جامعة أبوظبي
Abu Dhabi University

UNDERGRADUATE
HANDBOOK
2023 - 2024

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)

ABU DHABI UNIVERSITY
BOARD OF DIRECTORS

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
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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

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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 Undergraduate Programs

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

College of Arts and Sciences

Bachelor of Arts in Mass Communication (Concentrations in Media Production, Broadcasting & Strategic Communication)

Bachelor of Arts in Mass Communication (Arabic) (Concentrations in PR and Advertisement & Radio and Television)

College of Business

Bachelor of Business Administration

Bachelor of Business Administration with Concentration in Accounting

Bachelor of Business Administration with Concentration in Finance

Bachelor of Business Administration with Concentration in Human Resources Management

Bachelor of Business Administration with Concentration in Management

Bachelor of Business Administration with Concentration in Digital Marketing Communications

Bachelor of Business Administration with Concentration in Entrepreneurship and Innovation

College of Engineering

Bachelor of Architecture

Bachelor of Science in Aviation

Bachelor of Science in Chemical Engineering

Bachelor of Science in Chemical Engineering with Concentration in Water Technology

Bachelor of Science in Civil Engineering

Bachelor of Science in Computer Engineering

Bachelor of Science in Computer Engineering with Concentration in Artificial Intelligence

Bachelor of Science in Electrical Engineering

Bachelor of Science in Electrical Engineering with Concentration in Robotics and Automation

Bachelor of Science in Information Technology

Bachelor of Science in Information Technology with Concentration in Cybersecurity

Bachelor of Science in Information Technology with Concentration in Game Development

Bachelor of Science in Interior Design

Bachelor of Science in Mechanical Engineering

Bachelor of Science in Mechanical Engineering with Concentration in Industrial Mechatronics

Bachelor of Science in Mechanical Engineering with Concentration in Metallurgy

Bachelor of Science in Biomedical Engineering

Bachelor of Science in Cybersecurity Engineering

Bachelor of Science in Industrial Engineering

Bachelor of Science in Software Engineering

Bachelor of Science in Software Engineering with Concentration in Big Data Analytics

Bachelor of Science in Software Engineering with Concentration in Web and Mobile Applications Development

College of Health Sciences

Bachelor of Science in Biomedical Sciences - Laboratory Medicine

Bachelor of Science in Environmental Health and Safety

Bachelor of Science in Human Nutrition and Dietetics

Bachelor of Science in Molecular and Medical Genetics

Bachelor of Science in Public Health

College of Law

Bachelor of Law in Arabic

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

Undergraduate Admissions Requirement

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

Ministerial Resolution No (199) in 2019 & Ministerial Decree No. 657 for 2020 dated 23/11/2020 & Ministerial Decree No. 55 for 2021 dated 4/4/2021& Ministerial Decree No. 54 for 2021. All students applying for undergraduate admission to the University need to have one of the secondary school certificates recognized below:

1. **Original UAE Secondary School Certificate:** or its equivalent approved by the Ministry of Education in the UAE.

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

3. **American High School Diploma (HSD):** Successful completion of Grades 10th, 11th and 12th with minimum 5 subjects in each stage. Minimum passing grade is 65% for conditional admission for specific majors. Higher grade is required for direct admission to the program.

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

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

6. **Pakistani Certificates:** A higher secondary school certificate is required. The minimum required average for university admission is the equivalent of 43%. A higher average is required for direct admission into Abu Dhabi University's Colleges/Majors.

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

8. **Lebanese, Moroccan, Tunisian, Algerian, French and all French-Patterned Educational Systems:**

   A certificate of completion of the pre-university year is required. The minimum required average for university admission is the equivalent of 10/20. A higher average is required for direct entry into Abu Dhabi University's Colleges/Majors.

9. **German Certificates:** A certificate of completion of the pre-university year is required. The required average for university admission is the equivalent of a maximum of

   3.6 out 6. A higher average is required for direct entry into Abu Dhabi University's Colleges/Majors.

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

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

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

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

International Students Required Documents

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

• A high school certificate duly attested by the Ministry of Education, Ministry of Foreign Affairs and Embassy of UAE in the country where the certificate is issued. Students who are not able to attest their certificates and transcripts on time may be conditionally admitted for one semester. By the end of the semester they should have attested all their papers or their accounts will be on hold.

• A copy of the student's passport (valid for at least 6 months);

• Passport-size photograph;

• A letter of adequate funds (5000 USD or convertible currency for tuition, accommodation and cost of living); and

• A standard form indicating that the applicant will abide by the Abu Dhabi University rules and regulations.

• Police Clearance

• Good conduct letter from the school

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

Authentication

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

1. Be original certificates or a notarized copy,

2. Show grades received for each subject, and

3. Be attested by the issuing school, the issuing board, and the UAE Ministry of Education (for Certificates from all the United Arab Emirates except Abu Dhabi (attested from Abu Dhabi Educational Council)

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

If the certificate is from a government school in the GCC Countries (Gulf Cooperative Council Countries), the certificate then needs to be attested by the Ministry of Education of the issuing country. If a certificate is issued by a school in the GCC that is governed by an educational authority in another country, it should be attested by the official educational authorities of the country of study, such as the British Council, the embassy of the country, and the Ministry of Education in the country of study.

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

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

1. Be an original certificate or a notarized copy,

2. Show grades received for each subject, and

3. Be attested by:

   a. the official education authorities of the country of study, e.g. Ministry of Education, British Council, etc.,

   b. the Ministry of Foreign Affairs in the country of study,

   c. the Embassy of the UAE in the country of study, or the embassy of that country in the UAE plus the Ministry of Foreign Affairs of the UAE, and

   d. If b) and c) are not possible, the authenticity of the certificate can be verified through the embassy of the country of origin and the Ministry of Foreign Affairs in the UAE.

English Proficiency

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

1. EMSAT English 1100 taken within the last 18 months, or

2. 61 on the internet-based version of the TOEFL (iBT), or

Table of Equivalent Scores on tests of English Language Proficiency

ELI Courses	IELTS Scores Overall	iBT Scores	ITP Scores	EMSAT Scores
IELTS 2	4.5	45 - 60	450 - 499	950 - 1075
IELTS 1	4.0	41 - 44	437 - 449	825 - 925
GENERAL ENGLISH 2	3.5	19 - 40	347 - 436	675 - 800
GENERAL ENGLISH 1	3.0	18 below	346 below	Below 675

EmSAT	TOEFL	IELTS Academic	Cambridge	IESOL/SESOL City and Guilds	Pearson PTE Academic
950 -1075	450 (133 CBT, 45 iBT)	4.5	147-153	A2/B1 Borderline	31-35
1100 – 1225	500 (173 CBT, 61 iBT)	5.0	154-161	B1/B2Borderline (B1 First Class Pass)	36-41
1250 – 1375	530 (197 CBT, 71 iBT)	5.5	162-168	B2 Pass	42-49
1400 - 1525	550 (213 CBT,79-80 iBT)	6.0	176-184	B2 Pass	50-57

English course considered for AP/IB/AL/AS average 70%

3. A minimum overall score of 5.0 on the academic version of the International English Language Testing System (IELTS), or

4. 500 + in the Institutional TOEFL (ITP) which is administered by AMIDEAST.

5. Others as mentioned in the above table

The TOEFL or IELTS tests should have been taken no more than two years prior to admission to Abu Dhabi University while EMSAT must be taken within 18 months. In case Abu Dhabi University doubts the authenticity of the TOEFL/IELTS certificate, the student will be requested to sit for the ITP TOEFL test at Abu Dhabi University. Students who do not meet the English Proficiency as stated above are required to take the Intensive English Levels offered by the English Language Institute (ELI).

Credit Transfer

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

All transfer students required to present a valid certification

(EmSAT, TOEFL, IELTS or other certification approved by the Commission) demonstrating the required language competency scores for full admission; all admission requirement must be met by the student.

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

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

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

2. The transfer of credits may be accepted towards fulfilling the requirements for a university degree provided they are deemed equivalent (relevant and at the appropriate level of study) to a specific course

and program. The Dean of the appropriate College will decide what credits can be transferred towards the completion of an ADU program;

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

4. Requires that transfer students meet all of the admission requirements of the receiving institution and program, and does not allow, under any circumstances, transfer students to be admitted under the provisions stipulated for conditional admission;

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

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

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

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

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

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

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

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

13. Courses from other institutions with grade of Passed (P), Exempted (EX), Challenged Passed (CX) or Transferred (T) are not transferable. Only courses with the grades of A, B and C, or

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

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

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

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

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

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

If a student is dismissed from other institutions of higher education for academic reasons, and request a transfer to Abu Dhabi University, he/she may be admitted if he/she

Visiting Students

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

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

a. Provide evidence of proficiency in the English language;

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

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

Documents required for admission of visiting students are as follows:

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

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

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

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

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

6. Copy of Emirates ID.

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

Re-admission Procedure

This policy applies to:

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

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

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

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

1. Reasons for leaving Abu Dhabi University and reasons for returning;

2. Evidence proving that all conditions for readmission have been fulfilled;

3. Current contact information;

4. 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 copy of Passport, Visa, UAE National ID Card and English proficiency test (IELTS/TOEFL) and EmSat results.

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

Based on the committee's recommendations, the student might be readmitted either by:

a. Reactivating his/her account in case any of his/her Abu Dhabi University courses are counted.

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

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

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

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

College of Arts and Sciences Undergraduate Admission

Direct Admission into CAS:

A minimum average of 70 % or its equivalent in the UAE National Secondary School Certificate can be directly admitted to the programs.

Conditional Admission to the College

Applicants whose UAE National Secondary School Certificate average is between 65 % and 69.9 %, or its equivalent, for College programs, will be granted Admission into University College. These students have to meet the following conditions to be eligible to formally join the college and confirm their major:

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

The table below summarizes the types of admission into CAS:

Program	High School Curriculum	Min. Grade Requirement*	Language Proficiency Test
BA Mass Communication in English	MOE Advance	70%	• English EmSAT 1100 • IELTS 5 • TOEFL IBT 61 • TOEFL CBT 173 • ITP 500 • Cambridge 154-161 • IESOL/SESOL B1/B2 • Pearson PTE 36-41 • AP/IB/AL/IP/AS 70%
	MOE General	70%	
	MOE ADEK	70%	
	UAE Literary Streams High School (Before 2017)	70%	
	UAE Science Streams High School (Before 2017)	70%	
	**American/Canadian	70%	
	**British Curriculum or IGCSE/GCE (Completed Year 13/Grade 12 of High School)	70%	
	**Indian/Pakistani/Bangladesh	50%	
	**International Baccalaureate (IB)	24 points	

BA Mass Communication in Arabic	MOE Advance	70%	• EmSAT 950 • IELTS 4.5 • TOEFL IBT 45 • TOEFL CBT 133 • ITP 450 • Cambridge 147/153 • IESOL/SESOL A2/B1 • Pearson PTE 31-35 • AP/IB/AL/IP/AS 60% • ADU Preparatory Course 80%
	MOE General	70%	
	MOE ADEK	70%	
	UAE Literary Streams High School (Before 2017)	70%	
	UAE Science Streams High School (Before 2017)	70%	
	**American/Canadian	70%	
	**British Curriculum or IGCSE/GCE (Completed Year 13/Grade 12 of High School)	70%	
	**Indian/Pakistani/Bangladesh	50%	

* Students who achieved a score below maybe admitted conditionally, depending on the program and the minimum requirement of the Ministry of Education. Please contact the Admission, Enrollment and International Affairs Department for more information, admissions@adu.ac.ae

** Foreign curriculum or curriculum which does not follow the UAE curriculum are required to submit an Equivalency Letter issued by the UAE Ministry of Education.

College of Business Undergraduate Admission

Direct Admission to the College

1. A minimum High School Average of 70% for Advanced or Elite Track or 75% for General Track or equivalent in Standardized International.

2. EmSAT score of 1100 for English Language or an equivalent English Proficiency Test approved by the CAA.

3. EmSAT score of 600 in Mathematics or equivalent.

4. Passing a personal interview set by the College of Business in addition to other conditions of admission set by the university.

The table below summarized the types of admission into COB:

Program	High School Curriculum	Min. Grade Req.*	Language Proficiency Test
Bachelor of Business Administration	MOE Advance/Elite	70%	• English EmSAT 1100 • IELTS 5 • TOEFL IBT 61 • TOEFL CBT 173 • ITP 500 • Cambridge 154-161 • IESOL/SESOL B1/B2 • Pearson PTE 36-41 • AP/IB/AL/IP/AS 70%English • And Math. Applicable for Accounting and Finance Majors only • Math EmSAT 600 • Math SAT 450 • AP/IB/AL/IP/AS 60% • Indian, Bangladesh, or Pakistani high school 60% in Math/Commerce/ Economics • General Track School 70% • Elite or Advanced Track 60% • ADU Preparatory Course 80% • ADEK Track Math 2 with 70%
	MOE General	75%	
	MOE ADEK (Level 3 in Math & Physics)	70%	
	MOE ADEK	75%	
	UAE Literary Streams High School (Before 2017)	75%	
	UAE Science Streams High School (Before 2017)	70%	
	**American/Canadian (subjects are more Science & Math Oriented)	70%	
	**American/Canadian (subjects are more Literary Oriented)	75%	
	**British Curriculum or IGCSE/GCE (Completed Year 13/Grade 12 of High School) (subjects are more Science & Math Oriented)	70%	
	**British Curriculum or IGCSE/GCE (Completed Year 13/Grade 12 of High School)	75%	
	**Indian/Pakistani/Bangladesh	50%	
	**International Baccalaureate (IB)	24 points	

* Students who achieved a score below maybe admitted conditionally, depending on the program and the minimum requirement of the Ministry of Education. Please contact the Admission, Enrollment, and International Affairs Department for more information, admissions@adu.ac.ae

** Foreign curriculum or curriculum which does not follow the UAE curriculum are required to submit an Equivalency Letter issued by the UAE Ministry of Education.

*** All students apply for College of Business are required to pass in a personal interview set by the College of Business.

College of Engineering Undergraduate Admission

Direct Admission to the Engineering programs:

1. A minimum High School Average of 75% for Elite Track, or 80% for Advanced Track and 90% General or equivalent in Standardized International Systems is required.

2. Passing EmSAT in Mathematics with a score of 800 or equivalent.

3. Passing EmSAT in Physics with a score of 800 or equivalent.

4. Passing EmSAT in English Language with a score of 1100, or an equivalent approved English Proficiency test.

5. In addition to any other admission conditions set by the college/school.

Direct admission to the Information technology program

1. A minimum average 65% for Elite Track, 70% for Advanced Track and 75% General track or its equivalent. in Standardized International Systems is required.

2. Passing EmSAT in Mathematics with a score of 700 or equivalent.

3. Passing EmSAT in Physics with a score of 500 or equivalent.

4. Passing EmSAT in English Language with a score of 1100, or an equivalent approved English Proficiency test.

5. In addition to any other admission conditions set by the college/school.

Students from the literary stream in high school or equivalent could be admitted only to four programs at the College of Engineering without needing the Dean's recommendation:

a. Interior Design

b. Architecture

c. Aviation

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

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

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

The following condition applies to Bachelor of Architecture program:

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

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

The types of admission into none Engineering Program	High School Curriculum	Min. Grade Requirement*	Language Proficiency Test
BSc Interior Design B Architecture BSc Aviation	MOE Advance	80%	• English EmSAT 1100 • IELTS 5 • TOEFL IBT 61 • TOEFL CBT 173 • ITP 500 • Cambridge 154-161 • IESOL/SESOL B1/B2 • Pearson PTE 36-41 • English AP / IB / AL /AS 70%
	MOE General	80%	
	MOE ADEK	80%	
	UAE Literary Streams High School (Before 2017)	80%	
	UAE Science Streams High School (Before 2017)	80%	
	**American/Canadian	80%	
	**British Curriculum or IGCSE/GCE (Completed Year 13/Grade 12 of High School)	80%	
	**Indian/Pakistani/Bangladesh	80%	
	**International Baccalaureate (IB)	24 points	

Program	High School Curriculum	Min. Grade Req.*	Language Proficiency & Another Tests
BSc Biomedical Engineering BSc Civil Engineering BSc Computer Engineering BSc Chemical Engineering BSc Electrical Engineering BSc Mechanical Engineering BSc Cybersecurity Engineering BSc Software Engineering BSc Industrial Engineering	MOE Advance & MOE ADEK (Level 3 in Math & Physics)	80%	• English EmSAT 1100 • IELTS 5 • TOEFL IBT 61 • TOEFL CBT 173 • ITP 500 • Cambridge 154-161 • IESOL/SESOL B1/B2 • Pearson PTE 36-41 • English AP/IB/AL/AS 70% And Mathematics • EMSAT 800 • SAT 555 • Math Subject in AP, IB or AL/ AS 70% • Math Subject in ADEK Track passed Math 3 School 80% • Math Subject ADU Preparatory Course 80% • Math Subject in Indian, Bangladesh, or Pakistani high school 70% • Elite or Advanced Track math score of 70% • Math Subject in General Track, math score of 80% • Placement to Pre-Calculus level in ADU Math Placement Test And EmSAT Physics • Physic EmSAT 800 • Elite or Advanced Track and passed physics with 70% or above. • ADU Preparatory Courses 80% • AP or IB or AL/ AS and scored 70% or above in Physics • Indian, Bangladesh, or Pakistani and scored 70% or above in Physics • 80% for General Track in Physics • ADEK Track School pass Level 3 Science Subjects Physics
	MOE Elite	75%	
	UAE Science Streams High School (Before 2017)	80%	
	**American/Canadian (subjects are more Science & Math Oriented)	80%	
	**British Curriculum or IGCSE/ GCE (Completed Year 13/Grade 12 of High School) (subjects are more Science & Math Oriented)	80%	
	**Indian/Pakistani/Bangladesh (subjects are more Science & Math Oriented)	50%	
	**International Baccalaureate (subjects are more Science & Math Oriented)	24 points	

Major	High School Curriculum	Min. Grade Req.*	Language Proficiency & Another Tests
Information Technology	MOE Advance	70%	• English EmSAT 1100 • IELTS 5 • TOEFL IBT 61 • TOEFL CBT 173 • ITP 500 • Cambridge 154-161 • IESOL/SESOL B1/B2 • Pearson PTE 36-41 • English AP/IB/AL/AS 70% And Mathematics • EMSAT 800 • SAT 520 • Math Subject in AP, IB or AL/ AS 65% • Math Subject in ADEK Track passed Math 3 School 75% • Math Subject ADU Preparatory Course 80% • Math Subject in Indian, Bangladesh, or Pakistani high school 65% • Elite or Advanced Track math score of 65% • Math Subject in General Track, math score of 75% • Placement to Pre-Calculus level in ADU Math Placement Test And EmSAT Physics • EmSAT 500 or subject any natural Science course or Computer Science) or Physics, Chemistry, Biology. • The natural science subject SAT 400 • Elite or Advanced Track and passed a major-appropriate natural science subject or Physics, Chemistry, Biology with 65% or above. • ADU Preparatory Courses 75% • AP or IB or AL/ AS and scored 65% any natural Science course or Computer Science or Physics, Chemistry, Biology). • Indian, Bangladesh, or Pakistani and scored 65% or above in natural Science course or Computer Science) or Physics, Chemistry, Biology • 75% for General Track in any natural Science course or Computer Science or Physics, Chemistry, Biology) • ADEK Track School pass Level2 Science Subjects any natural Science course or Computer Science) or Physics, Chemistry, Biology.
	MOE General	75%	
	MOE ADEK (Level 3 in Math & Physics)	70%	
	MOE Elite	65%	
	UAE Literary Streams High School (Before 2017)	75%	
	UAE Science Streams High School (Before 2017)	70%	
	**American / Canadian	75%	
	**British Curriculum or IGCSE / GCE (Completed Year 13/Grade 12 of High School)	75%	
	**Indian/Pakistani/Bangladesh	50%	
	**International Baccalaureate	24 points	
	**American / Canadian (subjects are more Science & Math Oriented)	70%	
	**British Curriculum or IGCSE / GCE (Completed Year 13/Grade 12 of High School) (subjects are more Science & Math Oriented)	70%	
	**Indian/Pakistani/Bangladesh (subjects are more Science & Math Oriented)	70%	
	**International Baccalaureate (subjects are more Science & Math Oriented)	24 points	

* Students who achieved a score below maybe admitted conditionally, depending on the program and the minimum requirement of the Ministry of Education. Please contact the Admission, Enrollment and International Affairs Department for more information, admissions@adu.ac.ae

** Foreign curriculum or curriculum which does not follow the UAE curriculum are required to submit an Equivalency Letter issued by the UAE Ministry of Education.

College of Health Undergraduate Admission

Direct Admission into CoHS:

- Direct Admission to the BSc Public Health & BSc Environmental Health & Safety programs:

A minimum average of 75% or its equivalent in the UAE National Secondary School Certificate and above to be directly admitted to the program.

Only students from the Scientific or Industrial/Technical/Vocational tracks or equivalent could be admitted.

Students in EHS program must take the Math Placement Test administered by the College of Arts & Sciences. Based on the result, the student will be placed in either the MTH100 course or the MTT 100 course. Students are allowed to take the MPT only once. Students who will take MTH 100 as a remedial course (i.e., it is not part of their curriculum) must pass it with a minimum grade of C equivalent before taking MTT 101.

Conditional Admission to the BSc Public Health & BSc Environmental Health & Safety programs.

Applicants whose UAE National Secondary School Certificate average is between 65 % and 74.9 %, or its equivalent, for Natural and Applied Sciences programs will be granted Admission into CHS. These students have to meet the following conditions to be eligible to formally join the college and confirm their major:

1. Completion of a minimum of 24 credit hours of general education requirements, including transferred credits, with a minimum CGPA of 2.0.

2. Completion of the following courses as part of the 24 credit hours required: FWS 100, ITD 100, ENG 200, STT 100

3. Academic advisor needs to make sure that the conditional admission requirement met during the first semester

Abu Dhabi University could conditionally admit students whose UAE National Secondary School Certificate average between 60 – 64.9% upon the College Dean's recommendations.

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

1. Completion of a minimum of 24 credit hours of general education requirements, including transferred credits, with a minimum CGPA of 2.0.

2. Completion of the following courses as part of the 24 credit hours required: FWS 100, ITD 100, ENG 200, STT 100

Direct Admission to the BSc Biomedical Sciences: Laboratory Medicine & BSc Human Nutrition & Dietetics & BSc Molecular & Medical Genetics programs:

1. A minimum average of 80% in the UAE advanced Track National Secondary School Certificate, or its equivalent, or

2. A minimum average of 90% in the UAE General Track National Secondary School Certificate, or its equivalent and must take remedial physics classes in the first semester.

3. A minimum average of 80% in the Ministry ADEK National Secondary School Certificate, or its equivalent

Conditional Admission to the BSc Biomedical Sciences: Laboratory Medicine & BSc Human Nutrition & Dietetics & BSc Molecular & Medical Genetics programs:

1. Applicants with UAE National Secondary School Certificate average of 70.0% -79.9%, or its equivalent, will be granted conditional admission to these three College of Health Sciences programs.

Students must complete the following to be eligible for full admission into the College of Health Sciences and the specific major:

1. Minimum of 18 - maximum of 30 credit hours, including transferred credits, with a minimum CGPA of 2.0.

2. The following courses: FWS 100, ENG 200, and Mathematics (if a required course), as part of the 30 credit hours required.

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

Program	High School Curriculum	Min. Grade Requirement*	Language Proficiency Test	Remedial Course
BSc Public Health BSc Environmental Health & Safety	MOE Advance	70%	• English EmSAT 1100IELTS 5 • TOEFL IBT 61 • TOEFL CBT 173 • ITP 500 • Cambridge 154-161 • IESOL/SESOL B1/B2 • Pearson PTE 36-41 • AP/IB/AL /AS 70%	Not Applicable
	MOE General	70%		
	MOE ADEK	70%		
	UAE Literary Streams High School (Before 2017)	70%		
	UAE Science Streams High School (Before 2017)	70%		
	**American/Canadian	70%		
	**British Curriculum or IGCSE/GCE (Completed Year 13/Grade 12 of High School)	70%		
	**Indian/Pakistani/Bangladesh	50%		
	**International Baccalaureate	24 points		

BSc Biomedical Sciences: Laboratory Medicine	MOE Advance	80%		Not Applicable
	MOE General (Math & Physics grade of 90%)	90%	• English EmSAT 1100	Remedial Physics
	MOE ADEK (Level 3 in Math & Physics)	80%	• IELTS 5 • TOEFL IBT 61	
	UAE Literary Streams High School (Before 2017)	90%	• TOEFL CBT 173 • ITP 500	
BSc Human Nutrition & Dietetics	UAE Science Streams High School (Before 2017)	80%	• Cambridge 154-161	
	**American/Canadian (subjects are more Science & Math Oriented)	80%	• IESOL/SESOL B1/B2	Not Applicable
BSc Molecular & Medical Genetics	**British Curriculum or IGCSE/GCE (Completed Year 13/Grade 12 of High School) (subjects are more Science & Math Oriented)	80%	• Pearson PTE 36-41 • AP/IB/AL /AS 70%	
	**Indian/Pakistani/Bangladesh	50%		
	**International Baccalaureate	24 points		

* Students who achieved a score below maybe admitted conditionally, depending on the program and the minimum requirement of the Ministry of Education.

** Foreign curriculum or curriculum which does not follow the UAE curriculum are required to submit an Equivalency Letter issued by the UAE Ministry of Education.

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

- Registered students may add/drop courses prior to the first day and during the first calendar week of the semester 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.

- A late registration fee will be charged for students registering courses after the add/drop period.

- 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:

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

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

Add/Drop Course Regulations

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

- Students dropping courses in the third calendar week of the Fall/Spring semester will receive a 50% refund of tuition fees. In such cases, a (W) grade will be entered in their records.

- Students dropping courses after the third week of the Fall/Spring semester will receive no refund, and will be awarded a (W) grade for that course.

- 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.

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.

Administrative Drops

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

a. Failure to meet certain preconditions, including but not limited to:

  - failure to pay tuition and fees by designated deadlines;

  - class cancellations;

  - failure to meet course prerequisites;

  - failure to meet the specific academic requirements of the degree program;

  - failure of comprehensive or preliminary examinations

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

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

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

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

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 or 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.

Re-Enrollment

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

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

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

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

1. Reasons for leaving Abu Dhabi University and reasons for returning

2. Current contact information

3. Medical report for students who withdrew from Abu Dhabi University for reasons of illness.

4. Clearance from the Finance Department at Abu Dhabi University.

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

Independent Study

An independent study course is a course that involves one-on-one interactions between a student and a faculty member which enables a student to undertake a learning opportunity which is otherwise unavailable. Independent study courses must have an appropriate learning plan (typically a syllabus) learning outcomes, end of term evaluations and appropriate assessment.

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

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

Independent study is only allowed for undergraduate studies, and only in rare cases. Undergraduate students may not register for more than six credits of Independent Study in a student's program. Independent Study may not be used to award credit for off-campus work which is not under the direct supervision of an Abu Dhabi University faculty member.

Credits Earned at other Academic Institutions

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

1. The course is not offered in the current semester and not taking it, will delay the graduation;

2. The course is offered but conflicts with another required course.

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

Course Load Limitation

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

1. The maximum number of credit hour per semester is 18.

2. A student may register for up to a maximum of 6 credit hours in any summer or winter term.

Exceptions

Exceptions to these limits can only be made for a maximum of an additional 3 credits if students are in their final graduation semester or term.

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

Graduation Requirements

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

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

Applying for Graduation

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

NOTE:

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

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

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

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

Deadline to file for graduation:

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

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

How to apply for graduation online?

- Go to www.adu.ac.ae to apply.

- Login in PeopleSoft using your username and password.

- Click on self service.

- Click on degree progress/graduation.

- Click on apply for graduation.

- Click on the program for which you want to apply for graduation.

- Select the expected graduation term from the drop down list.

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

Graduation Clearance

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

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

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

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

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

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

Awarding Degrees and Diplomas

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

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

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

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

Undergraduate Grading System and Scale

Course grades will be based upon a combination of examinations, class participation, quizzes/tests, projects and homework assignments. Students benefit from attention to their performance fue 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. Abu Dhabi University undergraduate students will be assigned final 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+	1.50	65-69	Satisfactory
D	1.00	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

Undergraduate 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 Credit

P (non-credit)

Satisfactory completion of non-credit ELI or Undergraduate course/Internship. (This grade is not computed in the student's GPA but determines student's progress towards completion of degree requirements.)

S

Satisfactory completion of graduate courses (This is not computed in the student's GPA but determines the 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 the 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.

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

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.

Grade Change

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

1. A grade appeal request by the student (after an "informal" discussion with the faculty member); and

2. An error in calculating the student's final grade is discovered.

3. An "I" or "IP" grade will be changed when the actual grade is released.

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 ADU will not be issued transcripts.

Graduation with Honors

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

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

Cum laude: 3.50-3.69

Magna cum laude: 3.70-3.89

Summa cum laude: 3.90-4.00

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

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

Satisfactory: 2.0 - 2.49

Good: 2.5 - 2.99

Very Good: 3.0 - 3.49

Dean's List

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

Grade Appeals

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

Consultation:

In an attempt to resolve a grade appeal, the student must first meet with the following individuals, in the order listed, to discuss the matter:

1. Faculty member teaching the course;

2. Chairperson of the department in which the course is offered; and

3. Dean of the college in which the course is offered.

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

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

Committee Grade Appeal Process:

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

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

1. The original grade is upheld;

2. The grade is lowered relative to the original; and

3. The grade is raised relative to the original.

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

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

Double Major

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

Second Baccalaureate Degree

This stipulates the requirements for students to earn a second baccalaureate degree at ADU.

1. The students who have completed their first baccalaureate degree at Abu Dhabi University and wish to earn another baccalaureate must meet the admission requirements for the second baccalaureate at the time of admission. The application by an ADU baccalaureate degree holder for admission into a second baccalaureate degree program can be made only after the Office of the Registrar has certified that the student has completed all of the requirements for the first baccalaureate degree (i.e. an ADU student cannot be working on two baccalaureate degrees at one time).

2. The student must meet all the subject area requirements for the second baccalaureate degree with a minimum of 30 credit hours that are specific to the second baccalaureate degree.

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

Student Classification

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

College of Arts (CAS)

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

College of Business (COB)

- First Year/Freshmen   00 - 30 credit hours
- Second Year/Sophomores   31 - 60 credit hours
- Third Year/Juniors   61 - 90 credit hours
- Final Year/Seniors   91+ credit hours

College of Engineering (COE)

B of Architecture

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

B.Sc. in Aviation

- First Year/Freshmen   00 - 34   credit hours
- Second Year/Sophomores   35 - 67   credit hours
- Third Year/Juniors   68 - 98   credit hours
- Final Year/Seniors   99+ credit hours

B.Sc. in Biomedical Engineering

- First Year/Freshmen   00 - 35 credit hours
- Second Year/Sophomores   36 - 69 credit hours
- Third Year/Juniors   70 -104 credit hours
- Final Year/Seniors   105+ credit hours

B.Sc. in Chemical Engineering

- First Year/Freshmen   00 - 33   credit hours
- Second Year/Sophomores   34 - 68   credit hours
- Third Year/Juniors   69 - 106 credit hours
- Final Year/Seniors   107+ credit hours

B.Sc. in Civil Engineering

- First Year/Freshmen   00 - 35 credit hours

- Second Year/Sophomores   36 - 72   credit hours
- Third Year/Juniors   73 -111 credit hours
- Final Year/Seniors   112+ credit hours

B.Sc. in Computer Engineering

- First Year/Freshmen   00 - 31 credit hours
- Second Year/Sophomores   32 - 65   credit hours
- Third Year/Juniors   66 -103 credit hours
- Final Year/Seniors   104+ credit hours

B.Sc. in Cybersecurity Engineering

- First Year/Freshmen   00 - 34   credit hours
- Second Year/Sophomores   35 - 66   credit hours
- Third Year/Juniors   67 - 102 credit hours
- Final Year/Seniors   105+ credit hours

B.Sc. in Electrical Engineering

- First Year/Freshmen   00 - 31 credit hours
- Second Year/Sophomores   32 - 65 credit hours
- Third Year/Juniors   66 -104 credit hours
- Final Year/Seniors   105+ credit hours

B.Sc. in Industrial Engineering

- First Year/Freshmen   00 - 35   credit hours
- Second Year/Sophomores   36 - 70   credit hours
- Third Year/Juniors   69 -104   credit hours
- Final Year/Seniors   105+ credit hours

B.Sc. in Information Technology

- First Year/Freshmen   00 - 30   credit hours
- Second Year/Sophomores   31 - 60 credit hours
- Third Year/Juniors   61 - 93 credit hours
- Final Year/Seniors   96+ credit hours

B.Sc. in Interior Design

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

B.Sc. in Mechanical Engineering

- First Year/Freshmen   00 - 34   credit hours
- Second Year/Sophomores   35 - 68   credit hours

- Third Year/Juniors   69 -107   credit hours
- Final Year/Seniors   108+ credit hours

B.Sc. in Software Engineering

- First Year/Freshmen   00 - 32 credit hours
- Second Year/Sophomores   33 - 66 credit hours
- Third Year/Juniors   67 - 104 credit hours
- Final Year/Seniors   105+ credit hours

College of Health Sciences (CoHS)

B.Sc. in Public Health

- First Year/Freshmen   00 - 31   credit hours
- Second Year/Sophomores   32 - 62   credit hours
- Third Year/Juniors   63 - 93 credit hours
- Final Year/Seniors   94+ credit hours

B.Sc. in Environmental Health and Safety

- First Year/Freshmen   00 - 31   credit hours
- Second Year/Sophomores   32 - 65 credit hours
- Third Year/Juniors   66 - 98 credit hours
- Final Year/Seniors   99+ credit hours

B.Sc. in Biomedical Sciences - Laboratory Medicine

- First Year/Freshmen   00 - 32 credit hours
- Second Year/Sophomores   33 - 71   credit hours
- Third Year/Juniors   72 - 110 credit hours
- Final Year/Seniors   111+ credit hours

B.Sc. in Molecular and Medical Genetics

- First Year/Freshmen   00 - 32   credit hours
- Second Year/Sophomores   33 - 68   credit hours
- Third Year/Juniors   69 - 100 credit hours
- Final Year/Seniors   101+ credit hours

B.Sc. in Human Nutrition and Dietetics

- First Year/Freshmen   00 - 32   credit hours
- Second Year/Sophomores   33 - 66   credit hours
- Third Year/Juniors   67 - 100 credit hours
- Final Year/Seniors   101+   credit hours

College of Law (COL)

- First Year/Freshmen   00 - 29   credit hours

- Second Year/Sophomores   30 - 59   credit hours
- Third Year/Juniors   60 - 89   credit hours
- Final Year/Seniors   90+   credit hours

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

Credit Hours

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

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

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

One semester credit hour of lecture/tutorial is defined as 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 courses may be offered in a time-shortened period, often called a term, such as a summer term or Winter term, which nonetheless offers class contact time and out-of-class assignments equivalent to a semester course.

Student Record Confidentiality

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

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.

1. 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.

2. 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.

3. 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

4. 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.

1. 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.

Student Archives

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

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

Academic Standing

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

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

Student Attendance Policy

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

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

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

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 a valid excuse for students to be absent.

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

Undergraduate Completion Policy

This is to specify the university-wide requirements of each undergraduate academic degree program that is offered at Abu Dhabi University.

1. Total Credit Hours

Except in instances where professional accreditation requirements dictate otherwise, all undergraduate degree programs will require 120 total credit hours.

2. Grade Point Average

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

3. Credit Transfer

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

4. Study Plan

Each undergraduate 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 usually within a four-year period. Study plans should include university requirements, major and elective courses.

Exceptions

The Chancellor reserves the right to decide on any situation/ circumstances outside the conditions stated in this policy.

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;

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

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

Rules Governing Final Examinations

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

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

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

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

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

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

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.

Academic Advising: Mission and Objective

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

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

Main Objectives of the Academic Advising Office:

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

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

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

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

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

Responsibilities of Academic Advisors:

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

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

3. Identify options for students to satisfy specific degree

requirements, evaluate and make recommendations on requests, and make adjustments to the student's study plan.

4. Evaluate the students' level of development and support their growth by assessing the key factors and

generating the required reports when necessary.

The Role of the Faculty Mentor:

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

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

The Faculty Mentor will:

1. Provide information about degree programs to aid students in making informed decisions regarding their majors and minors.

2. Deliver general guidance related to the student's field of interest.

3. Assist students with their choices of majors and minors.

4. Mentor students throughout their academic journey in ADU.

5. Provide comprehensive feedback regarding students' performance.

6. Meet the students with academic support to monitor their progress and recommend the support needed for their academic development.

Responsibilities of Students:

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

The responsibilities of students include:

1. Recognizing the importance of the relationship with their advisors.

2. Getting the necessary information needed to understand degree requirements in their respective degree program.

3. Seeking the assistance of advisors/faculty mentors or other university resources on a regular basis.

4. Keeping their assigned advisors/faculty mentors informed of any academic difficulty and challenges they may be facing.

5. Taking full responsibility of their decisions in accordance with the best advice and information given.

Advising student with Academic Support Notice:

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

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

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

Advising Tools, Purpose and Design

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

1. **Academic Advising Website**

   a. Advising webpage for each college.

   b. Registration guidelines.

   c. The study plan should be more detailed and specific.

   d. Inclusion of the Advisor Handbook (soft copy);

   e. Information about the Professional Advisors, and their office timings.

2. **Student Online Account**

   a. Recommended Plan of Study - standard plan for every student of that particular major.

b. Plan of Study In-Progress- includes the courses that have been completed in a particular semester until date and GPA.

c. The assigned Professional Advisor details indicating instructor's name, qualifications, office extension, office room number/address, office hours, e-mail ID.

d. Link to access a pdf file of the student handbook.

e. A list of minors and electives being offered.

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

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

3.   Academic Advising Manuals

a. Introduction to Academic Advising;

b. Registration guidelines;

c. Placement tests;

d. Information of the respective college;

e. Courses offered;

f. A detailed Study Plan according to each discipline;

g. Information about the Professional Advisors, and their office timings;

h. Campus Academic Support services and Resources.

4. Online Academic Advising/Faculty Mentoring Forms

a. Academic Advising forms – The one to one advising meetings between the academic advisors and students are recorded through 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 be re-enrolled again, but a late payment fee of AED 500/- applies. Students who owe money to the institution will not be allowed to register for the subsequent semester until the balance owed is paid in full.

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 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 to your Peoplesoft account at E-Services

· Click self service then go to Student Centre to view the due amount and press make a payment

· Enter the amount desired to pay on each item, to calculate the total amount click calculate grand total. After checking the total amount, press next to continue.

Note: The system will not allow 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 to or higher than AED 2,000/-, the refund will be made on a priority basis, within 5 business days.

   c) If a student is:
   - graduating the same semester, or
   - withdrawing from the University, or
   - receiving scholarship or sponsorship support, then his/her overpayment balance will be refunded at no extra charge and given priority service.

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

Refund Period

1. The refund periods for students in the Fall and Spring semesters are as follows:

   a 100% refund during the first academic calendar week;

   b. 75% refund during the second academic calendar week;

   c. 50% refund during the third academic calendar week; and

   d. 0% refund as of the fourth academic calendar week.

2. The refund periods for students in Winter/Summer courses are as follows:

   a. 100% refund during the first and second days of classes;

   b. 75% refund during the third and fourth days of classes;

   c. 50% refund during the fifth and sixth days of classes;

   d. 0% refund after the above period.

Fees Structure - AED

Undergraduate Tuition and Fees	Frequency	Fees	
		Abu Dhabi	Al Ain
Undergraduate Tuition			
Arts and Sciences	Per credit hour	1540	1230
Arts and Sciences (Mass Communication Courses)	Per credit hour	1555	1240
Business Administration	Per credit hour	1715	1365
Engineering	Per credit hour	1890	1515
Law	Per credit hour	1540	1240
Health Sciences	Per credit hour	1985	1985
Other Health Sciences Programs (BSc in Environmental Health & Safety, and BSc in Public Health)	Per credit hour	1585	1265
Specialized lab for (COB, CAS & COE)	Per Semester	500	
Engineering Labs	Per Semester	850	
Studio Labs	Per Semester	850	
Admission Fee			
Admission Application - Undergraduate (Non-Refundable)	One Time	300	
Registration - Undergraduate (Non-Refundable, paid once upon admission)	One Time	2850	
Institutional TOEFL + Write Placer	One Time	585	
IELTS Exam	One Time	1075	
Late Registration/Payment Fee	Upon Occurrence	500	
Healthcare Service Fee	Per Semester	110	50
Healthcare Service Fee	Per Summer/Winter	55	25
Student Services	Per Semester	350	
Student Services	Per Summer/Winter	175	
Transportation			
Door to Door	Per Semester	3700	2850
Door to Door	Per Summer/Winter	1850	1450
Drop-Off Points	Per Semester	2400	2400
Drop-Off Points	Per Summer/Winter	1200	1200
Accommodation Fees – Only in Abu Dhabi			
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	-
Other Fees – Both campuses			
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 request	65	
Official Transcript	Any time/upon request	55	
Official Letter (Estimated Tuition Fee)	Any time/upon request	50	
Enrollment Letter	Any time/upon request	30	
Locker Key Replacement	Any time/upon 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 (Abu Dhabi University has the passport)	One Time	360	
Visa Cancellation (Abu Dhabi University doesn't have thebpassport)	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)	Local	70
Courier Fees (International)	International	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%.

Reduction

Family Tuition Discount

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

Eligibility Requirements:

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

The tuition reduction will be implemented as follows:

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

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

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

Ongoing family tuition reduction maintenance requirement

A minimum CGPA of 2.5 is required.

Rules and Regulations

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

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

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

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

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

family members will be adjusted accordingly.

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

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

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

Scholarships

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

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

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

H. H. Sheikh Hamdan Bin Zayed Scholarship

(20 scholarships annually)

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

Eligibility Requirements:

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

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

c. Meeting the English Language Proficiency Requirements

defined by the Ministry of Higher Education and Scientific Research.

d. EmSat (or equivalent international exams) requirements: Applicants will be required to have a minimum EmSat Math score of 1,200, English score of 1,600 and Arabic score of 900 for all colleges.

Ongoing Scholarship Maintenance Requirements:

A minimum Cumulative Grade Point Average (CGPA) of 3.70.

A minimum of 12 passed credit hours per semester.

Chairman's Scholarship:

(5 scholarships annually)

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

Eligibility Requirements:

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

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

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

Ongoing Scholarship Maintenance:

A minimum CGPA of 3.70.

A minimum of 12 passed credit hours per semester.

University Scholarship

Value: from 15 percent up to 50 percent waiver on tuition fees for UAE residents & GCC national candidates (GCC national candidates must provide official attested documents).

a. Students who newly graduated from secondary school and join ADU within two years of their secondary school graduation may receive scholarship with a value from 15 up to 50% waiver of the tuition fee per campus based on their high school average and selected major.

b. University scholarship will be applicable to the period of time the student is enrolled at ADU in full time status (registered in 12 credit hours), the only exception to the 12 credit hours will be given in the first registered semester

and the following term for students who are not meeting the English Language Requirements.

Ongoing Scholarship Maintenance:

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

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

Academic Scholarship

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

Eligibility Requirements:

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

Ongoing Scholarship Maintenance:

A minimum CGPA of 3.60.

A minimum enrollment of 12 passed credit hours per semester.

Athletic Scholarship

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

Description and Eligibility Requirements:

a. This scholarship is awarded to students that demonstrate active participation on ADU sports teams (either as coach, captain or player).

b. Successful completion of the English Language Institute courses.

Ongoing Scholarship Maintenance:

A minimum CGPA of 2.75.

A minimum of 12 passed credit hours per semester.

Rules and Regulations

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

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

b. The student can appeal the decision of the committee

two weeks from the announcement of scholarship recipients.

c. A student may avail of only one scholarship.

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

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

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

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

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

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

j. Scholarships will cover Winter and Summer terms.

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

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

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

Financial Aid

The level of financial aid is determined after a comprehensive assessment of the candidate's eligibility based on need. Financial support may range from 10 percent to 30 percent waiver on tuition fees.

Initial Eligibility Requirements:

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

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

c. Evidence of a minimum grade of 70 percent on finishing examinations from secondary education for first year students and a Cumulative Grade Point Average (CGPA) 2.75 for the continuing students.

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

Ongoing Financial Aid Maintenance Requirements:

A minimum Cumulative Grade Point Average (CGPA) of 2.75.

A minimum of 6 passed credit hours per semester.

Completion of 20 hours community service per semester.

Rules and Regulations

The following rules and regulations shall apply to financial aid:

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

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

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

d. Any student who is found guilty of a student code of conduct violation or an academic integrity offense will forfeit their eligibility for the financial aid support provided by ADU for the remaining study in ADU.

e. Any withdrawal from classes during a given semester without prior approval from the Office of Scholarships and Financial Aid may result in a financial aid

cancelation.

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

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

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

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

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

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

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

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-aside 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.

3. 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.

4. 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:

1. A fair process, guaranteeing both substantive rights and equitable procedures in all matters pursuant to the Student Code of Conduct;

2. Remain free from discrimination on the basis of race, ethnicity, gender, age, religion, creed, national origin or disability;

3. Engage in inquiry and discussion, to exchange thought and opinion, and to speak or write on any subject in accordance with federal and local laws;

4. Readily access established university policies and procedures; and

5. Have protection from unreasonable search and seizure.

When a student/organization is charged with a violation of the Student Code of Conduct, that student/organization has the right to:

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:

a. the procedures under which the student/organization is charged are invalid or not followed;

b. the student/organization did not have adequate opportunity to prepare and present a defense;

c. the evidence presented at the hearing was not substantial to justify the decision; or

d. the sanction imposed was not in keeping with the gravity of the violation.

Student Responsibilities

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

1. Acting or conducting oneself in a way that obstructs or hinders the application and enforcement of the Student Code of Conduct;

2. Trespassing, forcefully entering university-owned, leased or controlled premises without permission;

3. Destroying or vandalizing personal and/or public property;

4. Unauthorized use of computer system or access codes;

5. Stealing property, including intellectual property, of the university, its members, or visitors;

6. Knowingly giving false information to an Abu Dhabi University official;

7. Willfully failing to comply with reasonable directions of university officials (i.e. faculty, staff and other employees of Abu Dhabi University);

8. Committing an academic offense listed in the Student Academic Integrity Policy;

9. Disrupting classroom activity and other university functions;

10. Disrupting the operations of the university by an action or combination of actions that interfere or prevent others from freely participating in an activity or program given by the university; and

11. Violating safety regulations such as:

a. falsely reporting a fire, bomb, or any other emergency;

b. unauthorized possession, use, or alteration or tampering of any university-owned emergency or safety equipment;

c. failing to evacuate a building or other structure in case of fire or emergency; and

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

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

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

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

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

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

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

c. failing to attend a conduct meeting;

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

e. intimidating witnesses or participants of the conduct process;

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

g. violating the terms of a conduct sanction

16. Misusing or stealing university documents;

17. Violating the student notice posting policy;

18. Petitioning to change decisions made by Official University personnel

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

20. Littering and inappropriate disposal of refuse;

21. Demonstrating within or outside of the university;

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

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

24. Failure to provide security guards with personal identification and appropriate documentation when requested;

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

26. Writing inappropriate emails or messages to ADU students, staff or faculty members with aggressive, unacceptable or harsh tone.

27. Raising voice, shouting or loudly talking using unacceptable tone with students, staff or faculty members.

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

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

30. Gambling on university premises;

31. Recording, storing and distribution of images without the person's consent;

32. 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;

33. Impersonation by pretending to be another person for any purpose or using another student ID for any purpose;

34. Failing to report lost or found items to the concerned department;

35. Violating any of ADU Policies or Procedures

36. 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 stays 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
New Club Registration/Renewal Form	This form is used to establish a new club or renew an existing club.
Club Advisor Agreement Form	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.
Event/Meeting Proposal Form	This form is used to propose an event or meeting. The form is will be automatically available after creating the event in ADU Groups.
Guest Speaker Approval Form	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.
Student Purchase Request	This form is used for to request funding for non-event related items.
Student Participation/Purchase Report	This form is used to report student participation during events and to upload receipts for non-event related purchases.
Student Complaint Form	This form is used to submit a complaint for disputes between members.
Club Achievement Report	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
Club of the Year	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.
Student Affairs Ambassador of the Year	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.
Student Choice Awards	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.
Students Affairs Highest Award of Excellence	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).

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

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

I.   Academic Integrity (AI) Violations

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

A. Cheating

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

Examples of cheating include but are not limited to:

1. Copying another person's test answers during an exam.

2. Exchanging information regarding an exam during the exam.

3. Copying answers from notes such as those written on the body, clothing, pieces of paper, or electronic devices such as mobile phones and/or calculators.

4. Obtaining a copy of or information about an examination ahead of time.

5. Looking up answers in a book when the exam is specifically a closed book exam.

6. Buying projects and term papers.

7. Copying from someone else's paper, project or assignment.

8. Using notes or books during exams unless expressly allowed by the instructor.

9. Hiring a surrogate test taker.

10. Bringing forbidden materials such as calculators, computers, books, or notes into the exam unless expressly allowed by the instructor.

11. Communicating with other students regarding an examination during the exam.

12. Failing of students to switch off mobile phones during the exam.

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 Withdrawals (W) in all other courses taken in the same semester. Students dismissed from Abu Dhabi University for violations of the AIP are not eligible for receiving any refunds of tuitions and fees.

Excerpts of Examinations Protocols and Rules - Students' Responsibilities

I.   Introduction

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

II. Types of Examinations

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

III. Students' Responsibilities

A. Pre Examination

1. Switch-off your mobile phones (and all other electronic devices) and place them in front of the examination room and away from where you are seated.

2. Put all the materials such as books, notes, etc. in front of the examination room and away from where you are seated.

3. Select your seat randomly and avoid seating next to friends, family, and/or associates.

4. Bring and use only the type of calculator that is allowed by the instructor.

B. During Examination

1. Read and sign the "Warning Section" on the top of the Exam Cover Sheet.

2. Sign the exam's "Attendance Sign-Up Sheet."

3. Refrain from looking at someone else's exam paper.

4. Refrain from engaging in any form of communication (e.g., talking and/or whispering) with other students.

5. Refrain from any movements that can raise suspicions 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.

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Academic Calendar 2023-2024

FALL SEMESTER 2023-2024

WEEK	JUNE 2023							EVENTS	
	M	T	W	T	F	S	S		
				1	2	3	4	**22 Jun**	Math Placement Test for New Abu Dhabi & Al Ain Undergraduate Students
	5	6	7	8	9	10	11		
	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	**6Jul**	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	**3 & 24 Aug**	Math Placement Test for New Abu Dhabi & Al Ain Undergraduate Students
	7	8	9	10	11	12	13	**7 Aug**	Financial Aid /Scholarship requirements for RETURNING students for Fall 2023/2024 submission deadline
	14	15	16	17	18	19	20	**14 Aug**	Winter Term Internship Program Application Submission Begins
1	21	22	23	24	25	26	27	**17 Aug**	Financial Aid Requirements for NEW Prospective Students Fall 2023/ 2024 Submission Deadline
	28	29	30	31				**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	**1 Sep**	Payment Deadline for Current and Newly Admitted Students
2	4	5	6	7	8	9	10	**4 - 8 Sep**	Course Withdrawal Period with 75% Refund
3	11	12	13	14	15	16	17	**6 - 7 Sep**	Marhabtyn – Welcome days UG freshmen
4	18	19	20	21	22	23	24	**11 - 15 Sep**	Course Withdrawal Period with 50% Refund**
5	25	26	27	28	29	30		**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	**9 Oct**	**Term A Postgraduate Last Day of Classes (make up Friday Sep 29)**
6	2	3	4	5	6	7	8	**10 - 12 Oct**	**Term A Postgraduate Final Exams Week****
7	9	10	11	12	13	14	15	**13 Oct**	Winter Term Internship Program Application Submission Deadline
8	16	17	18	19	20	21	22	**13 Oct**	Release of Mid-Semester Grades
9	23	24	25	26	27	28	29	**14 Oct**	Release of Final Grades for Term A PG***
10	30	31						**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

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▶ PUBLIC HOLIDAY

▶ EXAMINATION DATES

▶ FIRST/LAST DAY OF CREDIT CLASSES

WEEK	NOVEMBER 2023							EVENTS	
	M	T	W	T	F	S	S		
11			1	2	3	4	5	3 Nov	Course Withdrawal Deadline (UG)
12	6	7	8	9	10	11	12	10 Nov	Collection of Dean's list Certificate of Spring 22-23 Semster
13	13	14	15	16	17	18	19	10 Nov	Course Withdrawal Deadline (PG Term B)
	20	21	22	23	24	25	26	26 Nov	**Last Day of Classes**
	27	28	29	30				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	1 Dec	**Commemoration Day**
	4	5	6	7	8	9	10	2 - 3 Dec	**UAE National Day**
	11	12	13	14	15	16	17	11 - 31 Dec	**Fall Break**
	18	19	20	21	22	23	24	12 Dec	Final Grades Released****
	25	26	27	28	29	30	31	15 Dec	Spring Semester Internship Program Application Submission Deadline

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

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		
6				1	2	3	4	**2 Feb**	Course Withdrawal Deadline
	5	6	7	8	9	10	11	**2 Feb**	Financial Aid /Scholarship Requirements for RETURNING Students for Spring 2023/2024 Submission Deadline
	12	13	14	15	16	17	18		
	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

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Spring Semester 2023-2024

WEEK	FEBRAURY 2024							EVENTS	
	M	T	W	T	F	S	S		
				1	2	3	4	**14 Feb**	Admissions/Transfer Credit Deadline
1	5	6	7	8	9	10	11	**16 Feb**	Deadline of Submissions for Declaration/Change of Major
2	12	13	14	15	16	17	18		
	19	20	21	22	23	24	25	**16 Feb**	Registration Deadline for Newly Admitted Undergraduate Students
	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	**4 - 8 Mar**	Course Withdrawal Period with 50% Refund**
3	4	5	6	7	8	9	10	**11 Mar**	Graduation Online Application Begins
4	11	12	13	14	15	16	17	**11 Mar**	First day of Ramadan *
5	18	19	20	21	22	23	24		
	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	
6	8	9	10	11	12	13	14	
7	15	16	17	18	19	20	21	
8	22	23	24	25	26	27	28	
	29	30						

Date	Event
8 - 12 Apr	**Eid Al Fitr Holiday***
20 Apr	**Term A Postgraduate Last Day of Classes**
22 - 24 Apr	**Term A Postgraduate Final Exams Week *****
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 Postgaduate 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	
10	13	14	15	16	17	18	19	
11	20	21	22	23	24	25	26	
12	27	28	29	30	31			

Date	Event
6 May	Advising and Early Registration for Students Begins of Summer 2023-2024 Term and Fall 2024-2025 Semester
17 May	Course Withdrawal Deadline (UG)
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	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	

Date	Event
7 Jun	Fall Semester 2024-2025 Internship Program Application Submission deadline
9 Jun	**Last Day of Classes**
10 - 23 Jun	**Final Exams Period*****
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	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	

Date	Event
15 Jun	**Arafat Day ***
16 - 18 Jun	**Eid Al Adha Holiday ***
26 Jun	Deadline for Admissions/Transfer Credit
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:

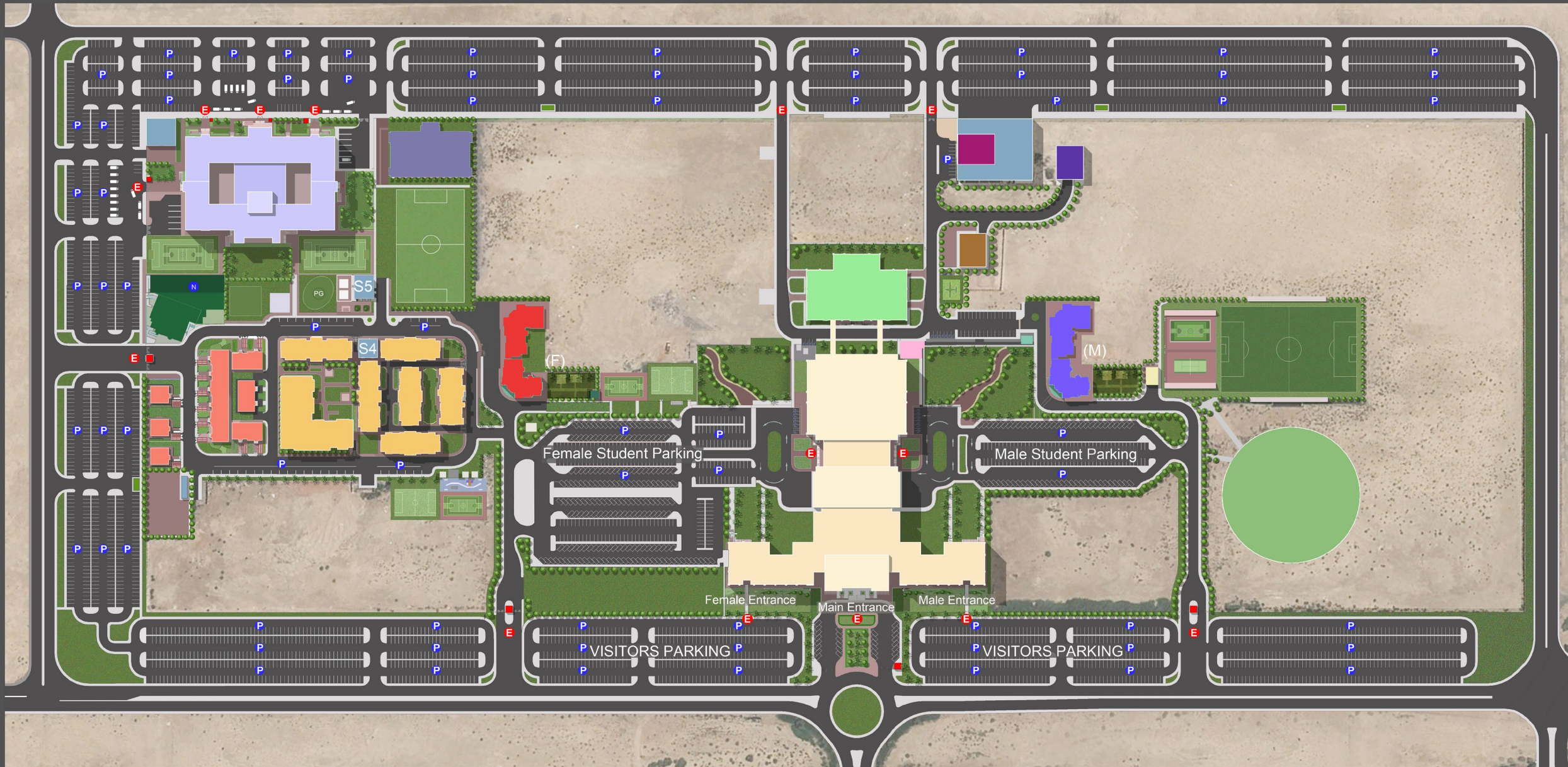***** Subject to change based on the sighting of the moon.

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▶ PUBLIC HOLIDAY

▶ EXAMINATION DATES

▶ FIRST/LAST DAY OF CREDIT CLASSES

Summer Term 2023-2024

WEEK	JULY 2024						
	M	T	W	T	F	S	S
1		1	2	3	4	5	6	7
2		8	9	10	11	12	13	14
3		15	16	17	18	19	20	21
4		22	23	24	25	26	27	28
5		29	30	31				

EVENTS

1 Jul	**First Day of Classes**
1 - 2 Jul	Add/ Drop Period 100% Refund
2 Jul	Payment Deadline for Current and Newly Admitted Students
1 - 2 Jul	Add/Drop Period with 100% Refund
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

WEEK	AUGUST 2024						
	M	T	W	T	F	S	S
6				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

EVENTS

2 Aug	Financial Aid /Scholarship requirements for RETURNING students for Fall 2024/2025 submission deadline
8 & 22 Aug	Math Placement Test for New Abu Dhabi & Al Ain Undergraduate Students
9 Aug	**Last Day of Classes for Undergraduate Students**
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****

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▶ PUBLIC HOLIDAY

▶ EXAMINATION DATES

▶ FIRST/LAST DAY OF CREDIT CLASSES

S5

S4

(F)

(M)

Female Student Parking

Male Student Parking

Female Entrance

Main Entrance

Male Entrance

VISITORS PARKING

VISITORS PARKING

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 — Ⓝ NURSERY
BRITISH SCHOOL (BISAD)	FACULTY/ STAFF ACCOMODATION	SPECIALIZED LABS BUILDINGS — 🟥 GUARD
BISAD SPORTS CENTER	EXECUTIVE & DEANS VILLAS	NEW CRICKET SPORTS FIELD — Ⓔ ENTRANCE
FACILITIES MANAGEMENT OFFICES	MOSQUE & COMMUNITY CENTER	Ⓟ PARKING

ABU DHABI UNIVERSITY
CAMPUS SITE LAYOUT PLAN (CURRENT STATUS)
SACLE 1/1250

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