جامعة العين
AL AIN UNIVERSITY



STUDENT HANDBOOK 2026-2027

ABET Engineering Accreditation Commission

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AL AIN UNIVERSITY

STUDENT HANDBOOK

2026 - 2027





المغفور له بإذن الله الشيخ زايد بن سلطان آل نهيان

تغمده الله بواسع رحمته

SHEIKH ZAYED BIN SULTAN AL NAHYAN



صاحب السمو الشيخ محمد بن زايد آل نهيان

رئيس دولة الإمارات العربية المتحدة

HIS HIGHNESS SHEIKH MOHAMED BIN ZAYED AL NAHYAN

PRESIDENT OF THE UNITED ARAB EMIRATES



سمو الشيخ خالد بن محمد بن زايد آل نهيان

ولي عهد إمارة أبوظبي

HIS HIGHNESS SHEIKH KHALED BIN MOHAMED BIN ZAYED AL NAHYAN

CROWN PRINCE OF ABU DHABI

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A Welcome Message from the University President



Dear Students,

Welcome to Al Ain University. Whether you are a new or a returning student, you are writing a new chapter of your life, and we are proud to be part of it.

The years ahead will teach you far more than any textbook. You will learn from experiences, from people, and from challenges, and you will leave not only with a degree but with a clearer sense of who you are and who you want to become. University is where talents are discovered, skills are sharpened, and character is built.

We have designed our programs to satisfy the needs of tomorrow's job market, combining strong academic foundations with practical components and academic accreditations so that your degree opens doors wherever you go. Across our campuses in Al Ain and Abu Dhabi, you will find a student-centered community where many cultures meet and every voice is respected.

Yet in a fast-changing world, a degree is a beginning, not a destination. Employers look for graduates who think critically, communicate clearly, work well in teams, adapt to change, and use technology with confidence. Build these skills here, and above all, become lifelong learners, for the habit of learning is what will carry you through every stage of your career.

So aim high. Get to know your college, your program, and your academic advisor, and never hesitate to ask for help. Then step beyond the classroom, take part in student activities, volunteering, community engagement, and scientific research. You may discover a talent you never knew you had. When challenges come, treat them as opportunities to grow. Do not fear mistakes, have the courage to try again. Believe in yourselves, as we believe in you.

This Handbook will be your companion along the way. It sets out your rights and responsibilities, explains the University's policies, regulations, and procedures, and guides you to the academic support, counselling, and student services available to you. Read it carefully at the start of your studies and return to it whenever you have a question, as every student is expected to know and follow its rules. It is also available on the AAU website, and the Deanship of Student Affairs is always ready to help.

Make the most of every moment here. Learn, explore, participate, and build friendships and memories that will last a lifetime. We welcome you today as students, and we look forward to the day we proudly call you our ambassadors.

I wish you every success.

Prof. Amer Mohammad Jaser Qasim

President of Al Ain University

1. About the University



Established in 2004, Al Ain University (AAU) opened the doors to its first student cohort in 2005. Constantly innovating, AAU expanded its facilities by opening a second campus in Abu Dhabi in 2008, offering programs in Business and Law. Having begun with three colleges (Engineering, Business, Education, Humanities, and Social Sciences), the University has continued to expand its program offerings, which now include **30 accredited Bachelor's degree programs, 14 accredited Master's degree programs, 2 professional diplomas, and 3 Ph.D. programs through its 8 colleges (Engineering, Pharmacy, Law, Education, Humanities and Social Sciences, Business, Communication & media, Dentistry, and Nursing).**

AAU is licensed to operate under the auspices of the UAE Ministry of Higher Education and Scientific Research and holds International Institutional Accreditation from QAA (UK). AAU continues to successfully seek international accreditation of its programs by respected educational bodies. The College of Engineering programs ("B.Sc. in Networks & Communication Engineering", "B.Sc in Computer Engineering", and "B.Sc. in Software Engineering") are accredited by ABET. The "Bachelor of Science in Pharmacy" program is the first in the UAE to be certified by the ACPE. Moreover, the "Bachelor of Law" has been accredited by (HCERES), the College of Education, Humanities & Social Sciences has granted the CAEP

Accreditation to two academic programs: Postgraduate Professional Diploma in Teaching and Bachelor of Education in Special Education, the College of Business accredited by the (AACSB), and the "Bachelor of Mass Communication and Media" program has been accredited by (AQAS), respectively.

2. Vision, mission and Values

AAU Vision

AAU aspires to be amongst the leading learning institutions in the region, by achieving international quality standards in Teaching, Research, and Community Engagement.

AAU Mission

AAU strives to be a learning institution of excellence that responds to market needs and prepares graduates who possess the scientific and technological competencies that are needed for their careers. The university plays an active role in the creation of knowledge through quality teaching and research. It values Community Engagement and nurtures partnerships with institutions and organizations through a commitment to the educational, technological, and economic development of the country and the region.

AAU Values

Collaboration, Diversity, Excellence, Integrity, Sustainability.

3. Academic Information

3.1. The Academic Year

The academic year consists of two 16 weeks full-time compulsory semesters (Semester One and Two) and an optional summer semester.

3.2. Academic Calendar for 2026-2027

	Event	Day and Date
First Semester*	Faculty report to work	Monday 24/08/2026
	Classes Start	**Monday 31/08/2026**
	Add and Drop period	Monday 31/08/2026 – Friday 04/09/ 2026
	Last date for dropping courses or semester postponement with 100% refund	Friday 04/09/2026
	Late registration and withdrawal/ drop with 40% fine	Monday 07/09/2026 – Friday 11/09/2026
	Withdrawal/drop with 100% fine	Monday14/09/2026
	Incomplete examination period	Wed 16/09/ 2026 – Friday 18/09/2026
	Beginning of withdrawal with withdrawal grades (W)	Monday 21/09/ 2026
	Midterm examination period	**Monday 19/10/ 2026 – Friday 30/10/2026**
	Beginning of withdrawal with failure grades (F)	Friday 27/11/ 2026
	Final examinations period	**Thursday 10/12/2026 – Friday 18/12/ 2026**
	Deadline for Incomplete Requests	Five working days from final exam date of the course
	Winter Break for Students	**Monday 21/12/ 2026 – Sunday 03/01/2027**
	Grades' Announcement	Wednesday 23/12/ 2026
	Appealing on Course Final Mark	Five working days since grades announcement

	Events	Day and Date
Second Semester	**Classes Start**	**Monday 04/01/2027**
	Add and Drop period	Monday 04/01/ 2027 – Friday 08/01/ 2027
	Last date for dropping courses or semester postponement with 100% refund	Friday 08/01/2027
	Late registration and Withdrawal/ drop with 40% fine	Monday 11/01/2027 – Friday 15/01/ 2027
	Withdrawal/drop with 100% fine	Monday18/01/2027
	Incomplete examination period	**Wednesday 20/01/ 2027 - Friday 22/01/ 2027**
	Beginning of withdrawal with withdrawal grades (W)	Monday 25/01/2027
	Midterm examination period	**Monday 22/02/2027 - Friday 05/03 2027**
	Spring Break for Students	**Monday 05/04/2027 - Sunday 11/04/2027**
	Beginning of withdrawal with failure grades (F)	Monday 19/04/2027
	Final examinations period	**Thursday 22/04/ 2027 – Friday30/04/2027**
	Deadline for Incomplete Requests	Five working days from final exam date of the course
	Summer Break for Students	**Monday 03/05 /2027**
	Grades' Announcement	Wednesday 05/05/2027
	Appealing on Course Final Mark	Five working days since grades announcement

	Event	Day and Date
Summer Semesters	**Classes begin**	**Monday 10/5/2027**
	Add and Drop period	Monday 10/5/2027– Wednesday 12/5/2027
	Last date for dropping courses or semester postponement with a refund of 100%	Wednesday 12/5/2027
	Late Registration period with fine starts	Thursday 13/5/2027
	Late withdrawal period with a 40% fine	Thursday 13/5/2027– Friday 14/5/2027
	Withdrawal/drop with 100% fine starts	Monday 17/5/2027
	Beginning of withdraw/drop without failure (W)	Wednesday 19/5/2027
	Mid-term examinations period	**Wednesday 2/6/2027 – Friday 4/6/2027**
	Beginning of withdraw/drop with failure (F)	Monday 7/6/2027
	Final examinations period	**Wednesday 30/6/207 – Friday 2/7/2027**
	Deadline for "Incomplete" Requests	Five working days since final exam date of the course
	Grades Announced	**Wednesday 7/7/2027**
	Appealing on Course Final Mark	Five working days since grades announcement

	Events	Day and Date
2027 / 2028	**Classes Start**	**Monday 30/8/2027**

* **Note:** Dates are subject to change according to official holidays in the country.

3.3. University Terminologies

When applying the provisions of this guide, the following words and phrases are in their intended meanings unless otherwise stated.

University: Al Ain University.

Student:

A male or a female student.

Student ID

The student's official University number. It indicates the academic year and semester when the student joined the University. The last four digits indicate the student's unique serial number at AAU.

Academic Year

The academic year consists of two full-time semesters (Semester One and Semester Two), each lasting 16 weeks

Credit Hour(s)

This is the unit of the number of hours the student needs to attend per week throughout the semester. For labs and practicum, each credit hour is equal to two contact hours per week (or more) of lab or practical work.

Study Plan

A group of compulsory and elective courses that a student has to successfully complete in order to obtain a degree in his/her major.

Compulsory Requirements:

The group of courses included in the Study Plan which the student needs to successfully complete. This consists of: General University Education Requirements, College Requirements, and Major Requirements.

Elective Requirements:

The group of courses included in the Study Plan from which the student can choose to successfully complete the needed credit hours. These elective courses are available among the General University Education Requirements, College Requirements, and Major Requirements.

Free Elective:

A course chosen by the student from outside the study plan (Bachelor) from the courses offered by other colleges of the University and has no previous requirements.

Prerequisite:

A course that the student must complete in order to enroll in a more advanced course.

Incomplete Grade:

In the case of not attending the final exam due to unavoidable circumstances, the student may be given an incomplete grade, subject to the approval of the College Dean.

Academic Load:

Total number of maximum and minimum credit hours approved for enrollment in the semester based on academic status and academic program

Semester Grade Point Average (SGPA):

The SGPA is calculated by multiplying the grade of each course by the number of the course's credit hours, and then dividing the total by the number of total credit hours taken by the student in the semester.

Cumulative Grade Point Average (CGPA):

The CGPA is calculated by multiplying the grade of each course by the number of the course's credit hours, and then dividing the total of all courses by the number of total credit hours taken for all previous semesters.

4. Student Rights and Responsibilities

4.1 Student Rights

- Every student has the right to study in a university environment that supports and facilitates learning.
- Every student has the right to exercise his/her individual rights in academic life in accordance with the University's regulations and policies.
- Every student has the right to be informed of the University's regulations and policies setting out his/her rights, duties and responsibilities, and to access this information through the University's website, the Admission and Registration Unit, and the Student Affairs Deanship.

4.2 Student Responsibilities

- Every student must attend classes and complete all academic requirements in accordance with the University's instructions and regulations.
- Every student must uphold research ethics and academic integrity in all academic tasks, assignments, reports and research submitted in the registered courses.
- Every student must comply with the instructions and regulations stated in the "Disciplinary and Penalties Regulations" enforced by the University.
- Every student is solely responsible for keeping his/her personal data up to date with the Admission and Registration Unit, particularly the telephone number, for communication purposes.
- Every student must use the University's official email to communicate with the University and check it regularly for important news and announcements.
- Every student must regularly check the University's official website to stay updated with matters of interest, latest news and announcements.

5. Student Governance: Student Council



The Student Council is a means of interaction between students and the University which strengthens the relations; fosters their communications and unleashes their energies and creativity, in addition to promoting individual and collective talents, which contributes to the formation of general culture and the development of thoughts.

The Formation of the Student Council:

The student council consists of (15) members. The number of Council representatives from each college does not exceed (3). The membership of the Council is subject to the following:

1- To be a regular, full time student;

2- To hold a good reputation.

3- The student's record must be lacking any penalties or disciplinary warnings

4- The student must have a clear criminal record; and must not have been convicted of a felony or crime violating honor or honesty, unless an exoneration has been granted.

Tasks of the Student Council

1- Developing, reviewing and amending the bylaws of the Council in coordination with the University Administration represented by a Deanship of students Affairs.

2- Coordinate the work of the committees of the Council, adopt its work programs and follow up their implementation.

3- Monitor the work of the committees of the Council and their compliance with the terms and conditions of the Council; as well as gain approvals and necessary permits.

4- Set the annual budget of the Council and its committees and distributing the financial appropriations to the committees.
5- Approve the final budget of the Council.
6- Submit periodic reports on the work of the Council to the university administration represented by the Deanship of Student Affairs.

Student Council Committees

The Councils sub-committees are as follows:

Committee	Task
Budgeting	Set the annual budget of the Council
Sport	Organizing and encouraging sports activities
Cultural	Organize various cultural activities to develop awareness of the UAE cultural issues
Public Relation and Media	Organize various media activities and develop public relations
Arts	Organize artistic activities that highlight students' talents.
Public Services	Participate in public service projects and volunteer activities to serve the environment and society
Social Activities and Trips	Organize trips, social and cultural events
Scientific and Technological Activities	Hold seminars and lectures aimed at developing scientific and technological awareness

Student Clubs:

To strengthen students' role in university life and support their personal development, the Deanship of Student Affairs has established university-level student clubs on both campuses, operating under the Deanship's supervision. The clubs bring students together and register them, while the Deanship reviews their proposed activities and events and supports their implementation in line with university regulations. The clubs will also be integrated into the Student Council committees so that the two work together seamlessly.

6. Academic Policy

6.1 Admission

6.1.1 Undergraduate Programs

The university admission policy is based on obtaining a high school certificate or an equivalent, regardless of gender, age, color, nationality or religion. The university has the right to dismiss a student who submits false papers without prior notice, without refunding any amounts that has been paid, and without issuing any official document.

A. Undergraduate Academic Programs Offered by the University

College	Program	Credit Hours
Engineering	Computer Engineering	140
	Networks and Communication Engineering	140
	Computer Science	123
	Software Engineering	124
	Civil Engineering	140
	Cybersecurity	123
	Artificial Intelligence and Robotics	123
Pharmacy	Doctor of Pharmacy (PharmD)	214
	Pharmacy	160
	Nutrition and Dietetics	132
Law	Law	130

College	Program	Credit Hours
Education, Humanities and Social Sciences	Arabic Language and Literature	126
	Islamic Studies	126
	Special Education	126
	Applied Psychology	126
	Applied Sociology	126
	English Language and Translation	120
Business	Business Administration in: • Management • Accounting • Finance and Banking • Marketing • Human Resources Management • Management Information Systems • Business Analytics	123
Communication and Media	Digital Media	123
	Advertising and Digital Marketing	123
	Public Relations	123
	Communication and Crisis	123
Dentistry	Dental Surgery	205
Nursing	Nursing	120

B. Requirements for admission to bachelor's programs

Program	Teaching Language	Math	Physics	Biology	Chemistry	Additional Information
Bachelor of Science in Civil Engineering	English	80	80	one of the (80) two subjects		1. For the Bachelor of Dental Surgery program: • An Interview is required. • Applicants who achieved a score between 80% and 89.9% in competency requirement subjects are required to take a remedial (pass/fail) course outside the academic plan, which does not count towards the cumulative GPA. 2. For programs taught in English, applicants must achieve a minimum High School English score of 80%, or a score of 5 in the IELTS exam, or 500 in the TOEFL exam. Those who do not meet this requirement must enroll in a 3 CR.H. remedial English course. This course is graded on a pass/fail basis, is not part of the academic plan, and does not count toward the cumulative GPA (This requirement is waived for those whose curriculum was taught in English). 3. For the (Pharmacy, Engineering, Law) programs, applicants who fail to meet the required subject scores must take a 3 CR.H. remedial course related to the deficient subject during their admission semester. This course is outside the academic plan and is excluded from the cumulative GPA.
Bachelor of Science in Computer Engineering	English	80	80			
Bachelor of Science in Networks and Communication Engineering	English	80	80			
Bachelor of Science in Cybersecurity	English	x	x	x	x	
Bachelor of Science in Software Engineering	English	x	x	x	x	
Bachelor of Science in Computer Science	English	x	x	x	x	
Bachelor of Science in Artificial Intelligence and Robotics	English	x	x	x	x	
Doctor of Pharmacy (PharmD)	English	80	80	80	80	
Bachelor of Science in Pharmacy			Two of the three subjects			
Bachelor of Science in Nutrition and Dietetics	English	x	x	x	x	
Bachelor of Law	Arabic	70	x	x	x	
Bachelor of Arts in English Language and Translation	English	x	x	x	x	
Bachelor in Arabic Language and Literature	Arabic	x	x	x	x	
Bachelor in Islamic Studies	Arabic	x	x	x	x	
Bachelor of Education in Special Education	Arabic	x	x	x	x	
Bachelor of Arts in Applied Psychology	Arabic	x	x	x	x	
Bachelor of Arts in Applied Sociology	Arabic	x	x	x	x	
Bachelor of Business Administration in Accounting	English	x	x	x	x	
Bachelor of Business Administration in Finance and Banking	English	x	x	x	x	
Bachelor of Business Administration in Management	English	x	x	x	x	
Bachelor of Business Administration in Management Information Systems	English	x	x	x	x	
Bachelor of Business Administration in Marketing	English	x	x	x	x	
Bachelor of Business Administration in Business Analytics	English	x	x	x	x	
Bachelor of Business Administration in Human Resource Management	English	x	x	x	x	
Bachelor of Digital Media	Arabic	x	x	x	x	
Bachelor of Advertising and Digital Marketing	Arabic	x	x	x	x	
Bachelor of Public Relations	Arabic	x	x	x	x	
Bachelor of Communication and Crises	Arabic	x	x	x	x	
Bachelor of Dental Surgery	English	90	90	90	90	
			Two of the three subjects			
Bachelor of Science in Nursing	English	x	x	x	x	

C. Documents Required for Admission in Undergraduate Degree

1. Any student wishing to enroll in AAU must fill in an application from in the Admission and Registration Unit. The fees of this form must be paid in full to the finance unit and is non-refundable. These forms must also be applied within the time frame announced by the University.
2. Acceptance of student will not take place except after fully submitting the documents below and signing the application form, otherwise, a pledge shall be signed by the student stating the date of delivery of the required documents within a specified period.
3. All documents submitted for admission purposes become the property of the University, and the student cannot recover them.

General Secondary

Any General Secondary Certificate graduate in the UAE High School Certificate or its equivalent could apply to the University as long as the college requirements are fulfilled and the following document are submitted:

1. General Secondary school certificate/ transcript, or its equivalent attested by the Ministry of Education in the UAE. An attested copy may be also submitted;
2. A valid English Language Proficiency certificate according to the required score in each specialization;
3. In case the General Secondary Education certificate is issued from abroad; an equivalency from the UAE Ministry of Education must be submitted.
4. A copy of a valid passport;
5. A copy of the mother's passport;
6. A valid Emirates ID;
7. Family Book (UAE citizens);
8. Two passport-sized photographs;
9. Medical form;
10. Certificate of no objection to study by the National Service and Reserve Authority (UAE citizens).

Admission of Students of Determination:

Applicants who are classified as students of determination are required to undergo a personal interview conducted by the college to which they are applying. This interview is intended to assess whether the applicant's health condition is compatible with the academic and practical requirements of the chosen program, and whether they can pursue their studies without significant limitations.

The college reserves the right to decline any application based on its professional judgment and assessment.

Transferred Students from Other Universities or Colleges

Students transferring to the University from another university or college recognized by the Ministry of Education – Higher Education Affairs must fulfill the admission requirements of the program they wish to join and submit the following documents with the application. This applies to applicants who have completed part of a program at their previous institution and wish to transfer credits, as well as to applicants who hold a diploma from a recognized institution and wish to continue to a bachelor's program:

1. A high school diploma or its equivalent, certified by the UAE Ministry of Education or a certified copy of it.
2. A valid English Language Proficiency certificate according to the required score in each specialization;
3. An original transcript of the student's grades at the previous university or college, certified by the MOHESR (in case the transfer is from a private university), provided that it indicates the number of study hours and the grades, in addition to the description of the courses the studied courses.
4. Equivalency certificate of the diploma degree if obtained from outside the UAE.
5. A copy of a valid passport;
6. A copy of the mother's passport;
7. A valid Emirates ID;
8. Family Book (UAE citizens);
9. Two passport-sized photographs;
10. A Health Certificate.
11. Certificate of no objection to study by the National Service and Reserve Authority (UAE citizens).

Visiting students (Non-Degree Students)

Students must submit the following documents:

1. An official letter from his native university allowing him to study at the university as a visiting student, indicating the courses he is allowed to enroll in.
2. A copy of a valid passport;
3. A copy of the mother's passport;
4. A valid Emirates ID;
5. One passport-sized photograph.

Admission Requirements for Post Graduates Programs

A. Postgraduate Academic Programs at AAU

AAU offers the following accredited academic programs:

College	Programs	Credit Hours
Engineering	Master of Science in Software Systems Engineering	30
	Master of Science in Artificial Intelligence	30
Pharmacy	Master of Science in Clinical Pharmacy	36
	Master of Science in Pharmaceutical Sciences	36
Law	Master of Private Law	33
	Master of Public Law	33
	Master of Criminal Science	33
	Doctor of Philosophy in Law	54

College	Programs	Credit Hours
Education, Humanities and Social Sciences	Postgraduate Professional Diploma in Teaching	24
	Postgraduate Professional Diploma in Early Childhood Education	24
	Master of Education in Arabic Language Curricula and Instruction	33
	Master of Education in Islamic Education Curricula and Instruction	33
	Master in Gifted and Talented Education	33
	Master of Arts in Applied Sociology	33
	Doctor of Philosophy in Education - Arabic Language Curricula and Teaching Methods	54
Business	Master of Business Administration (MBA) - General	33
	Master of Science in Business Data Analytics	33
	Doctor of Business Administration (DBA)	54
Communication and Media	Master of Arts in Digital Media and Public Relations	33

B. Requirements for admission to Postgraduate's programs

Documents Required for Admission in Graduate Programs

#	Program	Medium of Instruction	Proficiency Subjects	Proficiency English	Additional Information
1	Doctor of Philosophy in Law	Arabic	A Master's degree in law or equivalent, approved by the UAE-MoHESR.	A valid English Language Proficiency Certificate with a minimum score of 4 in IELTS, 400 in TOEFL, or an equivalent.	1. Interview Required. 2. Two recommendation letters. 3. Applicants who hold a Master's degree in Arabic Language and Literature, Islamic Studies, Islamic Education Curricula and Teaching Methods, or a related field from an institution accredited by the Ministry of Higher Education and Scientific Research in the UAE are required to register for two remedial courses (each worth 3 credit hours). These courses are determined by the department/college based on each student's academic background and previous degree. The remedial courses are taken outside the study plan and are not included in the cumulative GPA. 4. Applicants who do not meet the English language proficiency requirement must register for a remedial English course (3 credit hours, Pass/ Fail), which is taken outside the study plan and is not included in the cumulative GPA. 5. Applicants whose native language is English or who have completed their previous academic qualification in English are exempted from the English language proficiency requirement.
2	Doctor of Philosophy in Education - Arabic Language Curricula and Teaching Methods	Arabic	A Master's degree in Education - Arabic Language Curricula and Teaching Methods, or equivalent, approved by the UAE-MoHESR.	A valid English Language Proficiency Certificate with a minimum score of 4 in IELTS, 400 in TOEFL, or an equivalent.	
3	Doctor of Business Administration (DBA)	English	A Master's degree in Business Administration (MBA) or equivalent, approved by the UAE-MoHESR.	A valid English Language Proficiency Certificate with a minimum score of 6 in IELTS, or an equivalent. Two recommendation letters and a personal interview.	

#	Program	Medium of Instruction	Proficiency Subjects	Proficiency English	Additional Information
4	Master of Science in Software Systems Engineering	English	A Bachelor's degree in Engineering or an equivalent qualification, approved by the UAE-MoHESR.	A valid English Language Proficiency Certificate with a minimum score of 5 in IELTS, 500 in TOEFL, or an equivalent.	1. Applicants whose Bachelor's degree does not align with the required specialization must complete up to 3 remedial courses (3 CR.H. each), except the MBA program (4 remedial courses required), determined by the department/ college on a case-by-case basis based on the applicant's prior degree. These remedial courses are taken outside the curriculum and do not contribute to the cumulative GPA. Specialized courses cannot be taken concurrently with remedial courses. If the applicant has already completed (or holds an equivalent to) any of the remedial courses at the Bachelor's level, they will be exempt from that course. Each exemption allows the applicant to enroll in a specialized course from the designated postgraduate program, which can be completed alongside the remaining remedial courses (up to three). 2. Applicants for the Master's program in Gifted and Talented Education who hold a bachelor's degree in a discipline other than education may be considered, provided they have at least two years of experience in the field of teaching. 3. Applicants who do not meet the required English proficiency score must enroll in a remedial English course (3 CR.H., pass/ fail), which is taken outside the academic plan and does not contribute to the cumulative GPA. 4. Applicants whose native language is English or who have completed a Bachelor's degree with English as the medium of instruction are exempt from the English proficiency requirement.
5	Master of Science in Artificial Intelligence	English	A Bachelor's degree in Engineering or an equivalent qualification, approved by the UAE-MoHESR.	A valid English Language Proficiency Certificate with a minimum score of 5 in IELTS, 500 in TOEFL, or an equivalent.	
6	Master of Science in Clinical Pharmacy	English	A Bachelor's degree in Pharmacy or an equivalent qualification, approved by the UAE-MoHESR.	A valid English Language Proficiency Certificate with a minimum score of 5 in IELTS, 500 in TOEFL, or an equivalent.	
7	Master of Science in Pharmaceutical Sciences	English			
8	Master of Criminal Science	Arabic	A Bachelor's degree in Law or an equivalent qualification, approved by the UAE-MoHESR.	A valid English Language Proficiency Certificate with a minimum score of 4 in IELTS, 400 in TOEFL, or an equivalent.	
9	Master of Private Law	Arabic			
10	Master of Public Law	Arabic			
11	Master of Arts in Applied Sociology	Arabic	A Bachelor's degree in Applied Sociology or an equivalent qualification, approved by the UAE-MoHESR.		
12	Master of Education in Arabic Language Curricula and Instruction	Arabic	A Bachelor's degree in Arabic Language or an equivalent qualification, approved by the UAE-MoHESR.	None	
13	Master of Education in Islamic Education Curricula and Instruction	Arabic	A Bachelor's degree in Islamic Education or an equivalent qualification, approved by the UAE-MoHESR.	None	
14	Master of Business Administration	English	A Bachelor's degree in Business or an equivalent qualification, approved by the UAE-MoHESR.	A valid English Language Proficiency Certificate with a minimum score of 5 in IELTS, 500 in TOEFL, or an equivalent.	
15	Master of Science in Business Data Analytics	English	A bachelor's degree in Business, Engineering, IS/IT, Science, or an equivalent qualification, approved by the UAE-MoHESR. Bachelors in disciplines other than the above will be required to take up to three remedial courses.	A valid English Language Proficiency Certificate with a minimum score of 5 in IELTS, 500 in TOEFL, or an equivalent.	
16	Master of Arts in Digital Media and Public Relations	Arabic	A Bachelor's degree in Digital Media and Public Relations or an equivalent qualification, approved by the UAE-MoHESR.	A valid English Language Proficiency Certificate with a minimum score of 4 in IELTS, 400 in TOEFL, or an equivalent.	
17	Postgraduate Professional Diploma in Teaching	Arabic or English	A Bachelor's degree or an equivalent qualification, approved by the UAE-MoHESR.	None	
18	Postgraduate Professional Diploma in Early Childhood Education	Arabic or English	A Bachelor's degree or an equivalent qualification, approved by the UAE-MoHESR.	None	

Documents Required for Admission in Graduate Programs

1. Students wishing to enroll in the university should fill the admission application by attending in person at the admission and registration unit, or electronically by submitting an electronic application available on the university's official website in return for payment of non-refundable fees and according to the dates specified by the university.
2. Any student can only be accepted after submitting all documents, otherwise, a pledge shall be signed by the student stating the date of delivery of the required documents within a specified period.
3. All documents submitted for admission purposes become the property of the University, and the student cannot recover them.

Credentials Required for Admission to Master's Program:

Students wishing to enroll in Master's programs should fill out the application with all the supporting papers shown below:

1. Attested copy of Bachelor's Degree
2. Transcripts of Bachelor's Degree
3. Copy of a valid passport and residence visa
4. Three passport- sized photos
5. Copy of UAE National ID Card
6. Certificate equivalence from the UAE Ministry of higher education and scientific research in UAE for certificates issued from outside the UAE
7. Family Book (UAE citizens)
8. Medical Form
9. National Service Certificate (male UAE nationals).
10. English Proficiency Certificate.

Credentials Required for Admission to Doctoral Program:

Students wishing to enroll in Master's programs should fill out the application with all the supporting papers shown below:

1. Attested copy of Bachelor's Degree
2. Transcripts of Bachelor's Degree
3. Copy of a valid passport and residence visa
4. Three passport- sized photos
5. Copy of UAE National ID Card
6. Certificate equivalence from the UAE Ministry of higher education and scientific research in UAE for certificates issued from outside the UAE
7. Family Book (UAE citizens)
8. Medical Form
9. National Service Certificate (male UAE nationals).
10. Graduation certificate of master's degree

11. Transcript of master's degree
12. English Proficiency Certificate.

Credentials Required for Admission to the Postgraduate Professional Diploma in Teaching program

Students wishing to enroll in the Postgraduate Professional Diploma program should fill out the application with all the supporting papers shown below:

1. The Bachelor's degree or its equivalent is certified by the UAE Ministry of education, and if the certificate is from outside the UAE, it must be duly certified.
2. Obtaining an equivalency degree from the Ministry of education in UAE if the Bachelor's certificate is issued outside the state.
3. The original transcript, and if it is from outside the UAE, it must be duly legalized.
4. A copy of a valid passport;
5. A copy of the mother's passport;
6. A valid Emirates ID;
7. Family Book (UAE citizens);
8. Two passport-sized photographs;
9. A Health Certificate.

6.2 Academic Study Plan

Bachelor Degree Programs

The study plan for each major offered by AAU within an undergraduate degree consists of the following requirements:

First: General University Requirements

All students are required to complete a specified number of credit hours under the "General University Requirements" framework, which consists of two categories:

A. Compulsory Requirements: Required coursework that all students must complete.
B. Elective Requirements: Structured into two distinct groups, from which students must select one course per group.

Second: College Requirements

The students must complete a set of credit hours known as "College Requirements", which varies from one college to another. The actual number of credit hours is specified in the University's catalog, the Study Plans and Advising catalogue.

Third: Major Requirements.

Students are required to complete a number of credit hours within the different colleges as 'Major Requirements'. The Major Requirements are divided into compulsory courses and elective courses as specified in the University catalogue.

Fourth: Free Courses

In some programs, students can register (according to their study plan) a limited number of courses which has no prerequisite(s).

Postgraduate Programs

The study plan for each of the disciplines of the graduate programs at Al Ain University consists of the following requirements:

First: Mandatory Program Requirements

Students must complete a specific number of credit hours, which are called "mandatory basic requirements", which are mandatory and vary between graduate programs, and the actual number of credit hours per college is indicated in the University manual and the guide to study plans.

Second: Optional Program Requirements

Students must complete a specific number of credit hours, which is called "Optional basic requirements", where the student selects one or more courses from a group of courses – depending on the number of credit hours to be completed from the group, and varies between graduate programs, and the actual number of credit hours for each college described in the University manual and the guide to study plans.

Third: Practicum course/ Graduation Research / Thesis:

Students in some graduate programs must complete a specific number of credit hours in the form of a practicum course, graduation research, or a thesis, which is compulsory in those programs.

Academic Regulations Study Duration Undergraduate Programs

1. The minimum duration for programs that usually require eight semesters for graduation is six regular semesters and the maximum is fourteen regular semesters.

2. The minimum duration for programs that usually require more than eight semesters for graduation is eight regular semesters and the maximum is sixteen regular semesters.
3. The minimum and maximum period of study for a student transferred to the university from other universities is calculated on the basis of the number of credit hours that have been equalized, taking into account the above-mentioned rules.

Doctoral, Master Degrees and Postgraduate Diploma

- The maximum duration of study for the Doctoral degree is seven academic years (fourteen regular semesters).
- The minimum duration of study for the Doctoral degree is three academic years (six regular semesters).
- The maximum duration of study for the Master's degree is four academic years (eight regular semesters).
- The minimum duration of study for the Master's degree is one and a half academic years (three regular semesters).
- The maximum duration of study for the Diploma degree is two academic years (four regular semesters).
- The minimum duration of study for the Diploma degree is one academic year (two regular semesters).

Academic Load: Regular Semesters (Semester One and Semester Two). Bachelor Degree

- The full-time undergraduate student credit load is between 12 and 18 credits per regular semester.
- Students undertaking less than 12 undergraduate per regular semester must be considered as studying part-time.

Special Academic Load cases- Undergraduate Programs

- A student may register for up to a maximum of 21 credit hours under the following conditions:
  - √ If the student's CGPA or SGPA is 3.6 or above;
  - √ If this load will enable the student to graduate at the end of the semester.
- Upon the approval of the College Council, a student may register for up to 19 credit hours:

- √ In the first semester if he/she is expected to graduate by the end of the following second semester with no more than 21 credit hours;
- √ In the second semester if he/she is expected to graduate by the end of the following summer session with no more than 9 credit hours;
- √ In either the first or second semester if all the remaining credit hours are practicum/ training/ internship courses.

Postgraduate Programs

- The full-time graduate student credit load is between 9 and 12 credits per regular semester.
- Students undertaking less than 9 graduate credits per regular semester must be considered as studying part-time.

Academic Load: Summer Semester

- The maximum study load for an undergraduate student is 9 credit hours.
- The maximum study load for Diploma students is 6 credit hours.
- The maximum study load for Master and Doctoral students is 3 credit hours.
- Students expected to graduate in the summer semester can register for a maximum of 12 credit hours to facilitate their graduation.

Academic Attendance

Students are expected to attend all scheduled lectures. Absence does not exempt students from submitting the work that they are required to complete within the course requirements. Absences will lead to:

1. First warning for absence of 10 % of the course hours;
2. Second warning for absence of 20% of the course hours;
3. Failing grade (FA) in the course for absence of 25% of the course hours. Students may submit an excuse or an explanation which justifies the absences, these circumstances will be studied by the course instructor and the Dean of the College. If accepted, the course will be considered as 'W' instead of 'FA".

Course Registration

AAU students must carry out registration according to the announced dates in AAU's academic calendar, as instructed below:

1. Students must obtain a registration form from their college and fill in the courses in which they wish to register based on the Study Plan
2. Students are not allowed to register a course unless they have studied the prerequisite(s) for that course;
3. Students are not allowed to register for a course and its prerequisite(s) in the same semester, unless these courses are in the final semester, or if the student is re-taking the prerequisite(s). In this case, the student needs to obtain the Dean's approval;
4. Students must go to their academic advisor to approve the course and then proceed to the Finance Unit;
5. Students must also go to the Admission and Registration Unit where the data is entered into their electronic file after double checking for the presence of the academic advisor's and the Finance Unit's stamps on the form.
6. For continuing students , they can register courses electronically through the self-service page.

Adding and Dropping Courses

During the first week of the semester, or in the first three days of the summer semester, students may add or drop one or more courses after receiving the approval of the academic advisor. In order for students to drop or add courses, they need to complete the process through the online registration system or to obtain an add-and-drop form from the Admission and Registration Unit, and then follow the same steps required for registration.

Credit Transfer for Courses Studied in Other Universities

1. Transfer students are required to meet all admission requirements for the program to be enrolled.
2. Students who have studied in another university or college, which is accredited by the Ministry of Education, and wish to transfer their credits of successfully completed courses have to submit a course equivalency application to the Admission and Registration Unit which refers it to the relevant college.
3. In the event of a student holding a Diploma, Bachelor or Master

degree from outside the U.A.E. and wishes to register for any degree at Al Ain University, the previous certificate must be equivalent from the Ministry of Education to presume with the equivalency proceedings for the Undergraduate programs upon the student's request.

4. A course transcript containing all the courses completed in the previous educational institution must be attached to the course equivalency application.
5. The equivalency application is submitted for consideration to a specialized Committee in the college. This Committee maintains records of all decisions and relevant documents.
6. A course equivalency request must be submitted maximum during the first semester in which the student joins the University.
7. Bachelor degree Course equivalency is calculated according to the following conditions:
   a) Credit hours for courses in which the student has earned 70%, grade (C)) and above are equated according to his / her study plan.
   b) The course description to be equivalent must be at least 80% identical to the course description at Al Ain University.
   c) The credit hours of the transferred course should be the same as those of the AAU course.
   d) The maximum credit hours that can be transferred are 50% of the total credits required for the program at AAU.
   e) The graduation project course, CAPSTONE or internship course are not equated.
   f) It requires the submission of official transcripts showing all the work that the student obtained after High School in all the institutions in which he studied.
8. The courses – for Master's and doctoral degree programs - are equalized according to the following principles:
   a) The student's GPA should be at least 3.0.
   b) Credit hours for courses in which the student has earned a mark (80% (B)) and above are equated according to his / her study plan.
   c) The course description to be equivalent must be at least 80% identical to the course description at Al Ain University.
   d) The number of credit hours for the required course should be equal to the number of course hours at Al Ain University or more.

e) A maximum of 9 credit hours for master's programs and 6 credit hours for doctoral programs may be transferred toward the student's degree plan at Al Ain University.
f) The graduation project course or thesis course are not equated.
g) Students who have good academic standing with a cumulative GPA of no less than (3.0 out of 4.0) or its equivalent are accepted for transfer between postgraduate programs.

Students can request a revision or appeal of the course equivalency decision within one month of receiving the decision.

Recognition of Prior Learning (RPL)

Al Ain University follows the policy of recognizing prior learning, which includes the possibility of exemption from certain courses based on previous learning experiences such as (prior experiences, training courses, workshops, etc.). This requires submitting a request upon enrollment at the university and obtaining approval from the college. For more details, contact the Admission and Registration Unit and the Financial Unit.

Change of Major

Students may change their major provided that they meet the following requirements:

1. Students must submit an application to the Admission and Registration Unit within the period specified in the academic calendar;
2. Students must meet the admission requirements of the new major or college;
3. Students should not have been previously dismissed from the department/ college that they wish to transfer from;
4. When Students change to a new major or college, they may select courses which they had taken beforehand in order to be transferred, provided these courses are part of the student's new Study Plan. The grades of these transferred credits are taken into account when the student's CGPA is calculated.

7. Assessment and Evaluation

1. Students' performance in the courses in which they are registered is evaluated according to the assessment processes applied by AAU.
2. The passing grade for all BA and diploma courses is 60%, and for other postgraduate courses is 70%.
3. The final result of each course is the sum of the grades of the final exam, the midterm exam, and the coursework that is completed by the student.
4. The final grade for a course is out of 100 rounded to the closest whole number, which generally has the following breakdown:
   I. coursework: 40%
   II. midterm exam: 20%
   III. final exam: 40%

- Some specializations are excluded from the above grade distribution.

Final Exams

- The final exams take place during the 16th week of the semester. The duration of the final exam is two hours maximum.
- No tests or examinations may be given on any of the seven calendar days that precede the first day of final examinations, except for practical exams, English Language placement tests, and discussion of graduation projects.
- In the summer semester, the final examination period consists of the last three scheduled days of the semester.
- Students who are scheduled for more than two examinations on the same day are entitled to reschedule one of the exams and take it on another day during the final examination period.
- The final exams are supervised by the AAU Examination Committee.

7.1 Course Grading System

AAU uses a letter system to record the students' final results in a course. Each letter is converted to points that are used in calculating the SGPA and CGPA. Bachelor and Professional Diploma in Teaching Degrees

Percentage Grade	Letter Symbol	GPA Points
90 -100	A	4.0
85 - 89	B+	3.5
80 - 84	B	3.0
75 -79	C+	2.5
70 - 74	C	2.0
65 - 69	D+	1.5
60 - 64	D	1.0
Less than 60	F	0
-	FA	Fail due to absence
-	P	'Pass'
-	I	'Incomplete'
-	T	'Transfer'
-	RPL	'Recognition of Prior Learning'
-	CA	'Cancelled'
-	W	'Withdraw'

Doctoral and Master Degree

Percentage Grade	Letter Symbol	GPA Points
90 -100	A	4.0
85 - 89	B+	3.5
80 - 84	B	3.0
75 -79	C+	2.5
70 - 74	C	2.0
Less than 70	F	0
-	FA	Fail due to absence
-	P	'Pass'
-	I	'Incomplete'
-	T	'Transfer'
-	RPL	'Recognition of Prior Learning '
-	CA	'Cancelled'
-	W	'Withdraw'

Calculation SGPA and CGPA Grades:

- The SGPA is calculated by multiplying the grade of each course by the number of the course's credit hours, and then dividing the total by the number of total credit hours taken by the student in the semester.
- The CGPA is calculated by multiplying the grade of each course by the number of the course's credit hours, and then dividing the total of all courses by the number of total credit hours taken for all previous semesters.

7.2 GPA Rating

The SGPA and CGPA are categorized according to the following ratings:

Bachelor and Professional Diploma in Teaching Degrees

Average Point Grade	Rating
3.6 - 4.00	Excellent
3.0 - 3.59	Very Good
2.5 - 2.99	Good
2.0 - 2.49	Satisfactory
Less than 2.0	Unsatisfactory

Doctoral and Master Degree

Grade Point Average	Rating
3.70 - 4.00	Excellent
3.30 - 3.69	Very Good
3.00 – 3.29	Good
Less than 3.00	Satisfactory

7.3 Incomplete Grades

Students who are unable to attend the final examination of a course due to extenuating circumstances during the final examination period, may seek an incomplete grade "I" for that course.

1. Students must submit an "Incomplete" application form which is available at the Admission and Registration Unit within five working days of the missed exam
2. Students should provide a valid excuse to the Dean explaining the reason for not attending the final exam.
3. Students must have earned a minimum cumulative mark, prior to the final examination, of 20% in Bachelor and Diploma programs and 30% in Master's and Doctoral programs, out of the total course assessment (coursework and midterm examination or their equivalent).Students must take the final exam for the course no later than the end of the second week of the following semester, otherwise an "F" is recorded for that course.
4. Students are not allowed to apply for an appeal on the Incomplete exam result.

7.4 Course Final Grade Appeal Process

The student has the right to complain and object to the semester work mark, the midterm exam, or the final exam, by submitting a grievance request.

Grievance procedures against the final mark of the course:

1. The student must fill out the form for grievance against a specific grade and submit it to the Admission and Registration Unit, or by submitting the application electronically through the student's electronic account, within five working days from the date of announcing the results for the semester.
2. The Admission and Registration Unit forwards the appeal form to the specified college responsible for that course. The college will then respond within seven working days of receiving the form.
3. The Dean of the college forms a review committee of three faculty members, excluding the instructor of the course under grievance. The instructor may be consulted for input but is not a voting member of the committee. In case an error has occurred, the committee corrects and monitors the correct mark on the form, signs it and delivers it to the Dean of the College.
4. The Dean of the College submits the form to the University president for the final decision.

7.5 Exams Re-sit

1. If a student fails one course in the semester in which he/she is supposed to graduate, he/she allowed to re-sit that final exam after obtaining the approval of the College Dean and paying the required fees. The students' names can be added to the list of graduating students for that semester if they have fulfilled all of the graduation requirements.
2. If the students fail the re-sit exam, they must retake the course in the following semester.

7.6 Academic Warning and Academic Probation

Students Enrolled in Undergraduate Program

- Students receive a first academic warning if their CGPA drops below 2.0 by the end of any semester except for the first semester at AAU. Having received the first warning, students are not allowed to register for more than 15 credit hours in the following semester.
- Students failing to raise their CGPA to at least 2.0 in the following semester, will be given a second warning and will not be allowed to register for more than 12 credit hours.
- Unable to raise their CGPA to at least 2.0, the students become liable to one of the following actions:
  1- Transfer the student to another major within the same college;
  2- Transfer the student to another college.
  3- Students are given two semesters to raise their CGPA after changing the major or college. Should they fail to do so, they will be dismissed from the university.
- In case of successfully completing at least 70% of the credit hours required for graduation according to the approved study plan for the program, then students will not be dismissed from the university, but will be permitted to continue in the same major until they reach the maximum study duration as stipulated in the AAU regulations.
- The summer semesters are not considered for an academic warning period.

Students Enrolled in Postgraduate program

1. Students receive a **FIRST** academic warning if their CGPA drops below 3.0 by the end of any semester except for the first semester at AAU. Having received the first warning, students are not allowed

to register for more than **9 credit hours** in the following semester, including any courses they need to retake.

2. Students failing to raise their CGPA to at least 3.0 in the following semester, will be given a **SECOND** warning and will not be allowed to register for more than **6 credit hours**, including any courses they need to retake.
3. Students failing to raise their CGPA to at least 3.0 after the second warning, will be dismissed from the University.
4. The summer semester does not count for an academic warning period.

Students Enrolled in Postgraduate Diploma in the Education Programs

1. Students receive a first academic warning if their CGPA drops below 2.0 by the end of any semester except for the first semester at AAU.
2. The summer semesters are not considered for an academic warning period.

Regulations Governing the Bachelor of Dental Surgery Program and Student Progression

- The duration of study for obtaining the Bachelor's Degree in Dental Surgery is five academic years, and the study/guidance plan specifies the courses offered in each academic year. The maximum period permitted for completing the degree is eight academic years for students enrolled in the program. A student may not spend more than two academic years in any of the first four years, or more than three academic years in the fifth year.
- The maximum academic load permitted for registration is 19 credit hours during the first or second semester and 6 credit hours during the summer semester, unless otherwise specified in the study plan. In justified cases and with the approval of the Dean of the College, the academic load may be increased to 21 credit hours during the first or second semester and 9 credit hours during the summer semester.
- A student shall progress from one academic year to the next according to the study plan upon successfully passing all required scientific courses for that year and achieving a minimum annual GPA of 2.00. Promotion to the following academic year shall occur only at the end of the academic year and after successful completion of all required scientific courses from previous years relevant to the

student's academic level.

- A student who fails one or more scientific courses not exceeding 7 credit hours (the scientific courses shall be identified and approved by the Dean's Office), or two courses regardless of the number of credit hours, may sit for supplementary examinations before the beginning of the following academic year. Similarly, students who pass all scientific courses but whose annual GPA remains below 2.00 may sit for supplementary examinations in selected courses, within the permitted limits, to improve their GPA.
- Supplementary examinations shall be conducted no later than the second week of the start of the first semester of the following academic year. Students eligible for supplementary examinations must submit a written request specifying the course(s) they intend to sit for, no later than three days before the supplementary examination period.
- A student shall be considered to have failed the year if they do not satisfy the supplementary examination requirements, fail any course after the supplementary examination, or fail to achieve a minimum annual GPA of 2.00 after supplementary examinations. Students who fail the year must repeat all failed scientific courses prescribed for that year. They may also choose to repeat previously passed courses, in which case the new grade shall be included in the annual GPA calculation.
- In all cases, the supplementary examination grade shall replace the original final grade obtained in the relevant scientific course.

8. Changes to Students Status

8.1 Postponement of Study

If students wish to postpone their studies for one regular (first or second) semester, they need to obtain a form from the Admission and Registration Unit and to submit it to the unit before the end of the drop-and-add period of the semester they wish to postpone.

1. Students may postpone their study for a period of time. This period must not exceed two consecutive semesters or four non-consecutive semesters during the entire period of study;
2. The postponement period will not be considered as part of the maximum study duration;
3. A new student or a transfer student is not allowed to postpone the first semester at AAU;
4. A student who has an "Incomplete" grade must clear the "Incomplete" grade before postponing the studies.

8.2 Withdrawal from AAU

1. Students wishing to withdraw from AAU, need to submit a withdrawal form along with a clearance form. The academic record will show as "Withdrawn".
2. Students wishing to re-join AAU must submit a new application to obtain a new university ID. Previously passed courses will be credited toward their new program in accordance with AAU policy.

8.3 Disenrollment from AAU

1. If students do not enroll in courses in their first semester of admission; they will lose their AAU student number and will have to obtain a new student number should they wish to rejoin.
2. If students fail to provide an official record of enrolment in courses at AAU for one or more semesters, excluding the summer semester, without an official notification of postponement, then they shall be disqualified from reserving a seat at AAU.

8.4 Re-admission to AAU

1. Should students wish to join AAU again, they have the right to re-

apply. In case where the students are accepted into the same major, students can keep previous academic record, provided that they complete the graduation requirements according to the Study Plan that is applicable at AAU at the time of re-joining.

2. Students' readmission will be subject to the college admission requirements and tuition fees applicable at time of re-joining.

8.5 Studying Courses at Other Institutions

An AAU student who wishes to study courses at another institution may do so according to the following regulations:

1. The number of credit hours taken at other institutions should not exceed 6 credit hours throughout the course of study.
2. Obtaining a written approval from the college Dean prior to studying at other institutions by filling out the applicable form.
3. The institution where the student wishes to study has to be accredited by the Ministry of Education.
4. The courses to be studied can only be from the General University Requirements or the College Requirements.
5. The student must study the last 30 credit hours (two semesters) at AAU, regardless of the nature of the courses.
6. The courses the student wishes to study must not be offered at AAU during the same semester/session.
7. Students enrolled in courses at AAU are not allowed to study at other institutions simultaneously.
8. The student must obtain "C" grade or above in the course in order to accept its transfer.

8.6 Studying a Substitute Course

If students' graduation depends on studying a course that is not offered in the semester in which they are supposed to graduate, or if the course time overlaps with another course; the student may, upon approval from the College Dean, study a substitute course (1) at the same level (or above), and (2) provided that the number of substitute courses do not exceed two with a total of (6) credit hours at the most.

8.7 Repeating a Course

1. Students may repeat a course in order to raise their CGPA.
2. Students may choose a different elective or free elective, to substitute for an elective or free elective in which they have previously failed.
3. If a student repeats a course, the credit hours of the course are calculated as part of the hours required for graduation.
4. In all cases, the higher grade for a repeated course is calculated into the CGPA.

9. Graduation Requirements

Students obtain their degree after fulfilling the following requirements:

1. Passing all the required and relevant courses according to the approved Study Plan;
2. Achieving a CGPA of no less than 2.0 for the undergraduate and Postgraduate Diploma in Education programs; or a CGPA of no less than 3.00 for Master and doctoral degrees.
3. Not exceeding the maximum number of years for graduation stated in these regulations;
4. Fulfilling the minimum study duration for the degree;
5. Being registered at AAU during the graduation semester;

10. Academic Honors (Bachelor Programs Only)

10.1 College's Honor List

At the end of each semester, the Admission and Registration Unit announces the College's Honor List. Students are included in this list if they meet the following requirements:

1. To obtain a SGPA of 3.6 or higher in that semester
2. To be registered for at least 15 credit hours in that semester; all of which are included in the GPA;
3. Not to have received any disciplinary warnings in the same semester;
4. Not to have an "Incomplete" grade in their transcript.

The phrase "College's Honor List" is added to the student's transcript.

10.2 University's Honor List

At the end of each semester, the Admission and Registration Unit announces the University's Honor List. Students are included in this list if they meet the following requirements:

1. To obtain a SGPA of 3.6 or higher for 3 consecutive semesters;
2. To be registered for at least 15 credit hours in each of those semesters all of which are included in the GPA;
3. Not to have received any disciplinary warnings;
4. Not to have an "Incomplete" grade in their transcript.

The phrase "University's Honor List" is added to the student's transcript.





11. Library and Learning Resources



The library provides printed and electronic learning resources, and also provides guidance, borrowing, reservation, and other information services. The library has approximately (104,000) scientific and information materials, including books, periodicals and multimedia. The library subscribes to a number of databases and electronic journals. In cataloging and classifying holdings, the library follows the American cataloging rules and the Library of Congress classification system. All library services are computerized using an integrated system, known as the MEDAD system. This system facilitates quick access to catalogs inside and outside the library. In addition, the library has 38 study or discussions rooms and (106) computers for using the Internet.

The main library building in Al Ain provides a spacious and suitable study environment that can accommodate 210 visitors. In addition to providing (Wi-Fi), the library contains (56) computers for using the Internet and searching databases, and (17) discussion rooms. For the Abu Dhabi branch, the library is equipped with 227 seats, (21) study or discussions rooms, and (50) computers equipped with full Internet and wireless connectivity.

11.1 Library Regulations

AAU faculty members, administrative staff, and students are entitled to take advantage of the services offered by the library. Visitors from outside the university are allowed to make use of the library services for a registration fee of AED 10 and AED 1000 refundable deposit.

The library offers its services from 8:00 am to 5:30 pm Monday through

Thursday; on Friday the library is open until 12:00 noon. The library is closed on Saturdays, Sundays, and public holidays.

All library users are to abide by the following:

1. Maintain a quiet environment in the library.
2. Present a student ID when required.
3. Return used books to their designated places.
4. Refrain from using mobile phones inside the library.
5. Refrain from smoking inside the library.
6. Refrain from eating or drinking inside the library.

11.2 Library Services

The library conducts courses and training programs to enable users to effectively use the available resources and services. The library offers the following services:

Lending Services

Users can borrow from the library as follows:

1. A faculty member can borrow 15 books for 120 days;
2. A graduate student can borrow 12 books for 14 days;
3. An undergraduate student can borrow 7 books for 7 days.

Users are to abide by the regulations governing lending services as follows:

1. Borrowed materials are to be returned by the end of the lending period to avoid paying a fine. Users will not be allowed to borrow library materials until the fine is paid.
2. Borrowed materials can be renewed through the library website, by phone, email, or by bringing the materials into the library before the end of the lending period.
3. If the material borrowed is lost or damaged, an amount of double the price of the material is to be paid, or the damaged material is to be replaced by the user.

Reservation of Library Materials

Library users may reserve available resources by visiting the library, through the website, or by telephone. The validity of the reservation is 3 days only.

Inter-library Loan(s)

(The library offers Inter-library loan and document delivery services to the members. Some materials especially articles which are not available locally may be obtained from overseas. The service may be charged for where necessary).

E-search Services in the Library

Library users may search the library collections through the use of automated catalogues to obtain the location of the required book or article by the classification number, and to get all the information on this item and whether it is on loan, reserved, etc.

Databases and the Internet Search Service

The library has subscriptions to databases that support all the university disciplines and users can take advantage of these databases at any time both on-campus and off-campus.

Library Collections

The library contains seven (7) categories of collections: general references, textbooks, basic references, multimedia, reserved books, periodicals, and electronic resources.

- **General References:** This category represents the major part of Library's collections. It includes items that can be checked out and used in research and scientific projects.
- **Textbooks:** Include all the textbooks and related materials.
- **Basic references:** These include dictionaries, encyclopedias, manuals, handbooks, bibliographic data, yearbooks, etc...
- Multimedia: These include audio-visual materials (cassettes, videos, CD-ROM, DVD, ...etc).
- **Reserved books:** These books are rare or very important, such as theses, research papers, illustrated books, official publications, and small-sized publications.
- **Periodicals:** These include scientific and non-scientific, local and international journals, magazines, newsletters, newspapers...etc.
- **Digital Library:** Consists of e-books, e-journals, e-magazines, e-newspapers,.etc) accessable through the library website.

Glossary of Terms Related to the Library

Bibliographies: Reference publications which compile intellectual output and categorize (books, periodicals, printed, and non-print materials) at the national, regional, and international levels.

Biographies: Publications containing a brief or detailed account of the lives of people and their achievements.

Indexes: Reference publications concerned with articles and materials of scientific journals, both general and specialized, as well as newspaper articles, writers, and themes. Indexes facilitate obtaining articles, studies and news for readers and researchers quickly and easily.

Call Numbers: a call number represents an item, subject, or matter and indicates the location on the shelf.

Manuals: Publications providing information on institutions, organizations, and scientific bodies.

Periodical: A publication published at regular intervals, and has one clear and distinct title which appears on the first page of each of its issues. A number of writers and scholars take part in writing the articles of the periodical.

Theses/Dissertations: Scientific work submitted by a graduate student to obtain a Masters or a Doctorate degree.

12. Students Recruitment Unit

The Students Recruitment Unit promotes the AAU community, its academic programs, and its various specializations by organizing visits to schools, universities, and other institutions, as well as participating in educational fairs where prospective students can inquire about university programs. Furthermore, it offers guidance and advice regarding suitable specializations and labor market requirements. For currently enrolled students, the unit assists them through official channels when they wish to change their major, suspend their studies, or withdraw from the university. The unit continuously analyzes these cases to identify underlying causes and find appropriate solutions.

13. Deanship of Student Affairs



Al Ain University provides a wide range of services and facilities through the Deanship of Student Affairs. The Deanship goes beyond academics to support personal growth, skill development, and talent cultivation, believing these programs are vital to overall student success. These services foster student interaction and enrich the university experience. Students can reach the Deanship of Student Affairs at either campus by visiting its office or via email:

- **Al Ain Campus:** Studentservices@aau.ac.ae
- **Abu Dhabi Campus:** Studentservices_ad@aau.ac.ae

13.1 Student Well-Being

Al Ain University is keen to promote and develop the quality of university life for students, by providing various services during their university journey, which aim to entertain them in all aspects that develop their personalities, needs, skills and talents.

13.2 Student Services

Student Activities Office.

This office seeks to activate the students' role in extracurricular college life by organizing events and various scientific, cultural, artistic, sports, and health activities that contribute to the student's academic and extracurricular needs, as well as the development of multiple skills leading to refine his/ her character in a positive direction. To achieve these goals, the office ensures that students have an active role in choosing activities and participating in certain events.

Health Care Office.

The University's clinic provides primary health services, nursing care in addition to handling simple emergencies. In case of critical situations, a student would be transported to the nearest hospital by ambulance so that a specialized doctor would ascertain the situation and complete the necessary tests. Also, the clinic provides general guidelines and continuing health education for students as healthy food, attention to personal hygiene and how to get enough rest and sleep to achieve greater academic results.

The University Clinic arranges lectures on various awareness programs, in cooperation with external health institutions. Additionally, it participates in many global health events and celebrations.

One of the main services provided by the Health Care office is the health insurance service for students. The office issues health insurance cards for the students whose residency is issued by the University. In order to get a health insurance, students must submit the following documentation:

1. A valid 'To whom it may concern' certificate issued from AAU.
2. One personal photo.
3. A copy of the Emirates ID.
4. A copy of valid passport.
5. A copy of valid visa.

Psychological and Social Counseling Office.

This office is responsible for following up with students in non-academic problems and providing them with appropriate solutions, including psychological and social problems that they may encounter through their University life. This office also provides individual and group counseling to students while maintaining the highest degree of confidentiality. This office helps new students to overcome the difficulties they may face in their first academic year at the University. To accomplish these goals, AAU ensuring the availability of specialized counsellors who provide personal assistance to students.

Students' Professional Development Office

This office builds the personal and professional skills students need alongside their academic program. It delivers leadership training, soft-skills workshops and guest lectures covering communication, teamwork, problem solving and self-confidence, and partners with colleges and external providers to offer certified short programs. Participation is recorded in the student's co-curricular record, so the skills gained outside

the classroom are recognized at graduation, and the office tracks the professional development hours each student completes.

Career Support Office

This office accompanies students from first career decisions to their first job. It provides one-to-one career advising, resume and interview preparation, and guidance on searching and applying for jobs, and it runs the Work-Study program that offers eligible undergraduate students part-time jobs on campus. Working with employers and alumni, the office secures internships and job placements, and organizes the final-semester career week and job fair where students meet and interview with employers directly.

People of Determination Support Office.

This office works to integrate people of determination with the University community by creating a sustainable learning environment throughout their studies and until their graduation from the University. It contributes to empowering this category of students and arranging their own educational provisions to ensure a fair opportunity to meet all their learning requirements. The office conducts an orientation day in the beginning of each semester to introduce the students to the available services and University facilities. In addition, taking comments or suggestions from their side to improve or provide any services that might help them during their study. There is also a follow up with them each semester in all the courses they register to identify any special needs during the term related to the teaching methods used and to provide any special requirements based on their health condition.

Community Engagement Office.

This office aims to strengthen the University's ties with the local community and support its advancement by catering to diverse needs. AAU makes every effort to cement its reputation as an academic institution worthy of community support, fulfilling its mission to graduate a mature, intellectual generation dedicated to public service. Key activities include, but are not limited to:

1. Offering scholarships to top-scoring high school students.
2. Delivering seminars and workshops for schools, colleges, and other institutions.
3. Collaborating with other universities to share experiences and coordinate student activities.

4. Participating in community events and awareness campaigns hosted by external organizations.
5. Preparing for national events in alignment with local celebrations.
6. Organizing awareness campaigns on key public health and safety issues, such as breast cancer awareness, smoking cessation, and safe driving.
7. Arranging visits to social organizations, such as orphanages and special needs centers

Student Affairs Deanship list

The "Student Affairs Deanship list" is one of the outstanding initiatives aimed at supporting and showcasing students' creativity beyond the scope of academic studies. This list is dedicated to students who excel in extracurricular activities such as recreational, cultural, sports, volunteer, health-related, and other activities. These participations reflect their passion and dedication to developing their skills, talents, and community.

Conditions	- Maintain the status of "regular" in the transcript.- Participate in at least (10) activities per semester organized by the Deanship of Student Affairs. - Good conduct and behavior (Not to have received any penalties or disciplinary warnings in the last two semesters). - Submit the application to the Deanship of Student Affairs during the announced period
Criteria and Standards to get the list	- Fulfilling the requirements of the "Student Affairs Deanship list". - Adherence to the Deanship of Student Affairs instructions. - Actively participating in student activities. - Initiating and creating new activities. - Creativity and innovation in student activities. - Volunteering in the Deanship of Student Affairs events. - Engaging in diverse activities. - Being prepared, cooperative, and working effectively in teams. - Showing respect to others during activities. - Exhibiting leadership skills. - Maintaining consistent participation. - Joining student clubs. - Attracting new students to participate in activities. - Utilizing social media platforms effectively. - Supporting community events and initiatives.

Rewards	- The student's name will appear on the "Student Affairs Deanship List" for the entire academic year. - A recognition ceremony for selected students. - Certificates of appreciation and acknowledgment. - Opportunities to represent the university in major events. - Priority access to exclusive events. - An invitation to attend the graduation ceremony. - Chances to attend training courses. - Tickets to amusement parks. - Valuable gifts. - Recreational trips. - Free voucher cards. - Hotel coupons. - Special discounts. - Various subscriptions.

13.3 Extra services

Residence Halls

AAU provides student housing services in Al Ain, featuring round-the-clock supervision and high-speed internet.

Transportation

AAU provides transportation services with the following features: Coverage across all residential areas in Al Ain. Bus timetables scheduled in alignment with class hours.

Security

AAU Security provides 24-hour campus protection. Key responsibilities include:

- Ensuring all electrical devices, air conditioners, and doors are switched off and locked at the end of each day.
- Monitoring campus areas to uphold university regulations regarding student conduct.
- Managing and organizing traffic flow at the main university gates.

Banking

Located on the ground floor of the Main Building, an ATM is available for students, administrative staff, and faculty members.

14. Facilities



14.1 Recreational Facilities

The University offers recreational and sports zones for both male and female students. The facilities are:

Sports and Gymnasium

There are qualified gymnasium trainers and health professionals who supervise the students on all sports facilities. The following facilities are available on campus:

Facility	Area/Number	
	Al Ain	Abu Dhabi
Fitness Hall	127 Sq m	320 Sq m
Outdoor fields	9	6
Bodybuilding Hall	1	2
Aerobic Classrooms	1	1
Chest-building Hall	1	2
Treadmills	3	4
Bicycles	3	4
Tennis Table	2	1
Baby Foot Table	1	2

In addition, students can play tennis, volley ball, basketball, handball, and football. Great attention has been given to coordinating timings for male and female students to ensure the facilities are available to the largest number of students.

Cafeteria (Dining Services)

AAU provides modern cafeterias for both male and female students in each campus. The cafeterias provide service not only for commuting students, but also for those in the residences. There is a direct and ongoing inspection in the cafeteria for both staff and food by the local authority.

clinic

Through the clinic, AAU provides their students with different services including first aid for emergencies and minor cases such as measuring blood pressure and temperature. They also provide first notice if any cases require hospital attention for follow up tests, and examination.

Lounges

The University provides lounges so that students can take a break between lectures allowing them to practice various social activities.

Theatre/Events Hall

AAU's campus holds a small theatre that also functions as a seminar room. The hall can be used for meetings with students, seminars, cultural events, plays, etc.

Mosque and Prayer Rooms

Al Ain University hosts one mosque and prayer rooms in the male's section, and prayer rooms in the female section. The aim of this service is to provide students with a quiet, suitable place to pray throughout the day.

14.2 Learning Support Centers

The Bookshop

Conveniently enough, in each campus of AAU, there are two bookshops; one for the males; the other for females. The main purpose of the bookshop is to provide students with required textbooks for their courses. Textbooks

are available at the beginning of the semester to enable students to obtain their copies early on. In addition, the bookshop offers services such as photocopying and selling stationery.

English Language Center

The English Language Center (ELC) at Al Ain University exists to serve the language needs of students who are in a transitional period as they are about to embark on a learning experience where the medium of instruction is English. The staff of the ELC is committed to creating and maintaining an organized and trusting environment where teaching and learning are exciting and students are assisted as they develop their language skills. All aspects of the teaching activities are student-centered and designed to accommodate individual differences and learning styles in order for all to experience success.

Moot Court

The Moot Court at the College of Law is a simulation of a real trial in both civil and criminal matters. It is offered in a classroom equipped as a court of law. The relevant cases are carefully selected and students are assigned different judicial roles (judges, prosecutors, defense, etc...) and graded according to their practical performance.

Digital Language Labs

The Digital Language Labs are air conditioned and fully equipped with 25 multimedia computers, a data show device, a screen and other related equipment, items, and language software. These laboratories cover the practical part related to listening, speaking, writing, linguistics, phonetics, phonology, morphology, translation, and instructional technology courses.

Microteaching Lab

There is a Microteaching Lab at the College of Education which covers the practical part of the methods of teaching courses and is divided into two separate air conditioned sections for males and females. The lab also contains an isolated small room with blind observation window that has console with mixing, editing, and recording functions. Each separate section of the lab has a digital monitor, a camera, a data show device, and a screen.

Computer Labs

The computer labs for the Colleges are as follows:

Total of Al Ain university Labs (2025-2026)

Al Ain

Beneficiary	Purpose	No. of labs	Total computers
All Colleges	General Use for all the students	6	228
All Colleges	Exams	9	433
All Colleges	Placement Exam	1	13
All Colleges	E- Class	1	30
College of Engineering	General	1	33
College of Engineering	Network Lab	1	27
College of Engineering	Embedded System Lab	1	10
College of Engineering	Cyber Security Lab	2	80
College of Pharmacy	Drug Info Lab	1	30
College of Pharmacy	Simulation Lab	1	20
College of Pharmacy	Nutrition Lab		
College of Education	Applied Psychology	1	24
College of Education	Micro Lab	1	27
College of Business	SPSS Lab	1	36
College OF Communication & Media	MAC Lab	1	36
College of Dentistry	Computer Digital Lab	-	-
Library	Male side	1	29
Library	Female side	1	27
English Language Center	IELTS Exam	2	50
Pearson VUE Exam Center	VUE Exam Center	0	-
Total	**Total**	**32**	**1133**

Abu Dhabi

Beneficiary	Purpose	No. of labs	Total computers
All Colleges	General Use for all the students	3	165
All Colleges	Exams	2	122
All Colleges	Placement Exam	-	-
All Colleges	E- Class	-	-
College of Engineering	General	3	75
College of Engineering	Network Lab	1	25
College of Engineering	Embedded System Lab	-	-
College of Engineering	Cyber Security Lab	1	25
College of Pharmacy	Drug Info Lab	1	25
College of Pharmacy	Simulation Lab	-	-
College of Pharmacy	Nutrition Lab	1	13
College of Education	Applied Psychology	1	25
College of Education	Micro Lab	-	-
College of Business	SPSS Lab	1	25
College OF Communication & Media	MAC Lab	1	25
College of Dentistry	Computer Digital Lab	1	40
Library	Male side	1	29
Library	Female side	1	29
English Language Center	IELTS Exam	1	25
Pearson VUE Exam Center	VUE Exam Center	1	50
Total	**Total**	**20**	**698**

Facilities Provided for Students of Determination

Al Ain University provides the following services and facilities for students of determination:

1. Offering grants and financial assistance of up to 50% of registered fees, in accordance with the regulations of the Humanitarian Aid Grant Committee.
2. Granting priority in registration and assisting with schedule coordination based on individual needs.
3. Organizing orientation events for students of determination to introduce them to university facilities.
4. Providing dedicated parking spaces.
5. Guiding students to their lecture halls.
6. Providing sign language interpreters.
7. Assigning accessible, comfortable classrooms (such as ground-floor or accessible rooms).
8. Providing specialized books and learning resources.
9. Forming special examination committees for students whose conditions require accommodation.



15. Facilitating participation in university events, exhibitions, and celebrations. Counseling

15.1 Orientation for New Students



Al Ain University is committed to organizing orientation sessions for new students at the beginning of each semester. These sessions provide guidance and advice on all academic and non-academic aspects. Each college organizes its own event to introduce new students to the college and its academic programs, and to inform them about the availability of academic advisors for every student. The sessions also cover various aspects of academic life, emphasizing the importance of keeping up with their studies and maintaining regular contact with advisors, especially during registration at the beginning of each semester. Additionally, the Deanship of Student Affairs organizes a special event for new students at the beginning of each semester. Students are introduced to the services and facilities offered by the university in general and the Deanship of Student Affairs in particular. They are guided on where to find information, the university's rules and regulations are explained, and the student handbook is presented, highlighting its importance for accessing all necessary information throughout their university journey. This event is attended by the University President, members of the Deans› Council, Heads of Departments, Academic Program Directors, the Registrar, and all staff of the Deanship of Student Affairs. New students are introduced to all these individuals and informed about how to contact them. A Q&A session is also held to address any questions or concerns.

Additionally, People of Determination Support office organizes an orientation day at the beginning of each semester. This session familiarizes students with disabilities with the university's facilities and the availability of professional counsellors who provide personal support. The office also seeks suggestions from students to improve the services provided to meet their needs throughout their academic journey.

15.2 Academic Counseling

Academic counseling supports the student's educational progress: identifying and achieving academic goals, building effective study habits, addressing academic difficulties, and making informed decisions about their educational pathway.

- Orient students to AAU's academic regulations (e.g. the credit-hour system, examination and grading rules, academic standing, withdrawal and appeals) and to the academic support available on campus.
- Direct students to the academic advising unit in their college to review their academic status with their assigned advisor.
- Define individual academic goals with the student and a plan to reach them, covering study-plan progress, study habits, and choices of major, minor and electives.
- Identify academic difficulty early and refer it on: to tutoring and study-skills support where the cause is academic, and to the counseling office where it is personal, psychological or social.

15.3 Personal Counseling

Students face personal, emotional and social challenges throughout their university journey. AAU provides a confidential, professional counseling service to help them address those challenges and develop the skills they need to succeed.

- Appointments are booked through the counseling office, and urgent or immediate needs are accommodated as promptly as possible.
- The first session begins with an initial assessment of the student's concerns, background and goals.
- Informed consent is taken at the outset, explaining how counseling works, what is confidential and where the limits of confidentiality lie.
- Sessions are held in a private setting so students can speak freely, and the counselor works with them on coping strategies, problem-solving and self-awareness.
- Where a student's needs exceed what the campus service can provide, an external referral is arranged in line with the student's preferences.
- Session records are accurate, confidential and securely stored, accessible only to authorized personnel.

15.4 Psychological and Social Counseling

AAU maintains specialized counselors so that no student is held back by a psychological or social obstacle during their studies. Support is delivered through individual and group counseling, workshops and self-help resources.

- Counselors address psychological and social difficulties directly, and coordinate with faculty and, where appropriate, with parents or guardians, so support around the student is consistent.
- Crisis intervention: where a situation poses an acute risk to a student's safety, well-being or mental health, counselors act immediately to stabilize the situation, secure the student's safety, and arrange specialist external care where needed.

15.5 Career Counseling

Career counseling guides students in exploring and deciding on their career paths and vocational aspirations. It helps them understand their interests, strengths, values and skills, and match these to realistic career options. This includes:

- Assessment of interests and skills, career planning, and choosing a specialization or graduate pathway.
- Resume preparation, job-search technique, and interview practice.
- The Work-Study program, internships, employer and alumni contacts, and the career week and job fair.
- Students needing to build underlying skills such as leadership, communication or teamwork are referred to the Students' Development Office. Students whose career uncertainty stems from a personal or psychological issue are referred to the counseling office. The same rules on confidentiality, consent and records apply.

16. Proper use of Facilities

AAU students are required to adhere to common practice of proper use of the AAU facilities. The following are examples of misuse and may lead to disciplinary actions:

Offences

- Disruption/Obstruction: Obstructing or interfering with University events or any University activity or disturbing the peace and good order of the University environment.
- Destruction of Property: Intentionally or recklessly damaging, destroying, or tampering with University property or any others personal properties on campus.
- Forcible Entry or Trespassing: Forcible or unauthorized entry to any building, structure, facility or unauthorized use of University grounds.
- Unauthorized Use of Property or Service: Unauthorized use of property or services or unauthorized possession of University property or the property of any other person.
- Unauthorized Use of University Keys: Unauthorized use, distribution, duplication, or possession of any key(s) issued for any building, laboratory, facility, room, or any other University property.
- Misuse of Safety Equipment: Unauthorized use or alteration of fire fighting equipment, safety devices, or other emergency equipment.

17. Guidelines on Student-Run Media and the AAU Brand

This section applies to all AAU students and covers writings, posts and materials shared in any format, whether physical or digital: the AAU website, AAU social media platforms, college-related pages created by students, printed materials, and campus notice boards. All student media activity is carried out under the supervision of the Deanship of Student Affairs (DSA), the college, and/or the Public Relations and Media Office (PRMO). AAU reserves the right to decline approval for any student writing or post that does not align with its publishing policy and regulations.

17.1 Who approves what

1. Announcements, newsletters, magazines and other publications posted or distributed on campus require written permission from the DSA before they are put up or handed out.
2. A student announcing a nomination for the Student Association must obtain permission from the DSA.
3. Announcements are displayed on notice boards only after being stamped by the issuing entity.
4. Announcements of meetings or activities of Student Association committees require DSA approval, so that activity across committees is coordinated.
5. Periodicals and magazines belonging to the Student Council require DSA consent before distribution.
6. Any content relating to curricula, college activities or academic events requires written approval from the respective college or department.
7. Brochures and printed materials linked to academic activities or university projects require formal approval from the college or the course instructor, and the draft design should be submitted for review before printing.
8. Articles for the AAU Blog are uploaded by the student through the blog page and then pass to the PRMO, which edits them, checks that the topic aligns with the university's publishing policy, and publishes them.
9. No student may carry out any non-academic media activity in the name of the university, or bearing its name or logo, without first

addressing the DSA, the college or the PRMO. Information may be released to the media or over the internet in the university's name only through the official media office.

17.2 University name, logo and visual identity

1. Permission must be obtained before using the university's logos or trademarks. The official approved logo is available on the visual identity page of the university website and must be used without modification.
2. Printed materials must follow the official visual identity of the university, including its colours, logos and fonts.
3. Information about Al Ain University must be accurate and correctly presented. Misuse of the name or logo in any media material may lead to disciplinary action.

17.3 Content standards

1. All published material must comply with UAE law and with the ethical values of the university and of society.
2. Content that offends religions, races or cultures, or violates social norms, is strictly prohibited. This includes any content showing contempt for the holy symbols, figures or rituals of Islam and the Prophets, or of any other faith.
3. Students must not comment on controversial topics on behalf of the university, and must not publish political or inflammatory articles on the AAU Blog.
4. Internal or confidential information relating to the university or its colleges must not be shared.
5. Content that damages the university's reputation or exposes it to public criticism is prohibited, and social media must not be used as a platform to criticise faculty members, students or the university administration.
6. Content promoting violence against individuals or groups on the basis of race, ethnic origin, religion, disability, gender, age or nationality, or intended to incite hatred, is prohibited by law.
7. Information in brochures must be accurate and current, with sources stated where needed. Content of a commercial or advertising nature requires special permission from the university.

17.4 Intellectual property and consent

1. Copyright must be respected for any image, video or text used or republished, and reposted material must credit its original source.
2. Photographs and videos taken inside the university may not be used for commercial or non-academic purposes without prior authorisation.
3. Written consent must be obtained from any student or faculty member appearing in a photograph before it is published.

17.5 Distribution

1. The distribution of printed materials is coordinated with the college so that it does not disrupt academic or university activities.
2. Brochures may not be distributed outside university premises without approval from the appropriate administrative department.

17.6 Responsibility and penalties

1. Students bear full responsibility for the material they publish, including any legal or social consequences arising from it.
2. The DSA ensures that student announcements comply with these regulations and may remove any that do not. A student who does not comply receives a verbal or written warning from the DSA.
3. Violations are monitored and addressed by the relevant authorities in the university and may result in disciplinary action under university regulations and the rules of conduct in this handbook.
4. Publishing offensive or defamatory material in the media or on social media pages is a crime punishable under Federal Law No. 12 of 2016 amending Decree-Law No. 5 of 2012 on combating information technology crimes (the Cybercrimes Law).

17.7 What the university encourages

1. Students are encouraged to express themselves respectfully and responsibly in public forums, and to publish content that highlights university events, student activities and academic achievements.
2. Students' personal information is safeguarded and is not disclosed without their consent.
3. Publishing on the AAU Blog aims to serve the benefit of students and of society.

18. Code of Conduct

The statements hereunder define some areas of ethical conduct that govern AAU members' behavior towards their peers, faculty members, the University, and the community. These statements do not address every situation; rather, they aim at providing the student with an overview of a general perspective on the code of ethics governing Al Ain University.

18.1 Compliance with AAU's Rules and Regulations

All students at AAU shall abide by the rules and regulations applicable at AAU. If the student is uncertain about any issue, s/he may refer to the HR Manager, the Department Head, the College Dean, AAU Vice President, or AAU President.

18.2 Harassment or Discrimination

Al Ain University upholds the principle that all individuals have the right to be treated with respect and equality. Any harassment, discrimination, or prejudicial treatment towards peers, faculty members, or administrative staff on grounds of ethnicity, religion, national origin, gender, age, or disability status undermines the AAU's essential ethics and shall not be tolerated.

18.3 Conflict of Interest

Students are in obligation to avoid any situation where their personal interests conflict or could be interpreted as being in conflict with those of AAU.

18.4 Intellectual Property

Al Ain University advocates the ownership of intellectual material as stipulated by copyright laws. Students have an obligation to comply with AAU's Copyright Policy.

18.5 Confidentiality

Al Ain University prohibits any form of disclosure or dissemination of confidential information obtained during or after studying in AAU.

18.6 Possession of Dangerous Weapons

Possession of firearm, weapons, dangerous chemicals, illegal knives, or any dangerous device are totally forbidden on university grounds.

18.7 Possession of Controlled Substances and Alcoholic Beverages

It is an offence to possess, distribute, or consume any drugs or alcoholic beverages on university grounds.

18.8 Smoking

Al Ain University is a smoke-free environment, so as to ensure an overall healthy environment to all members. This policy is applied according to the following rules:

1. No smoking inside any building owned or operated by the University, particularly in the following areas:
    - lecture halls, conference rooms, laboratories and amphitheaters.
    - Offices.
    - Libraries and book stores.
    - Cafeteria and vending areas.
    - Stores, warehouses and whereabouts of any hazardous materials.
    - Corridors and lounges
    - Recreational and sports zones.
2. Smoking is allowed outside University buildings.
3. If the student does not comply with the University's smoking policy, he will be subjected to one of the following penalties:
    - Receiving a level one disciplinary warning along with withdrawing any grants or financial assistance offered in the semester in which the offense is committed; whether this grant is an academic excellence grant or a humanitarian aid grant. The student's guardian is informed with this decision in person.
    - Withdrawing of one or more courses of the semester in which the offense is committed based on the courses' date of registration. The student's guardian is informed with this decision in person.
    - Cancelling the final exam of one or more courses of the semester in which the offense is committed; according to the courses' order in the exam timetable, as well as receiving a 'Fail' grade in the course(s). The student's guardian is informed with this decision in person.

18.9 Dress Code

Students are expected to present themselves in clothing that respect UAE customs and traditions. Inappropriate dress for both males and females is prohibited. This includes, but is not limited to, tank tops, clothing that is very tight or transparent and indecently exposes the waist or back or shoulders or cleavage, and clothing above the knee. Moreover, clothing must not display obscene or offensive pictures and slogans..

19. Academic Integrity

AAU is committed to professional honesty and integrity, and it also recognizes the need for fair and adequate investigation of alleged violations of rules and policies relating to the conduct of AAU students. Any student who is found to have committed such violations is subject to sanctions set forth by the University.

Academic Integrity: Any academic work should be prepared and presented with honesty and integrity, by maintaining the academic standards, in avoiding:

Cheating:

√ Copying reports, assignment/exam answers, lab reports, from another student.

√ Having or using mobile phones or other electronic devices during any exam.

√ Possession of scraps of paper, any documents, or any physical aids used for cheating during examinations of all types (quizzes, midterm, final, etc.).

Plagiarism:

√ Copying ideas, data, figures, charts, products, words, files, software, or any source of information (internet) without citing the sources or without a permission or acknowledgement for the owner.

Academic Dishonesty:

√ Providing any assignment from another student.

√ Submitting reports, research papers, or assignments already submitted for another courses.

√ Fabricating results.

Abuse of Academic Materials:

√ Destroying books, IT hardware and software, or other reference materials.

√ Making common resource materials inaccessible.

√ Erasing, stealing or intentionally destroying the results (lab experiment, notes, assignments) prepared by another students.

Unauthorized Collaboration:

√ Collaborate with another person against the rules (discussing with someone else during any exam)

This list is given as a guidance. However, AAU can decide whether any action (not listed above) is considered as a violation of academic integrity or not.

Additional Comments:

Similarity Percentage in Assignments:

For bachelor's and postgraduate students: The total similarity percentage in assignments submitted should not exceed 20%.

Similarity Percentage in master's and PhD's Thesis:

The total similarity percentage should not exceed 15%, and the individual similarity percentage should not exceed 3%.

· Similarity Percentage in Capstone Projects:

The total similarity percentage should not exceed 20%.

Use of Artificial Intelligence (AI) by Students:

The use of artificial intelligence by undergraduate and graduate students is prohibited unless directed by the course instructor, and the use should not exceed **20%** of the content of reports, assignments, homework and tasks.

Promoting a Culture of Academic Integrity Student Academic Integrity Procedures

Colleges' Management Team is responsible for:

√ Informing students and faculty members about the AAU policies and procedures related to the academic integrity and academic misconduct, and where it is published.

√ Ensuring that every faculty member explains (at the beginning of each course, in every semester) to the students about AAU Academic Integrity

Policy, academic misconduct, copyright, plagiarism, and the academic requirements in all the submitted assignments/reports, and the use of the appropriate citations and the references to the sources.

Students should:

√ Review the university regulations and guidelines related to academic integrity.

√ Include a statement, along with any submitted assignment/report stating.

that they:

o Understand AAU academic integrity policy and has been informed (by the faculty member and Dean) about the details and the related documents

o Confirm the originality of the work;

o Did not receive any unauthorized help or assistance from other persons.

o Has not included any sources without proper citation or acknowledgment.

Detecting a violation of academic integrity

Faculty member or examination invigilator is responsible for looking for a potential violation of academic integrity. For plagiarism and/or cheating, they can usually use the following detection strategies:

√ Search engine (e.g. Google, Yahoo, Bing, etc.) to find matching texts.

√ Web Directory to search for a specific sentence, and the subject of the question.

√ Research Database provided by AAU Library.

√ Commercial software (Turnitin) adopted by AAU.

Students will be required to check the box for the below statement to confirm their adherence to the policy before they can upload their assignments on Moodle:

☐ I hereby acknowledge that I adhere to the AAU plagiarism and AI policy and that I am fully aware of the consequences of any violation thereof.

This tool allows AAU faculty members to create an account and use the tool anywhere and anytime. Accordingly, they can use Turnitin in the library, in the computer labs, in the offices, at home, and even on their mobile phone, tablets, and laptop. In addition, AAU also integrated Turnitin software to the learning platform known as “Moodle”. This integration facilitates the communication and the interaction between the faculty members and

the students. As such, faculty members invite students to join a class or a group so that they can submit their assignments/reports and projects through the system. At the same time, they will be able to see corrections, suggestions, recommendations made on their assignments/reports by the faculty members.

Procedures for Academic Integrity Policy Violations

√ A faculty member must write a report of any violations of the academic integrity policy on the form prepared for it:

Form S 4 A: Cases of cheating.

Form S 4 B: All other cases of academic integrity violation other than cheating.

√ The report should contain all details and present explicitly the incident, along with all the supporting documents.

Official investigations of violations of the Academic Integrity Policy

If the violation is a case of cheating, the procedures are carried out as set out in the mechanism for Procedures of Reporting Cheating Act to Students' Cases Committee.

If the violation is Plagiarism, Academic Dishonesty, Abuse of Academic Materials or Unauthorized Collaboration, the procedures are as follows:

√ Within 24 hours, the HoD / PD meets the faculty member (who reported the case) to discuss the incident.

√ At the end of this meeting:

- if the HoD / PD classify the case as an unintended or minor violation of the policy:
  - √ The HoD / PD explains to the concerned student about the AAU academic integrity policy and the importance of integrity in the academic standards (educative response). Such action is applicable on freshmen and those who break the integrity rules for the first time.
  - √ Otherwise, the HoD/PD may provide a "first written warning" to the student. If the incident is repeated for a second time, a "second written warning" is issued, and a formal investigation will be initiated where the case will be reported, in written, to the Dean/ Deputy Dean.
  - √ The College Dean/ Deputy Dean saves all documents,

including the related details, for archiving purpose.

- **if the HoD / PD classifies the case as major violation of the policy:**
  - √ the HoD / PD informs the student that a formal investigation will be initiated and that the case will be reported in written, to the Dean/ Deputy Dean.
  - √ The Dean / Deputy Dean submits the written minutes to the Students' Cases Committee chairperson according to the campus to which the student belongs.
- **Punishments for Academic Integrity Violations Policy**
  - √ The Committee applies the university Student Discipline regulations/ sanctions, as follows:
    - All types of cheating violations: The student will fail all courses in which he/she has enrolled during the semester in which he/ she was found cheating.
    - other violations: One or more of the disciplinary punishments stated in the regulations and instructions of University shall be applied.
- **Record keeping for the Academic Integrity Violations Policy.**

The General Registrar and the College Dean must keep a record of all of academic violation cases and all penalties imposed. These records should be added to the student's disciplinary record, as part of the student's file.



20 Disciplinary Policies

- The articles of these regulations apply to all students enrolled at AAU.

20.1 Behavioral Misconduct

The following actions (by way of example and not limitation) are considered offences and any student who is convicted of committing any such action is subject to the disciplinary punishment set forth in the regulations below:

1. Violation of AAU rules, regulations, decisions, or the incitement to violate any such rules;
2. Refraining intentionally from attending lectures and lessons which require attendance by regulations, or the incitement of others to be absent from a lecture;
3. Conducting an action which contradicts with honor, dignity, ethic, and is contrary to good conduct or jeopardizes the reputation of the university or any of its faculty members, administrative staff or students.
4. Breaching exam regulations, and/or disrupting the quiet atmosphere of an exam;
5. Taking part or organizing any activity on campus without issuing prior permit from the relevant authorities at AAU, or the participation in any activity in violation of the regulations in force at AAU, or the incitement to perform such actions;
6. The use of university buildings and facilities for purposes other than those intended for;
7. The distribution of leaflets, the issuance of bulletins, or the collection of signatures or donations, prior to obtaining approval from the relevant authorities at AAU or the misuse of such approval;
8. Damaging or stealing any AAU property;
9. Engaging in any act of violence, whether physical, or verbal abuse;
10. The student engaging in any act, statement, gesture, or behaviour that may constitute abuse, insult, harassment, bullying, defamation, or disparagement of others, whether directly or indirectly.
11. Causing disorder during lectures, seminars or events organized by the university;
12. Providing incorrect information in any forms or applications that are submitted to AAU.

13. Not complying to AAU dress code, and not respecting the culture of the nation;
14. Engaging in any conduct not in line with the university culture (playing cards, board game, backgammon....etc.);
15. Not complying to the AAU smoking policy.

20.2 Impersonation

It is considered a great breach if a student attends an exam on behalf of another student. All collaborating students will be expelled from the University on a penalty offence. In addition, if a person from outside the University enters an exam hall to perform an exam in place of a student, the case will be forwarded to the security authorities. In either cases, the University has the right to refer the incident to the relevant authorities.

20.3 Disciplinary Punishments

Students shall be subject to one or more of the following disciplinary punishments, if they commit any of the disciplinary violations set forth in these regulations, and after being investigated by the Students' Cases committee according to the nature and circumstances of the violation:

1. Verbal warning.
2. A written warning shall be issued to the student, starting with a first warning, followed by a second warning, and then a final warning. If a final warning is issued, the student shall be suspended from the University for one academic semester.
3. Fines of at least two-thirds of the current price of any object(s) that have been destroyed;
4. Withholding the university service(s) for a limited period where the violation took place;
5. Preventing the student for a limited period from participating in student activity/activities during the semester in which the violation took place;
6. Dropping one or more courses in the semester during which the violation took place;
7. Cancelling the final exams of one or more courses in the semester during which the violation took place and giving the student zero in the cancelled course(s);
8. The student shall fail all the courses registered in the semester during which any form of cheating occurs.

9. Temporary suspension from AAU for a period ranging from one to four semesters. The summer session is not considered a semester for this purpose. In addition to this, courses that may be studied at another institution during the period of suspension will not be accepted as transferred credit by AAU;
10. Final expulsion from AAU.

20.4 Students' Cases Committee

At the beginning of each academic year the Dean's Council forms the Students' Cases Committee which is in charge of resolving the students' academic and behavioral issues.

Procedures of Catching and Reporting Cheating Act to Students' Cases Committee:

1. In case a student is accused of cheating (Possession of a phone, an electronic device, a piece of paper, etc.), the faculty member must immediately ask the student to hand over the answer booklet (finish the test in electronic exam) and leave the exam hall. If the student refuses to leave or tries to cause any disturbance; the invigilator leaves the student till he/ she finishes and leaves the exam hall at his/her own time. In this case, the student's exam will be cancelled.
2. In the event that the invigilator hears a sound emerging from the student, the invigilator must be certain of the source of the sound. Then the other invigilator (if any) or any other faculty member must be called to make sure that the voice came from the student, in case of being suspicious of the existence of anything used by the student to cheat, the invigilator must ask the student to hand it over. If the student refuses, the invigilator must record this in the cheating report; which is considered a sufficient reason and an evidence for proving the student's cheating incident, accordingly, what is stated in point (1) applies regarding finishing the test and leaving the exam hall. student may not be touched or have their personal belongings confiscated.
3. The faculty member who discovers the incident is obliged to file a report using the designated form prepared for this purpose (Student Academic Integrity Violation Form) and to submit it to his Dean / Deputy Dean within a period not exceeding (48) hours.
4. The faculty member must write a detailed report about the incident, clarifying and justifying whether or not the student left the exam hall or remained in it, with reasons. Any personal item used for cheating

must be clearly described in the form, returned to the student, and the return must be documented in the report.

5. The Dean / Deputy Dean submits the cheating report to the Committee chairperson according to the campus to which the student belongs within a period not exceeding (24) hours.
6. The chair of the Committee notifies the Admission and Registration Unit, in order to block any access to the grades of the concerned students; until a decision is taken.
7. The chair of the Committee calls for a meeting to investigate the incident with the student, and what this entails in terms of listening to testimonies or reviewing papers and documents. All of this must be recorded in the investigation minutes and signed by the student. If the student refuses to sign, this must be documented.
8. Upon completion of the investigation of the cheating incident, the Committee considers all details of the incident, an appropriate decision is then taken according to the university's instructions. A report is then written stating the recommendations and signed by all members of the Committee.
9. The Chair of the Committee shall submit the committee's recommendations to the University President, accompanied by all documents and records on which the committee based its decision. The University President decides whether to approve or reject the recommendations of the Committee.
10. Via the Presidency Office, the President's decision is forwarded to the relevant university entities for appropriate actions to be taken.
11. The Student Affairs notifies the concerned student of the final decision and informs the student that they may submit an appeal request to the University President within 15 days from the date on which the concerned student is informed of the final decision.

Procedures of Catching and Reporting Student Misconduct to Students' Cases Committee:

1. If a student is charged or caught by a faculty member or an administration staff for committing a behavioral misconduct; the student's data is recorded to be quoted in the incident report. If the student rejects/refuses to hand in the required information; the university security is to be called and the student is taken to the Student Affairs office.
2. The faculty member or the administration staff who seized the incident is obliged to file a report using the designated form

prepared for this purpose entitled "Behavioral Misconduct Report") and to submit it to his/her line manager (Dean, Director...etc) within 48 hours of encountering the incident.

3. The manager submits the incident report to the Presidency Office within 24 hours of receiving it.
4. The University President forwards the incident report to the Chair of the Committee to take the necessary action.
5. The chair of the Committee notifies the Admission and Registration Unit, to block all grades of the concerned student until a decision is taken regarding the attributed incident
6. The chair of the Committee calls for a meeting to investigate the incident(s).
7. The chair of the Committee summons the faculty member or the administration staff member who seized the incident to provide details of the incident attributed to the student, in case the information provided in the violation form is insufficient. The faculty/ staff member has the right to submit any information he wishes to include as well as to ask to the request to summon witnesses who attended the incident.
8. A report of the faculty/ staff member testimony is written and signed by him/her as well as by the witnesses (if any).
9. The chair of the Committee summons the concerned student to appear before the Committee to give his/ her testimony as to what is attributed against him/her. The student has the right to submit any desired information to the Committee; including calling witnesses to decline the filed offence.
10. A report of the student's testimony is written and signed by the student and by the witnesses (if any).
11. The Committee has the right to call for any person that is seen relevant to the investigation of the incident.
12. Upon completion of the investigation of the incident attributed to the concerned student; the Committee considers all details of the incident. The Committee then reaches a recommendation, taken by a majority vote. A report is then written stating the recommendation and signed by all members of the Committee.
13. The Committee applies the provisions of the Student Discipline Regulations relating to the definition of the behavioral violations and the penalties imposed thereon.
14. The recommendations of the Committee shall be submitted as

follows The Chair of the Committee shall submit the committee's recommendations to the University President, accompanied by all documents and records on which the committee based its decision.

15. The University President decides whether to approve or reject the recommendations of the Committee.
16. Via the Presidency Office, the President's decision is forwarded to the relevant entities including the registration unit for appropriate actions to be taken.
17. The Student Affairs notifies the concerned student with the final decision as well as the student's College Deanship, in order to record it in the student's file.

Procedure for Submitting and Presenting a Student Complaint to the Students' Cases Committee:

1. The student submits the complaint to his/her Dean/Deputy Dean.
2. The Dean/Deputy Dean meets with the parties to the complaint to try to settle the complaint amicably. If the amicable settlement efforts succeed, the Dean/Deputy Dean proves this and notifies the President/Vice President. If the settlement efforts fail, the Dean/ Deputy Dean refers the complaint to the President/vice president; Which in turn refers it to the Committee to take the necessary action.
3. The Chair of the Committee calls the Committee members to meet to consider the complaint.
4. The Chair of the committee summons the student, the complainer, to appear before the Committee in order to make a statement as is attributed to him/ her. The written meeting minutes are signed by the student and the Chairperson.
5. The student has the right to report on what s/he pleases of information in front of the committee, including calling for witnesses to the incident as attributed to him/ her.
6. The Committee has the right to ask for the testimony of any person seen to be of use to the investigation.
7. The Committee meets to discuss and decide on the complaints referred to in the light of all the documents in its possession, then a report is written and signed by all Committee members.
8. The Chair of the committee submits the recommendations to the President of the University, along with all documents adopted by

the Commission in its recommendations.

9. The University President decides whether to approve or reject the recommendations of the Committee.
10. Via the Presidency Office, the President's decision is forwarded to the relevant entities for appropriate actions to be taken.
11. The Student Affairs Deanship notifies the concerned student with the final decision as well as the student's College Deanship, in order to record it in the student's file.

20.5 Students' Appeal Committee

The Deans Council forms a student appeal committee at the beginning of each academic year. Its mission is to consider the appeals submitted by students as an objection to the decision that was applied on them.

The Mechanism of the Student Appeal Committee:

1. The student shall submit an appeal to the University President within 15 days from the date the concerned student is notified of the decision issued against them.
2. The university president refers the appeal request to the Appeal Committee to take the necessary action.
3. The Chair of the Appeals Committee invites the Committee members to meet to consider the appeal referenced to.
4. The Chair summons the student, the appellant, to appear before the Committee in order to make a statement as is attributed to him/ her. The written meeting minutes are signed by the student and the Chairperson.
5. The student has the right to report on what s/he pleases of information in front of the committee, including calling for witnesses to the incident as attributed to him/ her.
6. The Students' Appeal Committee has the right to ask for the testimony of any person seen to be of use to the investigation.
7. The Appeals Committee meets to discuss and decide on the appeal referred to in the light of all the documents in its possession, then a report is written and signed by all Committee members.

8. The committee issues its recommendation as seen appropriate through voting.
9. The Chair submits the recommendations to the University President , along with all documents adopted by the Commission in its recommendations
10. The University President refer the Committee's recommendations to the Deans' Council.
11. The Deans Council takes the best decision, whether to approve or reject the committee's recommendation.
12. The final decision is forwarded to all AAU entity to act accordingly; and a copy is kept in the student's file.



21. Safety Information



Fire Safety

The following are some instruction of what to do in the event of a fire in the building you are in:

- Do not try to extinguish the fire yourself unless it is small and you are confident of your ability to extinguish it. There are fire extinguishers around the buildings that are dedicated for such purpose.
- If you hear the alarm sound, please leave the building in a calm and orderly manner and close the door behind you to prevent smoke and other toxic gases escaping.
- Do not use the elevator.
- Go down to the ground floor by the stairs without rushing.
- Locate the nearest exits to you. Clarify your escape route and make a note of the number of doors that are on the way out so as not to get lost in the event of power failure or a smoke-filled corridor.
- Go to the assembly point and wait until they are sure of the presence of all those who were in the building.

Laboratory regulations

The University is keen to create the best learning environment and for students and faculty members effective. The management assures:

- The maximum use of time;
- The proper use of funds;
- The safety of the student(s);
- The safe use of the equipment;
- The welfare of the University assets

Student(s) are invited to abide by the following rules and regulations:

- Put on the proper outfit
- Not to enter with food or drinks.
- Place bags in designated places.
- Be committed to specific times allocated for laboratory sessions.
- Deal cautiously with hardware; the student is responsible for any damage as a result of neglect.
- Not to any substance or device from the laboratory without the laboratory administrator's permission.
- Not to enter the laboratory without being accompanied by a supervisor.
- Consult the laboratory supervisor in case you are not sure of the device.
- Inform the administrator instantly if an accident occurs.
- Inform the supervisor immediately if there is danger, damage or potential danger.

Policy of using electronic laboratories:

- Food or drink are not allowed into computer laboratories.
- Transfer of laboratory equipment or cables is not permitted.
- There are no laptops on the wired network (except for: instructors for educational purposes).
- We are not responsible for leaving or losing any item in the laboratories.
- Cell phones must be removed from the laboratory when making or answering a call.
- Chat and play functions are banned from all computers.
- Any malfunction or damage observed in the laboratory equipment must be reported to the Information Technology Department immediately.
- Access to PORNOGRAPHIC websites is strictly prohibited.
- Students are not permitted to install or copy any software (programs, games, chat programs, etc.).
- It is not permitted to install or remove programs or reconfigure computer settings on any computer in the laboratory unless directed by a faculty member or staff of the Information Technology Department.

- Unapproved devices are not allowed to be connected to a computer.
- Avoid stepping on electrical cords or any other computer cables.
- Do not open the system unit housing or the screen cover especially when the power is on.
- Do not insert metallic objects such as clips and needles into computer casings (they may cause a fire).
- Connecting external devices without checking them for any virus may damage your computer.
- Do not delete any file or program from the computer.
- Tobacco products are not allowed in the laboratory.
- Users should not listen to the music loudly, and headphone use is recommended.
- Threatening behavior such as yelling or insults is not permitted.
- Handle computer equipment with care and caution and avoid damaging any of its parts (keyboard, mouse, etc.).
- It is not permitted to cut off office equipment or meters or to damage any laboratory equipment.

User data policy

- No other person may use your account and password.
- Officially registered students only are permitted to use computer labs.
- All students, faculty members, and staff must have a valid Al Ain University ID card to use the computer labs.
- In the case of electronic exams, students must show their ID cards to the lab superintendent, or whenever asked to do so, and the student must place his/her ID card on the table in front of him.

22. Privacy Policy

Student's records are the source where student's personal information can be obtained, it includes but not limited to: a copy of high school certificate, transcripts, English Language Proficiency certificate (EmSAT), A copy of a valid Passport, valid Emirates ID, Family Book (UAE citizens), A Health Certificate, Certificate of no objection to study by the National Service and Reserve Authority (UAE citizens).

1. A student's file is considered a confidential document. Hence, nobody is allowed to access the file except for the student, the student's parents, his/her sponsor, the AAU President, the Vice President, the Dean, the Deputy Dean, the Head of the department, and/or the General Registrar
2. The University may disclose routine information without prior notice or written consent from the student. Such information is limited only to the following; the student's name, degree received, major of study, and any awards that the student may have received while at the University.
3. A student has the right to inspect, and review all documents that are kept in his/her record, and request to change or update his/her personal data. The University may release information other than routine information upon written consent from the student.
4. This student must specify the information that is to be disclosed by the University, and provide the names and addresses of the individuals or institutions, to which the disclosure is to be made.
5. The University reserves the right to disclose the student's academic records to the student's parents, and/or to any private or public authority that might be sponsoring the student.
6. Student's records (hard copies) are protected in a fireproof safe, softcopies are protected in special hard drive in the Admission and Registration unit.

23. Financial information:

23.1 Credit hours, registration and other fees:

Firstly:

Tuition fees for credit hours for Bachelor's Programs (Applies to New Students).

College	Programs	Credit Hour Fees at Al Ain campus	Credit Hour Fees at Abu Dhabi campus
College of Engineering	Bachelor of Science in Computer Engineering	1,300	1,500
	Bachelor of Science in Networks and Communication Engineering	1,300	1,500
	Bachelor of Science in Computer Science	1,200	1,500
	Bachelor of Science in Software Engineering	1,200	1,500
	Bachelor of Science in Civil Engineering	1,500	1,600
	Bachelor of Science in Cybersecurity	1,300	1,500
	Bachelor of Science in Artificial Intelligence and Robotics	1,300	1,500
College of Pharmacy	Bachelor of Science in Pharmacy	1,700	1,800
	Bachelor of Science in Nutrition and Dietetics	1,700	1,800
	Doctor of Pharmacy (PharmD)	1,700	1,800
College of Law	Bachelor of Law	1,400	1,400

College	Programs	Credit Hour Fees at Al Ain campus	Credit Hour Fees at Abu Dhabi campus
College of Education, Humanities& Social Sciences	Bachelor in Arabic Language and Literature	1,200	1,300
	Bachelor in Islamic Studies	1,200	1,300
	Bachelor of Education in Special Education	1,200	1,300
	Bachelor of Arts in Applied Psychology	1,200	1,300
	Bachelor of Arts in Applied Sociology	1,200	1,300
	Bachelor of Arts in English Language and Translation	1,200	1,300
College of Business	Bachelor of Business Administration Program (All Majors)	1,300	1,400
College of Communication and Media	Bachelor of Mass Communication and Media - Digital Journalism	1,200	1,400
	Bachelor of Mass Communication and Media - Advertising	1,200	1,400
	Bachelor of Mass Communication and Media - Public Relations	1,300	1,500
	Bachelor of Digital Media	1,200	1,400
	Bachelor of Advertising and Digital Marketing	1,200	1,400
	Bachelor of Communication and Crisis	1,200	1,400
	Bachelor of Public Relations	1,300	1,500
College of Dentistry	Bachelor of Dental Surgery	-	2,700
College of Nursing	Bachelor of Science in Nursing	-	1,700

Secondly:

Tuition fees for credit hours in graduate programs:

College	Program	Credit Hour Fees at Al Ain campus	Credit Hour Fees at Abu Dhabi campus
College of Engineering	Master of Science in Software Systems Engineering	2,700	2,700
	Master of Science in Artificial Intelligence	2,700	2,700
College of Pharmacy	Master of Science in Clinical Pharmacy	3,000	-
	Master of Science in Pharmaceutical Sciences	3,000	3,000
College of Law	Master of Private Law	2,700	2,700
	Master of Public Law	2,700	2,700
	Master of Criminal Science	2,700	2,700
	Doctor of Philosophy in Law	2,800	2,800
College of Education, Humanities& Social Sciences	Postgraduate Professional Diploma in Teaching	1,000	1,000
	Postgraduate Professional Diploma in Early Childhood Education	1,000	1,000
	Master of Education in Arabic Language Curricula and Instruction	2,200	2,200
	Master of Education in Islamic Education Curricula and Instruction	2,200	2,200
	Master of Arts in Applied Sociology	2,500	2,500
	Master in Gifted and Talented Education	2,500	2,500
	Doctor of Philosophy in Education - Arabic Language Curricula and Teaching Methods	4,000	4,000
College of Business	Master of Business Administration-General	2,500	2,500
	Master of Science in Business Data Analytics	2,500	2,500
	Doctor of Business Administration (DBA)	4,500	4,500
College of Communication and Media	Master of Arts in Digital Media and Public Relations	2,500	2,500

Note: The fees for remedial (preparatory) course credit hours shall be as follows:

1. Bachelor's Degree: Fees shall be charged according to the credit hour fees applicable to the student's major.
2. The fee for the English Remedial Course for bachelor's degree students is AED 3,600
3. Master's Degree: Fees shall be charged according to the Bachelor's degree credit hour fees, based on the specialization.
4. Doctoral Degree: Fees shall be charged according to the Master's degree credit hour fees, based on the specialization.
5. The fee for the English Remedial Course for bachelor's degree students is AED 4,500

Thirdly:

Administrative Fees-Semester and Annual (applicable to current and new students):

Administrative Fees	Fee	AED	Note
1	University Application Fee	1,000	Upon Enrollment
2	University Admission Fee	1,500	Upon Admission
3	Refundable Deposit - refundable upon graduation (applied to all students except for di-ploma and Bachelor of Dental Surgery students)	1,000	Upon registering for the first semester
4	Seat Reservation Fee – Bachelor of Dental Surgery	20,000	Payable upon admission – deducted from semester tuition upon registration (Non-refundable after acceptance).
5	Refundable Deposit - refundable upon graduation (Bachelor of Dental Surgery students)	5,000	Upon registering for the first semester
6	Registration Fees	500	Semesterly
7	Student ID card	100	Annually
8	Health services fee (applied to Bachelor's and Diploma students only)	100	Semesterly / Excluding Summer
9	Orientation Fees	100	Semesterly / Excluding Summer
10	Fees for entertainment and interactive activities and services (applied to bachelor's and Diploma students only)	1,000	Semesterly / Excluding Summer

Administrative Fees	Fee	AED	Note
11	Laboratory and Clinics Fees during the first and second years - Bachelor of Dental Surgery students	5,000	Semesterly / Excluding Summer
12	Laboratory and Clinics Fees from the third year upwards - Bachelor of Dental Surgery students	7,000	Semesterly / Excluding Summer

Fourthly:

Special requests and other services fees:

Other Fees	Fee	AED
1	To whom it may concern Fees	100
2	Urgent To whom it may concern Fees	200
3	Transcript	150
4	Urgent Transcript	200
5	Attestation Certificate	100
6	Graduation Wall Certificate	150
7	Graduation Certificates	700
8	Equivalence	1,000
9	Incomplete Exam	400
10	Grade Appeal	400
11	Final Exam Retake	2,000
12	Late Registration	600
13	Change of Major	500
14	Re-registration/ Re-admission	500
15	Registration Suspension / Deferral / Postpone semester	100

Fifthly:

All the above-mentioned fees are subject to Value Added Tax (VAT), which

will be calculated and added upon fee application.

Sixthly:

The university reserves the right to change any or all fees without prior notice, not exceeding 20%.

23.2 Refund of tuition fees:

The registered student has the right to request cancellation of registration or withdrawal from the university before the end of the semester, with a refund percentage of the registered credit hours' tuition fees, as detailed below:

Refund Percentage	First and Second Semester	Summer Semester
100% Refund	Within the first week of the semester (Add and Drop Period).	Within first three days of the semester (Add and Drop Period).
60% Refund	During the second week of the semester.	On day 4 and 5 of the semester.
0 refund	After the second week of the semester.	After the 5th day of the semester.

All other fees are non-refundable.

- A student expelled or suspended for disciplinary reasons forfeits their right to any fee refund.

23.3 Grants and Humanitarian Aid:

The university aims, through scholarships offered to students, to reward them for their excellence both academically and non-academically. Additionally, the university has focused on providing humanitarian aid to students whose financial circumstances hinder their completion of their first university degree.

Firstly: Academic Grants.

1. High School Excellence Grants (All Bachelor programs, excluding Bachelor of Dental Surgery):

Students are granted a discount on the tuition fees of registered credit hours for the first semester upon enrollment, according to the following criteria:

Grant percentage	Eligible category for this grant	Conditions for continuing the grant
100%	Top Five Students in UAE.	The student achieves a semester GPA of at least 3.8 based on registering for a minimum of 15 credit hours.
50%	The student achieved a secondary school grade of not less than 99%.	The student achieving a semester GPA of at least 3.8 as a result of registering for no fewer than 15 credit hours.
40%	The student achieved a secondary school grade of not less than 98%.	The student achieves a semester GPA of at least 3.8 by enrolling in a minimum of 15 credit hours.
30%	The student achieved a secondary school grade ranging between 94% and 97.99%.	The student achieves a semester GPA of at least 3.6 by enrolling in a minimum of 15 credit hours.
20%	The student achieved a secondary school grade ranging between 90% and 93.99%.	The 30% discount continues into the next semester if the student achieves a semester GPA of at least 3.6 by registering for a minimum of 15 credit hours.

2. High School Excellence Grants (Bachelor of Dental Surgery):

Grant percentage	Eligible category for this grant	Conditions for continuing the grant
30%	The student achieving a secondary school grade of 98% and above	The student achieves a semester GPA of at least 3.6 by enrolling in a minimum of 15 credit hours.
20%	The student achieving a secondary school grade ranging between 95% and 97.99%	The 30% discount continues into the next semester if the student achieves a semester GPA of at least 3.6 by registering for a minimum of 15 credit hours.

3. Academic Excellence grants for Bachelor's Degree (All Bachelor programs, excluding Bachelor of Dental Surgery):

Students receive the following grants in the semester following the fulfillment of the conditions, as follows:

Academic Honor type	Discount percentage	Discount terms
College Honor Roll	30%	The student achieves a semester GPA of at least 3.6 by registering for a minimum of 15 credit hours.
University Honor Roll	40%	After three continuous "College honor roll"

4. Academic Excellence grants for Bachelor of Dental Surgery:

Students receive the following grants in the semester following the fulfillment of the conditions, as follows:

Academic Honor type	Discount percentage	Discount terms
College Honor Roll	20%	The student achieves a semester GPA of at least 3.6 by registering for a minimum of 15 credit hours.
University Honor Roll	30%	After achieving three consecutive "College honor rolls"

5. Grants for University Graduates:

A 40% discount is awarded to students interested in enrolling in any of the bachelor's degree programs (except the Bachelor of Dental Surgery Program) who have previously graduated from Al Ain University at any level. To maintain this grant, the student must achieve a semester GPA of at least 3.6 based on registering for a minimum of 15 credit hours.

6. Siblings grants:

The university offers grants to siblings and relatives enrolled in the same semester as per the following:

1. Each sibling (excluding the eldest) is granted a 20% discount on registered credit hour fees.
2. Parents, sons, daughters, and spouses, registered in university are treated as siblings.
3. Siblings discount for Bachelor of Dental Surgery Program: requires the siblings to be registered in the same semester and continues upon achieving a minimum semester GPA of 3.0.

7. Loss of breadwinner

The University offers grants to bachelor's students who lose their primary provider during their university studies, covering 50% of the students' credit hour fees for all programs and 30% for the Bachelor of Dental Surgery program, continuing until the student graduates. The following rules govern this type of grant:

1. An attested death certificate shall be submitted.
2. The student has not been awarded another scholarship from any other official party.
3. The student will benefit from this grant in the semester following the submission of the relevant death certificate.
4. The student does not have access to other resources that would enable them to continue their university studies.
5. It required for Bachelor of Dental Surgery students to achieve a semester GPA of 3.0 for the continuation of this grant.

Note: All Bachelor's degree discounts do not apply to remedial courses

8. Graduate Programs: Grants based on the following categories:

1. Discount for the Postgraduate Professional Diploma in Teaching:

   The university offers a 15% discount on registered credit hours for all specializations in the Diploma program.

2. Master's Programs Discount:

Discount percentage	The eligible category for this grant	The conditions for applying for the grant and its continuation
15%	It includes graduates from Al Ain University who enrolled from the first semester of the academic year 2019-2020 until the first semester of the academic year 2022-2023.	To register for a minimum of 6 credit hours. To maintain the discount for the following semester, the student must register for at least 6 credit hours and achieve a minimum semester GPA of 3.
10%	It includes graduates from other accredited universities recognized by the Higher Education Authority with a GPA of at least 3.60.	To register for a minimum of 6 credit hours. To maintain the discount for the following semester, the student must enroll in at least 6 credit hours and achieve a minimum semester GPA of 3.
30%	It includes graduates with a bachelor's degree from Al Ain University who enrolled starting from the second semester of the academic year 2022-2023 (applies to precourses only).	Unconditional (one-time only)
40%	It includes graduates of Al Ain University from all levels who enrolled starting from the second semester of the academic year 2022-2023.	To register for a minimum of 6 credit hours. To maintain the discount for the following semester, the student must enroll in at least 6 credit hours and achieve a minimum semester GPA of 3.3. If the GPA drops below 3.3, the discount will be reduced to 15%, provided that the GPA does not fall below 3.

3. Doctoral Programs Discount

Discount percentage	The eligible category for this grant	The conditions for applying for the grant and its continuation
10%	Students who graduated with a Bachelor's or Master's degree from Al Ain University.	-
20%	Students who graduated with a Bachelor's and Master's degree from Al Ain University.	-

Fazaa card holders:

New students registered for a bachelor's degree starting from the Academic Year 2024-2025 are granted a Fazaa card discount with a 20% discount from the credit hour fees for all specializations offered at the university (except for the Bachelor of Dental Surgery Program), according to the conditions announced in this regard. To continue receiving the grant, the student must maintain a minimum semester GPA of 3.0 by registering for at least 12 credit hours. (Summer courses or repeated courses are not included).

People of determination:

The University offers a 50% discount on registered credit hour fees for bachelor's programs (except the Bachelor of Dental Surgery program) during regular semesters (excluding summer semesters) to students maintaining a cumulative GPA of 2.50 or higher.

Overachievers in extracurricular activities:

The University offers scholarships for one semester for outstanding students in extracurricular activities, according to the following:

1. The extracurricular activity must be at the national or international level and can be individual or in a group of no more than four people. If the activity is sports-related, all team members will receive a discount based on the position achieved.
2. The student must participate in extracurricular activities during their time at the university.
3. The student must participate in extracurricular activities on behalf of the university.
4. The student's GPA must not be less than 2.0. All documents proving the extracurricular achievement must be provided.
6. Students will receive a discount ranging from 10% to 30%, depending

on the position achieved, for one semester.

7. The discount will be applied in the semester following the achievement.
8. If the student achieves extracurricular excellence in the graduation semester, they lose the right to the discount.
9. Students can apply for the extracurricular discount each time they achieve excellence during their studies.
10. The student must not have any behavioral violations or academic integrity violations in the semester they apply for the discount.
11. If the student achieves multiple extracurricular distinctions in the same semester, the discount will be based on the highest achievement.
12. Students must fill out the extracurricular discount application and submit it to the Student Affairs Department, for review by the Grants and Humanitarian Assistance Committee.
13. The application must be submitted within two weeks of the achievement.
14. The application must be signed by the department responsible for the activity within the university (e.g., College Dean, Student Affairs, etc.).
15. The conditions and rules for all other discounts provided by the university, as stated in the student handbook, will apply.

Secondly: Humanitarian Aid Grants.

1. The University offers grants varying in percentage for bachelor's degree students (except for Bachelor of Dental Surgery program) who cannot afford to pursue their studies.
2. Based on the recommendation of the Deans' Council at the beginning of each academic year, AAU president forms a committee entitled "The Grants and Financial Aid Committee". This committee is responsible for making decisions regarding humanitarian financial aid granted to students.

- **Grants Regulations:**

1. These grants are given at the undergraduate level only.
2. Grants cover only the first and second-semester credit hour fees.

3. Applications for humanitarian aid should be submitted to the Deanship of Student Affairs at the beginning of each semester (first and second only).
4. The minimum CGPA for the continuation of financial aid grants is 2.50.
5. Grants and discounts do not apply to Remedial courses and all administrative fees.
6. Grants and discounts do not apply to students funded or sponsored by other parties.
7. A student is entitled to one grant at a time. In case a student qualifies for two grants, he/she shall receive that which is higher.
8. Grants do not apply to repeated courses.
9. Any financial obligations should be paid on time.
10. The student shall not receive a grant for a semester in which he/she has received an academic warning.
11. If the student receives a disciplinary punishment, they are not entitled to apply for a humanitarian aid grant in the following semester.
12. Grants and discounts are not given retroactively.
13. Grants and discounts do not apply to the summer semesters.
14. A student receiving a grant cannot postpone studying for the duration of the grant.
15. A student receiving a grant is expected to be exemplary in terms of abiding by the AAU Student Code of Conduct.

- **Procedures for applying for a grant of Humanitarian Aid:**

1. Fill in the student form “Request for Humanitarian Aid” available at the Deanship of Student Affairs
2. Submit the request by explaining the social situation in detail.
3. Submit documents which verify a student’s case
4. Submit a copy of the passport
5. Provide recent grade transcripts.

- **Terms and conditions for grants:**

1. All types of discounts and grants provided by the University are applied to the regular semesters (first and second) and do not apply to summer semesters, except for Diploma students.

2. These discounts do not cover repeated courses, whether due to failure or for GPA improvement purposes.
3. Grants and discounts do not apply to students funded by external entities.
4. A student may not combine two grants in the same semester. If a student qualifies for two grants, they will receive a higher discount rate. The student must apply for the grant as soon as the qualifying conditions are met. Grants are not awarded retroactively once the semester they relate to has ended.
5. Continuation of all grants and exemptions is conditional upon settling the semester fees before the final examination period.

Thirdly: 'Musahama' Fund

'Musahama' Fund for student financial aid was established as a result of AAU's concern for the welfare of the students and as continued support to them. The funds come from the donations and grants from bodies that wish to help students facing financial difficulties. The 'Musahama' Fund Committee was formed by a decision from the Board of Trustees to set the regulations and procedures of the Fund.



24. Alumni Office



The Alumni Office keeps Al Ain University connected to its graduates, and keeps graduates connected to each other, in line with the University's vision and mission. It works to strengthen the professional and personal relationship between the University and its alumni, and builds links with employers and institutions that open new employment opportunities for graduates, in keeping with the University's commitment to connecting academia and society.

Services available to AAU alumni:

- Lifelong membership in the AAU alumni network, with a graduate record maintained by the Office.
- Access to job vacancies and employment opportunities shared by employers and alumni through the University's employer network.
- Continued access to career guidance in coordination with the Career Support Services Office, including resume review, interview preparation and advice on changing career direction.
- Invitations to alumni gatherings, reunions, homecoming events, and university conferences, seminars and training programs.
- Opportunities to give back to the University as a mentor to current students, a guest speaker, an internship or training host, or a member of a program advisory committee.
- Alumni surveys and graduate tracking studies, which the University uses to measure employment outcomes and to improve its programs.
- Alumni identification and access to selected campus facilities, library resources and university events.
- Recognition of distinguished alumni through the University's alumni awards and features on AAU media platforms.

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