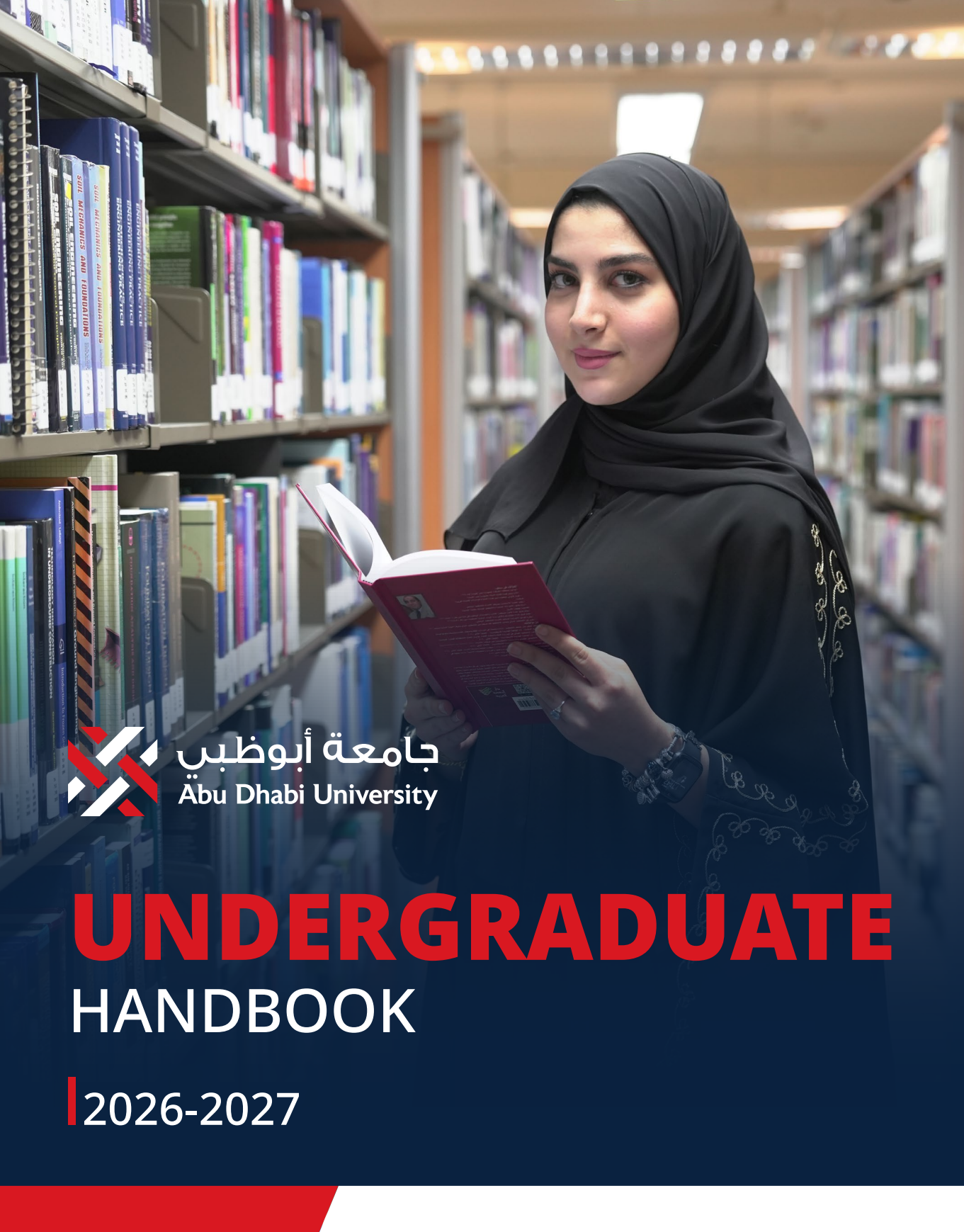




جامعة أبوظبي
Abu Dhabi University

UNDERGRADUATE HANDBOOK

| 2026-2027

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Disclaimer

The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between the student and Abu Dhabi University. While the University expects to operate in keeping with the provisions set out in this catalog, it reserves the right to change any provision listed at any point in time during the year, to best serve the academic interest of the students. Such change may include, but is not limited to, academic requirements for graduation. Every effort will be made to keep students informed of any such changes. Information on changes will be circularized and kept available in the Office of the Registrar and/or each Dean's Office. It is important that each student be aware of his or her individual responsibility to keep apprised of current policies and requirements.



NATIONAL ACCREDITATION:

Abu Dhabi University is licensed by the United Arab Emirates Ministry of Education, and all of its degree programs have received accreditation by the Ministry of Education, Department of Education and Knowledge (ADEK), and Knowledge and Human Development Authority (KHDA)

INTERNATIONAL ACCREDITATION:

ADU is the only national private University in the UAE and 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 2 % 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). ADU also became the first institution in the region to receive Academic Accreditation from the Association for Project Management (APM) for its Master of Project Management program.



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 thirteenth 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. In the 2027 edition, it ranked 348 globally, rising by 43 places from the previous cycle. Moreover, ADU is ranked among QS's top 150 universities under 50 years*, 12th in the Arab World, and 4th in the UAE in the QS WUR: Arab Region 2025. In the QS by Subject Rankings 2025: Social Sciences and Management climbed 110 spots to rank 178th globally. Business and Management Studies and Accounting & Finance are ranked in the top 201–250 globally. Engineering and Technology made its debut, ranking within the top 386 globally. Law entered the ranking for the first time in the top 251–300 globally. The Engineering–Mechanical, Aeronautical, and Manufacturing program ranked 451–500 globally.



TIMES HIGHER EDUCATION (THE) WORLD UNIVERSITY RANKINGS:

ADU is among the top 3 universities in the UAE and ranks in the top 250 globally while also ranking 101-125 globally for World Reputation. It holds the number one position in the UAE for the teaching pillar. In the prestigious THE Asia Ranking 2025, it secures the 70th position. ADU an impressive performance in THE Young University Rankings 2024 for the world's best universities that are under 50 years old or younger, ranking 60th globally. ADU ranks 2nd in the UAE and 75th globally for its research quality. With over 100 nationalities, ADU is ranked 5th globally and 1st across the UAE, GCC, and Arab region for the most international university. The College of Business is ranked as the number one in the UAE and the Arab Region and among the top 81 academic institutions in the world for business and economics. ADU's graduates are highly employable, ranking 3rd in the UAE for graduate employability and 222 globally (THE graduate report). Cementing its global reputation, ADU ranks 9th 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 2025

ABU DHABI UNIVERSITY

BOARD OF TRUSTEES (Honourary)

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ABU DHABI UNIVERSITY

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Prof. Ghassan Fouad Aouad	Chancellor

MESSAGE FROM THE PROVOST

Dear Students,

Welcome to the new academic year at Abu Dhabi University.

It is a pleasure and a privilege to greet you as you begin or continue your academic journey here at ADU. Whether you're joining us for the first time or returning to campus, we welcome you as an active member of our community of learners.

At Abu Dhabi University we are committed to your development and success. We believe in your potential and we encourage you to take ownership of your learning. Our expert faculty and dedicated staff are here to support you as mentors and partners providing guidance, feedback and opportunities that enhance critical thinking. Curiosity, innovation and academic integrity will be central to your success.

During your time with us, I encourage you to engage fully with all available learning opportunities both inside and beyond the classroom. Take advantage of extra-curricular programs, research opportunities, student activities, and experiential learning initiatives. These will allow you to develop the knowledge, skills, and professional competencies that will help you to reach your goals. Learning at university is not only about acquiring information, but about applying it meaningfully so that you are prepared for the work environment when you graduate.

As you progress through this important stage of your academic journey, remember that challenges are an essential part of learning and growth and we are here to help you to overcome these challenges. Whenever possible, seek feedback, reflect on your progress, and strive to improve. Don't hesitate to ask questions, request support, or explore new ideas — these are all hallmarks of successful, outcome-focused learners.

Thank you for choosing Abu Dhabi University. I look forward to seeing your academic progress and celebrating your achievements as you prepare for future professional and lifelong learning.

Warm regards,

Professor Barry O'Mahony
Provost
Abu Dhabi University

UNIVERSITY ADMINISTRATORS

Prof. Ghassan Aouad	<i>Chancellor</i>
Dr. Hamad Odhabi	<i>Vice Chancellor for AI and Operational Excellence</i>
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Dr. Mohamed Fteiha	<i>Director of Al Ain Campus, and Director of the Center for Faculty Development and Learning Innovation</i>
Dr. Anas Najdawi	<i>Campus Director, Dubai</i>
Prof. Montasir Qasymeh	<i>Associate Provost for Research, Innovation, and Academic Development</i>
HE Mr. Salem Aldhaheeri	<i>Executive Director, Community Relations</i>
Dr. Sreethi Nair	<i>Dean, College of Arts, Education and Social Sciences</i>
Dr. Hamdi Sheibani	<i>Dean, College of Engineering</i>
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Prof. Raphael Heffron	<i>Dean, College of Law</i>
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Mr. Ibrahim Louka	<i>Director, Finance.</i>
Mrs. Allison Hamilton	<i>Director of Talent Empowerment and Growth Department</i>



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ABOUT ABU DHABI UNIVERSITY

Abu Dhabi University (ADU) was established in 2003 as a private university under the patronage of H.H. Sheikh Hamdan Bin Zayed Al Nahyan, the Ruler's Representative in Al Dhafra Region and President of ADU's Board of Trustees.

Today, ADU is home to approximately 8,000 students from over 100 nationalities across its three campuses: Abu Dhabi, Al Ain, and Dubai.

The University has five colleges: the College of Arts, Education, and Social Sciences (CAESS), the College of Business (COB), the College of Engineering (COE), the College of Health Sciences (CHS), and the College of Law (COL).

ADU follows the American model of higher education. Most classes are taught in English, with a few offered in Arabic. All degree programs are open to students of all nationalities.

At Abu Dhabi University, teaching and learning are our top priorities. Our faculty are internationally recognized and play a key role in helping students learn actively and prepare for careers in the UAE and around the world.

Research and scholarship are also important, as they enhance graduate employability and help ensure that students receive a high-quality education. Faculty involvement in research, allows them stay up to date with the latest teaching methods and developments in their fields, which improves the learning experience in the classroom.

Everyone at ADU is encouraged to contribute to the University and the wider community, supporting our mission to serve the UAE and its people.

Our Philosophy

Abu Dhabi University is a top-quality, internationally recognized private university that supports the UAE's social, educational, cultural, and economic growth by educating both UAE citizens and international students. It is managed with a focus on efficiency and high standards, combining the best practices from American and Arabian models of education, while reflecting the UAE's multicultural identity.

ADU places a high value on research and scholarship, recognizing their crucial role in supporting the country's

progress and equipping students with the latest knowledge and skills.

Student selection is based solely on academic ability, interest in the chosen field, and alignment with the University's philosophy, values, and goals.

Institutional Licensure and Program Accreditation

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 Ministry of Education.

In the UAE, universities must be officially licensed and have their programs accredited to be recognised by the Ministry of Higher Education and Scientific Research.

International Accreditation

Alongside its UAE accreditation, Abu Dhabi University is committed to meeting the highest global academic standards through international accreditations.

ABET (USA)

ADU's Chemical, Civil, Electrical, Computer, and Mechanical Engineering bachelor's programs are accredited by the Engineering Accreditation Commission of ABET. The BSc in Information Technology is accredited by ABET's Computing Accreditation Commission.

ABET is a leading global accreditor for programs in science, computing, engineering, and engineering technology. This accreditation confirms that ADU's graduates are prepared for careers in fast-moving, high-tech industries.

RIBA (UK)

ADU's Bachelor of Architecture program is accredited by the Royal Institute of British Architects (RIBA). It was the first program in the UAE to receive this honor. RIBA accreditation

is a mark of international quality in architectural education.

AACSB (USA) & EQUIS (Europe)

Our College of Business holds dual accreditation from the AACSB in the USA and EQUIS in Europe, covering all undergraduate, master's, and doctoral business programs.

Only 1% of business schools worldwide have both accreditations.

APHEA (Europe)

The BSc in Public Health is accredited by the Agency for Public Health Education Accreditation (APHEA).

This accreditation promotes high standards in public health education and training worldwide.

WASC (USA)

In 2016, ADU received full accreditation from the WASC Senior College and University Commission, one of the six official accrediting bodies in the USA responsible for accrediting public and private universities and colleges, as well as secondary and elementary schools, and foreign institutions of American origin. ADU is the only private university in the Middle East to earn this distinction.

In 2022, WASC granted a 10-year reaccreditation following a thorough review, recognizing the strength and quality of ADU's programs.

IATA (Canada)

ADU's Department of Aviation is an authorised IATA Training Center (ATC), accredited by the International Air Transport Association.

IATA is a global industry leader representing nearly 300 airlines. Its certifications are recognized worldwide and open doors to careers in aviation, cargo, and travel.

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, Education, and Social Sciences

Bachelor of Arts in International Relations

Bachelor of Arts in Digital Media and Strategic Communication

Bachelor of Arts in Film and Media Production

Bachelor in Mass Communication (Arabic) (Concentration in PR and Advertising)

Bachelor of Arts in Psychology

Bachelor of Arts in Video Game Design

College of Business

Bachelor of Business Administration

Bachelor of Business Administration in Accounting

Bachelor of Business Administration in Finance & Fintech

Bachelor of Business Administration in Human Resources Management

Bachelor of Business Administration in Digital Marketing Communications

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

Bachelor of Science in Artificial Intelligence Engineering

Bachelor of Science in Renewable and Sustainable Energy Engineering

College of Health Sciences

Bachelor of Science in Medical Laboratory Sciences

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

Bachelor of Science in Clinical Psychology and Mental Health

College of Law

Bachelor of Law in Arabic



Vision

To 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



Core Values

Integrity

We act with honesty and the highest ethical standards in everything we do.

Excellence

We strive for excellence in teaching, research, and service, holding ourselves accountable to the highest standards of performance

Innovation

We foster creativity and innovation to enrich the student experience and maintain global competitiveness.

Diversity

We celebrate our diversity and cultivate a welcoming, inclusive community built on respect and shared purpose.



Strategic Goals

1. Sustainability

Abu Dhabi University leads by example in addressing global sustainability challenges. Guided by the UAE's vision and the UN Sustainable Development Goals, our strategy focuses on three core pillars:

- Environment and Operations
- Social and Community
- Education and Research

These pillars shape our long-term actions and position us as a regional leader in sustainability in higher education.

2. Student Success and Experience

Our students are at the center of everything we do. We provide a dynamic and supportive learning environment, both on campus and online, that fosters personal and academic growth. A vibrant campus life, together with career-focused programs and holistic development, prepares students to succeed in a dynamic world and make meaningful contributions to society.

3. Teaching and Learning

We are known for excellence in teaching, flexible learning, and global relevance. Our programs are designed to meet the demands of today's economy while anticipating tomorrow's needs. Through research-informed practices and strong academic partnerships, we deliver high-impact learning experiences that build confidence, competence, and character.

4. Research and Innovation

Our research drives progress in academia, the economy, and society. We champion innovative thinking, applied knowledge, and real-world impact. By aligning our research with national and industry priorities, we deliver creative, practical solutions that support the UAE's development agenda and position ADU as a hub of innovation in the region.



AN OVERVIEW

Why Choose Abu Dhabi University?

With so many universities to choose from, why study at Abu Dhabi University?

At ADU, we understand that choosing where to study is a major decision. That's why we focus on delivering real value through high-quality education, internationally recognized degrees, and a supportive learning environment to help you succeed.

Abu Dhabi University is accredited by the WASC Senior College and University Commission (WSCUC) in the USA, the same body that accredits top universities like Caltech, UCLA, and Stanford, meaning your degree is globally recognized and respected.

ADU is proud to be ranked among the top three universities in the UAE, third in the Arab region, 70th in Asia, and in the top 200 globally, according to Times Higher Education. We are also ranked #1 in the UAE for teaching and graduate employability. QS World University Rankings place us among the top 150 universities under 50 years old globally.

Our approach combines the best of UAE traditions with modern, technology-driven education models from around the world. ADU is the right fit for you if you're looking for a university that is:

- Among the best in the UAE and globally
- Internationally accredited and recognized
- International in outlook, with faculty, staff, and students from over 100 nationalities
- Built on the best of Arab and American, educational systems
- Focused on helping you build strong English, technical, and analytical skills
- Committed to your personal and professional growth
- Blends academic theory with real-world experience
- Home to the #1 College of Business in the UAE and the region (THE Rankings)

When you choose ADU, you're joining a dynamic and ambitious community. We continually expand our

programs, campuses, and facilities to deliver the best possible experience for you.

Abu Dhabi University is more than classrooms and textbooks. It's a hub for learning, culture, innovation, and personal development. Join us and be part of our vision to

become one of the world's leading universities.

Our Campuses

Abu Dhabi Campus

Located in the UAE capital, ADU's main campus offers a vibrant, high-tech learning environment. Classrooms feature the latest educational tools, and computer labs, campus-wide Wi-Fi, and a fully equipped library give students easy access to information and resources.

Students can live on campus in comfortable, apartment-style dorms, with eight dining options to suit all tastes. At ADU, you'll find the perfect mix of academic excellence and top-tier facilities

Al Ain Campus

Known as the Garden City, Al Ain is rich in heritage and lush green landscapes. Our Al Ain campus, named after H.H. Sheikh Tahnoun bin Mohammed Al Nahyan, welcomes over 1,800 students from 40 different nationalities. Inspired by the Ghaf tree, the campus reflects sustainability and cultural values.

The campus features over 70 classrooms and labs, 137 offices, an Innovation Center, an Academic Success Center, a gym, a café, a library, and exceptional sports facilities. It offers students a modern, comfortable, and collaborative learning space designed to prepare them for the future.

Dubai Campus

Located in the heart of Dubai Knowledge Park, our Dubai campus offers specialized Master's and Doctorate programs for professionals in business, engineering, law,

finance, healthcare, and education.

Our faculty brings a strong combination of academic and industry experience, and our classrooms and labs are equipped with advanced instructional technology. The library is connected to global databases, supporting advanced research and scholarly studies.

We also offer a vibrant student life, including social events and extracurricular activities. Our focus on industry partnerships and real-world learning helps students develop valuable skills and establish connections that enable them to succeed in today's global economy.

The campus's central location places students near major companies, public transportation, dining options, and cultural landmarks—an ideal setting for both academic and personal growth.



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.

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 12th Grade (13 or 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 E.
3. **American High School Diploma (HSD):** Successful completion of Grades 10th, 11th and 12th with minimum 5 subjects in each stage, providing awarded diploma.
4. **International Baccalaureate (IB):** Successful completion of 12th grade. Passing 6 subjects covering the following subjects: English Language, Math and one (1) Science subjects, providing awarded board IB diploma. with minimum grade of 3. Minimum grade requirement is 21 points.
5. **Indian Certificates:** A senior secondary school certificate is required. in addition of successfully completion of Grades 10th, 11th.
6. **Pakistani Certificates:** A higher secondary school certificate is required. in addition of successfully completion of Grades 10th, 11th.

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 scholar converting website (www.scholaro.com).

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

If the applicant meets the admissions requirements 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 ADEK).

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. A minimum overall score of 5.0 on the academic version of the International English Language Testing System (IELTS), s, or
2. 61 on the internet-based version of the TOEFL (iBT), or
3. 500 + in the Institutional TOEFL (ITP) which is administered by AMIDEAST.
4. Others as mentioned in the above table

Table of Equivalent Scores on tests of English Language Proficiency or other approved option mentioned in the policy

IELTS Scores Overall	iBT Scores	ITP Scores
6.0	79	550
5.5	71	530
5.0	61	500
4.5	45	450
4.0	40	400

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

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 (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.

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:

- Provide evidence of proficiency in the English language;
- Participate, at their choice, in registered course-work, and sit for the examinations set for that course, and;
- Be given, at their request, a transcript of courses taken at Abu Dhabi University.

Documents required for admission of visiting students are as follows:

- Completed online application form with the required application fee;
- Copy of passport and residence visa, if applicable;
- Photographs (to be uploaded in the online application);
- No-objection letter issued by the visiting student's home university;
- 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:

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

- Reasons for leaving Abu Dhabi University and reasons for returning;
- Evidence proving that all conditions for readmission have been fulfilled;
- Current contact information;
- Medical report for students who withdraw from Abu Dhabi University for reasons of illness;
- Clearance from the Finance Department at Abu Dhabi University;
- Valid copy of Passport, Visa, UAE National ID Card and English proficiency test (IELTS/TOEFL) 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 decide 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:

- Reactivating his/her account in case any of his/her Abu Dhabi University courses are counted.
- 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, Education, and Social Sciences Undergraduate Admission

Direct Admission into CAESS:

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 CAESS. 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 CAESS:

Program	High School Curriculum	Min. Grade Requirement*	Language Proficiency Test
BA Mass Communication in English	MOE Advance	70%	• IELTS 5 • TOEFL IBT 61 • ITP 500 • English from advanced High school grades with 80% and above • English from general High school grades with 90% and above • English preparatory course • And other as mentioned below
	MOE General	70%	
	MOE ADEK	70%	
BA in Psychology	UAE Literary Streams High School (Before 2017)	70%	
	UAE Science Streams High School (Before 2017)	70%	
	**American/Canadian	70%	
BA in Video Game Design	**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%	• IELTS 4 • ITP 400 • TOEFL IBT 40 and equivalent. • English from High school grades with 70% and above. • English preparatory Course. • And others as mentioned below.
	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%	

* ** General Guidelines to be Considered:

- 1) Students who studied curriculum outside the Ministry of Education system are not required to prove English language proficiency if their curriculum is taught in English
- 2) Students who studied curriculum outside the Ministry of Education system in a language other than English can demonstrate proficiency by passing internationally standardized tests as determined by the university.
- 3) Students who studied curriculum outside the Ministry of Education system can prove proficiency in subjects relevant to their specialization as determined by the university
- 4) Universities may grant conditional admission to students, provided they complete preparatory or remedial courses or programs offered by the university.

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. The IELTS 5 Academic or an equivalent English Proficiency Test was approved by the CAA.
- 3. 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 Requirement *	Language Proficiency Test**
Bachelor of Business Administration	MOE Advance/Elite	70%	- IELTS 5 - TOEFL IBT 61 - ITP 500 - English from advanced High school grades with 80% and above - English from general High school grades with 90% and above - English preparatory course - And other as mentioned below
	MOE General	70%	
	MOE ADEK (Level 3 in Math & Physics)	70%	
	MOE ADEK	70%	
	UAE Literary Streams High School (Before 2017)	70%	
	UAE Science Streams High School (Before 2017)	70%	
	**American/Canadian (subjects are more Science & Math Oriented)	70%	
	**American/Canadian (subjects are more Literary Oriented)	70%	
	**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)	70%	
	**Indian/Pakistani/Bangladesh	50%	
	**International Baccalaureate (IB)	24 points	

** General Guidelines to be Considered:

- 1) Students who studied curriculum outside the Ministry of Education system are not required to prove English language proficiency if their curriculum is taught in English
- 2) Students who studied curriculum outside the Ministry of Education system in a language other than English can demonstrate proficiency by passing internationally standardized tests as determined by the university.
- 3) Students who studied curriculum outside the Ministry of Education system can prove proficiency in subjects relevant to their specialization as determined by the university
- 4) Universities may grant conditional admission to students, provided they complete preparatory or remedial courses or programs offered by the university

** 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 programs:

1.1. Direct Admission to the Engineering Majors:

A minimum average of 75% Advanced Track, 80% General Track for or equivalent in Standardized International Systems is required and can be directly admitted to the College of Engineering.

2.2. Conditional Admission to the Majors:

A minimum average between 70% to 74.9 Advanced Track, or 75% to 79.9% General Track or another track equivalent in a standardized international system. If the applicant's Math and Physic high school scores are required to meet as per the table below**, then the student can be admitted directly; if not, the applicant will be conditionally accepted and needs to meet one of the following:

- a) Pass the Math Placement Test and/or Physics Placement Test.
- OR
- b) Pass the remedial Mathematics and/or Physics courses.

The table below summarizes the types of admission into the College of Engineering (Engineering Programs) :

The types of admission into none Engineering Program	High School Curriculum	Min. Grade Requirement*
BSc in Biomedical Engineering	MOE Advance & MOE ADEK (Level 3 in Math & Physics)	75%
BSc in Civil Engineering		
BSc in Computer Engineering	MOE Elite	65%
BSc in Chemical Engineering	MOE General	80%
BSc in Electrical Engineering	UAE Science Streams High School (Before 2017)	75%
BSc in Mechanical Engineering		
BSc in Cybersecurity Engineering	Literary Streams High School	80%
BSc in Software Engineering	American/Canadian (Subjects are more Science & Math Oriented)	75%
BSc in Industrial Engineering	British Curriculum or IGCSE/GCE (Completed Year 13/Grade 12 of High School) (Subjects are more Science & Math Oriented)	75%
BSc in Artificial Intelligence Engineering		
BSc in Renewable Sustainable Energy Engineering	Indian/Pakistani/Bangladesh (Subjects are more Science & Math Oriented)	50%
BSc in Interior Design	International Baccalaureate (IB) (Subjects are more Science & Math Oriented)	24 points
BSc in Architecture		
BSc in Aviation		
BSc in Information Technology		

English requirement as pe the below

English Language Proficiency for programs
· IELTS 5 · TOEFL IBT 61 · ITP 500 · English from advanced High school grades with 80% and above · English from general High school grades with 90% and above · English preparatory course · And other as mentioned below

**General Guidelines to be Considered:

- 1.1.1. Students who studied a curriculum outside the Ministry of Education system are not required to prove English language pro-ficiency if their curriculum is taught in English
 - 1.1.2. Students who studied a curriculum outside the Ministry of Education system in a language other than English can demon-strate proficiency by passing internationally standardized tests as determined by the university.
 - 1.1.3. Students who studied a curriculum outside the Ministry of Education system can prove proficiency in subjects relevant to their specialization as determined by the university
 - 1.1.4. Abu Dhabi University may grant conditional admission to students, provided they complete preparatory or remedial courses or programs offered by the university.
- 2) If Math and Physics are applicable for conditional students or do not meet the high school score, then below are the options for Math and Physic requirements for Engineering programs:

Mathematics	Physics
• Math Subject in General Track, math score of 85% • Math Subject in AP, IB or AL/ AS/ American High school of 70% • Math Subjects in Indian, Bangladesh, or Pakistani high schools of 60% • Math Subject in ADEK Track passed Math 3 high school of 80% • Math Subject ADU Preparatory Course of 80% • Advanced Track Math score of 80% • Elite Track Math score of 70% • Placement to Pre-Calculus level in ADU Math Placement Test • Math SAT score of 555	• Physics Subject in General Track, Physic score of 85% • Physics Subject in AP, IB or AL/ AS/ American High school of 70% • Physics Subject in Indian, Bangladesh, or Pakistani high schools of 60% • Physics Subject in ADEK Track passed Math 3 high school of 80% • Physics Subject ADU Preparatory Course of 80% • Advanced Track Physics score of 80% • Elite Track Physic score of 70% • Pass the placement test and secure the required score as per the college

College of Health Sciences Undergraduate Admission

Direct Admission into CoHS:

1. Direct Admission to the BSc Public Health & BSc Environmental Health & Safety, Bss Clinical Psychology and Mental health Programs:

1.1 A minimum average of 70% UAE General Secondary Certificate are those of all streams curriculum or equivalent in Standardized International and above to be directly admitted to the program.

2. Conditional Admission to the BSc Public Health & BSc Environmental Health & Safety Programs, Bsc Clinical Psychology and Mental health Programs:

2.1 Applicants whose UAE General Secondary Certificate are those of all stream's curriculum or equivalent in Standard-ized International average is between 65% - 69.9% will be granted admission into CoHS. These students must meet the following conditions to be eligible to formally join the CoHS and confirm their major:

2.1.1 Completion of a minimum of 18 credit hours of general education requirements, including transferred credits, with a minimum CGPA of 2.0.

2.2 Abu Dhabi University could conditionally admit students whose UAE General Secondary Certificate are those of all stream's curriculum or equivalent in Standardized International average is between 60 – 64.9% upon the College Dean's recommendations and their background. These students must meet the following conditions to be eligible to formally join the College and confirm their major:

2.2.1 Completion of a minimum of 18 credit hours of general education requirements, including transferred credits, with a minimum CGPA of 2.0.

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

3.1 A minimum average of 80% UAE General Secondary Certificate are those of all streams curriculum or equivalent in Standardized International and above.

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

4.1 Applicants with UAE General Secondary Certificate are those of all stream's curriculum or equivalent in Standardized International average of 70.0% -79.9%, or its equivalent.

4.1.1 Students must complete a minimum of 18, including transferred credits, with a minimum CGPA of 2.0.

4.2 Abu Dhabi University could conditionally admit students whose UAE General Secondary Certificate are those of all stream's curriculum or equivalent in Standardized International average is between 65 – 69.9% upon the College Dean's recommendations and their background. These students must meet the following conditions to be eligible to formally join the College and confirm their major:

4.2.1 Completion of a minimum of 18 credit hours of general education requirements, including transferred credits, with a minimum CGPA of 2.0

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

Program	High School Curriculum	Min. Grade Requirement*	Language Proficiency Test**
BSc Public Health	MOE Advance	70%	• IELTS 5 • TOEFL IBT 6 • ITP 500 • English from advanced High school grades with 80% and above • English from General High school grades with 90% and above • English preparatory course • And other as mentioned below
	MOE General	70%	
	MOE ADEK	70%	
BSc Environmental Health & Safety	UAE Literary Streams High School (Before 2017)	70%	
	UAE Science Streams High School (Before 2017)	70%	
Bsc Clinical Psychology and Mental health	**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%	
	MOE General	80%	
	MOE ADEK	80%	
	UAE Literary Streams High School (Before 2017)	80%	
BSc Human Nutrition & Dietetics	UAE Science Streams High School (Before 2017)	80%	
	**American/Canadian (subjects are more Science & Math Oriented)	80%	
BSc Molecular & Medical Genetics	**British Curriculum or IGCSE/GCE (Completed Year 13/Grade 12 of High School) (subjects are more Science & Math Oriented)	80%	
	**Indian/Pakistani/Bangladesh	50%	
	**International Baccalaureate	24 points	

** General Guidelines to be Considered:

- 5) Students who studied curriculum outside the Ministry of Education system are not required to prove English language proficiency if their curriculum is taught in English
- 6) Students who studied curriculum outside the Ministry of Education system in a language other than English can demonstrate proficiency by passing internationally standardized tests as determined by the university.
- 7) Students who studied curriculum outside the Ministry of Education system can prove proficiency in subjects relevant to their specialization as determined by the university
- 8) Universities may grant conditional admission to students, provided they complete preparatory or remedial courses or programs offered by the university

College of Law Undergraduate Admission

Direct Admission into CoL:

1. Minimum Average

A minimum average of 70% UAE General Secondary Certificate is those of all streams curriculum or equivalent in Standardized International and above.

2. Language Proficiency

General Guidelines to be Considered:

- 1.1 Students who studied a curriculum outside the Ministry of Education system are not required to prove English language proficiency if their curriculum is taught in English
- 1.2 Students who studied curriculum outside the Ministry of Education system in a language other than English can demonstrate proficiency by passing internationally standardized tests as determined by the university.
- 1.3 Students who studied curriculum outside the Ministry of Education system can prove proficiency in subjects relevant to their specialization as determined by the university
- 1.4 Universities may grant conditional admission to students, provided they complete preparatory or remedial courses or programs offered by the university.
- 1.5 Student also can obtain the English Language Study as per the below mentioned table**.
- 1.6 The student must obtain Math results as per the below table ** or all equivalent certificates approved by the ministry as per the rules.

2. Entry Exam

2.1 The College of Law organizes an Entry Exam to the Undergraduate Law Program prior to the start of every academic semester. The results of the Entry Exam shall be announced before the start of the semester.

3. Admission Interview

- 3.1 The student is eligible to pass the Admission Interview if heshe obtains 60% of the final grade at the Entry Exam.
- 3.2 The College of Law shall process interviews on all campuses concerned following the announcement of the Entry Exam results.
- 3.3 Passing the Admission Interview successfully concludes the definitive admission of the student into the Undergraduate Law Programs unless otherwise prescribed by the Commission for Academic Accreditation in relation to the limitation of students enrolled.

4. Conditional Admission

A minimum average between 60% to 69.9% UAE General Secondary Certificate is those of all stream's curriculum or equivalent in Standardized International and above.

- 4.1 Completion of a minimum of 18 including transferred credits, with a minimum CGPA of 2.0.

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

Program	High School Curriculum	Min. Grade Requirement*	Language Proficiency Test**
BA Law in Arabic	Elite Track	70%	• IELTS 4 • ITP 400 • TOEFL IBT 40 and equivalent. • English from High school grades with 70% and above • English preparatory course • And other curriculum as per the general rules above.
	MOE Advance	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%	

All applicants must meet the requirements of the Abu Dhabi University Undergraduate General Admission Policy.

* 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:

- 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.
- 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 three 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 due to the maintenance of smaller class sizes. ADU average a gross student-faculty ratio is 29.67 and a FTE student-faculty ratio of 12.95. Students receive a preliminary assessment of the course grade after mid-semester tests, and a final evaluation at the end of the semester. 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.

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 maximum period of time to resolve the "IP" grade must not be more than one semester from the time the "IP" is given, excluding the summer semester.

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.

GPA Scale

At Abu Dhabi University, the GPA scale ranges from 0.0 to 4.0, and a minimum GPA of 2.0 is required to be awarded a bachelor's and postgraduate diploma degrees.

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.

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, Education, and Social Sciences (CAESS)

- 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 Artificial Intelligence Engineering

- First Year/Freshman 00 - 34 credit hours
- Second Year/Sophomores 32 - 68 credit hours
- Third Year/ Juniors 66 - 105 credit hours
- Final Year/ Seniors 106+ 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 - 70 credit hours
- Third Year/Juniors 70 -106 credit hours
- Final Year/Seniors 107+ 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 - 66 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 - 67 credit hours
- Third Year/Juniors 66 -103 credit hours
- Final Year/Seniors 104+ 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

- 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 Renewable and Sustainable Energy Engineering

- First Year/Freshmen 00 - 34 credit hours
- Second Year/Sophomores 35 - 69 credit hours
- Third Year/Juniors 69 -104 credit hours
- Final Year/Seniors 105+ 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 CAESS, 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, CAESS, 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 Abu Dhabi Islamic Bank or by bank transfer or online using Student self-service. Tuition and fees may also be paid by cash, checks, and valid master or visa credit cards in the Abu Dhabi University Finance office.

Cash Payment at the Bank

If you wish to pay in cash, please follow the steps to make the payment to Abu Dhabi University Account No. 13417198 at any of the Abu Dhabi Islamic Bank branches:

- Access the Abu Dhabi University Student Portal.
- Enter your user name and password.
- Click on registration and choose Register in courses.
- Make sure you have finalized your registration.
- Click on the link to display the schedule then make a print out.
- Submit the print out to any of the ADIB branches.
- Deposit the full amount into Account No. AE76050000000013417198.
- Keep the ADIB deposit slip.
- If within 48 hours, the amount paid does not appear in your statement of account, please check with the Abu Dhabi University Finance Department with your ADIB deposit slip.

Online Payment

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

- Log in to your Peoplesoft account at E-Services
- Click self service then go to Student Centre to view the due amount and press make a payment
- Enter the amount desired to pay on each item, to calculate the total amount click calculate grand total. After checking the total amount, press next to continue.

Note: The system will not allow 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.
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- Fees Structure - AED
- | Undergraduate Tuition and Fees | Frequency | Fees | |
|---|-------------------|-----------|--------|
| | | Abu Dhabi | Al Ain |
| Undergraduate Tuition | | | |
| Arts and Sciences | Per credit hour | 1620 | 1300 |
| Service Courses (COE / CHS) | Per credit hour | 1745 | 1390 |
| Arts and Sciences (Mass Communication Courses) - English | Per credit hour | 1620 | 1300 |
| Arts and Sciences (Mass Communication Courses) - Arabic | Per credit hour | 1680 | 1340 |
| Business Administration | Per credit hour | 1800 | 1435 |
| Engineering | Per credit hour | 2000 | 1605 |
| Law | Per credit hour | 1620 | 1340 |
| Health Sciences | Per credit hour | 2085 | 2085 |
| Other Health Sciences Programs (BSc in Environmental Health & Safety, and BSc in Public Health) | Per credit hour | 1745 | 1390 |
| BSc Renewable and Sustainable Energy | Per credit hour | 2000 | 1605 |
| BSc Artificial Intelligence Engineering | Per credit hour | 2000 | 1605 |
| BA International Relations | Per credit hour | 1715 | 1555 |
| BA Psychology | Per credit hour | 1715 | 1435 |
| BA Video Game Design | Per credit hour | 1890 | - |
| Bsc Clinical Psychology & Mental Health | Per credit hour | 2085 | 2085 |
| Specialized lab for (COB, CAESS & 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 On Computer (IoC) | One Time | 1325 | |
| IELTS On Paper (IoP) | One Time | 1225 | |
| 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 | |
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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 the passport)	One Time	325
Student Health Insurance	Per Year	1021
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. Academic IELTS 6.0 or equivalent TOFEL 550 (213 CPT, 79 IBT)

Ongoing Scholarship Maintenance Requirements:

A minimum Cumulative Grade Point Average (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 cancellation.

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 cancellation.
- 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:

ADUCONNECT

ADUConnect is a student engagement platform that helps students and alumni explore campus life like never before. Effortlessly, students can register for upcoming events and join exciting clubs. Explore this fantastic platform through <https://connect.adu.ac.ae/>.

Co-curricular Transcript

Unlock your potential with ADUConnect's innovative Co-curricular transcript which integrates AI to showcase your graduate skills and boost your employability after graduation. Explore this fantastic platform through <https://connect.adu.ac.ae/>.

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 campuses 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. Learn more about GYM usage and access by visiting the Student Affairs office.

Stallions Sports Complex

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 these facilities host the varsity teams of the ADU Stallions, which consist of five male teams, three female teams, and three clubs (Men's and Women's Powerlifting Clubs, Women's Badminton Club). All varsity teams compete at the highest level in the UAE University Games League and host in-house sports tournaments and competitions. Additionally, the Sports and Wellness Office conduct yearly fitness testing and assessment of all ADU-registered athletes.

Employability and Alumni Relations Office

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 supervised compulsory training courses, 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 Relation's 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,, 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, jobboard.

Job Board

The Employability and Alumni Relations Office's job board is regularly updated with opportunities available with our industry partners. The jobs posted there are across a

wide variety of industries. The job board is available to all students and alumni who are seeking employment.

The job board can be found at: <https://sa.adu.ac.ae/>

Career Fairs

The Employability and Alumni Relations Office hold targeted career fairs for each university college i.e. College of Business Administration, College of Arts, Education, and Social Sciences, College of Law, College of Engineering, and college of Health Sciences. 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.

On-Campus Student Employment Program

The Student Practical Training (SPT) Program provides short-term on-campus training to students who desire to acquire valuable work experience as part of their education experience, which qualifies them for financial incentives to support their educational expenses. ADU is committed to providing fair opportunity to all students. Students can check the eligibility criteria and apply through this link: <https://ss.adu.ac.ae/spt>.

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. The Employability and Alumni Relations Office is committed to maintaining long-lasting relationships with our alumni, and we accomplish this by forging connections through various programs and resources.

Alumni Reunion: We hold campus and college reunions throughout the year to give our alumni the chance to reconnect and network with faculty, staff, and fellow alumni.

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 a prominent division within the Student Affairs Department, entrusted with the provision of comprehensive non-academic support

services to students. Our team consists of highly dedicated, experienced, and specialized professionals who are committed to delivering an exceptional experience to students throughout their tenure at Abu-Dhabi University.

The Student Support Office is committed to provide students with a seamless university experience through an easy access to all its services from a digitized portal

where students can avail any of the available services anytime and anywhere. Use this link to explore our services: <https://ss.adu.ac.ae/>.

Student Rights, Responsibilities and Code of Conduct Policy

The purpose of this policy is to promote a respectful, safe, and inclusive learning environment that supports Abu Dhabi University's mission of excellence, integrity, and holistic student

development. This policy is aligned with international standards in student affairs and conduct administration, such as those advocated by the Council for the Advancement of Standards

in Higher Education (CAS) which emphasize a developmental and educational approach. This policy outlines the rights, responsibilities, and conduct standards expected from all Abu Dhabi

University students, ensuring a fair, consistent, and educational approach to student behavior and accountability.

This policy integrates the Student Rights and Responsibilities and the Student Code of Conduct into a single framework to provide clarity and cohesion for the university community.

Filing a code of conduct case against a student can be done through: https://ss.adu.ac.ae/code_of_conduct.

Student Rights

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

1.1 A fair process guarantees both substantive rights and equitable procedures in all matters according to the Student Code of Conduct.

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

1.3 Engage in inquiry and discussion, exchange thoughts and opinions, and speak or write on any subject in accordance with federal and local laws.

1.4 Readily access established University policies and procedures; and

1.5 Have protection from unreasonable search and seizure.

1.6 Students are responsible for maintaining a safe and respectful environment for all members of the ADU community. They should report any safeguarding concerns or suspicious activity

or behavior to the designated University security personnel.

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

1.7.1 Receive advance notice of the alleged violation, be informed of who to contact for a meeting, and the date by which the meeting must occur.

1.7.2 Present his/her version of the events in question.

1.7.3 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).

1.7.4 Have witnesses present information on his/her behalf.

1.7.5 Question any statements or witnesses presented.

1.7.6 Challenge the objectivity of the hearing body in case of conflict of interest.

1.7.7 Appeal the outcome of the hearing on the following grounds:

1.7.7.1 The procedures under which the student/organization is charged are invalid or not followed.

1.7.7.2 The student/organization did not have adequate opportunities to prepare and present a defense.

1.7.7.3 The evidence presented at the hearing was not substantial to justify the decision; or

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

Student Responsibilities

Violations of Student Responsibilities

The following actions constitute violations of the Student Code of Conduct and are strictly prohibited:

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

2.2 Trespassing, forcefully entering University-owned, leased or controlled premises without permission.

2.3 Destroying or vandalizing personal and/or public property.

2.4 Unauthorized access to, attempted access to, or misuse of ADU or external information technology systems, student or staff accounts, access credentials, or digital platforms, including

hacking, credential sharing, grade change, record manipulation, or bypassing security controls

2.5 Stealing property, including intellectual property, of the University, its members, or visitors.

2.6 Knowingly giving false information to an ADU official.

2.7 Willfully failing to comply with reasonable directions of university officials (i.e. faculty, staff security personnel and other employees of ADU).

2.8 Submitting falsified or forged non-academic documents to the University, including but not limited to medical reports, official letters, or documents provided as evidence in

investigations or for requesting support.

- 2.9 Disrupting classroom activity and other University functions.
- 2.10 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.
- 2.11 Violating safety regulations such as:
 - 2.11.1 Falsely reporting a fire, bomb, or any other emergency.
 - 2.11.2 Unauthorized possession, use, or alteration or tampering of any University owned emergency or safety equipment.
 - 2.11.3 Failing to evacuate a building or other structure in case of fire or emergency; and
 - 2.11.4 Taking any action that creates a risk that potentially compromises the safety of others.
- 2.12 Possessing fireworks, firearms, weapons or other explosive devices.
- 2.13 Threatening, intimidating or causing physical or mental harm to others.
- 2.14 Harassing other students, staff or faculty directly or in directly, or causing a hostile environment within the University community.
- 2.15 Abusing the Student Code of Conduct system. This includes but is not limited to:
 - 2.15.1 Knowingly filing a false statement or accusation against another person.
 - 2.15.2 Disrupting or interfering with the orderly business of a conduct proceeding.
 - 2.15.3 Failing to attend a conduct meeting.
 - 2.15.4 Discouraging an individual's participation in or access to the student conduct process.
 - 2.15.5 Intimidating witnesses or participants of the conduct process. f. Failing to comply with the sanctions imposed under the Student Code of Conduct; and
 - 2.15.6 Violating the terms of a conduct sanction.
- 2.16 Misusing or stealing University documents.
- 2.17 Violating the student notice posting policy.
- 2.18 Petitioning to change decisions made by Official University personnel.
- 2.19 Assisting or inciting others to violate the Student Code of Conduct.
- 2.20 Littering and inappropriate disposal of refuse.

- 2.21 Demonstrating within or outside of the University.
- 2.22 Contacting media (includes but not limited to news, radio, newspaper or television) without prior approval from University Management.
- 2.23 Printing or releasing any information about the University without prior permission from the University officials.
- 2.24 Failure to provide security guards with personal identification and appropriate documentation when requested.
- 2.25 Insulting or disrespecting a university visitor, student, faculty, staff member or security personnel.
- 2.26 Writing inappropriate emails or messages to ADU students, staff or faculty members with aggressive, unacceptable or harsh tone.
- 2.27 Raising voice, shouting or loudly talking using unacceptable tone with students, staff or faculty members.
- 2.28 Physically attacking University faculty, staff, security personnel, visitors or fellow students.
- 2.29 Inappropriate physical contact or any intentional touching of any body part, and indecent exhibition of intimate parts of the body.
- 2.30 Gambling on university premises.
- 2.31 Recording, storing and distribution of images, videos or other contents without the person's consent.
- 2.32 Promotion of hostile behavior, communication of obscene language, intent to damage reputation by an individual or group through use of websites, social networking sites, phones and emails where ADU may act on off-platform conduct when it violates responsibilities and affects the community.
- technology, but not limited to,
- 2.33 Impersonation by pretending to be another person for any purpose or using another student ID for any purpose.
- 2.34 Failing to report lost or found items to the concerned department.
- 2.35 Violating ADU Smoking Policy
- 2.36 Violating ADU Gender Segregation or Inclusive Learning Environment Policy.
- 2.37 Violating ADU Student Housing policy, procedure, guidelines, rules and regulations.
- 2.38 Engaging in unacceptable, disrespectful or harsh communication during disagreements with a student, staff or faculty in public or privately.
- 2.39 Violating any of ADU Policies, procedures or guidelines.
- 2.40 Violating any UAE law.

- 2.41 Students undertaking internships, training, or fieldwork placements are considered representatives of the University and must maintain professional conduct at all times. Students are responsible for complying with:
 - 2.41.1 The Student Rights, Responsibilities and Code of Conduct Policy and Procedure;
 - 2.41.2 All policies, rules, and regulations of the host organization/company; and
 - 2.41.3 All applicable laws of the United Arab Emirates.

Basis of Student Code of Conduct Violations

The Student Code of Conduct sets the rules, standards, and disciplinary framework governing student behavior. Any violation of the responsibilities outlined in the Student Responsibilities section of this policy constitutes a violation of this Student Rights, Responsibilities and Code of Conduct Policy and will be subject to the procedures and sanctions defined herein and in the accompanying Student Rights, Responsibilities and Code of Conduct Procedures.

Scope and Limitations of University Jurisdiction

Abu Dhabi University upholds the right to take disciplinary action for conduct occurring on university premises (including but not limited to the academic building, sports facilities, common spaces and dormitories), during off-campus University-sponsored activities, or through official ADU platforms such as Microsoft Teams, student email accounts, Blackboard, ADU Connect, and other institutionally managed systems. Similarly, the University does not hold responsibility for student behavior or communications on personal or third-party digital platforms, including but not limited to social media networks, WhatsApp, or non-ADU-managed group chats. Guests must also adhere to university policies, and hosting students or organizations are accountable for the behavior of their guests. Personal disputes or subjective perceptions, such as feeling looked at or laughed at, should not be brought forward as misconduct cases, as the University can only act on clear, verifiable interactions or policy violations.

Guiding Principles All disciplinary actions shall adhere to the following principles:

5.1 Fairness: Decisions based on facts, evidence and due process. 5.2 Consistency: Similar cases receive comparable responses. 5.3 Education: Sanctions encourage reflection and personal growth. 5.4 Proportionality: Severity matches the nature of the violation. 5.5 Confidentiality: All matters handled discreetly and respectfully. 6. Sanctions: Sanctions are applied based on the level and nature of the violation as defined in the Student Rights, Responsibilities and Code of Conduct Procedure. The University employs a range of sanctions, which are cumulative in nature and may include

restorative or educational measures. Sanctions include, but are not limited to: Notification of Violation, Verbal Warning, Written Warning, Conduct

Probation, Suspension, Dismissal/Expulsion, and Monetary Restitution. The authority to assign sanctions is delegated as outlined in the Student Rights,

Responsibilities and Code of Conduct Procedures.

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.

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:

Prescribed drugs when the prescription is no longer valid;

Prescribed drugs used contrary to the prescription;

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.

Code of Conduct Investigation and Disciplinary Process :

5.1 Case Resolution Pathways: The University employs multiple pathways to address conduct violations, ensuring a proportionate and educational response.

5.1.1 Informal Resolution: For some of minor incidents (typically Level 1 as defined in point 6.0 below), this may involve a conversation or issue without formal disciplinary action. The Code of Conduct Officer or Head of Student Support Office may dismiss the case at this stage.

5.1.2 Mediation: In cases of interpersonal conflict, and where all parties voluntarily agree, a facilitated mediation process may be used to seek a mutually acceptable resolution. Participation is voluntary and does not preclude

a formal disciplinary process. The Head of Student Support Office nominates a full-time staff or faculty mediator who is agreed upon by concerned parties. Case can be either closed or escalated to normal conduct process based on the mediation outcome.

5.1.3 Formal Disciplinary Process: Used for more serious violations or when informal resolution is not suitable, leading to the assignment of formal sanctions.

5.2 Notification and Information Gathering:

5.2.1 Reporting Violations: Alleged violations shall be reported to the Student Support Office (SSO) through the established code of c onduct system within 10 calendar days.

5.2.2 Acknowledgment: Upon receipt, the SSO will verify the details and notify the reporter that the case is under review.

5.2.3 Investigation: The SSO, through the Code of Conduct Officer or Head of Student Support Office, will gather information relevant to Investigations may include interviews and review of documentation or other evidence the reported incident.

5.2.4 Cooperation: Students are expected to participate in investigations. Failure to cooperate may result in disciplinary actions based on available evidence.

5.2.5 Communication of Outcome: Students will be notified of any sanctions. Reporters will be informed that action has been taken, of any specific information about the investigation and other confidential details.

5.3 University Disciplinary Committee:

5.3.1 Referral: The Head of Student Support Office evaluates investigation findings and may refer cases to the University Disciplinary Committee for serious violations

or when sanctions beyond a Written Warning are warranted.

5.3.2 Composition: The Committee is chaired by the Dean of Student Affairs and consists of the Registrar, the concerned College Dean/s, and two students representing

the Student Councils.

5.3.3 Hearing: Concerned students referred to disciplinary committee have the right to attend a disciplinary committee meeting (if they committee asks for their attendance) for giving their statement or defend themselves and must leave after they finish.

5.3.4 Sanctions: The University Disciplinary Committee discusses the findings of any case and must agree (by majority vote) on the sanctions to be imposed.

The Committee has the right to apply any sanction listed in the sanction matrix or associated violation types. The Committee may also are suspended during an ongoing

semester, or expelled from the University, receive a grade of “W” in the such cases, the student will not be eligible for any refund of tuition or fees for the dropped course(s).

5.3.5 Documentation and Minutes: The Head of Student Support is responsible for maintaining the minutes of the University Disciplinary must be shared with concerned committee members only. Concerned students (subject to investigation or Committee penalty) cannot see the minutes of the meeting.

5.3.6 Communication: The Student Support Office informs the concerned student about the decision made by the University Disciplinary Committee in writing through email.

Types of Sanctions and Authority Matrix

Sanctions are categorized by level of seriousness and are cumulative in nature. In line with the University's educational values, restorative or educational measures such as counseling sessions, or community service hours may be assigned in conjunction with any sanction to promote learning and personal growth.

Sanction	Definition and Purpose	Authority
Notification of Violation	A written or verbal notice reminding the student that their action constitutes a violation. This serves as an educational reminder without formal penalty.	ode of Conduct Officer / Head of Student Support Office
Verbal Warning	A direct conversation or documented verbal warning informing the student of the misconduct and consequences if repeated. Used for first-time or minor violations.	Code of Conduct Officer / Head of Student Support Office
Written Warning	A formal warning notification documenting the violation and warning of stronger actions if repeated. May include counseling, community service hours or reflective essay.	Head of Student Support Office / University Disciplinary Committee
Conduct Probation	A formal status requiring exemplary behavior for a defined period (usually one semester). Any violation during this period triggers referral to the University Disciplinary Committee	Head of Student Support Office /University Disciplinary Committee
Suspension	Temporary separation from the University for one or more semesters (decided by the committee). Students might lose access to campusprivileges and services during suspension. May include counseling or community service hours.	University Disciplinary Committee
Dismissal / Expulsion	Permanent separation from the University due to major violations such as dishonesty, violence, or severe misconduct.	University Disciplinary Committee
Monetary Restitution	Mandatory payment of damaged property or asset, compensation of stolen belongings or money or charges for repeated incidents. Additional charge to be added to student financial account.	Head of Student Support Office / University Disciplinary Committee
Case Dismissal	In the event of not finding any reliable evidence or in case of mediation or very minor cases, the case should be dismissed and no action to be taken against student.	Head of Student Support Office / Code of Conduct Officer

Violations Levels and Sanction Matrix

Level	Definition	Nature of Violation	Typical Sanctions
Level 1 – Minor Violation	Low-impact, unintentional, or first-time behavior that violates University expectations but causes no harm or disruption. Typically stems from lack of awareness or negligence.	Examples: Smoking in open areas, minor classroom disturbance, inappropriate attire, first parking violation.	Dismissing the Case, Notification of Violation or Verbal Warning (educational purpose).
Level 2 – Moderate Violation	Repeated or more noticeable behavior showing disregard for prior warnings or institutional policies, with limited disruption to others. Other serious violations with low impact on the community.	Examples: Repeated smoking offenses, disrespectful behavior, misuse of ID, Trespassing, or scene creation.	Written Warning, Community Service, or Conduct Probation
Level 3 – Serious Violation	Conduct involving clear intent, disrespect, or significant disruption/harm to others or the University environment.	Examples: Vandalism, property damage, harassment, unauthorized entry, repeated Level 2 offenses.	Warning + Conduct Probation, Suspension, or Community Service Hours.
Level 4 – Critical Violation	Severe, deliberate, or repeated misconduct that endangers others, involves dishonesty, or severely impacts institutional integrity, reputation and values.	Examples: Physical aggression, violence, impersonation, drug use, or criminal acts.	Suspension or Dismissal/ Expulsion.

University Appeal Committee:

Right to Appeal: A student who received a suspension or expulsion from ADU as a result of a University Disciplinary Committee decision has the right to appeal the decision within three (3) calendar days of receiving the outcome. Appeal letters must be received in writing through email.

Composition: The University Appeal Committee is formed by the Head of Student Support Office and consists of five (5) members: the Provost (Chair), two faculty (one from the concerned student's college and one from another college), one staff, and one student. Campus Directors assume the Provost's role for their campus cases. The Chair of the Appeal Committee has the right to refuse a hearing if they determine that the student has not provided new information or supporting evidence in his appeal letter.

Appeal Outcomes: The Committee may:

- a. Modify the decision within the parameters of the initial sanction;
- b. Dismiss the charges;
- c. Affirm the recommended sanction; or
- d. Uphold or impose a lesser sanction.

Communication: The Student Support Office is responsible for communicating the "After Appeal Decision" with concerned students. The Student Support Office communicates decisions of suspension or dismissal with the Vice Chancellor or Chancellor for reference and information.

Roles and Responsibilities:

Student Support Office: Manages the reporting system, conducts investigations, maintains records, and facilitates committee meetings.

Code of Conduct Officer / Head of Student Support: Executes informal resolutions, educate students violations, issues lower-level sanctions, and refers cases to the Committee.

University Disciplinary Committee: Hears formal cases and assigns significant sanctions (Probation, Suspension, Expulsion).

University Appeal Committee: Hears and decides on appeals.

Mitigating and Aggravating factors:

The Head of the Student Support Office, or the Chair of the University Disciplinary Committee, or the Chair of the University Appeal Committee may adjust a sanction up or down by one level based on the case circumstances and its impact on the University's safety, values, and reputation.

- Aggravating factors include premeditation, use of technology to deceive, repeated offenses, impact on multiple students, intimidation, noncompliance, or evidence destruction.
- Mitigating factors include prompt admission, formal apology, cooperation, first-time or minor violations, lack of knowledge (addressed through education or counseling), verified stress or health issues, or self-reporting before detection.

Note on Student Housing Violations

All violations of the Student Housing Rules and Regulations are subject to the University's Code of Conduct Policy and will be reviewed in accordance with the established disciplinary procedures. In addition to academic and non-academic sanctions, the University Disciplinary Committee or the University Appeal Committee may also impose housing-related penalties, including suspension or dismissal from the student housing, based on the severity of the violation. Furthermore, any student who is expelled from the University as a result of a disciplinary decision will be issued a formal notice to vacate the student dormitories.

The vacate notice may extend up to the end of the same semester in which the incident occurred, depending on the case and the approved recommendations.

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.

Student Complaints and Suggestions Policy and Procedure

Abu Dhabi University encourages feedback with regards to the services that are provided to its student, and believes that everyone must share concerns, suggestions and complaints freely to ensure the University continues to adapt the best possible standard of both academic and administrative services. Besides that, the University ensures a fair investigation of a received complaint.

Student complaints and suggestions are shared with Department heads and College Deans to look into them and provide corrective actions within 5 working days.

Students can access the service and share these concerns through: https://ss.adu.ac.ae/complain_student.

NATURES OF COMPLAINTS:

- Staff or Faculty Behavior
- ADU Service
- ADU Policy or Procedure
- ADU Facility
- ADU Fees Structure
- Course Scheduling
- Other

Note: Academic related complaints resulted from dissatisfaction with course assessment' grades shall be discussed directly with the faculty, college deans, or to

follow “Grade Appeal Procedure”.

Students who want to file a complaint/suggestion must follow the below steps:

- Submit a complaint/suggestion form through the tool used for receiving complaints and suggestions (manual or automated process).

- A complaint/suggestion needs to be specific, complaint description must include all relevant details such as complainer and complainer names, college or department involved, etc.

- Student complaint concerning faculty need to be addressed first with the college (chair of department or college dean). If no corrective action was taken, students can submit an official complaint.

- SSO representative receives the complaints/suggestion application form signed/submitted by the student.

- SSO representative revises the details of the complaint/suggestion, check the concerned college/department and send to the concerned manager/director or dean.

- The SSO representative reserves the right to reject or return a complaint/suggestion if it does not constitute a valid complaint/suggestion or if the submitted information is incomplete or insufficient for proper review.

- Department head or college dean to investigate the case and respond with the corrective action and details of investigation about the complaint/suggestion within 5 working days.

- SSO representative to review the response received, verify, send response to student and close the case.

- For complaints concerning Staff or Faculty behaviors, TEG Department will be notified about the complaint details along with outcomes of the investigation.

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

For further information about housing service and for submitting a housing application, students are advised to visit our housing page: <https://ss.adu.ac.ae/housing>.

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 assist the students with impairments in fully participating in all aspects of University life, and in particular:

Provide support and advice for students with impairments.

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.

Coordinate the provision of specialized services, furniture, equipment, or other accommodations as required.

Liaise with the student and other relevant student service providers to ensure that where required, appropriate support is provided to any student with impairment.

For counseling or student of determination visits, students can book their sessions directly through <https://ss.adu.ac.ae/services/student-counseling>.

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 Tight or revealing shirts/tops.

Shirts with inappropriate logos or Tight or transparent pants.

Midriff and halter tops.

Sleeveless shirts.

Tights or leggings.

Face covers (that obstruct identity).

Skirts above the knee.

sports activities.

sayings.

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. For visa information and application, students are advised to visit the visa page: <https://ss.adu.ac.ae/visa>.

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. Students can avail the service through this page: <https://ss.adu.ac.ae/transportation.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/>.

Inclusive Learning Environment Policy 1 POLICY STATEMENT

ADU is a co-educational institution that provides a vibrant and inclusive campus life for its community. This policy governs the interaction between male and female undergraduate students across all ADU campuses, ensuring that all academic and extracurricular activities are conducted in a manner that respects UAE society's cultural norms. Designated gender-specific areas must be used in accordance with the posted guidelines. In this policy, inclusive learning environment refers to structured co-education conduct and the respectful use of designated areas in line with the UAE norms.

All members of the ADU community, including students, faculty, staff, guests, and visitors, are responsible for understanding and upholding this policy.

2. PRINCIPLES OF CO-EDUCATION CONDUCT

All students are expected to adhere to the following principles of conduct:

- Mutual Respect and Academic Conduct: Students are expected to communicate in an academic and professional manner, using respectful language and tone in all

interactions. Dress must comply with the ADU Dress Code Policy. Conduct should reflect appropriate classroom and campus behavior consistent with UAE cultural norms and university standards. Collaboration between students is encouraged, provided that interactions remain respectful and within the guidelines outlined in this policy.

- Prohibition of Physical Contact and Close Proximity: Any physical contact between male and female students, as well as any public displays of affection among students, is strictly prohibited. Students must avoid physical contact and maintain appropriate personal space during academic and social interactions.

- Harassment and Defamation: Any form of harassment, intimidation, blackmail or defamation (including spreading rumors or gossip concerning other students) based on gender will not be tolerated and is subject to disciplinary action under the ADU Student Rights, Responsibilities and Code of Conduct Policy.

- Privacy and Photography: Taking photographs or videos of any member of the opposite gender without their explicit permission is prohibited and is subject to disciplinary action under the ADU Student Rights, Responsibilities and Code of Conduct Policy. Exceptions apply to officially authorized academic activities or university-sponsored events where prior notice has been provided and institutional consent procedures are followed.

3. CAMPUS FACILITIES & SPATIAL GUIDELINES

To ensure a comfortable environment for all, campus facilities are categorized as follows:

3.1. Fully Co-Educational Areas

The following common areas are open to all students. Interaction is permitted, provided that students adhere to Section 2 (Principles of Education Conduct).

- Classrooms and Laboratories
- Innovation Center
- Student Hub
- Reception Area / Atrium
- Um Al Emarat Building
- Administrative Departments and Faculty Offices

3.2. Gender Designated Areas

Any area with designated gender-specific signage must be used in accordance with the posted guidelines. The following facilities at Abu & Al Ain campuses are provided separately for male and female students.

- Gender Designated Wings (Male & Female Wings)
- Academic Success Centers

- Food Court
- Library Reading Areas
- Recreational Facilities / Lounges
- Sports Facilities
- Outdoor Spaces
- Prayer Rooms and Restrooms
- Parking

3.3. Academic & Administrative Areas

The University respects students' preferences and strives to provide choices for those who prefer gender-designated options.

- Classrooms & Labs: Are co-educational. Seating may be arranged to respect student comfort without limiting academic participation.

- Faculty & Administrative Offices: Are co-educational and accessible to all students for academic and administrative purposes.

- Access to Gender-Designated Wings: Students are permitted to access gender-designated wings (e.g., female-only wing) only for the purpose of attending a scheduled class, lab, or official meeting. They must use the most direct route and are prohibited from wandering in corridors, staircases, or using these areas as social spaces or thoroughfares. Students must leave the designated wing upon the conclusion of their class or meeting.

4. Academic & Extracurricular Activities

4.1. Classroom Instruction

- Colleges will make best efforts to offer single-gender classes where enrollment numbers, faculty availability, and program requirements permit.

- Co-educational classes are standard where single-gender sections are not feasible. The University is committed to ensuring equal academic quality in all class formats.

4.2. Group Work & Collaborative Projects

- Student group work for academic purposes is permitted and encouraged in Co-Educational Areas (Section 3.1), under college supervision where applicable.

- Groups must conduct themselves in a professional academic manner and avoid physical contact or behavior that violates university conduct

standards.

- Group meetings should take place in designated co-educational or open campus areas, communication must remain academic in nature, and students should avoid non-designated spaces.

4.3. Events & Activities

- University-sponsored events may be co-educational.
- All mixed-gender events must be supervised by a faculty or staff member serving as the event organizer.
- For off-campus events involving undergraduate students, parental/guardian approval is required for female students.
- Dress Code Policy must be observed at all times, including events and activities.

NON-COMPLIANCE AND DISCIPLINARY MEASURES

Violations of this policy will be considered a breach of the ADU Student Rights, Responsibilities and Code of Conduct Policy. The Student Affairs Department will handle all reported incidents and impose sanctions as appropriate, following the university's disciplinary procedures. Any suspected violation of this policy must be reported to the Student Affairs Department / Student Support Office through the university's official reporting channels.

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:

Gain important information about academic life at Abu Dhabi University and find out how to register for classes;

Become familiar with resources on campus;

Meet other new students and make friends;

Meet Abu Dhabi University faculty, staff, and administrators;

Preview important first-year college issues;

Get questions answered about campus life;

Tour the Abu Dhabi University campus and its facilities; and

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.

1. Meet Abu Dhabi University faculty, staff, and administrators;

2. Preview important first-year college issues;
3. Get questions answered about campus life;
4. Tour the Abu Dhabi University campus and its facilities; and
5. 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: January 2026

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: Anime, Art, Music, Theatre, etc.
- Cultural: Emirati, Egyptian, Moroccan, Nigerian, etc.
- Humanitarian: Tolerance, Aoun, Ihsan, ADU Hands, etc.
- Professional: Clubs established with the professional growth of students in mind.
- Social: Self-Care, Fitness, Chess, Poetry, Sports, etc.

SEO Responsibilities

- Approving events and activities proposals.
- Assisting clubs with logistical needs including, but not limited to communication, booking space, and transportation for events and activities.
- Supporting clubs during events as needed.
- Providing financial support as per approval.
- Providing development training for club members.

Club Advisor

The advisor-club relationship should focus on decision-making and leadership, built on communication, respect, and trust. The advisor's role lasts one year, with annual renewal and potential changes to bring diverse perspectives. SEO approves the advisor's renewal and selection.

Club Advisor Responsibilities

- Advisor must be a full-time faculty or staff member at Abu Dhabi University.
- Adhere to student club guidelines and procedures.
- Attend meetings, events, and rehearsals when requested by SEO.
- Accompany students on off-campus activities when requested by SEO.
- Provide guidance, support, and advice to club members.

- Foster a respectful and empathetic advisor-club relationship.
- Be available for meetings, office hours, and appointments.
- Monitor club progress and encourage event planning with SEO approval.
- Report any policy violations or guideline breaches to SEO.
- Forward concerns or complaints to the SEO manager for resolution.

Club members must use proper communication channels and address concerns through the advisor, without bypassing SEO management. In case of a conflict of interest involving the advisor or SEO, an official mediation request must be submitted to the Dean of Student Affairs, signed by all club members and specifying the mediation purpose. Failure to follow these procedures will invalidate the request.

Active Club Requirements

An active club must meet the following requirements:

- Be registered on ADU Connect.
- Have at least 20 registered members; this includes the Executive Board.
- Organize at least one event per semester in addition to supporting 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 to SEO to receive approval.
- Elections must be held within the first two weeks of the Fall semester. Failure to conduct elections within this period will result in SEO assigning new members to continue the work of the club.

Executive Board Members

The Executive Board members must be full-time students for the entire academic year. Annual elections must be held within the first two weeks of the Fall semester for all positions.

The duties and responsibilities of each are outlined as follows.

President

- Shall supervise and attend all meetings.
- Shall set the dates for club meetings after obtaining written approval from SEO.
- Shall appoint members to handle different responsibilities as required after obtaining written 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 after obtaining approval from SEO.

- Agrees with the club members and advisor on activities and events after obtaining written approval from SEO.
- Shall submit Event/Meeting proposal with the consent from the Club Advisor to the SEO.
- Shall perform any additional tasks as determined by SEO.

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 submit Event/Meeting proposal with the consent from the Club Advisor to the SEO in the absence of the president.
- Shall perform any additional tasks as determined by SEO.

Rights of Student Clubs

- Clubs can organize on and off-campus events after SEO approval.
- Clubs can reserve campus space for meetings, activities, or use Teams for virtual meetings.
- Clubs receive funding for SEO-approved activities and events.
- Clubs can conduct marketing campaigns for approved events through SEO.
- Clubs can obtain co-curricular transcripts for members via ADU Connect.
- Clubs can invite guest speakers, but Ministry of Higher Education approval is required (2-5 weeks).
- Club members are responsible for welcoming and escorting visitors, with SEO staff present.

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

If an issue arises among student club members, including the Executive Board, the following procedures will be followed:

1. The complainant submits the issue to SEO via an official email, including the appropriate recipients in cc.
2. The concerned student will have an opportunity to respond to the complaint. SEO will then determine the most appropriate course of action

Club Vacancies

- Announce the vacant Executive Board position and allow eligible members to submit their names for candidacy through ADU connect.
- The Executive Board conducts a simple majority vote within two weeks.
- If necessary, a second vote may be carried out by club members on a case-by-case basis.
- If an Executive Board member vacates their position, they must ensure the vacancy is filled through elections with SEO's written approval before departure.

- If a vacancy is not filled within two weeks of announcement, SEO will nominate students to continue the running of the club.
- The club president must keep SEO informed about any vacant positions.

Event Proposal Procedure

- Clubs must host at least one event per semester, in addition to supporting SEO's main events.
 - President submits a proposal to SEO review.
 - SEO will approve, hold, or decline the proposal within 5 working days. Feedback will be given for held/declined proposals, with amendments allowed for held ones.
 - After SEO approval, the club can prepare for the event and submit materials for promotional items.
- * Any use of the auditorium for rehearsals requires a club advisor, a full-time faculty/staff member or SEO staff to be present.

Club Funding

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 with prices and vendor to SEO for approval.
- Purchase the items.
- Upload a copy of all itemized receipts and tax invoices to SEO.
- 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.

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 Choice Awards – Club Fair, Cultural Diversity Day, etc.
- Certificates of Appreciation

Accountability for Violations

To ensure a positive and productive experience for all student clubs, it is important to adhere to the established guidelines,

including timely submission of proposals, following event procedures, and fulfilling club responsibilities. In cases where these expectations are not met, the Student Engagement Office (SEO) will review the situation and determine an appropriate course of action. This may include temporary suspension of activities, adjustments to the executive board, or in rare cases, deactivation of the club. Our goal is always to support clubs in meeting their objectives and maintaining a vibrant campus community.

Social Media and Digital Communications

Student club social media accounts represent the club, the Student Engagement Office (SEO), Abu Dhabi University (ADU), and the United Arab Emirates. All content must reflect the University’s values, professional standards, UAE laws and regulations, and respect for the UAE’s traditions, culture, heritage, and national identity.

Content Approval:

All social media content, including posts, stories, reels, videos, advertisements, announcements, and promotional materials, must receive approval before publication.

Approval must be obtained through:

- The Student Engagement Office Manager; or
- The SEO Social Media Prefect or designated SEO representative.
- SEO reserves the right to request modifications, postpone publication, or reject any content that does not comply with university policies, branding standards, UAE laws, or cultural values.

Account Registration and Management

- Only social media accounts approved by the Student Engagement Office and the Marketing Department may represent an ADU student club.
- Any unregistered or unapproved account claiming affiliation with an ADU club shall be considered unauthorized.
- Official club accounts are university-affiliated accounts and may not be used for personal, commercial, political, or non-university purposes.
- Clubs must provide SEO with the account name, platform, username, and the Executive Board member responsible for managing the account.
- Any change in account administrators or account details must be reported to SEO promptly.

Content Standards

All content must:

- Be accurate, professional, respectful, and inclusive.
- Comply with Abu Dhabi University branding requirements.
- Respect UAE laws, traditions, cultural values, and heritage.
- Respect privacy, confidentiality, and consent requirements.
- Respect intellectual property and copyright laws.
- Avoid false, misleading, offensive, discriminatory, defamatory, inappropriate, or culturally insensitive content.

Community Engagement

- Clubs are responsible for monitoring comments, messages, and interactions on their social media accounts.
- All responses must remain professional, respectful, and aligned with university values.
- Any serious complaints, inappropriate interactions, or reputational concerns must be reported to SEO.

Violations and Enforcement

Failure to comply with these guidelines may result in:

- Removal of content.
- Suspension of posting privileges.
- Restriction of club marketing activities.
- Temporary suspension of club activities.
- Removal of Executive Board members from social media responsibilities.
- Disciplinary action under university policies.
- Suspension or deactivation of unauthorized accounts.
- Any additional measures deemed necessary by the Student Engagement Office, Marketing Department, or Abu Dhabi University administration.

Violations involving UAE laws, national values, cultural heritage, or conduct that may harm the reputation of Abu Dhabi University or the United Arab Emirates will be treated with the highest level of seriousness

Digital Advancement, Transformation and AI (Data)

The DATA (Digital Advancement, Transformation and AI) Department delivers comprehensive digital services, information systems, cybersecurity, and technology support across all Abu Dhabi University campuses. The department is committed to enabling an innovative, secure, and seamless digital experience for students, faculty and staff..

Student User Account

- All ADU students are provided with a unique user account based on their student ID number.
- This account grants access to university systems, online learning platforms, email, Wi-Fi, and computing resources.
- Email Format: StudentNumber@students.adu.ac.ae
- Example: 0000000@students.adu.ac.ae
- Students receive initial login credentials upon admission.
- Passwords must be changed upon first login and updated regularly.
- Students are responsible for safeguarding their usernames and passwords.

Student Email

- Students are required to check their university email account regularly, as official academic and administrative communications are sent through the ADU student email system.
- University email should be used for academic and official communication purposes.

Password Setup Instructions

To activate or reset your password:

1. Visit the MyADU Portal: <https://my.adu.ac.ae>
2. Follow the password recovery instructions.
3. Complete verification steps.

4. Set a new secure password.

Multi-Factor Authentication (MFA)

To enhance account security, all students are required to enable Multi-Factor Authentication (MFA) using the Microsoft Authenticator app.

- Download the Microsoft Authenticator app from the Apple App Store or Google Play Store.
- Follow the setup instructions provided through the MyADU Portal.
- Contact the DATA Help Desk if assistance is required.

Note: MFA is mandatory for all students to access university digital services securely.

Digital Learning Platforms

Students have access to a range of modern learning technologies:

- **Student Information System (SIS):** Access registration, fee payments, class schedules, grades, and academic records through <https://selfservice.adu.ac.ae>.
- **Blackboard Learn Ultra:** Course materials, assignments, assessments, grades, and communication tools.
- **Microsoft 365:** Word, Excel, PowerPoint, Outlook, OneDrive, and Teams.
- **Microsoft Teams:** Virtual classes, meetings, collaboration, and academic communication.
- **MyADU Portal:** Central access point for university digital services (<https://my.adu.ac.ae>).

On-Campus Technology Facilities

- Wi-Fi Access: Secure wireless network available to students through the unified SSID "ADU" across all campuses.
- Computer laboratories equipped with academic software.
- Smart classrooms with interactive displays and audio-visual systems.

- Printing, copying, and scanning services in designated areas.
- Specialized facilities such as plotters and 3D printers for eligible programs.

Distance Learning Support

ADU supports flexible and remote learning through:

- Blackboard Learn Ultra: For coursework, assignments, and assessments.
- Respondus LockDown Browser & Monitor: For secure online examinations where applicable.
- Microsoft Teams: For live lectures, meetings, and collaboration.
- Workspace Remote Access Portal: Secure access to specialized academic software and university resources

Campus Access

- Students must always carry their valid Student ID card and use it for campus entry and related university services.

Digital Responsibility and Cybersecurity Awareness

Students are expected to use university technology resources responsibly and ethically.

Key Responsibilities

- Protect login credentials and personal information.
- Do not share passwords with others.
- Report suspicious emails, phishing attempts, or security concerns immediately.
- Use university systems in accordance with academic integrity and university policies.

Recommended Security Practices

- Use strong passwords.
- Enable Multi-Factor Authentication.
- Keep devices updated.
- Exercise caution when opening links or attachments

Use of Data and AI Services

Abu Dhabi University uses secure digital systems and may apply data analytics and approved AI technologies to enhance academic, administrative, and student support services in accordance with applicable laws, privacy requirements, and university policies.

Policies and Procedures

All student-related policies and procedures are available through the MyADU Portal: <https://my.adu.ac.ae>

Help Desk and Technical Support

- Email: helpdesk@adu.ac.ae
- Online Portal: <https://helpdesk.adu.ac.ae>
- Phone: +971 2 501-5959 / +971 3 709 0955
- Walk-in Support: On-campus support may be available during official working hours.

Quick Links Summary

Service	URL
MyADU Portal	https://my.adu.ac.ae
Help Desk	https://helpdesk.adu.ac.ae
Email Support	helpdesk@adu.ac.ae
Microsoft Authenticator	
Apple App Store	https://apps.apple.com/app/microsoft-authenticator/id983156458
Google Play Store	https://play.google.com/store/apps/details?id=com.azure.authenticator

Bookshop

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

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

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

Library

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

Membership

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

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

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

- Circulation and Reserves
- Reference Service
- Full Text e-Journals Search
- Group Study Rooms
- Information Literacy Sessions

- Interlibrary Loan
- Online Library Catalog
- Library guides

General Rules

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

Library Hours

The library is open 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, responding to inquiries received via chat and WhatsApp and all the inquires received from the website and from marketing campaigns, 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:

- Alpeco Café (AA)
- Blue Square Supermarket (AA)
- Arabian Hut (AA)
- O 2 Caffe (AA)
- 88 kitchen light meal (AA)
- Grandiose Supermarket (AD)
- Hardees (AD)
- Nabras Alsamawi Restaurant & Cafeteria (AD)
- Para Café (AD)
- Rice Bowl Restaurant (AD)
- Starbucks Coffee (AD)
- Subway (AD)
- Tim Hortons (AD)
- Bake and Cake (AD)
- Bite Point Restaurant (AA)
- Bach Café (AD)
- Empty Cup Café (AD)
- DUO Café (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
- Al Wardat Al Baghdadia Beauty Shop
- Community Party Room
- Male & Female Gym
- Strike Fit (Mixed Martial Ars)
- Kids Playground

- 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;
- Advance sustainability through the efficient and responsible management of natural resources by implementing systems to prevent pollution, minimize waste generation, promote reuse and recycling and relentlessly pursue reductions in our carbon emissions and overall environmental footprint.
- Ensure proper storage, segregation and disposal of the generated waste according to the UAE Environmental regulation.

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;

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 earpieces, 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 in paper-based exams or giving remote access to someone else in computer-based exams.
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. Possessing or failing to switch off a mobile phone, electronic devices with Bluetooth connectivity such as smart watches/rings/health monitoring device and any other type of electronic communication device during an examination.

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.
- Using any Artificial Intelligence (AI) software to support in writing without providing a clear declaration in the student's paper.

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:

- Deliberately misreporting results of an experiment or field research.
- Inventing data and resources for written, oral, or other presentations.
- 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:

- Claiming degrees that were not earned.
- Failing to report colleges and universities attended.
- Presenting falsified transcripts.
- Presenting falsified information or documents, including but not limited to, altered or fabricated medical certificates, and other mislead-ing submissions.
- Claiming false employment.
- Misrepresenting immigration status.

- 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. 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

- 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.
- Put all the materials such as books, notes, etc. in front of the examination room and away from where you are seated.
- Select your seat randomly and avoid seating next to friends, family, and/or associates.
- Bring and use only the type of calculator that is allowed by the instructor.

B. During Examination

- Read and sign the "Warning Section" on the top of the Exam Cover Sheet.
- Sign the exam's "Attendance Sign-Up Sheet."
- Refrain from looking at someone else's exam paper.
- Refrain from engaging in any form of communication (e.g., talking and/or whispering) with other students.
- Refrain from any movements that can raise suspicions of illicit activities.
- Refrain from engaging in any arguments with the instructor or proctor.
- Write answers on the papers provided by the proctor.
- Use the back of your answer sheets for any required calculations.

C. After Examination

- Finish the examination on time and stop writing answers when instructed to do so.
- Leave the room quietly.
- Collect your belongings.
- 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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ABU DHABI UNIVERSITY ACADEMIC YEAR 2026-2027



Fall 2026-2027 Semester



Fall 2026-2027 Semester

JUNE 2026

EVENTS		WEEK	JUNE 2026						
5 Jun	Fall Semster 2025-26 Internship Program Application Submission Deadline		M	T	W	T	F	S	S
17 Jun	Islamic New Year*		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					

JULY 2026

EVENTS		WEEK	JULY 2026						
6 Jul	Financial Aid/Scholarship Application for Returning / New Students for Fall 2026-2027 Submission Begins		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	31				

► PUBLIC HOLIDAY
► EXAMINATION DATES
► FIRST/LAST DAY OF CREDIT CLASSES

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Fall 2026-2027 Semester



Fall 2026-2027 Semester

AUGUST 2026

EVENTS		WEEK	AUGUST 2026						
			M	T	W	T	F	S	S
6 Aug	Financial Aid /Scholarship Application for Returning Students for Fall 2026-2027 Submission Deadline						1	2	3
10 Aug	Winter Term Internship Program Application Submission Begins		4	5	6	7	8	9	10
14 Aug	Financial Aid Application for New Prospective Students Fall 2026-2027 Submission Deadline		11	12	13	14	15	16	17
24 Aug	Birthday of Prophet Muhammad " Peace Be Upon Him"		18	19	20	21	22	23	24
25 - 28 Aug	Marhaba - Pre-Orientation weeks (UG) Freshmen		25	26	27	28	29	30	31
26 Aug	Deadline for Admission /Transfer Credit								
28 Aug	Registration Deadline for Newly Admitted Students								
28 Aug	Deadline of Submissions for Declaration/Change of Major Form								
31 Aug	First Day of Classes								
31 Aug - 1 Sep	Welcome Back Days								
31 Aug - 4 Sep	Add / Drop Period with 100% Refund								

► PUBLIC HOLIDAY

► EXAMINATION DATES

► FIRST/LAST DAY OF CREDIT CLASSES

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SEPTEMBER 2026

EVENTS		WEEK	SEPTEMBER 2026						
			M	T	W	T	F	S	S
4 Sep	Payment Deadline for Current and Newly Admitted Students	1	1	2	3	4	5	6	7
4 Sep	Winter Term Internship Program Application Submission Deadline	2	8	9	10	11	12	13	14
7 - 11 Sep	Course Withdrawal Period with 75% Refund	3	15	16	17	18	19	20	21
9 Sep	Freshman Orientation Program	4	22	23	24	25	26	27	28
14 - 18 Sep	Course Withdrawal Period with 50% Refund**	5	29	30					
21 Sep	Graduation Online Application Begins								
25 Sep	Final Exam Schedule Release (PG: T-A)								
25 Sep	Course Withdrawal Deadline for (PG: T-A) Students								



Fall 2026-2027 Semester



Fall 2026-2027 Semester

OCTOBER 2026

EVENTS		WEEK	OCTOBER 2026						
11 Oct	Term A Postgraduate Last Day of Classes		M	T	W	T	F	S	S
12 - 14 Oct	Term A Postgraduate Final Exams Week ***				1	2	3	4	5
16 Oct	Release of Final Grades for (PG: T-A) ***	6	6	7	8	9	10	11	12
19 Oct	Term B First Day of Classes for Postgraduate Students	7	13	14	15	16	17	18	19
19 Oct	Release of the Winter 2026-2027 Term and Spring 2026-2027 Semester Schedules	8	20	21	22	23	24	25	26
19 - 20 Oct	Add & Drop Period with 100% Refund (PG: T-B)	9	27	28	29	30	31		
19 Oct	Grade Appeals Deadline for Spring 2025-2026 Semester and Summer 2025-2026 Term Final Grades ****								
19 Oct	Spring Semester Internship Program Application Submission Begins								
20 Oct	Deadline of Payment for (PG: T-B)								
21 - 22 Oct	Course Withdrawal for (PG: T-B) Period with 75% Refund								
23 Oct	Release of Mid-Semester Grades								
23 - 26 Oct	Course Withdrawal for (PG: T-B) Period with 50% Refund**								
26 Oct	Advising and Early Registration Begins of Winter 2026-2027 Term and Spring 2026-2027 Semester								

► PUBLIC HOLIDAY

► EXAMINATION DATES

► FIRST/LAST DAY OF CREDIT CLASSES

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NOVEMBER 2026

EVENTS		WEEK	NOVEMBER 2026						
2 Nov	Graduation Online Application Deadline		M	T	W	T	F	S	S
6 Nov	Course Withdrawal Deadline (UG)	10	1	2	3	4	5	6	7
13 Nov	Course Withdrawal Deadline (PG: T-B) / Regular	11	8	9	10	11	12	13	14
13 Nov	Spring Semester Internship Program Application Submission Deadline	12	15	16	17	18	19	20	21
13 Nov	Final Exam Schedule Release	13	22	23	24	25	26	27	28
20 Nov	Collection of Dean's list Certificate of Spring 2025-2026 Semster		29	30					
29 Nov	Last Day of Classes for Undergraduate & Postgraduate Students								
30 Nov - 12 Dec	Final Exams Period for Undergraduate & Postgraduate Students								



Fall 2026-2027 Semester

DECEMBER 2026

EVENTS		WEEK	DECEMBER 2026
2 - 3 Dec	UAE National Day		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 31 1 2 3
9 - 10 Dec	Graduation Ceremony		
13 Dec - 3 Jan	Fall Break		
14 Dec	Final Grades Released****		



Winter 2026-2027 Term

DECEMBER 2026

EVENTS		WEEK	DECEMBER 2026
30 - 31 Dec	Marhaba – Pre-Orientation weeks UG Freshmen		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 31 1 2 3
30 Dec	Deadline of Admissions/Transfer Credit		
31 Dec	Deadline of Submission for Declaration/Change of Major		
31 Dec	Registration Deadline for Newly Admitted Students		

► PUBLIC HOLIDAY
► EXAMINATION DATES
► FIRST/LAST DAY OF CREDIT CLASSES

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Winter 2026-2027 Term

JANUARY 2027

EVENTS		WEEK	JANUARY 2026						
1 Jan	Gregorian New Year		M	T	W	T	F	S	S
4 Jan	First Day of Classes					1	2	3	4
4 - 5 Jan	Add/ Drop Period 100% Refund	1	5	6	7	8	9	10	11
5 Jan	Payment Deadline for Current and Newly Admitted Students	2	12	13	14	15	16	17	18
6 - 7 Jan	Course Withdrawal Period 75% Refund	3	19	20	21	22	23	24	25
8 Jan	Financial Aid/Scholarship Application for Returning / New Students for Spring 2026-2027 Submission Begins	4	26	27	28	29	30	31	
8 - 11 Jan	Course Withdrawal Period 50% Refund**								
11 Jan	Summer Term Internship Program Application Submission Begins								
18 Jan	Graduation Online Application Begins								
25 Jan	Release of Mid-Term Grades								
29 Jan	Final Exam Schedule Release								

FEBRUARY 2027

EVENTS		WEEK	FEBRUARY 2027						
1 Feb	Course Withdrawal Deadline		M	T	W	T	F	S	S
1 Feb	Graduation Online Application Deadline	5	1	2	3	4	5	6	7
5 Feb	Summer Term Internship Program Application Submission Deadline	6	8	9	10	11	12	13	14
8 Feb	Financial Aid /Scholarship Application for Returning Students for Spring 2026-2027 Submission Deadline		15	16	17	18	19	20	21
8 Feb	First day of Ramadan *		22	23	24	25	26	27	28
12 Feb	Financial Aid Application for New Prospective Students Spring 2026-2027 Submission Deadline								
14 Feb	Last Day of Classes								
15 - 17 Feb	Final Exams Period***								
15 - 17 Feb	Marhaba – Pre-Orientation weeks (UG) Freshmen								
19 Feb	Final Grades Released****								

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

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Spring 2026-2027 semester

FEBRUARY 2027

EVENTS		WEEK	FEBRUARY 2027						
17 Feb	Admissions/Transfer Credit Deadline	1	M	T	W	T	F	S	S
19 Feb	Deadline of Submissions for Declaration/Change of Major		1	2	3	4	5	6	7
19 Feb	Registration Deadline for Newly Admitted Undergraduate Students		8	9	10	11	12	13	14
22 Feb	First Day of Classes		15	16	17	18	19	20	21
22 - 23 Feb	Welcome Back Days		22	23	24	25	26	27	28
22 - 26 Feb	Add/Drop Period with 100% Refund								
26 Feb	Payment Deadline for Current and Newly Admitted Students								



Spring 2026-2027 semester

MARCH 2027

EVENTS		WEEK	MARCH 2027						
1 - 5 Mar	Course Withdrawal Period with 75 % Refund	2	M	T	W	T	F	S	S
3 Mar	Freshman Orientation Program		1	2	3	4	5	6	7
8 - 12 Mar	Course Withdrawal Period with 50% Refund**		8	9	10	11	12	13	14
10 - 12 Mar	Eid Al Fitr Holiday*		15	16	17	18	19	20	21
15 Mar	Graduation Online Application Begins		22	23	24	25	26	27	28
19 Mar	Course Withdrawal Deadline for (PG: T-A) Students		29	30	31				
19 Mar	Final Exam Schedule Release (PG: T-A)								

- PUBLIC HOLIDAY
- EXAMINATION DATES
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Spring 2026-2027 Semester



Spring 2026-2027 Semester

APRIL 2027

EVENTS		WEEK	APRIL 2026						
7 Apr	Term A Postgraduate Last Day of Classes (make up days)	6	M	T	W	T	F	S	S
8 - 10 Apr	Term A Postgraduate Final Exams Week ***				1	2	3	4	5
12 Apr	Term A Postgraduate Final Grades Released****	7	6	7	8	9	10	11	12
12 - 18 Apr	Spring Break	8	13	14	15	16	17	18	19
19 Apr	Term B First Day of Classes for Postgraduate Students		20	21	22	23	24	25	26
19 - 20 Apr	Students Add/Drop Period with 100% Refund (PG: T-B)	9	27	28	29	30			
19 Apr	Release of the Summer 2026-27 Term and Fall 2027-2028 Semester Schedules								
19 Apr	Grade Appeals Deadline for Fall 2026-27 Semester and Winter 2026-2027 Term Final Grades ****								
20 Apr	Term B Postgraduate Classes Payment Deadline								
21 - 22 Apr	Course Withdrawal for (PG: T-B) Period with 75% Refund								
23 Apr	Release of Mid-Semester Grades								
23 - 26 Apr	Course Withdrawal for (PG: T-B) Period with 50% Refund**								
26 Apr	Fall Semester 2027-2028 Internship Program Application Submission Begins								
26 Apr	Advising and Early Registration for Students Begins of Summer 2026-2027 Term and Fall 2027-2028 Semester								
26 Apr	Graduation Online Application Deadline								

MAY 2027

EVENTS		WEEK	MAY 2027						
7 May	Course Withdrawal Deadline (UG)	10	M	T	W	T	F	S	S
14 May	Course Withdrawal Deadline (PG: T-B) / Regular						1	2	3
15 May	Arafat Day *	11	4	5	6	7	8	9	10
16 - 18 May	Eid Al Adha Holiday *	12	11	12	13	14	15	16	17
21 May	Collection of Dean's List Certificate of Fall 2026-2027 Semester	13	18	19	20	21	22	23	24
21 May	Final Exam Schedule Release		25	26	27	28	29	30	31
21 May	Fall Semester 2027-28 Internship Program Application Submission Deadline								

► PUBLIC HOLIDAY

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Spring 2026-2027 Semester



Summer 2026-2027 Term

JUNE 2027

EVENTS		WEEK	JUNE 2027
3 - 4 Jun	Graduation Ceremony		M T W T F S S
3 Jun	Last Day of Classes for Postgraduate Students		1 2 3 4 5
4 Jun	Last Day of Classes for Undergradauate Students		6 7 8 9 10 11 12
4 - 7 Jun	Final Exams Period for Postgraduate Students ***		13 14 15 16 17 18 19
5 - 16 Jun	Final Exams Period for Undergradauate Students***		20 21 22 23 24 25 26
6 Jun	Islamic New Year *		27 28 29 30
18 Jun	Final Grades Released****		

JUNE 2027

EVENTS		WEEK	JUNE 2027
16 Jun	Deadline for Admissions/Transfer Credit		M T W T F S S
16 - 17 Jun	Marhaba – Pre-Orientation weeks (UG) Freshmen		1 2 3 4 5 6 7
18 Jun	Registration Deadline for Newly Admitted Students		8 9 10 11 12 13 14
18 Jun	Deadline of Submission for Declaration/Change of Major		15 16 17 18 19 20 21
21 Jun	First Day of Classes	1	22 23 24 25 26 27 28
21 - 22 Jun	Add/ Drop Period 100% Refund		29 30
22 Jun	Payment Deadline for Current and Newly Admitted Students		
23 - 24 Jun	Course Withdrawal Period 75% Refund		
25 - 28 Jun	Course Withdrawal Period 50% Refund**		
25 Jun	Financial Aid/Scholarship Application for Returning / New Students for Fall 2027-2028 Submission Begins		

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Summer 2026-2027 Term

JULY 2027

EVENTS		WEEK	JULY 2027						
			M	T	W	T	F	S	S
5 Jul	Graduation Online Application Begins	2			1	2	3	4	5
12 Jul	Release of Mid-Term Grades	3	6	7	8	9	10	11	12
19 Jul	Course Withdrawal Deadline	4	13	14	15	16	17	18	19
19 Jul	Graduation Online Application Deadline	5	20	21	22	23	24	25	26
23 Jul	Financial Aid /Scholarship Application for Returning Students for Fall 2027-2028 Submission Deadline	6	27	28	29	30	31		



Summer 2026-2027 Term

AUGUST 2027

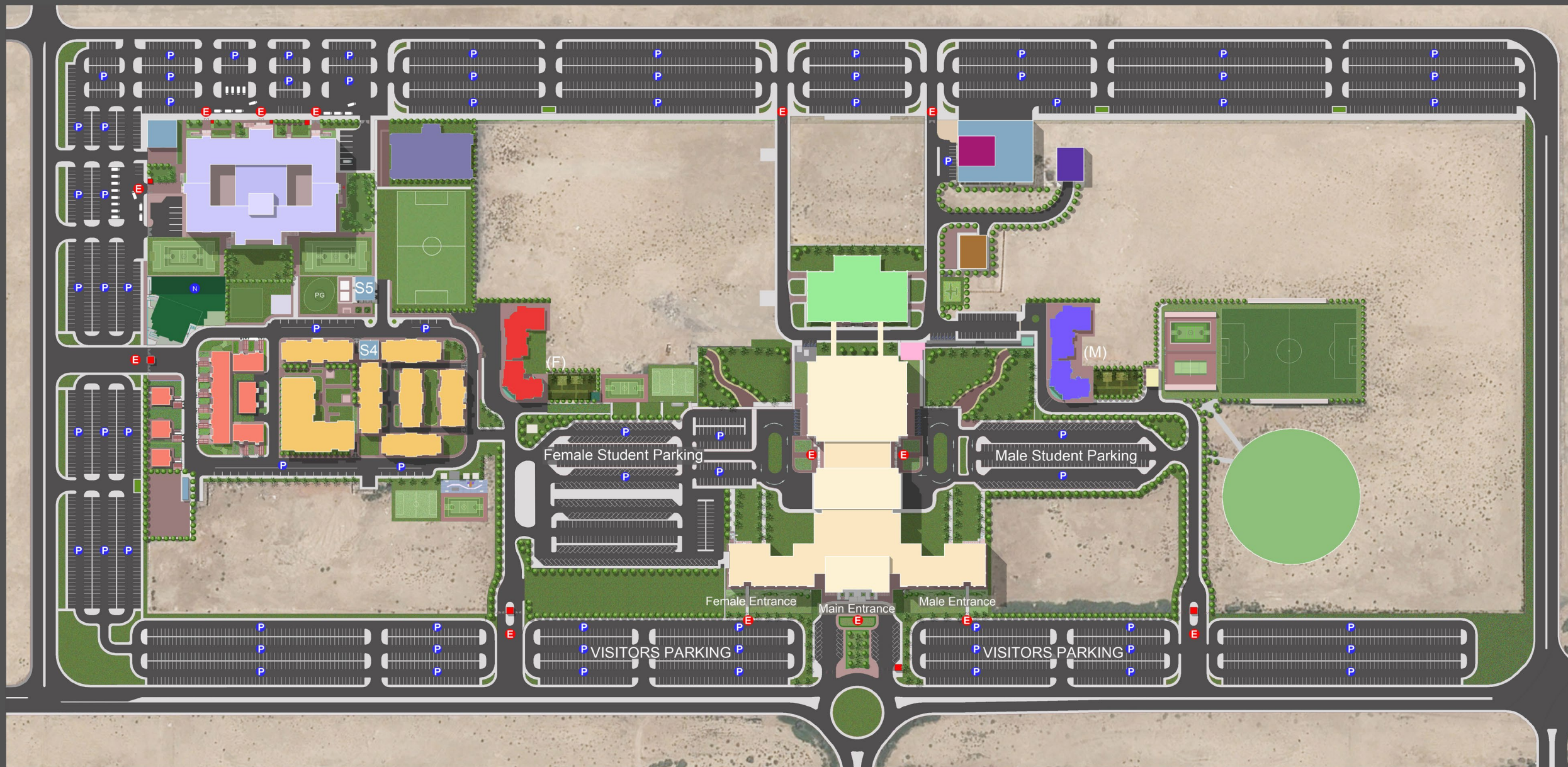
EVENTS		WEEK	AUGUST 2027						
			M	T	W	T	F	S	S
1 Aug	Last Day of Classes							1	2
2 - 4 Aug	Final Exams Period ***		3	4	5	6	7	8	9
6 Aug	Final Grades Released****		10	11	12	13	14	15	16
13 Aug	Financial Aid/ Scholarship Application for New Prospective Students Fall 2027-2028 Submission Deadline		17	18	19	20	21	22	23
			24	25	26	27	28	29	30
			31						

Fall 2027-2028 Semester

EVENTS	
30 Aug	First Day of Classes

► PUBLIC HOLIDAY
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ADU BUILT UP AREAS OF ALL THE BUILDINGS AND OTHER DETAILS

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



ABU DHABI UNIVERSITY CAMPUS SITE LAYOUT PLAN (CURRENT STATUS)

SACLE 1/1250





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