Jul Graduation Online Application Deadline
								29 Jul Course Withdrawal Deadline

Notes:

* Subject to change based on the sighting of the moon.

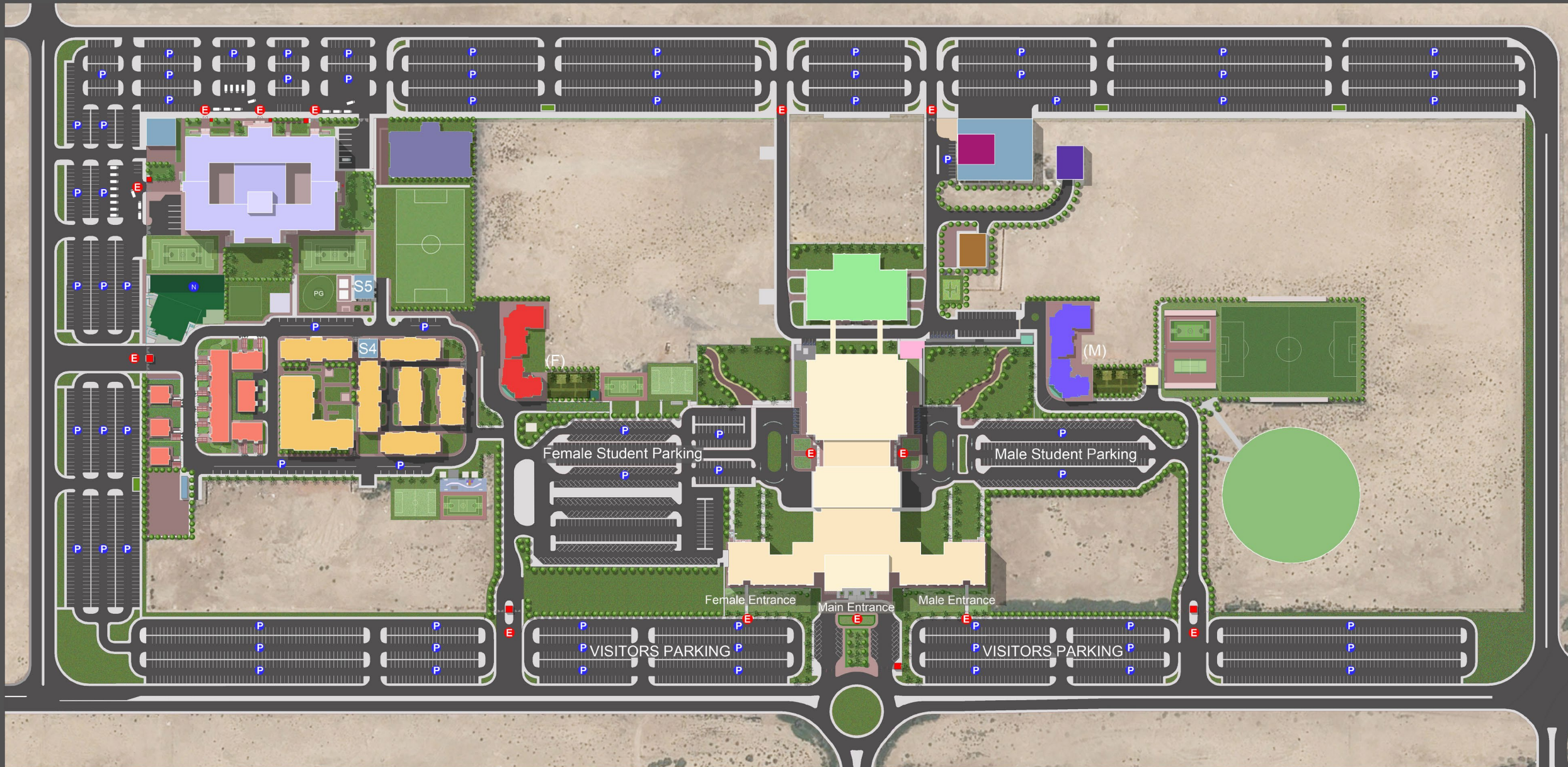
** Tuition fee will not be refunded after this date.

*** Examination periods are inclusive of Saturdays but not Fridays.



















**** Grade appeal deadline is one week prior to the early registration in the following regular semester.

- ▶ PUBLIC HOLIDAY
- ▶ EXAMINATION DATES
- ▶ FIRST/LAST DAY OF CREDIT CLASSES

WEEK	AUGUST 2024							EVENTS
	M	T	W	T	F	S	S	
				1	2	3	4	
6	5	6	7	8	9	10	11	2 Aug Financial Aid /Scholarship requirements for RETURNING students for Fall 2024/2025 submission deadline
	12	13	14	15	16	17	18	8 & 22 Aug Math Placement Test for New Abu Dhabi & Al Ain Undergraduate Students
	19	20	21	22	23	24	25	9 Aug Last Day of Classes for Undergraduate Students
	26	27	28	29	30	31		12 Aug Last Day of Classes for Postgraduate Students
								13 - 15 Aug Final Exams Period ***
								15 Aug Financial Aid/ Scholarship Requirements for NEW Prospective Students Fall 2024/ 2025 Submission Deadline
								17 Aug Final Grades Released****



ADU BUILT UP AREAS OF ALL THE BUILDINGS AND OTHER DETAILS

- | | | |
|---|---|--|
|  ADU MAIN EDUCATION BUILDING |  STUDENT NEW & OLD MALE ACCOMODATION |  SUBSTATION & SERVICES |
|  MAIN EDUCATION BUILDING EXTENSION |  STUDENT NEW & OLD FEMALE ACCOMODATION |  WAREHOUSE |
|  BRITISH SCHOOL (BISAD) |  FACULTY/ STAFF ACCOMODATION |  SPECIALIZED LABS BUILDINGS |
|  BISAD SPORTS CENTER |  EXECUTIVE & DEANS VILLAS |  NEW CRICKET SPORTS FIELD |
|  FACILITIES MANAGEMENT OFFICES |  MOSQUE & COMMUNITY CENTER |  NURSERY |
| | |  GUARD |
| | |  ENTRANCE |
| | |  PARKING |



ABU DHABI UNIVERSITY
CAMPUS SITE LAYOUT PLAN (CURRENT STATUS)




Office of the Registrar

P.O.Box 59911, Abu Dhabi, UAE

Tel +971 2 5015555 | Fax +971 2 5015990

registrar@adu.ac.ae

FOR MORE INFORMATION:

 600550003

 www.adu.ac.ae

 Follow us: /AbuDhabiUni

