



# POSTGRADUATE HANDBOOK

2020 - 2021

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#### **Disclaimer**

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

#### **NATIONAL ACCREDITATION:**

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



#### **INTERNATIONAL ACCREDITATION:**

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

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

#### **SKEA:**



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

#### **MOHAMMED BIN RASHID AL MAKTOUM BUSINESS AWARDS:**



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

#### **QUACQUARELLI SYMONDS:**



For its eighth year in a row, Abu Dhabi University is the youngest higher education institution to enter the ranks of the world's top 701-750 universities in Quacquarelli Symonds (QS) world university rankings since 2012- 2013. ADU is ranked 3rd on the "International Faculty Index" for its faculty's diverse cultural backgrounds and maintained its long-held position as part of the top 11 universities worldwide recognized for student body diversity on the "International Student Index". Moreover, ADU also ranked in QS's top 150 leading institutions under 50 years, the top 27 universities in the Arab World, and the top 8 in the UAE\*.

#### **THE BIZZ AWARDS:**



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

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Dr. Waqar Ahmad	Chancellor

## MESSAGE FROM THE PROVOST

Please let me congratulate you for your choice of Abu Dhabi University as your university for the next few years. You have selected the most entrepreneurial and innovative institution of higher learning in the United Arab Emirates for your education and your launchpad into a fulfilling future. ADU is a world-class university that is committed to providing you with the intellectual tools, skills, and mental agility for you to succeed in life, not just in your first job but for your entire career over the course of decades to come.

We at ADU place you, our student, at the very heart of everything that we do. We have assembled faculty who themselves have been educated at the finest universities on the planet, chosen precisely because of their love of teaching. They bring their passion for their subject and their appetite for learning into the classroom for your personal and scholarly enrichment. We have placed at your disposal all of the resources necessary for you to succeed in your educational journey. We have laboratories outfitted with state-of-the-art equipment. Our library opens to you the wide world of knowledge and research. We provide a range of classroom settings that allows you to engage with your teachers and fellow students through the latest forms of interactive and face-to-face instruction. We fully understand that that you and your family are making a considerable investment in your future in providing you a university degree. We at ADU take very seriously the faith that you and your family have placed in us, and we commit to providing you with every possible opportunity to learn and grow during your time with us.

I sincerely hope that your stay at ADU will be both academically successful and personally rewarding. The university makes every effort to ensure that the social and cultural environment that you are entering is rich and rewarding. As your Provost and chief academic officer, I of course wish for you an academic experience that challenges you and expands your intellectual horizons. But I also want your time at ADU to be just as satisfying outside the classroom. I wish for you many rewarding encounters through the life-long friendships you will be making and through the myriad extra-curricular activities we provide. I encourage you to seize every opportunity for which you have time and inclination to expand your experience of the world, whether it be through sports, civic engagement, student government, volunteering, or any of the dozens of clubs and interest groups that make life at ADU so vibrant.

All of us at ADU have no more important goal than that of helping you in your quest for a better life. We are here for you. Welcome to your University, Abu Dhabi University!

**Professor Thomas J. Hochstettler, Ph.D.**  
Provost

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# ABOUT ABU DHABI UNIVERSITY

Abu Dhabi University (ADU) was chartered as a private institution of higher learning in the year 2000 under the patronage of H.H Sheikh Hamdan Bin Zayed Al Nahyan, Deputy Prime Minister and President of ADU's Board of Regents Members. Abu Dhabi University currently serves over 7,500 students from over 70 different nationalities at three campuses, in Khalifa City, Abu Dhabi, in Al Ain and Knowledge Park, Dubai with a further center in Al Dhafra.

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

## Abu Dhabi University Philosophy

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

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

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

Abu Dhabi University first and foremost is an institution where teaching and learning are paramount. Faculty that are hired are of

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

## Institutional Licensure and Program Accreditation

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

### International Accreditation

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

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

Abu Dhabi University's Bachelor's degree programs in Chemical Engineering, Civil Engineering, Electrical Engineering, Computer Engineering, and Mechanical Engineering have been accredited by the Engineering Accreditation Commission of ABET, and its Bachelor's degree program in Information Technology by the Computing Accreditation Commission of ABET, the global accreditor of college and university programs in applied and natural science, computing, engineering, and engineering technology.

ABET accreditation assures that programs meet standards to produce graduates ready to enter critical technical fields that are leading the way in innovation and emerging technologies, and

anticipating the welfare and safety needs of the public.

### RIBA (Royal Institute of British Architects) Accreditation

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

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

### AACSB (USA) & EQUIS (European) Accreditation

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

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

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

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

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

IATA was founded in 1945 and currently has 299 airlines as members (as of April 2020). IATA is the prime facilitator for inter-

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

## Current Abu Dhabi University Postgraduate Programs

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

### College of Arts and Sciences

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

### College of Business

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

### College of Engineering

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

### College of Law

- Master of Public Law
- Master of Private Law





## Vision

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



## Mission

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

## Values



### Excellence

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

### Innovation

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

### Teamwork

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

### Integrity

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

## Strategic Goals



ADU's strategic goals for the period 2017-2022 include:

1. Engaging Students, Alumni and Partners;
2. Holistic Learning Experience;
3. Service Excellence;
4. Growth and Diversification;
5. Working Better Together; and
6. Ensuring Financial Sustainability.



# An Overview

## Campus Locations and Descriptions

### Abu Dhabi Campus

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

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

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

### Al Ain Campus

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

Abu Dhabi University's Al Ain campus enjoys all the modern facilities to cater to the higher educational needs of the community. Since its opening in 2003, the campus has grown substantially, both in faculty and students. Today, the campus is home to more than 60 faculty and staff and around 1,500 registered students, representing more than 20 nationalities. The campus is housed in a modern building that contains libraries, a Learning Support Center,

modern classrooms, six computer labs, fully equipped audio/visual rooms, specially designed graduate program classrooms, students' lounges, recreational facilities, a cafeteria, and an outdoor courtyard. Our students have the key facilities at their disposal that will provide them with all the educational necessities that make for an effective teaching and enjoyable learning environment.

### Dubai Campus

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

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

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

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

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

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

## Al Dhafra Center

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

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

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

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

# ACADEMIC TERMINOLOGY FOR ABU DHABI UNIVERSITY

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

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

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

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

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

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

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

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

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

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

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

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

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

**Major** – A student's principal field of study.

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

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

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

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

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

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

**Tract** - It is a narrow area within the major field, which the student may choose to follow, but which does not lead to a specialized award or degree and is not listed on the diploma or degree certificate. The number of credit hours in a track may vary, but is typically a minimum of 9 semester credits (or equivalent) as per the CAA regulations.

**Transcript** – A certified copy of a student's educational record.

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

Non-refundable application fee (online payment).

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

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

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

# ADMISSION, ENROLLMENT AND REGISTRATION

## General Admission Information

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

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

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

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

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

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

## Doctor of Business Administration General Admission

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

- A fully completed online Application for Admission form with a non-refundable application fee (online payment),
- A true copy of the certified Bachelor and Master Degree Certificate and Transcripts (attested by the MOHESR for graduates from universities in the UAE)\*
- Passport-sized photographs; (to be uploaded in the online application)
- A copy of a valid passport and residency visa (if applicable),
- Copy of the UAE National Identity Card,
- Evidence of relevant work experience,
- An application letter of 500-1000 words in length,
- Official score report of international TOEFL (IBT) 79 or the ITP 550 (taken at ADUKG or Amideast ) or the Academic IELTS 6.0 taken within the last 2 years, EMSAT min. score of 1400,
- Copy of the latest C.V.,
- A true copy of an Equivalency letter from the Ministry of Higher Education and Scientific Research for applicants graduating from universities outside the UAE.
- Three professional recommendation letters.

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

Table of Equivalent Scores on tests of English Language Proficiency\*

IELTS Scores Overall	iBT Scores	ITP Scores	EMSAT Scores
6.0	79	550	1400 - 1525

\*Note: Score equivalents are provided by testing organizations.

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

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

### Additional Required Documents for International Students:

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

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

### Doctorate Entry Requirements:

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

### Exceptions:

- Students who are native speakers of English and have completed their undergraduate or postgraduate Education in an English medium institution in a country where English is the official language.
  - Students who have graduated from institutions where the medium of instruction is English, the TOEFL or IELTS requirement may be waived provided that the student supplies evidence that he/she obtained an Academic IELTS band 6.00, TOEFL score of 550, or its equivalent on another standardized test approved by MOHESR, at the time of admission to his/her Master's program.
- Students will be interviewed by the DBA Admission Committee or a subset of that and only if the interview is deemed successful will the candidate be eligible for an offer of admission.
  - Meeting the above conditions doesn't guarantee automatic admission into the program. The selection committee will choose the best 20 candidates.

### Conditional Admission:

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

- MA graduates from a discipline not related to business will be granted regular admission into the program after the successful completion of some MBA courses. The Admission Committee will assess each applicant's course work to determine which MBA foundation courses they will need to take. MBA courses are waived if a student has taken any of them in his/her Bachelor or Master degree with score of B and above.
- Submission of an Equivalency letter from the Ministry of Higher Education and Scientific Research for students who graduated from universities outside the UAE by the end of the first semester. If they fail to submit it on time, their accounts will be deactivated and they will not be allowed to register for the following semester. However, students have to approach the Admissions, Enrollment & International Relations Department in writing in case they are not able to submit the equivalency letter by the end of the grace period. A committee will decide on each case based on the documentation provided.

## Master Degree General Admission

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

- A fully completed online Application for Admission form with a non-refundable application fee (online payment),
- An attested copy of the certified Bachelor Degree Certificate

and Transcript (attested by the MOHESR for graduates from UAE universities).\*

- A copy of the UAE national ID card,
- Passport-sized photographs (to be uploaded in the online application),
- A copy of a valid passport and residency visa (if applicable),
- Official transcripts and course syllabi from other universities for credit transfer,
- Evidence of relevant work experience may be required (for Master of Strategic Leadership applicants),
- Official score report of international TOEFL (IBT) 79 or the ITP 550 (taken at ADUKG or Amideast) or the Academic IELTS 6.0 taken within the last 2 years, EMSAT min. score of 1400,
- Copy of the latest C.V.,
- 2 Recommendation letters may be required (applicable for Master of Engineering Management applicants),
- A true copy of an Equivalency letter from the Ministry of Higher Education and Scientific Research for applicants graduating from universities outside the UAE in addition to an attested copy of the certified Bachelor Degree Certificate and Transcript.

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

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

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

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

### Additional Required Documents for International Students:

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

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

### Master Degree Regular Entry Requirements:

- All students applying for Master Degree admission are required

to have a baccalaureate degree (or equivalent qualification) in a directly related discipline from an accredited university recognized by the UAE Ministry of Higher Education and Scientific Research. The applicant should have a Cumulative Grade Point Average of at least 2.5 on a 4.00 point scale or its established equivalent in relevant undergraduate course work.

- Candidates may be asked by the Program Director to attend an interview.
- English Proficiency Tests – must be taken no more than two years prior to admission to Abu Dhabi University. Minimum English proficiency scores are set for each program and should be 79 Internet Based TOEFL, or 550 paper-based IT TOEFL (taken at ADUKG or Amideast) or 6.0 in Academic IELTS, EMSAT min score of 1400.

#### Exceptions:

1. Students who are native speakers of English and have completed their undergraduate or postgraduate education in an English medium institution in a country where English is the official language.
2. Students who have graduated from institutions where the medium of instruction is English, the TOEFL or IELTS requirement may be waived provided that the student supplies evidence that he/she obtained a TOEFL score of 500, or its equivalent on another standardized test approved by MOHESR, at the time of admission to his/her undergraduate program.

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

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

#### Conditional Admission:

Applicants may be granted conditional admission in the following cases:

Table of Equivalent Scores on tests of English Language Proficiency\*

IELTS Scores Overall	iBT Scores	ITP Scores	EMSAT Scores
6.0	79	550	1400 - 1525

\*Note: Score equivalents are provided by testing organizations.

#### Case I:

Students with a recognized baccalaureate degree and an EmSAT score range of 1250 - 1375 or its equivalent on another standardized test approved by the Commission such as TOEFL scores of 197 CBT, 71 iBT, 530 PBT, or 5.5 IELTS. Such students must meet the following requirements during the period of conditional admission or be subject to dismissal:

1. Must achieve an EmSAT score range of 1400 – 1525 or equivalent, by the end of the student's first semester of study;
2. May take a maximum of six credit hours in the first semester of study, not including intensive English courses;
3. Must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent, in the first six credit hours of credit-bearing courses studied for the master's program.

English TOEFL score is between 530 and 549 (or its equivalent using the standardized tests approved by the Ministry).

In such a case, students may register for a maximum of 6 credit hours and must meet the following conditions:

1. Must achieve a TOEFL score of 550 or equivalent by the end of the student's first semester of study. Students will not be allowed to register for the following semester unless this condition is met.
2. Must achieve an overall CGPA of 3.00 by the end of the first semester of core courses (students are allowed to repeat one course to raise their CGPA). Students will be dismissed if this condition is not met.

#### Case II:

For graduate programs taught in Arabic, unless an exemption is granted by the Commission, a minimum score range of 950 - 1075 on the English language portion of the EmSAT examination, or its equivalent on other national or internationally-recognized tests that are approved by Commission, such as TOEFL scores of 139 CBT, 51 iBT, 450 PBT, or 4.5 IELTS, or others as identified in below table for equivalent Scores on Approved Tests of English language Proficiency.

- a. English TOEFL score equal to or above 550 (or its equivalent using the standardized tests approved by the Ministry).

- b. And a CGPA between 2.00 and 2.49.

In such a case, students may register for a maximum of 9 credit hours in the first semester and must achieve an overall CGPA of 3.00 by the end of the first semester of core courses (students are allowed to repeat one course to raise their CGPA) or be dismissed from the program.

#### Case III:

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

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

Students (who met the language condition) under this category may be allowed to register in regular graduate-level courses before completing the pre-core courses upon the recommendation of the Dean and/or Program Director. If the above conditions are met. However, they will be allowed to take intensive English course(s) and/or pre core courses even if the language condition is not met.

#### Case IV:

Applicants may be required to submit an Equivalency letter from the Ministry of Higher Education and Scientific Research for students who graduated from universities outside the UAE by the end of the first semester.

Students will be given a grace period of one semester to submit the equivalency letter. If they fail to submit it on time, their accounts will be deactivated and they will not be allowed to register for the following semester. However, students have to approach the Admissions, Enrollment & International Relations Department in writing in case they are not able to submit the equivalency letter by the end of the grace period. A committee will decide on each case based on the documentation provided.

#### Case V:

Applicants whose TOEFL score is below 530 or its equivalent must satisfy the English proficiency Requirement before enrolling in any graduate-level credit course.

Or/and

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

#### Program Specific Requirements:

Each Master program has specific admission requirements. It is the responsibility of the Admissions, Enrollment & International

Relations Department and the Program Director to ensure compliance with the requirements. Any changes or alterations to the Program specific requirements must be approved by the concerned Dean, Program Director, and Provost and should be communicated to the CAA in a timely manner.

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

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

## Professional Post-Graduate Diploma in Teaching General Admission

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

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

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

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

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

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

### Additional Required Documents for International Students:

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

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

### Professional Post-Graduate Diploma Regular Entry Requirements:

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

### Conditional Admission:

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

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

Students will be given a grace period of one semester to submit the equivalency letter. If they fail to submit it on time, their accounts will be deactivated and they will not be allowed to register for the following semester. However, students have to approach the Admissions, Enrollment & International Relations Department in writing in case they are not able to submit the equivalency letter by the end of the grace period. A committee will decide on each case based on the documentation provided.

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

### Authentication

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

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

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

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

### Credit Transfer

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

1. Students transferring from other institutions into the same program major should be in good academic standing (for undergraduates, a minimum CGPA of a 3.0 on a 4.0 scale, or equivalent) based on the teaching, learning and assessment system employed in the organization at which they initially enrolled, demonstrated by certified transcripts or other evidence;
2. The transfer of credits may be accepted towards fulfilling the requirements for a university degree provided they are deemed equivalent (relevant and at the appropriate level of study) to a specific course and program. The Dean of the appropriate College will decide what credits can be transferred towards the completion of an ADU program;
3. The credits have been earned at the postgraduate level from a federal or licensed institution in the UAE or a recognized foreign institution of higher learning;
4. Only a student who is in good academic standing (CGPA of 3.0 or higher on a 4.0 scale, or equivalent) is eligible for transfer to an Abu Dhabi University postgraduate program of study similar to that from which the student is transferring;
5. The student has received grades of at least B, and the coursework is deemed comparable to what is required in the specific degree program;
6. Credit transfer will not be granted twice for substantially the same course taken at two different institutions;

7. The course credit hours to be transferred are equal or higher to the credit hours of Abu Dhabi University courses;
8. Transfer credits may be given for equivalent Abu Dhabi University courses when, in the opinion of the appropriate Dean and Professors, the learning outcomes of the proposed transfer courses and the level of study are deemed equivalent to that of Abu Dhabi University's course(s).

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

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

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

### Re-admission Procedure

This policy applies to:

- a. Former Abu Dhabi University students, whose enrolment at Abu Dhabi University has been voluntarily or involuntarily interrupted/stopped, including academic suspension, for more than two consecutive semesters (excluding summer semesters) or more than four discrete semesters (excluding summer semesters) during the whole period of study. Those semesters include the semesters from which the student has withdrawn from the semester with the approval of the concerned Dean.
- b. Former Abu Dhabi University students who formally withdrew from the university by filling a Withdraw University Form.
- c. Students who were dismissed from the University except for those who were dismissed for academic integrity violations (these students will not be re-admitted).

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

1. Reasons for leaving Abu Dhabi University and reasons for returning;
2. Evidence proving that all conditions for readmission have been

fulfilled;

3. Current contact information;
4. A valid Certificate of Good Conduct from the Police Department;
5. Medical report for students who withdraw from Abu Dhabi University for reasons of illness;
6. Clearance from the Finance Department at Abu Dhabi University.
7. Valid IELTS, Valid Passport, Visa and UAE National ID Card

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

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

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

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

Upon withdrawal, students must know and understand that readmission is not certain and is contingent upon an interview with the student may be required. The committee will evaluate the students' Abu Dhabi University transcripts and course syllabi and will have a comprehensive reevaluation of the student petition.

### Visiting Students

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

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

### Documents required for Admission of visiting students are as follows:

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

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

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



## Admission Requirements

### Master of Business Administration

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

#### Pre-core Courses

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

- Conditionally admitted students should prepare for clearing their English requirement situation during their first semester at Abu Dhabi University.
- Conditionally admitted students with no TOEFL/ IELTS must obtain the required English Proficiency prior to registering in any course.
- Conditionally admitted student with a TOEFL below 530 or equivalent can only take one course i.e. pre-core course in his/her first term.
- Conditionally admitted students with a TOEFL between 530 and 549 or equivalent can take one core course or one pre-core course in his/her first term.

### Master of Human Resources Management

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

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

- Conditionally admitted students should prepare for clearing their English requirement situation during their first semester at Abu Dhabi University.
- Conditionally admitted students with no TOEFL/ IELTS must obtain the required English Proficiency prior to registering in any course.
- Conditionally admitted student with a TOEFL below 530 or equivalent can only take one course i.e. pre-core course in his/her first term.
- Conditionally admitted students with a TOEFL between 530 and 549 or equivalent can take one core course or one pre-core course in his/her first term.
- All students admitted conditionally based on CGPA or English proficiency will be required to participate in the COBA Postgrad Mentorship Program.

- All PG students with CGPA below 3.0 will be required to participate in the COBA Postgrad Mentorship Program.

### Master of Strategic Leadership

1. Candidates for admission must have an undergraduate degree.
2. Work experience at a managerial level from 2 to 5 years of at least 2 years depending on the CGPA.
3. English score of at least 550 in paper-based TOEFL (213 in CBT or 79 in IBT) or 6.0 in IELTS.
  - Conditionally admitted students should be preparing for clearing their English requirement situation during their first semester at Abu Dhabi University.
  - Conditionally admitted students with no TOEFL/ IELTS must obtain the required English Proficiency prior to registering in any course.
  - Conditionally admitted student with a TOEFL below 530 or equivalent can only take one course i.e. pre-core course in his/her first term.
  - Conditionally admitted students with a TOEFL between 530 and 549 or equivalent can take one core course or one pre-core course in his/her first term.

### Doctor of Business Administration

#### Admission to Phase I: Coursework including Research Proposal

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

#### Admission to Phase II: Dissertation

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

#### Pre-core Courses

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

## Master of Engineering Management

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

### Foundation (Pre-Core) Courses \*

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

3. The applicant must submit two letters of recommendation.

## Master of Project Management

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

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

The elective course MEM504 requires an undergraduate level course in statistics with a minimum grade of C, or passing a statistics challenge test.

## Master of Science in Civil Engineering

1. Candidates for admission must have a bachelor's degree in Civil Engineering or related field
2. Candidates with CGPA in their undergraduate degree of 2.5 or above will be admitted to the M.Sc. in Civil Engineering program.
3. Based on the courses the applicant took at the undergraduate degree level, and the concentration applied for, the Program Director may require the applicant to take certain undergraduate remedial courses or pass a challenge test.

## Master of Science in Information Technology

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

### Pre-Core Courses

Course Code	Course Title	Credit Hours	Prerequisite(s)
CSC 302	Database Management Systems	3	No Prerequisite

CSC 305	Data Communication and Networks	3	No Prerequisite
CSC 307	Web Design and Programming	3	No Prerequisite
CSC 311	Java Programming for the Internet	3	No Prerequisite

## Master of Science in Sustainable Architecture

1. A Bachelor's Degree recognized by the UAE Ministry of Higher Education in Architecture, Architectural Engineering, Urban Planning, Built Environment, or Landscape Architecture.
2. Applicants may be required to complete some program pre-core courses to be determined by the Director of the Master of Science in Sustainable Architecture Program on a case-by-case basis depending on the curriculum of his/her bachelor's degree. These pre-core courses are as follows:

### Pre-Core Courses

Course Code	Course Title	Credit Hours	Prerequisite(s)
ARC 360	Urban Planning or equivalent	3	No Prerequisite
ARC 470	Urban Design or equivalent	3	No Prerequisite
ARC 540	Sustainable Design or equivalent	3	No Prerequisite

## Master of Science in Electrical and Computer Engineering

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

### Pre-core Courses

Course Code	Course Title	Credit Hours	Prerequisite(s)
CEN 304	Electronic Circuits and Devices	3	No Prerequisite
EEN 345	Power Systems	3	No Prerequisite
CEN 305	Microprocessors and Firmware Programming	3	No Prerequisite
CEN 320	Signals and Systems	3	No Prerequisite
CEN 335	Introduction to Communications	3	No Prerequisite
CEN 325	IoT: Foundations and Design	3	No Prerequisite

## Master of Engineering in Electrical and Computer Engineering

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

Course Code	Course Title	Credit Hours	Prerequisite (s)
CEN 304	Electronic Circuits and Devices	3	No Prerequisite
EEN 345	Power Systems	3	No Prerequisite
CEN 305	Microprocessors and Firmware Programming	3	No Prerequisite
GEN 200	Engineering Economy	3	No Prerequisite
CEN 320	Signals and Systems	3	No Prerequisite
CEN 335	Introduction to Communications	3	No Prerequisite
CEN 325	IoT: Foundations and Design	3	No Prerequisite

## Master of Science in Mechanical Engineering

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

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

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

## Master of International Relations (Military Program)

### Admission Requirements:

- All students applying for postgraduate admissions are required to have a baccalaureate degree (or equivalent qualification) in a directly related discipline from an accredited university recognized by the UAE Ministry of Higher Education and Scientific Research.
- English Proficiency Tests – must be taken no more than two years prior to admission to Abu Dhabi University. Minimum English proficiency scores are set for each program and should be 79 Internet Based TOEFL, or 550 paper-based IT TOEFL (taken at Amideast only) or 6.0 in Academic IELTS.
- The students who do not have a bachelor degree in political sciences must take a Preparatory Course before the beginning of the semester.

### Exceptions:

- Students who are native speakers of English and have completed their undergraduate education in an English medium institution in a country where English is the official language
- Students who have graduated from institutions where the medium of instruction is English, the TOEFL or IELTS requirement may be waived provided that the student supplies evidence that he/she obtained a TOEFL score of 500, or its equivalent on another standardized test approved by MOHESR, at the time of admission to his/her undergraduate program.

### Conditional Admission

Applicants may be granted conditional admission in the following cases:

#### Case I:

- English TOEFL score is between 530 and 549 (or its equivalent using the standardized tests approved by the Ministry)
- In such a case, students may register for a maximum of 6 credit hours and must meet the following conditions:
  - Must achieve a TOEFL score of 550 or equivalent by the end of the student's first semester of study. Students will not be allowed to register for the following semester unless this condition is met.
  - Must achieve an overall CGPA of 3.00 by the end of first semester of study (students are allowed to repeat one course to raise their CGPA). Students will be dismissed if this condition is not met.

#### Case II:

- English TOEFL score equal to or above 550 (or its equivalent using the standardized tests approved by the Ministry)
- and a CGPA between 2.00 and 2.49

In such a case, students may register for a maximum of 9 credit hours in the first semester and must achieve an overall CGPA of 3.00 in the first Semester of Study for the master's program (students are allowed to repeat one course to raise their CGPA) or be dismissed from the program.

#### Case III:

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

**Case IV:**

- Applicants may be required to submit an equivalency letter from the Ministry of Higher Education and Scientific Research for students who graduated from universities outside the UAE by the end of the first semester.
- Students will be given a grace period of one semester to submit the equivalency letter. If they fail to submit it on time, their accounts will be deactivated and they will not be allowed to register for the following semester. However, students have to approach the Office of Student Recruitment and Admission in writing in case they are not able to submit the equivalency letter by the end of the grace period. A committee will decide on each case based on the documentation provided.

**Case V:**

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

**Transfer Admission**

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



## Registration

Students will be required to register during the online registration period announced every semester by the Office of the Registrar.

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

## Registration Procedures

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

- Before students meet with their Advisor, they should identify the list of courses they should take in each semester to satisfy the requirements of the program of study leading to their degree.
- Students register online at [www.adu.ac.ae](http://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 Advisor. Once the schedule card is finalized, tuition fees are to be paid online, through bank transfer or in person at the Finance Department.

## Course Load Limitation

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

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

Postgraduate students under academic probation have to abide

by the load specified in the relevant Academic Standing Policy.

## Add/Drop Course Regulations

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

## Dropping Fall/Spring Credit Courses

- Students dropping courses within the first calendar week of the Fall/Spring semester will receive a 100% refund of the tuition fee.
- Students dropping courses in the second calendar week of the Fall/Spring semester will receive 75% refund of the tuition fee. In such cases a "Withdrawal without Penalty" (W) grade will be entered in their record.
- Students dropping courses in the third calendar week of the Fall/Spring semester will receive a 50% refund of tuition fees. In such cases, a (W) grade will be entered in their record.
- Students dropping courses after the third week of the Fall/ Spring semester will receive no refund, and will be awarded a (W) grade for that course.
- A late registration fee will be charged for students registering during the add/ drop period.
- If students do not withdraw from courses during these specified periods, they will be considered as being registered for the course and held accountable.
- A 100% refund of tuition fees will be given for courses canceled by Abu Dhabi University.

## Re-Enrollment

a. A former Abu Dhabi University student in good academic standing, whose enrollment at ADU has been voluntarily or involuntarily interrupted (such

as Financial issues, Medical conditions, Work related issues etc), for more than one semester (excluding summer semesters). Those semesters include the semesters from which the student has withdrawn with the approval of the concerned Dean.

b. Former Abu Dhabi University students who formally withdrew

from the university by filling 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 withdraw 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 by case basis. In some cases, an interview with the student may be required. The committee will evaluate students Abu Dhabi University transcripts and course syllabi.

## Administrative Drops

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

- Failure to meet certain preconditions, including but not limited to:
  - failure to pay tuition and fees by designated deadlines
  - class cancellations
  - failure to meet course prerequisites
  - failure to meet the specific academic requirements of the degree program, and
  - failure of comprehensive or preliminary examinations
- When the safety of the student, faculty member or other students in a course is jeopardized,
- Academic suspension, including but not limited to, failure to attain or maintain a required grade point average (GPA) of 3.0 after being placed on Academic Probation,
- Disciplinary suspension for having been in violation of the Student Code of Conduct,
- Disruptive behavior determined by a faculty member, College Dean or Registrar (and if required, a disciplinary committee) if found to be detrimental to the progress of the course and the education of students, or
- Exceeding the allowable number of absences from a course for a given semester.

## Withdrawal from the University

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

A "W" grade will appear against all courses taken by the student when he or she withdraws from Abu Dhabi University.

## Student Record Confidentiality

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

## Student Archives

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

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

## Independent Study

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

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

A student must have the Independent Study approved at the department and college level prior to registration. The student must submit, to the relevant department chair, the description of the Independent Study course and the basis for the final grade, and the proposal must be endorsed by the faculty member who will supervise the work and assign the grade. The proposal must

then be approved by the department chair and the dean.

Departments may set additional criteria that students must meet in order to register for Independent Study.

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

## Credits Earned at other Academic Institutions

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

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

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

## Graduation Requirements

Postgraduate students must successfully complete all course requirements, as well as other academic activities assigned to their specialized study plan. The CGPA of each postgraduate student must be at least 3.0 out of 4.0.

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

## Applying for Graduation

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

### NOTE:

Students must complete all requirements toward their degree

in the semester they intend to graduate, or their graduation application will be disapproved.

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

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

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

### Deadline to file for graduation:

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

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

### How to apply for graduation online?

- Go to [www.adu.ac.ae](http://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 Postgraduate degrees upon the recommendation of Abu Dhabi University's Academic Council and University Council to students who have fulfilled the requirements of an approved program of study.
2. Abu Dhabi University will award Master's Degrees when a candidate has successfully completed a program approved by his/her College.
3. Given that the official language of Abu Dhabi University is English, the diploma certificates for an academic award will generally be in English. The documents show the full name of the recipient, the title of the award, and the title of the study program concerned.
4. The diploma certificate bears the official seal of Abu Dhabi University, as well as the signatures of the Chairman and the Chancellor of the University.
5. Abu Dhabi University may withhold the conferral of an academic degree or diploma to a student who has outstanding

payments due to Abu Dhabi University, who has unreturned materials on loan from the Abu Dhabi University Library, or who has any other outstanding obligations to Abu Dhabi University.

## Tuition and other Fees

Tuition is based upon the college and/or department classification as opposed to the course classification or level. Tuition rates for undergraduate students vary from the tuition rates for graduate students. Costs of books and supplies are not included in the tuition and fees. Students at Abu Dhabi University are also required to pay certain fees and other costs to attend the university.

Abu Dhabi University reserves the right to change tuition and fee rates at any time with one semester advanced notice to students. A tuition schedule is published prior to the start of each academic year.

University institutional policy requires all students to pay tuition fees in advance. Failure to pay tuition fees by designated deadlines may result in a student to be administratively dropped from one or more classes. Students who have been dropped can re-enrolled again, but a late payment fee of AED 500/- applies.

Students who owe money to the institution will not be allowed to register for the subsequent semester until the balance owed is paid in full.

## Fees Structure - AED

Postgraduate Tuition and Fees	Frequency	Fees	
		Abu Dhabi	AL Ain
<b>College Arts and Science</b>			
Professional Post-Graduate Diploma in Teaching	Per credit hour	900	900
Master of Education in Leadership	Per credit hour	2840	2840
Master of Science in Special Education	Per credit hour	2840	2840
<b>College of Business</b>			
Master of Business Administration	Per credit hour	2840	2840
Master of Human Resources Management	Per credit hour	2840	2840
Doctor of Business Administration	Per credit hour	4620	-
Master of Science in Finance	Per credit hour	2840	-
<b>College of Engineering</b>			
Master of Engineering Management	Per credit hour	2940	2940
Master of Science in Computer Science	Per credit hour	2835	-
Master of Project Management	Per credit hour	2940	-
Master of Civil Engineering	Per credit hour	2835	-
Master of Science in Information Technology	Per credit hour	2835	-
Master of Science in Electrical and Computer Engineering	Per credit hour	2835	-
Master of Engineering in Electrical and Computer Engineering	Per credit hour	2835	-
Master of Science in Sustainable Architecture	Per credit hour	2835	-
Guided Reading Course	Per credit hour	2100	-
<b>College of Law</b>			
Master of Law	Per credit hour	2840	2840
<b>Admission Fee</b>			
Admission Application - (Non-Refundable)	One Time	400	400
Registration - (Non-Refundable, paid once upon admission)	One Time	2850	2850
Registration - Professional diploma in Teaching (Non-Refundable, paid once upon admission)	One Time	2000	2000
Institutional TOEFL + Write Placer	One Time	585	585
IELTS Exam	One Time	1000	1000
Late Registration/Payment Fee	Upon Occurrence	500	500
Healthcare Service Fee	Per Semester	110	50
Healthcare Service Fee	Per Summer/Winter	55	25
Student Services	Per Semester	350	350
Student Services	Per Summer / Winter	175	175

<b>Accommodation Fees – Only in Abu Dhabi</b>			
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	-
<b>Other Fees – Both campuses</b>			
Degree Attestation Fees	Upon Graduation	180	
Graduation Fee	Upon Graduation	1,320	
Locker Deposit	One Time	200	
Locker Rent	Per Semester	65	
CoE Locker Rent	Per Semester	140	
CoE Locker Rent	Per Summer/Winter	35	
ID Replacement	Any time/upon student's request	65	
Official Transcript	Any time/upon student's request	55	
Official Letter (Estimated Tuition Fee)	Any time/upon request	50	
Enrollment Letter	Any time/upon student's request	30	
Locker Key Replacement	Any time/upon student's request	100	
Penalty Bounced cheques	Per cheque	500	
Post-Dated Cheques	Per cheque	130	
Repatriation Deposit - Refundable	One Time	5560	
Residence Visa (Applicants inside UAE)	One Time	1400	
Residence Visa (Applicants outside UAE)	One Time	850	
Visa Transfer	One Time	-	
Visa Renewal	Per Occurrence	550	
Visa Cancellation (ADU has passport)	One Time	180	
Visa Cancellation (ADU doesn't have passport)	One Time	325	
Student Health Insurance	Per Year	1000	
Maintenance Deposit - Refundable	One Time	1000	
Door Cylinder Replacement	Upon Losing Door Key	200	
Lost Diploma Fees	Occurrence	300	

Certified True copy of the Graduation Certificate	Upon Graduation	100
Parking Sticker	Per additional sticker	25
Parking Fines	Per Occurrence	200
Courier Fees (Local)	Any time/upon student's request	70
Courier Fees (International)	Any time/upon student's request	200
Internship Penalty	Per Occurrence	500
Intensive Business English	One Time	1000

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

## Payment

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

### Cash Payment at the Bank

If you wish to pay in cash, please follow the following steps to make the payment to Abu Dhabi University Account No. 7771001811647012 at any of the First Abu Dhabi Bank branches:

- Access the Abu Dhabi University Student Portal.
- Enter your user name and password.
- Click on registration and choose Register in courses.
- Make sure you have finalized your registration.
- Click on the link to display the schedule then make a print out.
- Submit the print out to any of the FAB branches.
- Deposit the full amount into Account No. 7771001811647012.
- Keep the FAB deposit slip.
- If within 48 hours, the amount paid does not appear in your statement of account, please check with the Abu Dhabi University Finance Department with your FAB deposit slip

### Online Payment

Online payment is available through the Abu Dhabi University website [www.adu.ac.ae](http://www.adu.ac.ae),

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

Note: The system will not allow to enter decimal while online

Payment, you need to make sure to enter the amount without decimals.

- Read the agreement and tick the box if you agree, click pay online to proceed.
- Select the type of card to use (Master card or Visa Card).
- Enter the card number, the expiry date and the security code then click pay to continue.
- Transaction details will appear then click finish to proceed.
- Lastly, a payment confirmation message will show, click ok to complete the payment.

## Plans for Tuition Payments

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

### • Option 1

Pay in Full

Full payment is due during the first week of registration.

### • Option 2

Two Installments

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

### • Option 3

Four Installments

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

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

## Refund

### Refund Fees

1. A refund processing fee of AED 200/- is charged to students who drop courses during the refund period and decide to receive a cheque for the refunded amount. AED 500 is charged if students had paid fees through credit/debit card or online channel. If the student decides to keep the amount in his/her account, no fee will be charged.
2. Any overpayment amount will remain in the student account and will be deducted from next semester's fees. If a student wants a refund of the account balance, three cases are possible:
  - a) If the overpayment is less than AED 2,000/-, no refund will be made on a priority basis, but should occur in about 15 working days.
  - b) If the overpayment is equal or higher than AED 2,000/-, the refund will be made on a priority basis, within 5 business days.
  - c) If a student is:
    - graduating the same semester, or
    - withdrawing from the University, or
    - receiving scholarship or sponsorship support, than his/her overpayment balance will be refunded at no extra charge and given priority service.
3. No refund processing fee will be charged if Abu Dhabi University decides to cancel the class.

### Refund Period

1. The refund periods for students in the Fall and Spring semesters are as follows:
  - a) 100% refund during the first academic calendar week;
  - b) 75% refund during the second academic calendar week; 15% admin fees will apply
  - c) 50% refund during the third academic calendar week; 15% admin fees will apply and
  - d) 0% refund as of the fourth academic calendar week.
2. The refund periods for Summer courses for students are as follows:
  - a) 100% refund during the first and second days of classes;
  - b) 75% refund during the third and fourth days of classes; 15% admin fees will apply
  - c) 50% refund during the fifth and sixth days of classes; 15% admin fees will apply; and ,
  - d) 0% refund after the above period.

## Discount for Abu Dhabi University Alumni Students

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

### Eligibility Requirements:

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

### Rules and Regulations

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

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

## Merit-Based Tuition Discount

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

### Eligibility Requirements:

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

### Rules and Regulations

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

- a) Tuition discount applications should be submitted at least two weeks prior to the start of the semester for new students. In the case where a student qualifies for more than one discount, scholarship or financial aid benefit, the student shall avail of the benefit with the highest value.
- b) In any semester where CGPA drops below 3.5 the student

will lose the discount for the following semester. However, if the student CGPA reaches 3.5 or above the discount will be automatically reinstated .

- c) Any student who is found guilty of a student code of conduct violation or an academic integrity offense will forfeit the discount for all subsequent semesters.



# STUDENT AFFAIRS DEPARTMENT

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

## ADUGroups

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

## Co-curricular Transcript

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

## Sports & Wellness

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

SWO has worked hard in developing 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.

To compliment these facilities, the SWO regularly hosts seminars and events, to equip students with greater knowledge and understanding of all their fitness and wellness needs.

Lastly, 2019 marked the unveiling of a new athletics arena. A 15,000 m<sup>2</sup> sports complex with a full-size multipurpose court (fit for basketball & volleyball), two full size tennis courts, 4-lane 400m running track & a "FIFA Quality" certified astro-turf football pitch.

In addition to this, ADU Campus contains a full size cricket field, a 5-side football pitch and a second outdoor multipurpose court.

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

## Employability & Alumni Relations Office (EARO)

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

### Career Assessment

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

### Career Planning Readiness

Assesses students' involvement in the career planning process and introduces activities that support career and education decision-making.

### Self-Assessments

Reliable and valid research-based assessments. Prospective students' assessment results are matched to occupations and supporting majors at ADU.

### Career Exploration

Exploratory tools include "What Can I Do With A Major In.... Offered At ADU? Search by Job Family, Industry and more."

### Take Action Plan

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

## Career Portfolio

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

## Career Guidance

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

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

## Internship

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

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

## Career Fairs

The Employability Office holds targeted career fairs for each university college i.e. College of Business and Administration, College of Arts and Sciences, College of Law and College of Engineering. Targeted career fairs are designed for students and graduates to meet directly with top regional and international employers. This initiative benefits both the students and the employees as it targets potential candidates and employers for specific majors. The career fair is an opportunity for students to introduce themselves directly to prospective employers, apply for fulltime or internship opportunities, and find out more about their graduate programs.

## Employer Campus Visit Program

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

The ADU Employer Campus Visit Program welcomes employers to:

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

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

## On-Campus Student Employment Program

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

## 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 outside 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. By empowering and enriching our students.

SEO assist the faculty and administration by helping students create their best self.

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

## Student Support Office (SSO)

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

### Code of Conduct

The Student Code of Conduct is established to foster and protect the core mission of the University, to foster the scholarly and civic development of the University's students in a safe and secure learning environment, and to protect the people, properties and processes that support the University and its mission.

### Abu Dhabi University Expectations

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

1. Abu Dhabi University expects responsible conduct by students

and student organizations, both on and off campus, as a necessary condition for continued membership at Abu Dhabi University.

2. Students and student organizations are expected to be responsible members of a diverse community, and honor and respect differences of culture, lifestyle, and religion.

3. Academic integrity and honesty are basic values of the University. Students and student organizations are expected to follow the student code of conduct standards of academic integrity, and honesty listed in ADU's Student Academic Integrity Policy.

4. The ADU campus, its grounds, facilities and equipment are provisions for students of ADU. Students and student organizations are expected to respect and use them responsibly. This includes the use of the library, residence halls, classroom buildings, laboratories, and the campus as a whole.

### Student Rights

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

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

- a. the procedures under which the student/organization is charged are invalid or not followed;
- b. the student/organization did not have adequate opportunity to prepare and present a defense;
- c. the evidence presented at the hearing was not substantial to justify the decision; or
- d. the sanction imposed was not in keeping with the gravity of the violation.

### Student Responsibilities

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

1. Acting or conducting oneself in a way that obstructs or hinders the application and enforcement of the Student Code of Conduct;
2. Trespassing, forcefully entering university-owned, leased or controlled premises without permission;
3. Destroying or vandalizing personal and/or public property;
4. Unauthorized use of computer system or access codes;
5. Stealing property, including intellectual property, of the university, its members, or visitors;
6. Knowingly giving false information to an Abu Dhabi University official;
7. Willfully failing to comply with reasonable directions of university officials (i.e. faculty, staff and other employees of Abu Dhabi University);
8. Committing an academic offense listed in the Student Academic Integrity Policy;
9. Disrupting classroom activity and other university functions;
10. Disrupting the operations of the university by an action or combination of actions that interfere or prevent others from freely participating in an activity or program given by the university; and
11. Violating safety regulations such as:
  - a. falsely reporting a fire, bomb, or any other emergency;
  - b. unauthorized possession, use, or alteration or tampering of any university-owned emergency or safety equipment;
  - c. failing to evacuate a building or other structure in case of fire or emergency; and
  - d. taking any action that creates a risk that potentially compromises the safety of others;
12. Possessing fireworks, firearms, weapons or other explosive devices;
13. Threatening or causing physical or mental harm to others;
14. Harassing or causing a hostile environment within the university community;
15. Abusing the Student Code of Conduct system. This includes but is not limited to:
  - a. knowingly filing a false statement or accusation against another person;
  - b. disrupting or interfering with the orderly business of a conduct proceeding;
  - c. failing to attend a conduct meeting;
  - d. discouraging an individual's participation in or accessing the student conduct process;
  - e. intimidating witnesses or participants of the conduct process;
  - f. failing to comply with the sanctions imposed under the Student Code of Conduct; and Student Code of Conduct; and
  - g. violating the terms of a conduct sanction
16. Misusing or stealing university documents;
17. Violating the student notice posting policy;
18. Petitioning to change decisions made by Official University personnel
19. Assisting or inciting others to violate the Student Code of Conduct;
20. Littering and inappropriate disposal of refuse;
21. Demonstrating within or outside of the university;
22. Contacting media (includes but not limited to news, radio, newspaper or television) without prior approval from University Management;
23. Printing or releasing any information about the university without prior permission from the Office of Student Support Services;
24. Failure to provide security guards with personal identification and appropriate documentation when requested;
25. Insulting or disrespecting a university faculty or staff member;
26. Physically attacking university faculty, staff, visitors, or fellow students;
27. Inappropriate physical contact or any intentional touching of any body part, and indecent exhibition of intimate parts of the body;

28. Gambling on university premises;
29. Recording, storing and distribution of images without the person's consent;
30. Promotion of hostile behavior, communication of obscene language, intent to damage reputation by an individual or group through use of technology, but not limited to, websites, social networking sites, phones and emails;
31. Violating any UAE law.

### Smoking

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

- All building entrances will be non-smoking areas;
- Smoking will only be permitted in designated areas which are signposted;
- "No Smoking" signs will be posted at all entrances and appropriate locations by the Office of Safety & Security;
- This policy applies even in the absence of posted "No Smoking" signs.

### Visitors

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

### Vehicles

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

### Disciplinary Action

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

### Drugs

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

For this policy, the term "drug" includes:

- Controlled substances, as defined in UAE laws, which cannot

be legally obtained

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

### Alcohol

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

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

### Disciplinary Action

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

#### Students:

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

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

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

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

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

communities (e.g., University Housing, Sports Department).

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

### Staff and Faculty:

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

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

### Disciplinary Committee

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

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

### Appeal Right

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

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

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

1. Hearings. Training for the hearing procedures shall be conducted before the implementation of the policy.
2. The appeal panel shall consist of five (5) members and shall include two (2) faculty (one from the student college and one from another college), one (1) staff, one (1) student and the

Provost, serving as the chair of the committee.

- a. Members of the Appeal Panel shall be drawn from a pool of faculty, staff, and students who have completed the approved hearing training.
3. The Head of Student Support Office or designee shall direct the appeal to the Appeal Panel within seven (7) calendar days of receipt of the appeal.
4. The Appeal Panel may request a personal appearance of the student/organization charged for the sole purpose of
  - a. dismiss the charges;
  - b. affirm the recommended sanctions; and
  - c. uphold or impose a lesser sanction than was recommended.

### Sanctions

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

1. A reprimand is official written notification of unacceptable behavior and violation of the Student Code of Conduct. Any student having a record of violating the Student Code of Conduct will automatically be removed from Honor's List. Any further misconduct may result in more serious disciplinary actions.
2. Disciplinary Probation is a conditional status imposed for a designated period. Further violation of the Student Code of Conduct while on probation will be subject to more serious disciplinary action. Disciplinary probation may place specific restrictions on the student or organization. These may vary with each case and may include but are not limited to restriction from participating in athletic activities and or campus activities.
3. Restitution: Replacement or payment for incurred damages
4. The suspension is the loss of privileges of enrollment at Abu Dhabi University for a designated period. A student's suspension shall not exceed one calendar year following the sanction. A student organization's suspension is a temporary revocation of University recognition. A student organization suspension will not exceed five years. A student serving suspension is restricted of the access to the university for the duration of the sanction unless approval has been secured from Student Support Services. While on suspension, students are unable to transfer credit hours for courses taken in other universities or educational institutions.

Expulsion is the permanent loss of privileges of enrollment at Abu Dhabi University. Expulsion will be noted on the student's permanent record. A student organization's expulsion is a permanent revocation of university recognition. The sanction of

expulsion is the only judicial sanction reflected on a student's official academic transcript.

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

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

### Student Grievances Policies and Procedures

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

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

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

### Definitions

This policy uses the following definitions:

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

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

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

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

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

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

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

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

### Students' Complaints and Rights

- Access the syllabus of each course they study, particularly the assessment methods and criteria that are used to measure the achievement of the intended learning outcomes of the course.
- Express their ideas in class that is relevant to the subject matter, subject to the need for the instructor to maintain order, manage the learning process, and to stay on schedule.
- Receive reasonable assignments that are graded using only the methods and criteria indicated in the syllabus.
- Be told about the nature of the material that will be included in any graded examination.
- Check and discuss their graded examinations and papers with their instructors.
- Have instructors who attend their classes on time and at the scheduled times.
- Have instructors who schedule reasonable office hours for student conferences
- Have instructors who post their office hours on their office doors and in the syllabus.
- Have instructors who do not discriminate by personal prejudices, race, color, gender, religion, age, disability, or national origin.
- Participate anonymously in the process of evaluating the effectiveness of instructors.
- Be given privacy, without improper disclosure of personal information from academic, counseling, disciplinary, financial, and medical records held by the University, although the University, in loco parentis, may share such records with a student's parent or guardian.
- Start and join clubs and sports teams, with the prior knowledge and approval of Student Engagement and Development Office.
- Promote their common interests through collective advocacy, such as via the Students' Council
- Be treated with respect and courtesy by Abu Dhabi University employees.

### Confidentiality

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

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

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

### Implementation

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

1. The Head of Student Support Office forwards and discusses the grievance with the Provost before forming a Student Grievance Committee (SGC). If the Provost can reach a solution which satisfies the grievant, the grievance will be closed. Campus Directors play the role of the Provost in their campuses.
2. The SGC will comprise:
  - a. The Provost, or designee, who will serve as a Chair.
  - b. The Dean of a college other than the concerned college (to be named by the Provost), who will serve as a member.
  - c. one student, representing the Student Council will serve as a member. Decisions will be made on the basis of formal votes, in all cases.
3. Final decision/recommendations will be shared with the concerned Department Head/Dean by the Provost.
4. Final decision/recommendations will be shared with the grievant by the Head of the Student Support Office.
5. Any appeal concerning this report must be forwarded by the Head of Student Support Office to the Chancellor in writing within 5 working days of the grievant's receipt of the final decision/recommendations.
6. The Chancellor will make a final decision within five working days of receiving the appeal or, in cases where due process has been shown not to have been followed, direct that the SGC hear the case de novo.

### Student Grievance Committee Rules

The following conditions and processes apply:

- Student Grievance Forms must be held on behalf of the SGC, and made available to students on request, by the Student Support Office.
- A grievance must be submitted via the Student Support Office within two weeks of the day in which the event allegedly took place or the decision was taken.
- The Student Support Office is to place all grievances on file, on behalf of the SGC, along with other pertinent grievance documents and the determinations made by the SGC, and Chancellor.
- If an SGC member declares or discovers a conflict of interest during proceedings, or a conflict of interest involving an SGC member is discovered by another SGC member during proceedings, the member involved may pardon him/ herself from the committee or be excused by the Chair.
- Should a disagreement arise between a committee member and the Chair as to whether or not a committee member should be excused on the grounds of a conflict of interest, a resolution will be sought by a majority vote.
- SGC committee members may not also serve on any Appeals Committee appointed by the Chancellor.

### Appeals

- The Grievant shall have the right to appeal the SGC report to the Chancellor through the Head of Student Support Office. This appeal must be in written form and filed within five (5) days.
- The Chancellor will review the SGC report to determine whether the evidence and the process used to support the recommendations.
- The Chancellor shall have the discretion to:
  - a. uphold the SGC recommendation(s);
  - b. reverse the recommendation(s);
  - c. refer the case back to the Student Grievance Committee for reconsideration de novo; or
  - d. uphold the recommendations of the SGC, with whatever modification deemed reasonable.

The Chancellor's decision shall be conveyed to the Grievant and the concerned Department Head/Dean by the Head of Student Support Office or the designee and filed by the Head of Student Support Office.

### Housing and Residence Life

Abu Dhabi University -Abu Dhabi Campus offers residence units of different classifications, all of which are apartment/studio

type which is housed in buildings with 24/7 security and security system. Student dormitories are separated regarding gender, in observance of the Gender Segregation Policy of the university. These residences are strategically located within the ADU Campus, creating an atmosphere most conducive to learning and comfort of students.

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

#### Types of Units:

- Private Room:
- Single unit with individual kitchen and bath (1 person/ unit).
- Semi-Private:
- Single Occupancy with Shared Bath and Kitchen (2 persons/unit).
- Double-Occupancy:  
One-bedroom unit with two beds with shared kitchen and bath (2 persons/unit).
- Double-Shared Occupancy:  
Two-bedroom unit with two beds in each room and shared kitchen and bath (4 persons/unit).

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

#### Facilities and Services available:

- Common kitchens
- Laundry room
- TV room
- Study areas with desktop computers
- Gym
- Recreation facilities
- Transportation to and from shopping areas
- Wireless Internet connection
- Cleaning services
- Safety and Security services
- Maintenance services

#### ADU Residential Life Programming

The RLP is a comprehensive planning of programs which defines the on-campus living and learning experience which is primarily

focused on LLB: Living, Learning, and Belonging. The RLP contributors are the Housing and Residence Life Unit members, the Resident Assistants and the Dormitory Council members.

#### Counseling Service

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

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

Supportive counseling services provided to students included but not limited to:

- Individual Counseling - to discuss information and difficulties with educational/academic matters, coping/ adjustment skills to academia, and interpersonal issues affecting academic performance.
- Group Counseling - provides an opportunity for a group of individuals (2 or more) to explore new techniques in several areas such as communication, stress/anger management, and interpersonal matters.
- Educational Activities & Personal Development - are workshops and referral services designed to respond to the variety of student's needs and development during their academia.
- Other Services: this includes Consultation with students, family members, guardians, faculty and staff, Emergency Response when the need arises.

#### Students of Determination

Students of determination are encouraged to consider a university education. By working to create an accessible learning environment, the administrators, faculty, and staff of Abu Dhabi University endeavor to provide support and services that:

- Enable students with special needs to approach their studies more effectively.
- Enhance understanding of special needs within the University community.
- Promote collaboration within the University community and within the community at large to assist students with special needs.

Students of Determination include those students with:

- Physical disabilities: such as paralysis or amputation.
- Sensory disabilities: visual and hearing impairments.
- Neurological disabilities: such as stroke or epilepsy.
- Learning disabilities: attention-deficit/hyperactivity disorder or dyslexia, among others.
- Mental disorders: such as mood or psychotic disorders.
- Chronic illnesses: for example, asthma or heart problems.

#### Counseling Services for Students of Determination

The Counseling Services Office assists the students with impairments in fully participating in all aspects of University life, and in particular:

1. Provide support and advice for students with impairments.
2. Formally evaluate the student's impairment, and the following discussion with the course coordinator, determine what support or accommodations are appropriate. In making an assessment, the counselor may seek advice from appropriate professionals such as a doctor, neurologist or educational psychologist.
3. Coordinate the provision of specialized services, furniture, equipment, or other accommodations as required.
4. Liaise with the student and other relevant student service providers to ensure that where required, appropriate support is provided to any student with impairment.

#### Student Dress Code

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

##### Male students:

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

##### Female students:

- Shorts are not allowed unless for sports activities.
- Tight or revealing shirts/tops.
- Shirts with inappropriate logos or sayings.
- Tight or transparent pants.
- Midriff and halter tops.

- Sleeveless shirts.
- Tights or leggings.
- Face covers (that obstruct identity).
- Skirts above the knee.

#### Student Visa & Health Insurance

Abu Dhabi University students, who choose to be sponsored by the University regarding residence visa, should apply through the Student Affairs Department. The visa sponsorship process requires certain conditions that students should meet to obtain and maintain a student visa. Such conditions are covered by UAE government rules and regulations:

- Applicants should be enrolled in either an undergraduate or postgraduate program in ADU
- Applicants should maintain full-time student status by taking a minimum of 12 credit hours (undergraduates) and six credit hours (postgraduates) every Fall and Spring semesters
- Applicants must not engage in full-time employment while sponsored by ADU
- Applicants must promptly respond to any notice, telecommunication, e-mail & SMS involved with their visas and Health Insurance Cards renewal process
- Applicants must comply with the student visa policy
- Immediate updating from the student's side for Student Support Service office with any changes may occur to the student's communication channels (Tel Nos. & E-mails)

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

#### Student Locker

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

#### Student Transportation

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

## Information Management & Technology Services

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

### Student user account

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

An example of ADU student account 0000000@students.adu.ac.ae

Email Format: "Student Number" @students.adu.ac.ae

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

### Access to student account

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

How to enable the password to student account?

1. Go to ADU portal <http://my.adu.ac.ae>.
2. User will be prompted to answer security questions
3. Choose and set a permanent password for the account.

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

### Student Online Learning Services

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

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

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

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

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

These services are all accessible on ADU student portal. <http://my.adu.ac.ae>.

### Technology facilities on campus

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

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

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

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

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

### Policies & Procedure

All student related policies and procedure are made available on student portal. <http://my.adu.ac.ae>.

Help Desk and Online Support

For all general IT support queries,

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

For telephone support: Dial +971 2 501-5959

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

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

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

## Bookshop

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

publishers to provide advantages in textbook prices and selection.

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

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

## Library

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

### Membership

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

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

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

- a. Circulation and Reserves
- b. Reference Service
- c. Full Text e-Journals Search
- d. Group Study Rooms
- e. Information Literacy Sessions
- f. Interlibrary Loan
- g. Online Library Catalog

h. Library guides

### General Rules

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

### Library Hours

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

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

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

Public holidays and special days: Closed

Saturdays, Ramadan and summer sessions have special hours.

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

## Cafeterias and Restaurants

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

### Abu Dhabi University Food Court:

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

## 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., Sunday to Thursday and has 8 lines hubbed to the 600 number to ensure easy and seamless accessibility by the existing as well as prospective students. Our Mission is to deliver a comprehensive and efficient information service, providing positive experiences and placing our clients at the center of what we do. The Contact Center supports a wide range of service initiatives aimed at helping different departments within the Abu Dhabi University like managing the Operator line – 02-501-5555, outbound calling projects, sending bulk sms, sending bulk email blasts, conducting phone-based surveys, serve as one of the multiple Point of Contact for Students Complaints, helping other departments with call overflows on request, sending e-publication to prospects on request etc.

For prospective student enquiries call 600550003 or email [Admissions@adu.ac.ae](mailto: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 Officer. The role involves the provision of course information via phone, email and web contacts. Additional duties include outbound call campaigns, surveys and other administrative tasks as and when needed.

Recruitment usually occurs as per the vacancy and requirement

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

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

Available positions are advertised on Careers website.

## Environmental Health and Safety

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

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

### Scope

Abu Dhabi University makes all reasonable efforts to:

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

hazards arising from operations at Abu Dhabi University;

- Ensure proper storage, segregation and disposal of the generated waste according to the UAE Environmental regulation.

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

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

# COURSE RELATED INFORMATION

## Introduction

Course grades will be based upon a combination of examinations, class participation, class attendance, quizzes, projects and homework assignments. Students receive a preliminary assessment of the course grade after mid-semester tests, and a final evaluation at the end of the semester.

## Doctorate/Master Degree Grading System and Scale

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

Grade	Grade Point	Percentage	Meaning of the Grade
A	4.00	90-100	Excellent
B+	3.50	85-89	Very Good
B	3.00	80-84	Good
C+	2.50	75-79	Satisfactory
C	2.00	70-74	Poor
F	0.00	Less than 70	Fail
P (credit)	N/A	N/A	Pass
S	N/A	N/A	Assigned for Successful completion of graduate courses
U	N/A	N/A	Assigned for Unsuccessful completion of graduate courses
I	N/A	N/A	Assigned for Incomplete course work
IP	N/A	N/A	In Progress
T	N/A	N/A	Transferred Course
W	N/A	N/A	Withdrawal from a Course
WA	N/A	N/A	Withdrawal from a Course due to exceeding Absence Limit
H	N/A	N/A	Final grade on hold

## Doctorate/Master Degree Grade Definition

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

<b>A</b>	Excellent Mastery of Course Material.
<b>B+</b>	Very Good mastery of course material
<b>B</b>	Good performance in the course
<b>C+</b>	Satisfactory performance in the course
<b>C</b>	Poor performance in the course
<b>F</b>	Unacceptable Performance in the Course (Failure)
<b>P (credit)</b>	Assigned for Successful completion of graduate courses including thesis and dissertation
<b>S</b>	Satisfactory completion of graduate courses (This is not computed in the student's GPA but determines student's progress towards completion of degree requirements.)
<b>U</b>	Unsatisfactory completion of graduate courses (This grade is not computed in the student's GPA but determines student's progress towards completion of degree requirements.)
<b>I (Incomplete)</b>	

An "I" grade is given when the student is unable to complete the course requirements for a reason deemed legitimate by the Office of the Registrar.

Advanced courses may not be taken if the course with an Incomplete grade is a pre-requisite for the advanced course. This grade is not computed in the student's SGPA and passed credit hours.

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

the summer semester. Failure to resolve the "I" grade within the time specified will result in the conversion of the "I" grade into an "F" grade.

### IP (In Progress)

The "IP" grade is awarded when certain course-related activities, such as internships and projects require a longer time to be completed than the deadline for grade submission. This grade is not computed in the student's GPA but determines student's progress towards completion of degree requirements. The IP grade must be resolved within one month from the time the "IP" is given.

### T (Transferred course)

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

### W (Withdrawal from a course)

The "W" grade reflects the student's voluntary withdrawal before Thursday of the tenth week of the semester. This grade is not computed in the student's GPA but determines student's progress towards completion of degree requirements.

### WA (Withdrawal from a course due to absences)

The "WA" grade reflects the administrative withdrawal of the student from the course for exceeding the absence limit as per ADU Attendance Policy. This grade is not computed in the student's GPA but determines student's progress towards completion of degree requirements.

### H ( Final grade on Hold )

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

## Post-Graduate Diploma Grading System and Scale

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

Grade	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
F	0.00	Less than 60	Fail
P (credit)	N/A	N/A	Pass
P (non-credit)	N/A	N/A	Pass
I	N/A	N/A	Assigned for Incomplete course work
IP	N/A	N/A	In Progress
T	N/A	N/A	Transferred Course
W	N/A	N/A	Withdrawal from a Course
WA	N/A	N/A	Withdrawal from a Course due to exceeding Absence Limit
H	N/A	N/A	Final grade on hold

## Post-Graduate Diploma Grade Definition

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

### A

Excellent Mastery of Course Material

### B+

Very Good Mastery of Course Material

### B

Very Good Mastery of Course Material

### C+, C

Good Mastery of Course Material

### F

Unacceptable Performance in the Course (Failure)

### P (credit)

Satisfactory Completion of Internship

### P (non-credit)

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

### I (Incomplete)

An "I" grade is given when the student is unable to complete the course requirements for a reason deemed legitimate by the Office of the Registrar.

Advanced courses may not be taken if the course with an Incomplete grade is a pre-requisite for the advanced course.

The maximum period of time to resolve the "I" grade must not be more than one semester from the time the "I" is given, excluding the summer semester. Failure to resolve the "I" grade within the time specified will result in the conversion of the "I" grade into an "F" grade. This grade is not computed in the student's SGPA and passed credit hours.

### IP (In Progress)

The "IP" grade is awarded when certain course-related activities, such as internships and projects require a longer time to be completed than the deadline for grade submission. This grade is not computed in the student's GPA but determines student's

progress towards completion of degree requirements. The IP grade must be resolved within one month from the time the "IP" is given.

### T (Transferred Course)

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

### W (Withdrawal from a course)

The "W" grade reflects the student's voluntary Withdrawal before Thursday of the tenth week of the semester. This grade is not computed in the student's GPA but determines student's progress towards completion of degree requirements.

### WA (Withdrawal from a course due to absences)

The "WA" grade reflects the administrative withdrawal of the student from the course for exceeding the absence limit as per ADU Attendance Policy. This grade is not computed in the student's GPA but determines student's progress towards completion of degree requirements.

### H ( Final Grade on Hold )

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

## Credit Hours

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

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

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

Courses are calculated in credit hours. Each course carries a certain number of credit hours which are awarded after the successful completion of that course. One semester credit hour of lecture/tutorial is defined as 60 minutes per week for 13 weeks. One credit hour of laboratory is defined as 120 minutes per week for 13 weeks.

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

## Grade Change

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

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

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

## Semester Grade Point Average

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

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

## Cumulative Grade Point Average

A student's cumulative grade point average (CGPA) indicates a student's achievement in all courses taken at ADU until the end of

a given semester. The CGPA is obtained by dividing the total quality points earned from the initial enrollment at ADU to the end of the given semester by the total number of credit hours taken until the end of that semester. Courses with grades "P", "I", "IP", "W", "WA", and "H" are excluded from computing the CGPA. Courses transferred from another college/university will appear on the student's transcript with a "T" grade and will be excluded from computing the CGPA.

## Mid-Semester Advisory Grades

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

## Transcripts

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

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

## Grade Appeals

Students have the right to appeal their final grade in a course during the period announced by the Office of the Registrar.

The following is the Grade Appeal Procedure to be followed by the students:

### Consultation:

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

1. Faculty member teaching the course;
2. Chairperson of the department in which the course is offered, and
3. Dean of the college in which the course is offered.

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

In the case of a final course grade appeal, if the matter is not resolved, the student may proceed to the Committee Grade Appeal

process as soon as possible, but no later than the start of early registration period in the following regular semester.

### Committee Grade Appeal Process:

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

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

1. The original grade is upheld;
2. The grade is lowered relative to the original; and
3. The grade is raised relative to the original.

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

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

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

## Graduation with Honors

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

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

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

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

- Cum Laude: 3.50 - 3.69
- Magna Cum Laude: 3.70 - 3.89
- Summa Cum Laude: 3.90 - 4.00

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

### Student Academic Classification

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

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

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

- Satisfactory: 2.0 - 2.49
- Good: 2.5 - 2.99
- Very Good: 3.0 - 3.49

## Retention of Final Examinations

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

## Student Assessment and Late Coursework Guidelines

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

### Definition

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

### Purposes of Assessment

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

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

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

### Assessment Types

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

- Diagnostic assessment is usually conducted at the beginning of the semester and is used to identify student strengths and weaknesses. It provides information that can help both students and instructors to build on the strengths and remedy the weaknesses.
- Summative assessment, on the other hand, is usually carried out at the end of the semester and is used to determine the extent to which the students have achieved the course learning objectives or outcomes (grading function). It helps instructors make decisions and judgments for purposes of student promotion and/or graduation. Final exams and projects, among other forms, serve this purpose.
- Formative assessment, in contrast to summative assessment, is conducted throughout the semester and is used to enhance the learning and teaching process. Information provided by this ongoing assessment helps students improve their study skills, learning strategies and achievement, thus support ongoing student progress, and helps instructors diagnose and respond to student needs (development and improvement function).

### Assessment Methods

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

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

- Tests and exams
- Assignments/homework
- Projects
- Reports
- Presentations
- Essays

- Papers
- Case studies
- Exhibitions
- Portfolios
- Self-assessment
- Capstone course or graduation project
- Performance through observing and judging

### Roles and Responsibilities

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

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

- The role of the College Dean is

- to ensure that colleges have their own discipline-specific assessment guidelines and procedures that are consistent with ADU Student Assessment guidelines;

- to ensure that these guidelines and procedures are periodically reviewed; and

- to ensure that departments use assessment results for program improvement.

- The role of the department chair/program director/coordinator is:

- to collaborate with faculty members in developing assessment guidelines and procedures that are appropriate to their major fields;

- to ensure that faculty members implement these guidelines and procedures;

- to ensure that faculty members inform students of assessment criteria;

- to review assessment methods and criteria; and

- to ensure that assessment results are used for continuous improvement of learning and instruction

- The role of faculty members is:

- to inform students at the beginning of the semester of the assessment methods and criteria that will be used in assessing their performance and achievement;

- to provide students with feedback on their performance and how it can be improved. Effective feedback should be provided in a timely and constructive manner and includes both comments and grades.

## Late Submission Coursework

1. The due date for each class assignment or project should be clearly indicated to the students in the course outline.

Assignments received more than two weeks after the due date should not be accepted.

2. Submission dates may be extended in exceptional circumstances. The College or Instructor may use their discretion in approving such requests. Submission of the coursework should not normally exceed the last day of classes.
3. Assignments or projects can be turned in any time up to two weeks after the due date will be graded, but a penalty may be applied.
  - a. Assignments submitted at any time up to one week after the due date should have the grade awarded reduced by 2% for each calendar day the assignment is late.
  - b. Assignments submitted more than one week but not more than two weeks after the due date should have the grade reduced by 5% for each calendar day the assignment is late.

## Academic Standing

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

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

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

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

## Student Attendance

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

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

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

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

Evidence for any of the following legitimate excuses will be submitted to the Office of the Registrar on the first day of return to class:

1. Hospitalization,
2. Contagious Disease,
3. Death of an immediate family member (parent, grandparent, sibling, spouse, child),
4. Car Accident,
5. Special assignments (for working students) with prior written approval from the Office of the Registrar,
6. Al Haj

Al Umra is not 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.

## Academic Advising: Mission and Objective

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

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

### Main Objectives of the Academic Advising office:

1. Develop academic programs that are consistent with

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

2. Advise and assist students with respect to ADU policies and procedures.
3. Provide accurate and timely information regarding university requirements, policies, and procedures.
4. Guide and motivate students in developing themselves and taking more responsibility for planning their own academic career.
5. Act as a focal point between the students and the University in order to ensure that the students fulfill all their academic requirements.

### Responsibilities of Academic Advisors:

1. Advise and assist students with respect to ADU courses and programs.
2. Assist students with registration issues and offer guidance with course selection.
3. Identify options for students to satisfy specific degree requirements, evaluate and make recommendations on petitions, and make adjustments to the student's study plan.
4. Evaluate the students' level of development and uphold their growth by assessing the key factors and generating the required reports when necessary.

### The Role of the Faculty Mentor:

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

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

### The Faculty Mentor will:

1. Provide information about degree programs to aid students in making informed decisions regarding their majors and minors.
2. Deliver general guidance related to the student's field of interest.
3. Assist students with their choices of majors and minors.
4. Mentor students throughout their academic journey in ADU

5. Provide comprehensive feedback regarding students' performance.
6. Meet the students with academic support to monitor their progress and recommend the support needed for their academic development.

### Responsibilities of Students:

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

### The responsibilities of students include:

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

### Advising student with Academic Support Notice:

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

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

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

### Advising Tools, Purpose And Design

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

### 1. Academic Advising Website

- Advising webpage for each college.
- Registration guidelines.
- The study plan should be more detailed and specific.
- Inclusion of the Advisor Handbook ( soft copy);
- Information about the Professional Advisors, and their office timings.

### 2. Student Online Account

- Recommended Plan of Study - standard plan for every student of that particular major.
- Plan of Study In-Progress- includes the courses that have been completed in a particular semester until date and GPA.
- The assigned Professional Advisor details indicating instructor's name, qualifications, office extension, office room number/address, office hours, e-mail ID.
- Link to access a pdf file of the student handbook.
- A list of minors and electives being offered.

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

- 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.
- 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

- Introduction to Academic Advising;
- Registration guidelines;
- Placement tests;
- Information of the respective college;
- Courses offered;
- A detailed Study Plan according to each discipline;
- Information about the Professional Advisors, and their office timings;
- Campus Academic Support services and Resources.

### 4. Online Academic Advising/Faculty Mentoring Forms

- 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 summarizes the outcomes of the meetings is emailed to the advisor and student advisee's ADU mail accounts.
- 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)

- Detailed Study Plan for each discipline;
- General Education planner;

### 6. Power Point Slides (for orientation sessions)

- General information about Abu Dhabi University;
- Information about UC, CAS, COBA, COE;
- Courses offered in each college; and
- Detailed Study Plan for each discipline.

## Examination Rules and Regulations

- Final Examinations for all students will be held as stipulated in the Academic Calendar;
- 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,
- Faculty may examine students using written, practical, or oral tests, by continuous assessment, or by any combination of these,
- Students who wish to appeal examination result(s) must submit a formal letter to the Office of Research and Sponsored Programs ,
- The week before the final exam shall be used for feedback for students to reflect on what they have learned during the semester,
- If a student has missed an exam for any reason (other than

medical reasons as already noted), she/he may appeal to retake the test or exam if extreme justifying circumstances warrant it. A written appeal must describe the circumstances which caused the student to miss the examination, and supporting documentation should be provided where appropriate. Copies of the appeal must be sent to the respective faculty member and to the Office of Research and Sponsored Programs for review and approval.

## Rules Governing Final Examinations

- No faculty may hold a final examination except during the period in which final examinations are scheduled. The final examination times will be posted by the Registrar and will take place immediately following the thirteenth week of the Fall and Spring semesters. The Summer semester final examination schedule will be coordinated within the Summer semester and students will be notified of the given date in advance.
- No student may be required to take more than two final examinations on any calendar day during the period in which final examinations are scheduled. If more than two are scheduled, the Office of the Registrar will permit a postponement allowing students to sit for such an examination at a later date.
- Examinations that are postponed because more than two examinations are scheduled on the same day, or because an examination conflicts with another examination or when more than two examinations are scheduled on the same day, may be taken at another time during the final examination period if the faculty member and student can agree on a time.
- Laboratory work and oral examinations which form part of a final exam are allowed to be taken in the week preceding the period set for the final examinations, but all of the university required written final examinations must be given during the final exam period.
- No faculty may change the time, date or location of a final exam without permission from the Registrar.
- No faculty member may increase the time allowed for a final exam beyond the scheduled two hours without permission from the respective Dean and Registrar
- Only the Office of the Registrar is authorized to release grades to students.

# CODE OF CONDUCT

## Academic Integrity

### I. Academic Integrity (AI) Violations

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

#### A. Cheating

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

Examples of cheating include but are not limited to:

1. Copying another person's test answers during an exam.
2. Exchanging information regarding an exam during the exam.
3. Copying answers from notes such as those written on the body, clothing, pieces of paper, or electronic devices such as mobile phones and/or calculators.
4. Obtaining a copy of or information about an examination ahead of time.
5. Looking up answers in a book when the exam is specifically a closed book exam.
6. Buying projects and term papers.
7. Copying from someone else's paper, project or assignment.
8. Using notes or books during exams unless expressly allowed by the instructor.
9. Hiring a surrogate test taker.
10. Bringing forbidden materials such as calculators, computers, books, or notes into the exam unless expressly allowed by the instructor.
11. Communicating with other students regarding an examination during the exam.
12. Failing of students to switch off mobile phones during the exam

#### B. Plagiarism

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

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

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

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

Examples of plagiarism include but are not limited to:

1. Borrowing all or part of another student's paper or using someone else's outline.
2. Using the same paper for multiple classes.
3. Submitting the same paper in two different courses and submitting it as the student's own work.
4. Copying sections of text from a source and replacing several individual words or phrases with synonyms, or similar words.

#### Turnitin (anti-plagiarism software)

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



### C. Fabrication of Data

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

Examples of fabrication of data include but are not limited to:

1. Deliberately misreporting results of an experiment or field research.
2. Inventing data and resources for written, oral, or other presentations.
3. Inventing case studies and relevant facts in reports, papers, or presentations.

### D. Presenting False Credentials

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

Examples of false credentials include but are not limited to:

1. Claiming degrees that were not earned.
2. Failing to report colleges and universities attended.
3. Presenting falsified transcripts.
4. Presenting falsified information.
5. Claiming false employment.
6. Misrepresenting immigration status.
7. Using fake ID cards.

### E. Collusion

Collusion occurs when students work together on a piece for assessed work when "working together" is not allowed. Collusion can occur when students copy from each other. Evidence of collusion on students' papers occurs when two or more papers have similar or identical wording. An individual student's understanding cannot be assessed if "ownership" of the assignment cannot be determined.

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

### F. Free Riding

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

## II. Penalty for Violations of Academic Integrity (AI)

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

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

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

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

## Excerpts of Examinations Protocols and Rules - Students' Responsibilities

### I. Introduction

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

### II. Types of Examinations

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

### III. Students' Responsibilities

#### A. Pre Examination

1. Switch-off your mobile phones (and all other electronic devices) and place them in front of the examination room and

away from where you are seated.

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

#### B. During Examination

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

#### C. After Examination

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

## Excerpts of Procedural Guidelines for Examinations and Proctoring

### I. Introduction

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

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

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

## II. Personal and Professional Attributes of Proctors

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

## III. Types of Examinations

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

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

## IV. Types of Proctors

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

## V. Assigning Proctors

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

## VI. Proctoring Duties

### A. Pre Examination

1. Be available in the examination rooms 20 minutes and rearrange the chairs to create physical separation between students.
2. Review each examination information sheet for special requirements requested by the instructor.
3. Allow students into the examination room ten (10) minutes before the exam time.
4. Ensure random seating of students as they enter the classroom and take-up seats.
5. Request each student to display valid Student ID (other valid IDs with photo such as driving license may be acceptable).
6. Instruct students to put away all unauthorized materials, including mobile phones and other electronic devices in front of the examination room and away from where they are seated.
7. Review with students major items that constitute cheating (e.g. speaking, exchanging information, accessing unauthorized materials such as mobile phones, etc).
8. Ensure each student receives the correct version of the exam.
9. Place the examination papers in front of students, faced-down, and one-by-one.
10. Announce the start of the examination, write the time of the examination on the whiteboard (e.g., exam duration two (2) hours, starting time 09:00 a.m., and finishing time 11:00 a.m.), and adjust the finishing time, if necessary (e.g., exams starting with some delays require finishing time to be extended to compensate for the delay).
11. Start the exam.

### B. During Examination

1. Preventing conducts that are violations of the provisions of the AIP (e.g., cheating), and
2. Detecting acts of violations of the provisions of the AIP (e.g., catching cheating activities).

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

Detection of Violations – In instances where direct evidence of violations exists (e.g., students using and/or possessing

handwritten or electronically stored course related materials), the proctor should take the following actions:

1. Approach the student.
2. Collect the Student ID and the examination papers.
3. Secure the evidence of violation such as handwritten notes or electronic devices.
4. Notify the instructor of the course or the roving proctor.
5. Complete and submit to the OAI the Exam Violation Documentation Form along with the evidence of cheating (e.g., notes, mobile phones, or other electronic devices).
6. Notify the roving proctor and/or the representative of the OAI, in cases of non-cooperating students.

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

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

1. Ensure unauthorized electronic devices are kept away from the proximity of students.
2. Remind students that any violations of the AIP will result in the ejection of students from the examination room.
3. Instruct students to read and sign the "Warning Section" on the top of the Exam Cover Sheet.
4. Circulate exam's "Attendance Sign-Up Sheet" to collect students' signatures.
5. Prevent students to enter the examination room after 30 minutes from the start of the exam. In these cases, the Non-Admitted Late Comers Notification Form should be completed and submitted to the OAI.
6. Prevent students to leave the examination room prior to 40 minutes from the start of the exam.
7. Prohibit use of any unauthorized materials or resources unless specifically allowed by the instructors.
8. Monitor students to ensure they are focused on completing the examination.
9. Maintain a physical presence at all times by walking around and paying close attention to students' behavior and conduct.

10. Monitor students' conduct while on emergency break (e.g., using the restrooms).
11. Enforce the following exam-taking rules:
  - a. No talking between and among students,
  - b. No answering of questions by students or proctors,
  - c. No exchanges of any kind of materials between and among students, and
  - d. No change of seats unless for valid reasons and with the consent of the proctor.

### C. After Examination

1. Finish the examination on time and orderly.
2. Secure the completed examination papers.
3. Deliver completed exams to the representative of the college or the roving proctor.
4. Ensure students remain seated until the proctor collects the examination papers.
5. Collect examination papers from students, one-by-one.
6. Account for the total number of exam copies by counting completed exam papers, match the numbers against the number of students on the "Attendance Sign-Up Sheet", and the head count.
7. Validate the completeness of total copies of the exam (i.e., exams taken plus excess copies should be equal to the number of copies originally received).
8. Contact the IT staff to secure the lab for the lab-based examinations.
9. Remind students to collect their personal belongings.
10. Handover any items left behind by students to the Security Officer or the OAI Representative.

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# STUDENT CLUB GUIDELINES - Abu Dhabi Campus

Updated: 22 September 2020

## Club Guidelines

This manual provides information about the guidelines and the processes related to the clubs at Abu Dhabi University. This document ensures that club members follow the procedures, which have been set forth in order to aid in the delivery of their events and activities properly. The Student Engagement Office (SEO) plays an important role in providing students with opportunities to ensure the intellectual growth and development of students' skills through various programs, one of which is the club program. Through clubs, students are able to explore their talents and enhance their skills by planning and participating in extracurricular activities.

### Definition of Student Clubs

SEO oversees, coordinates, and supports a variety of clubs; however, those clubs must fall under at least one of the five categories mentioned below.

- Arts: Clubs established to highlight various forms of artistic expression. Examples: Anime, Art, Music, Theatre, etc
- Cultural: Clubs representing a specific country or region by displaying the cultures & traditions. Example: Emirati, Egyptian, Moroccan, Nigerian, etc.
- Humanitarian: Clubs developed with the mission to serve others through means of volunteerism. Examples: Ihsan, ADU Hands, etc.
- Professional: Clubs established with the professional growth of students in mind.
- Social: Clubs that demonstrate a specific shared interest. Example: Self-Care, Fitness, Chess, Poetry, Sports, etc.

### SEO Responsibilities

In order to provide student clubs and their members with the best possible support, SEO is responsible for the following tasks:

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

- Supporting clubs with any ideas that will enhance their presence and activities.
- Providing development trainings for club members.

### Club Advisor

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

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

### Club Advisor Requirements

- Be a full-time faculty or staff member at Abu Dhabi University and to notify SEO and the club president immediately if his/her employment status changes or the advisor's role is vacated.
- To be familiar with student clubs' guidelines and procedures in order to effectively advise students.
- To attend mixed club meetings and events when possible.
- Supervise the club when they have rehearsals in the auditorium.
- To accompany the club members when participating in off campus activities.
- To receive and review monthly club participation and financial reports from the club's Executive Board. Club advisors shall advise the club members on their spending and budget if necessary.
- Assist students with ideas and any other support needed as per the events requirements.

### Club Advisor Responsibilities

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

### Active Club Requirements

An active club must meet the following requirements:

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

### Establishing or Registering a Student Club

Club membership is open to full time undergraduate ADU students. Students who desire to establish a new club on the ADU campus must meet the following requirements:

- Applicants must submit a proposal for a new club by visiting the ADU Groups website ([adugroups.adu.ac.ae](http://adugroups.adu.ac.ae)), where the applicant will receive the approval from SEO on the club proposal.
- All members must have a minimum GPA of 2.0 and must not be on academic probation or have any disciplinary infractions.
- Clubs must have complete Executive Board (President, Vice President, Secretary, & Treasurer) and advisor who is a full-time faculty or staff member of ADU.
- Each member of the Executive Board must also participate in the introductory workshop.
- The Advisor must sign the Advisor Agreement Form through ADU Groups.

### Renewing Club Registration

Club registration is valid for one academic year only. Clubs are considered inactive immediately after each academic year unless the president submits the New Club Registration/Renewal form through ADU Groups. In order to renew club registration, each club must complete the New Club Registration/Renewal Form and register to attend a Club Renewal Workshop. Each member of the Executive Board must attend the workshop in order for the club to receive "active" status

### Executive Board Members

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

### President

- Shall supervise and attend all meetings.
- Shall set the dates for club meetings.
- Shall appoint members to handle different responsibilities as required.
- Shall cast the deciding vote for club's Executive Board and members if there is a tie in the normal voting procedure.
- Agrees with the club members and advisor on activities and events.
- Shall submit Event/Meeting Proposal Form with the approval from the Club Advisor.
- Shall perform any additional tasks as determined by SEO or Executive Membership.

### Vice President

- Shall preside over all meetings in the absence of the president.
- Supports the Executive Board and the members to meet their obligations.
- Shall have the right to vote for club's Executive Board and members except when acting as president.
- Shall submit Event/Meeting Proposal Form with the approval from the Club Advisor in the absence of the president.
- Shall seek sponsors/partners for club projects.
- Shall perform any additional tasks as determined by SEO or Executive Membership.

### Secretary

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

### Treasurer

- Shall preside over all meetings in the absence of the president, vice president, and secretary.
- Monitors and controls club members' financial activities.
- Shall be responsible for submitting the Student Purchase Request Form through ADU Groups.
- Shall perform any additional tasks as determined by SEO or Executive Membership.

### Collective Responsibilities for Executive Board of a Club

As a group, the Executive Board is expected to:

- Work collectively and plan for the club's events and activities.
- Submit a tentative calendar of events and activities at the start of each semester.
- Create a detailed plan with a corresponding budget estimate for each proposed event.
- Keep a healthy environment within the Board to ensure the club's stability and efficiency.
- Call for a year-end meeting to discuss the club's progress, achievements and recommendations for the incoming board members.
- Ensure a smooth transition and turnover of responsibilities with the newly elected Executive Board.
- Assist the new Executive Board in the early stages of their term to ensure smooth and uninterrupted operations.
- Consult the SEO or advisor to mediate and solve any conflicts through a common resolution should a problem arise within the Executive Board.

### Rights of Student Clubs

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

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

### Student Club Rules

- Executive Board Members must be committed to attend any meeting/training organized by SEO.

- Student clubs must act as representatives of Abu Dhabi University on and off campus.
- Student clubs must participate in SEO's main events including, but not limited to, Week of Welcome/Orientation, Club Fair, Open Week and Global Day, as applicable.
- The club must submit any marketing content related to posters, social media content, or emails to SEO for approval prior to posting.
- Student clubs must maintain an advisor who is fulltime faculty or staff at ADU. If the advisor vacates the role, the club is required to recruit a new advisor within 2 weeks. Otherwise, the club will be on hold until a new advisor is identified.
- All club activities/events/speeches/poems/videos/presentations/performances must be presented to SEO and approved before the event. Activities must not include any political, discrimination, racism, or other topics/issues that are not accepted or respected by UAE culture or are not in alignment with ADU rules and regulations.
- Student clubs must not promote events or activities without SEO's approval and acknowledgment.
- No joint performances are allowed between the male and female students without prior approval. Female performances are not permitted to be presented in front of males.
- SEO has the right to cancel any activity/event/speech/poem/video/presentation/performance that does not comply with the rules set forth by the department or University.
- Any club that does not have a completed Executive Board is considered inactive until all roles have been filled.
- Executive Board members must have clear communication with all members about new projects and proposals.
- Student clubs should refer to their advisors through their planning process to seek advice and approvals.
- Money raised from fundraising projects should be documented through ADU Groups using the Student Participation/Purchase Request. All collected funds should be submitted to SEO by the treasurer and monitored by the advisor.
- All club members must abide by the student responsibilities as outlined in the Student Code of Conduct Policy.

### Penalties

SEO reserves the right to cancel or modify any proposal, event, activity, or trip if the club does not meet the above guidelines. Furthermore, the club or member who fails to abide by the above guidelines is subject to the disciplinary process and action.

### Club Member Disputes

In the event that a problem or issue arises between student club members, including the Executive Board, the procedures described below are followed.

1. The complainant will raise the issue to the club advisor and SEO by submitting the Student Complaint Form provided by SEO.
2. The concerned student is given the opportunity to respond to the complaint that has been raised against him/her.

SEO will determine the most appropriate course of action.

### Club Vacancies

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

1. The club's Executive Board should announce the vacant position.
2. Club members who wish to fill the vacant position and also meet the club's requirements to become candidates should submit their names to the ballot.
3. The club's Executive Board should carry out a simple majority vote within two weeks.

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

Should any member of the Executive Board vacate his/her position before an official election takes place, it is the responsibility of that member to ensure that the vacancy is filled prior to their departure. A club will be considered inactive if any vacant Executive Board position is not filled within two weeks of the vacancy being announced. It is also the responsibility of the club's president to keep SEO informed about any vacant positions in the club.

### ADU Groups

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

- New Club Registration/Renewal Form
- Completion and submission of all forms and required documents
- Track club membership and attendance of students
- Creation, posting, and promotion of all club activities, events and meetings
- Design posters for events and receive approval from SEO
- Obtain student feedback on activities and events through use of the survey tool

### Facilities for Clubs Use

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

### Club Items

Each student club is afforded the opportunity to purchase items for activities and events as necessary. The following outlines the terms and use for purchased club items.

- All club items are the property of Abu Dhabi University whether acquired through sponsorship, donation or use of the club's budget.
- All items should receive the approval of SEO prior to purchase.

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

### Event Proposal Procedure

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

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

Please see the table below for the tentative event proposal timeline. Times may vary based upon availability.

Event Proposal Timeline	
Action	Estimated Completion Time
Poster is completed by Marketing Department	7 working days (including first draft and approval)
SMS is scheduled and sent	5 working days
Social Media is scheduled and posted	4 working days
Student Emails are scheduled and sent	5 working days
Auditorium Booking*	3 working days
Transportation**	3 working days

\*Any use of the auditorium for rehearsals requires a club advisor to be present.

### Off-Campus Events and Trips

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

- The club must receive a pre-approval from SEO by submitting the official Event/Meeting Proposal Form through ADU Groups.
- It is the responsibility of the club to cover all transportation costs. Clubs are not allowed to use their entire budget for transportation.
- SEO will assist in the booking of transportation on behalf of the club.

- The advisor or a full-time staff member must be present for the duration of the trip.
- All students must submit a Parent/Guardian Permission form prior to the trip.

### Club Funding

All active ADU Student Clubs for which SEO is responsible are entitled to receive funding to support approved activities and events. Requested funds are dispersed based on submitted budgets and demonstrated need for proposed activities and events. The club's president, and vice president in his/her absence, is the only club member authorized to initiate and complete the request for funding on behalf of the club.

Each club will receive a budget each semester as determined by SEO to support approved activities and events. Additional funding will be dispersed on a case-by-case basis. Clubs are welcome to combine their budgets for joint events and activities.

SEO will provide an allotted budget for all SEO required events (e.g. Club Fair, Global 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.

In order to receive funding, the president can make a request for either petty cash or reimbursement. Below are the procedures to follow otherwise the payee will not be able to receive funding:

#### Petty Cash\*

- Include the requested items on the Event/Meeting Proposal Form.
- Gain approval from SEO on the requested items.
- Complete the Student Purchase Request Form and receive funds upon approval.
- Provide original receipts to SEO no later than 2 working days after the event or activity using the Student Participation/Purchase Report.

\*This can be applied when petty cash is available otherwise, the student will proceed with the reimbursement process.

#### Reimbursement

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

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

### Fundraising

Fundraising is one of the most important parts to operate a club efficiently. In order to successfully complete fundraising activities, the club must consider the following:

- Pre-approval for the fundraising activity must be received from SEO by submitting the Event/Meeting Proposal form through ADU Groups.
- The club's treasurer or another member of the Executive Board, in the absence of the treasurer, will be held responsible for documenting and safeguarding all funds that are collected during the event.
- The Student Participation/Purchase Report must be submitted to SEO and the club advisor within two (2) days after the fundraising activity is completed.
- All money collected from the fundraising activity will be submitted to SEO and added to the club budget for future club events and purchases. Club members shall not use the money for personal purposes.

### Charitable Organization Fundraising

Student clubs are encouraged to participate in charitable causes. However, when fundraising on behalf of charitable organizations, the following must be considered:

- The club must receive a pre-approval on the charitable fundraising activity from SEO by submitting the Event/Meeting Proposal Form through ADU Groups.
- Charitable fundraising for a specific cause must be conducted through an official organization based in the UAE that is collecting funds for the same cause.
- Official communication and coordination must be done between SEO, club advisor or club president and the charitable organization only.
- A representative from the organization along with the required materials should be available during the fundraising event.

### 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
- Outstanding President Award
- Outstanding Club Member Award
- Student Volunteer of the Year
- Student Affairs Extra Mile Award
- Club Fair – Student Choice Award
- Recognition Certificate (provided upon request)

### Club Achievement Report

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

Achievement Awards	
Platinum	200+ Points
Gold	151-200 Points
Silver	100-150 Points

Achievement Awards Point System	
Regular Club Events (Student Participation Report must be submitted)	10 Points Each
Bonus Club Events (Fundraisers, Trips, Collaborative Events)	15 Points Each
SEO Required Events (Club Fair, Open Week, Orientation/WoW)	10 Points Each
Posts on ADU Groups	1 Point Each
SEO Workshops Attended (Full Exec Board or at least 4 members present)	10 Points Each

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

## Appendix

### List of Forms Available on ADU Groups

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

### Student Recognition Gala Awards Criteria

Award	Criteria
<u>Club of the Year</u>	This award is presented to the club that has accrued the most points over the course of the academic year. This club has achieved Platinum status. Other clubs will receive honorable mention for Gold and Silver status.
<u>Outstanding President</u>	This award is presented based upon nominations and voting from club members in all active clubs. Members will be given the opportunity to nominate a president after which SEO will select the top five nominees for which club members can vote.
<u>Outstanding Club Member</u>	The President via the Club Achievement Report submits nominations for this award. SEO will select the recipient. The ideal candidate has gone above and beyond as an active club member in multiple clubs.
<u>Student Volunteer of the Year</u>	This award is presented to the student who has earned the most volunteer hours. This student must be registered and active in the volunteer program and all hours must be officially registered through the program.
<u>Student Affairs Extra Mile Award</u>	The Student Affairs staff submits nominations for the award. Nominees are students who have made outstanding contributions to the operations and programming of the department in various areas.
<u>Club Fair - Student Choice Awards</u>	This recipient of this award is selected by student attendees of the fall and spring Club Fairs through the online polling system in ADU Groups. Students are asked to select the club based the following criteria: content, creativity, verbal presentation, attractiveness, and student appeal.



**AL AIN NEW CAMPUS**

# Academic Calendar 2020-2021

## ABU DHABI UNIVERSITY ACADEMIC YEAR 2020-2021

### FALL SEMESTER 2020-2021

WEEK	JULY 2020							EVENTS
	S	M	T	W	T	F	S	
				1	2	3	4	
	5	6	7	8	9	10	11	<b>25 June</b> English Placement Test for New <b>Abu Dhabi &amp; Al Ain</b> Undergraduate Students
	12	13	14	15	16	17	18	<b>27 June</b> Math Placement Test for New <b>Abu Dhabi &amp; Al Ain</b> Undergraduate Students
	19	20	21	22	23	24	25	<b>15 July</b> English Placement Test for New <b>Abu Dhabi &amp; Al Ain</b> Undergraduate Students
	26	27	28	29	<b>30</b>	<b>31</b>		<b>16 July</b> Math Placement Test for New <b>Abu Dhabi &amp; Al Ain</b> Undergraduate Students
								<b>30 July</b> <b>Arafat Day *</b>
								<b>31 Jul - 3 Aug</b> <b>Eid Al Adha Holiday *</b>

#### Notes:

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- (2) Tuition fee will not be refunded after this date.
- (3) Examination periods are inclusive of Saturdays but not Fridays.
- (4) Grade appeal deadline is one week prior to the early registration in the following regular semester.

# ABU DHABI UNIVERSITY

## ACADEMIC YEAR 2020-2021

### FALL SEMESTER 2020-2021

WEEK	AUGUST 2020							EVENTS
	S	M	T	W	T	F	S	
							<b>1</b>	
<b>2</b>	<b>3</b>	4	5	6	7	8		<b>5 Aug</b> Financial Aid / Scholarship Requirements for RETURNING Students for Fall 2020-2021 Submission Deadline.
	9	10	11	12	13	14	15	<b>12 Aug</b> English Placement Test for New <b>Abu Dhabi &amp; Al Ain</b> Undergraduate Students
	16	17	18	19	<b>20</b>	21	22	<b>13 Aug</b> Math Placement Test for New <b>Abu Dhabi &amp; Al Ain</b> Undergraduate Students
	23	24	25	26	27	28	29	<b>13 Aug</b> Arabic Placement Test for New <b>Abu Dhabi &amp; Al Ain</b> Undergraduate Students
1	<b>30</b>	31						<b>13 Aug</b> Financial Aid Requirements for New Prospective Students Fall 2020 -2021 Submission Deadline
								<b>16 Aug</b> Winter Term Internship Program Application Submission Begins
								<b>20 Aug</b> <b>Islamic New Year *</b>
								<b>26 Aug</b> English Placement Test for New <b>Abu Dhabi &amp; Al Ain</b> Undergraduate Students
								<b>27 Aug</b> Arabic / Math Placement Test for New <b>Abu Dhabi &amp; Al Ain</b> Undergraduate Students
								<b>27 Aug</b> Deadline for Admission / Transfer Credit
								<b>27 Aug</b> Registration Deadline for Newly Admitted Students
								<b>27 Aug</b> Deadline of Submissions for Declaration/Change of Major
								<b>30 Aug</b> <b>First Day of Classes</b>
								<b>30 Aug</b> Payment Deadline for Newly Admitted Students
								<b>30 Aug - 3 Sep</b> Add / Drop Period with 100% Refund

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

WEEK	SEPTEMBER 2020							EVENTS
	S	M	T	W	T	F	S	
			1	2	3	4	5	<b>3 Sep</b> Payment Deadline for Current Students
<b>2</b>	6	7	8	9	10	11	12	<b>6 - 10 Sep</b> Course Withdrawal Period with 75% Refund
<b>3</b>	13	14	15	16	17	18	19	<b>13 Sep</b> Orientation for Newly Admitted Male / Female Students
<b>4</b>	20	21	22	23	24	25	26	<b>13 - 17 Sep</b> Course Withdrawal Period with 50% Refund**
<b>5</b>	27	28	29	30				<b>20 Sep</b> Graduation Online Application Begins
								<b>24 Sep</b> Term A Course Withdrawal Deadline for Postgraduate Students

#### Notes:

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- (3) Examination periods are inclusive of Saturdays but not Fridays.
- (4) Grade appeal deadline is one week prior to the early registration in the following regular semester.

# ABU DHABI UNIVERSITY

## ACADEMIC YEAR 2020-2021

### FALL SEMESTER 2020-2021

WEEK	OCTOBER 2020							EVENTS
	S	M	T	W	T	F	S	
					1	2	3	
6	4	5	6	7	8	9	10	<b>1 Oct</b> Winter Term Internship Program Application Submission Deadline
7	11	12	13	14	15	16	17	<b>10 Oct</b> <b>Term A Postgraduate Last Day of Classes</b>
8	18	19	20	21	22	23	24	<b>11 - 13 Oct</b> <b>Term A Postgraduate Final Exams Week ***</b>
9	25	26	27	28	29	30	31	<b>15 Oct</b> Release of Mid-Semester Grades
								<b>15 Oct</b> Release of Final Grades for Term A Postgraduate Students ***
								<b>18 Oct</b> <b>Term B Postgraduate Classes Begins</b>
								<b>18 - 19 Oct</b> Term B PG Add / Drop Period with 100% Refund
								<b>18 Oct</b> Release of the Winter 2020-2021 Term and Spring 2020-2021 Semester Schedules
								<b>19 Oct</b> Deadline of Payment for Term B Postgraduate Students
								<b>22 Oct</b> Graduation Online Application Deadline
								<b>25 Oct</b> Grade Appeals Deadline for Spring 19-20 Semester and Sum '19-20 Term Final Grades ****
								<b>25 Oct</b> Advising and Early Registration Begins
								<b>29 Oct</b> <b>Birthday of Prophet Muhammad</b>

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

WEEK	NOVEMBER 2020							EVENTS
	S	M	T	W	T	F	S	
10	1	2	3	4	5	6	7	
11	8	9	10	11	12	13	14	<b>1 Nov</b> Spring Semester Internship Program Application Submission Begins
12	15	16	17	18	19	20	21	<b>5 Nov</b> Collection of Dean's List Certificate
13	22	23	24	25	26	27	28	<b>5 Nov</b> Course Withdrawal Deadline (UG )
	29	30						<b>12 Nov</b> Course Withdrawal Deadline (PG Term B)
								<b>28 Nov</b> <b>Last Day of Classes</b>
								<b>29 Nov - 12 Dec</b> <b>Final Exams Period ***</b>

WEEK	DECEMBER 2020							EVENTS
	S	M	T	W	T	F	S	
			1	2	3	4	5	<b>1 Dec</b> <b>Commemoration Day</b>
	6	7	8	9	10	11	12	<b>2 - 3 Dec</b> <b>UAE National Day</b>
	13	14	15	16	17	18	19	<b>13 - 31 Dec</b> <b>Fall Break</b>
	20	21	22	23	24	25	26	<b>14 Dec</b> Final Grades Released****
	27	28	29	30	31			<b>24 Dec</b> Spring Semester Internship Program Application Submission Deadline

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# ABU DHABI UNIVERSITY

## ACADEMIC YEAR 2020-2021

### WINTER SEMESTER 2020-2021

WEEK	DECEMBER 2020							EVENTS
	S	M	T	W	T	F	S	
		<b>1</b>	<b>2</b>	<b>3</b>	4	5		
	6	7	8	9	10	11	12	<b>30 Dec</b> Arabic / English / Math Placement Test for New <b>Abu Dhabi &amp; Al Ain</b> Undergraduate Students in Winter Term 2020 - 2021
	13	14	15	16	17	18	19	<b>31 Dec</b> Deadline of Admissions / Transfer Credit
	20	21	22	23	24	25	26	<b>31 Dec</b> Deadline of Submission for Declaration / Change of Major
	27	28	29	30	31			<b>31 Dec</b> Registration Deadline for Newly Admitted Students

WEEK	JANUARY 2021							EVENTS
	S	M	T	W	T	F	S	
						<b>1</b>	2	<b>1 Jan</b> <b>Gregorian New Year</b>
<b>1</b>	<b>3</b>	4	5	6	7	8	9	<b>3 Jan</b> <b>First Day of Classes</b>
<b>2</b>	10	11	12	13	14	15	16	<b>3 Jan</b> Summer Term Internship Program Application Submission Begins
<b>3</b>	17	18	19	20	21	22	23	<b>3 Jan</b> Payment Deadline for Newly Admitted Students
<b>4</b>	24	25	26	27	28	29	30	<b>3-4 Jan</b> Add/ Drop Period 100% Refund
	31							<b>4 Jan</b> Payment Deadline for Current Students
								<b>5-6 Jan</b> Course Withdrawal Period 75% Refund
								<b>6 Jan</b> Financial Aid/Scholarship requirements for RETURNING Students for Spring 2020/2021 Submission Begins
								<b>6 Jan</b> Financial Aid/ Scholarship requirements for NEW Prospective Students for Spring 2020/2021 Submission Begins
								<b>7-10 Jan</b> Course Withdrawal Period 50% Refund**
								<b>17 Jan</b> Graduation Online Application Begins
								<b>28 Jan</b> Release of Mid-Term Grades
								<b>28 Jan</b> Graduation Online Application Deadline

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

WEEK	FEBRUARY 2021							EVENTS
	S	M	T	W	T	F	S	
<b>5</b>		1	2	3	4	5	6	<b>3 Feb</b> Course Withdrawal Deadline
<b>6</b>	7	8	9	10	11	12	<b>13</b>	<b>4 Feb</b> Financial Aid /Scholarship Requirements for RETURNING Students for Spring 2020/2021 Submission Deadline
	<b>14</b>	<b>15</b>	<b>16</b>	17	18	19	20	<b>11 Feb</b> Financial Aid Requirements for NEW Prospective Students Spring 2020/2021 Submission Deadline
	21	22	23	24	25	26	27	<b>13 Feb</b> <b>Last Day of Classes</b>
	28							<b>14-16 Feb</b> <b>Final Exams Period***</b>
								<b>18 Feb</b> Final Grades Released****
								<b>21 Feb</b> Scholarships Requirements for NEW Prospective Students Spring 2020/2021 Submission Deadline
								<b>25 Feb</b> Summer Term Internship Program Application Submission Deadline

#### Notes:

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- (4) Grade appeal deadline is one week prior to the early registration in the following regular semester.

# ABU DHABI UNIVERSITY

## ACADEMIC YEAR 2020-2021

### SPRING SEMESTER 2020-2021

WEEK	FEBRUARY 2021							EVENTS
	S	M	T	W	T	F	S	
		1	2	3	4	5	6	
	7	8	9	10	11	12	13	<b>17 Feb</b> Arabic / English / Math Placement Test for New <b>Abu Dhabi &amp; Al Ain</b> Undergraduate Students in Spring 2020 - 2021
	14	15	16	17	18	19	20	<b>18 Feb</b> Deadline of Submissions for Declaration/ Change of Major
1	<b>21</b>	22	23	24	25	26	27	<b>18 Feb</b> Admissions/Transfer Credit Deadline
	28							<b>18 Feb</b> Registration Deadline for Newly Admitted Undergraduate Students
								<b>21 Feb</b> <b>First Day of Classes</b>
								<b>21 Feb</b> Payment Deadline for Newly Admitted Students
								<b>21 - 25 Feb</b> Add/Drop Period with 100% Refund
								<b>25 Feb</b> Payment Deadline for Current Students
								<b>28 Feb - 4 Mar</b> Course Withdrawal Period with %75 Refund

WEEK	MARCH 2021							EVENTS
	S	M	T	W	T	F	S	
2		1	2	3	4	5	6	<b>4 Mar</b> Orientation for Newly Admitted Male / Female Students
3	7	8	9	10	11	12	13	<b>7 - 11 Mar</b> Course Withdrawal Period with 50% Refund**
4	14	15	16	17	18	19	20	<b>18 Mar</b> Term A Course Withdrawal Deadline for Postgraduate Students
5	21	22	23	24	25	26	27	<b>21 Mar</b> Graduation Online Application Begins
	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>				<b>28 Mar - 10 Apr</b> <b>Spring Break</b>

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

WEEK	APRIL 2021							EVENTS
	S	M	T	W	T	F	S	
					<b>1</b>	<b>2</b>	<b>3</b>	<b>13 Apr</b> First day of Ramadan *
	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>17 Apr</b> <b>Term A Postgraduate Last Day of Classes</b>
6	11	12	13	14	15	16	<b>17</b>	<b>18 - 20 Apr</b> <b>Term A Postgraduate Final Exams Week ***</b>
7	<b>18</b>	<b>19</b>	<b>20</b>	21	22	23	24	<b>22 Apr</b> Term A PG Final Grades Released****
8	<b>25</b>	26	27	28	29	30		<b>22 Apr</b> Graduation Online Application Deadline
								<b>22 Apr</b> Release of Mid-Semester Grades
								<b>25 Apr</b> <b>Term B First Day of Classes for Postgraduate Students</b>
								<b>25 - 26 Apr</b> Term B PG Add/Drop Period with 100% Refund
								<b>25 Apr</b> Release of the Summer 2020-2021 Term and Fall 2021-2022 Semester Schedules
								<b>26 Apr</b> Deadline of Payment for Term B Postgraduate Students

#### Notes:

- (1) Subject to change based on the sighting of the moon.
- (2) Tuition fee will not be refunded after this date.
- (3) Examination periods are inclusive of Saturdays but not Fridays.
- (4) Grade appeal deadline is one week prior to the early registration in the following regular semester.

# ABU DHABI UNIVERSITY

ACADEMIC YEAR 2020-2021

## SPRING SEMESTER 2020-2021

WEEK	MAY 2021							EVENTS
	S	M	T	W	T	F	S	
							1	
9	2	3	4	5	6	7	8	<b>2 May</b> Grade Appeals Deadline for Fall 2020-2021 Semester and Winter 2020-2021 Term Final Grades ****
10	9	10	11	12	<b>13</b>	<b>14</b>	<b>15</b>	<b>2 May</b> Advising and Early Registration for Students Begins
11	16	17	18	19	20	21	22	<b>3 May</b> Fall Semester 2021-2022 Internship Program Application Submission Begins
12	23	24	25	26	27	28	29	<b>9 May</b> Collection of Dean's list Certificate
	30	31						<b>12 May</b> Course Withdrawal Deadline (UG)
								<b>13 - 15 May</b> <b>Eid Al Fitr Holiday*</b>
								<b>20 May</b> Course Withdrawal Deadline Term B Postgraduate Students
								<b>31 May</b> Fall Semester 2021-2022 Internship Program Application Submission Deadline
								<b>31 May</b> Fall Semester 2020-2021 Internship Program Application Submission Deadline

WEEK	JUNE 2021							EVENTS
	S	M	T	W	T	F	S	
13			1	2	3	4	5	<b>6 June</b> <b>Last Day of Classes</b>
	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>7 - 16 June</b> <b>Final Exams Period***</b>
	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	17	18	19	<b>17 June</b> Summer Break Begins
	20	21	22	23	24	25	26	<b>19 June</b> Final Grades Released****
	27	28	29	30				

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

## SUMMER SEMESTER 2020-2021

WEEK	JUNE 2021							EVENTS
	S	M	T	W	T	F	S	
			1	2	3	4	5	
	6	7	8	9	10	11	12	<b>16 Jun</b> Arabic / English / Math Placement Test for New <b>Abu Dhabi &amp; Al Ain</b> Undergraduate Students in Summer 2020 - 2021
	13	14	15	16	17	18	19	<b>17 Jun</b> Deadline of Submissions for Declaration/Change of Major
1	<b>20</b>	21	22	23	24	25	26	<b>17 Jun</b> Deadline for Admissions/Transfer Credit
2	27	28	29	30				<b>17 Jun</b> Registration Deadline for Newly Admitted Students
								<b>20 Jun</b> <b>First Day of Classes</b>
								<b>20 Jun</b> Payment Deadline for Newly Admitted Students
								<b>20 - 21 Jun</b> Add/ Drop Period 100% Refund
								<b>21 Jun</b> Payment Deadline for Current Students
								<b>22 - 23 Jun</b> Course Withdrawal Period 75% Refund
								<b>23 Jun</b> Financial Aid/Scholarship Requirements for RETURNING Students for Fall 2021/2022 Submission Begins
								<b>23 Jun</b> Financial Aid/ Scholarship Requirements for NEW Prospective Students for Fall 2021/2022 Submission Begins
								<b>24 - 27 Jun</b> Course Withdrawal Period 50% Refund**

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# ABU DHABI UNIVERSITY

## ACADEMIC YEAR 2020-2021

### SUMMER SEMESTER 2020-2021

WEEK	JULY 2021							EVENTS
	S	M	T	W	T	F	S	
					1	2	3	
3	4	5	6	7	8	9		<b>4 Jul</b> Graduation Online Application Begins
4	10	11	12	13	14	15		<b>15 Jul</b> Release of Mid-Term Grades
	16	17	18	<b>19</b>	<b>20</b>	<b>21</b>		<b>19 Jul</b> <b>Arafat Day *</b>
5	<b>22</b>	23	24	25	26	27		<b>20 - 22 Jul</b> <b>Eid Al Adha Holiday *</b>
	28	29	30	31				<b>22 Jul</b> Financial Aid /Scholarship Requirements for RETURNING Students for Fall 2021/2022 Submission Deadline
								<b>24 Jul</b> Graduation Online Application Deadline
								<b>28 Jul</b> Course Withdrawal Deadline

WEEK	AUGUST 2021							EVENTS
	S	M	T	W	T	F	S	
6	1	2	3	4	<b>5</b>	6	7	<b>5 Aug</b> <b>Last Day of Classes</b>
	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	12	13	14	<b>7 Aug</b> Reading days for Postgraduate Students
	15	16	17	18	19	20	21	<b>8 - 11 Aug</b> <b>Final Exams Period ***</b>
	22	23	24	25	26	27	28	<b>9 Aug</b> <b>Islamic New Year *</b>
	29	30	31					<b>12 Aug</b> Financial Aid Requirements for NEW Prospective Students Fall 2021/2022 Submission Deadline
								<b>14 Aug</b> Final Grades Released****



**AL AIN NEW CAMPUS**



**ADU BUILT UP AREAS OF ALL THE BUILDINGS AND OTHER DETAILS**

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



**ABU DHABI UNIVERSITY**  
**CAMPUS SITE LAYOUT PLAN (CURRENT STATUS)**



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