



KHALIFA
UNIVERSITY

UNDERGRADUATE
HANDBOOK

Nurturing tomorrow's leaders..
Growing the knowledge economy

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PRESIDENT'S MESSAGE



Welcome to Khalifa University of Science, Technology and Research, to start on one of the most important and beneficial times of your life—your university education. In tomorrow's world, high quality education in engineering and science will be at a premium to address many pressing societal concerns, relating to energy, environment, health care, security, communications, transportation, civil infrastructure, and many others. The co-educational and multicultural community of scholars we are assembling at Khalifa University will prepare you to face these challenges, and to enter society prepared to make your unique contribution to the solutions demanded by them. In addition to a high quality grounding in technical fundamentals, technological leaders find that they need a variety of other attributes to succeed in the world, including the ability to communicate, the ability to work in teams, competence in carrying out technological work within economic and societal constraints, a sense of professional and personal ethics, managerial and business acumen, and the interest and capacity to serve others. We are dedicated to helping you develop and refine these skills.

Khalifa University is a dynamic institution that has a proven track record of providing high quality education and practical experience. The University strives to create a learning culture that exemplifies excellence in teaching and scholarship that emphasizes faculty-student interaction, that promotes lifelong learning, and that prepares individuals for leadership and service in the global society. A university has the responsibility to help each student develop as a complete and well-rounded person, and to aid him or her in maximizing potential and finding a career to pursue with passion and purpose. We are here to help you in this process.

We offer a diverse portfolio of degree programs that are designed to meet the criteria set by the appropriate national and international accreditation bodies. The faculty and staff are highly qualified, experienced, and dedicated professionals, who are always willing to impart their knowledge and experience to their students. The University campuses in Abu Dhabi and Sharjah have first class facilities, both inside and outside the classroom, which will make your learning experience productive and enjoyable.

This handbook is designed to give you information about University resources, policies and procedures designed to assist you in pursuing your studies.

If you need more information or advice, please take advantage of the experience and professional expertise of our faculty and administrative staff. Your academic advisor will be happy to give you the appropriate advice.

In my fourth year of leading Khalifa University, I look forward to meeting you on our campuses in Abu Dhabi and Sharjah, and to sharing the great adventure of university life with you and the rest of our community. I believe you'll find KUSTAR to be an exciting, stimulating and supportive environment in which to shape your future.

Dr. Tod A. Laursen

President, Khalifa University

ACADEMIC CALENDAR 2013 -14

	SUN	MON	TUE	WED	THU	Week
SEPT	1 Returning Fac report		Registration/Orientation	Registration/Orientation	5 Registration/Orientation	
	8 Classes Begin - Fall				12	1
	15				19	2
	22				26	3
	29				3	4
OCT	6				10	5
	13 Student Break	14 Arafat (Haj) Day*	15 Eid al-Adha	16 Eid al-Adha	17 Eid al-Adha	
	20				24	6
	27				31	7
NOV	3		5 Hijri New Year*		7	8
	10				14	9
	17				21	10
	24				28	11
DEC	1	2 National Day Holiday	3 National Day Holiday		5	12
	8				12	13
	15				19	14
	22 Winter Break begins				26	
	29			1 JAN 2014 New Year	3 Winter Break ends	
JAN	5				9	15
	12		14 Prophet's Birthday*		16 Last Day of Classes	16
	19 Final Exams				23	17
	26				30 Grades Due	18
FEB	2				6	
	9 Classes begin - Spring				13	1
	16				20	2
MAR	23				27	3
	2				6	4
	9				13	5
	16				20	6
	23				27	7
	30 Spring Break begins				3 Spring Break ends	
APR	6				10	8
	13				17	9
	20				24	10
	27				1	11
MAY	4				8	12
	11				15	13
	18				22	14
	25			27 Al IsraaWaMi'raj*		29 Last Day of Classes
JUN	1 Final Exams				5	16
	8				12 Grades Due	17
	15 Classes begin – Summer Term				19	
	22				26	1
JUL	29				3	2
	6				10	3
	13				17	4
	20				24 Last Day of Classes	5
	27 Final Exams		29 Eid El Fitr	30 Eid El Fitr	31 Eid El Fitr	6
AUG	3 Grades Due				7	7

* Islamic holidays are subject to change

Holidays/Breaks	Final exams	First/Last day of classes
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3

THE UNIVERSITY

3.1 History

Khalifa University of Science, Technology and Research was inaugurated on 13 February 2007 by the President of the UAE: His Highness Sheik Khalifa bin Zayed Al Nahyan.

The Board of Trustees which is chaired by His Highness General Sheikh Mohammed bin Zayed Al Nahyan the Crown Prince of Abu Dhabi and Deputy Supreme Commander of the UAE Armed Forces was announced on 26 February 2008. Khalifa University is an Abu Dhabi Government initiative and is owned solely by the Emirate of Abu Dhabi.

The University opened its new temporary campus in Abu Dhabi in September 2008 to add to the campus in Sharjah (formerly Etisalat University College). The University's permanent Abu Dhabi campus is currently being developed. The Sharjah branch campus has a very proud history that stretches back to 1989 and on 11 February 2008 was merged with the Khalifa University of Science, Technology and Research.

Khalifa University offers a wide range of programs that are designed to be flexible, competitive, and intellectually stimulating. The programs at Khalifa University are offered through its College of Engineering.

3.2 Institutional Vision and Mission Statement

3.2.1 University Vision:

Khalifa University aspires to be a leading international center of higher education and research in technology and science.

3.2.2 University Mission:

Khalifa University of Science, Technology and Research is an independent, non-profit coeducational institution, dedicated to the advancement of learning through teaching and research and to the discovery and application of knowledge. It pursues international recognition as a world-class research university, with a strong tradition of inter-disciplinary teaching and research and of partnering with leading universities around the world.

The University endeavors to serve the Emirate of Abu Dhabi, UAE society, the region and the world by providing an environment of creative enquiry within which critical thinking, human values, technical competence and practical and social skills, business acumen and a capability for lifetime learning are cultivated and sustained. It sets itself high standards in providing a caring, rewarding and enriching environment for all of its students and staff. It ensures that its graduates, on entering the workplace, form a superlative cadre of engineers, technologists and scientists, capable of making major contributions as leaders and innovators. The University insists on the highest world-class standards of academic excellence in all that it does. It complements other universities in the region by providing, in its chosen areas of activity, the best teaching and research available in the region. It strives to meet demands for expansion while never compromising on quality.

3.3 Licensure and Accreditation

Khalifa University is licensed by the UAE Ministry of Higher Education and Scientific Research (MoHESR). All academic programs offered by the University are recognized by the Ministry and have been awarded either full or initial accreditation status.

3.4 University Financial Resources

Khalifa University is a not-for-profit institution. All the financial needs of the University are supported by the Government of Abu Dhabi. The University has two purpose built campuses; one in Abu Dhabi, which is also the headquarters of the University, and the second one in Sharjah.

3.5 Undergraduate Degree Programs Offered

Khalifa University offers curricula, through its College of Engineering, leading to the following undergraduate degrees:

- Bachelor of Science in Aerospace Engineering
- Bachelor of Science in Biomedical Engineering
- Bachelor of Science in Civil Engineering
- Bachelor of Science in Communication Engineering
- Bachelor of Science in Computer Engineering-Software Systems
- Bachelor of Science in Electrical and Electronic Engineering- Power Systems
- Bachelor of Science in Industrial and Systems Engineering
- Bachelor of Science in Mechanical Engineering



4

STUDENT RESPONSIBILITIES



4.1 Admission to the University

Khalifa University admits female and male students from the UAE and beyond. The admission rules and requirements stated in this section are the basis on which a prospective student's application is assessed. Details of the admission requirements, placement tests, recognized secondary school certificates, and transfer students are set out in the University Catalog.

4.1.1 General Admission Requirements

Admission to Khalifa University is competitive. Students are admitted to the University's undergraduate programs solely on the basis of an assessment of their ability to successfully pursue University level work as evidenced by their academic record. Admission to Khalifa University is competitive. Students seeking Admission to the University must meet the following minimum criteria:

- Maximum age of 20 years. An exception may be granted by University management.
- UAE Secondary School Certificate (SSC) in Science with a minimum overall achievement of 80%.
- For students without the UAE SSC, the equivalent requirements as approved by the UAE Ministry of Higher Education are applied.

4.1.2 Freshman (Full) Admission

In addition to the minimum criteria mentioned above, to be considered for full-admission applicants must satisfy the following requirements:

- Proof of English language proficiency which may take one of the following forms:
 - A TOEFL minimum score of 79 on the Internet based test (IBT).
 - An IELTS minimum score of 6.0 (out of 9). (may use multiple tests to create composite score)

* TOEFL and IELTS scores are valid for two calendar years only.

- Pass a placement test in Mathematics (Algebra and pre-Calculus).
- Pass a placement test in Computer Technology.
- Pass a personal interview conducted in English.

4.1.3 Conditional Admission and the Preparatory Program

Candidates who do not meet the requirements for full admission as Freshmen, but are judged to have the potential to reach these standards may be offered conditional admission in the Preparatory Program. The Preparatory Program is an intensive full-time program of developmental study in academic and technical English, Mathematics, Physics and information Technology required for success in a KUSTAR degree program. Students who successfully complete the program are offered full admission into the degree programs.

Students who have the required proof of English proficiency but are asked to take preparatory technical courses may be approved to take a limited number of credit courses that will count toward the degree (a maximum of 15).

Students who are not able to achieve the standards for successful completion of the Preparatory Program will have their conditional admission withdrawn and they will be asked to leave the University.

4.2 General Responsibilities

4.2.1 Every student is responsible for the proper completion of his/her academic program. This includes knowledge of the University Catalog, maintaining the grades required, and meeting all other degree requirements.

4.2.2 Every student is responsible for maintaining communication with the University and keeping on file with the Registrar, his/her current address, home address, telephone number and e-mail address.

4.2.3 Every student is expected to participate in campus and community life in a manner that will reflect credit upon the student and the University.

4.2.4 Every student has the responsibility to pay any relevant fees of the University when due.

4.3 Academic Support Service

4.3.1 Academic Advising Guiding Principles

Academic advising is integral to effective learning and academic progress throughout the student's undergraduate program. Khalifa University is composed of colleges and departments/programs that serve as "academic homes" for each student. The student is assigned to one of the colleges/departments/programs based on his/her intended major/program. A full-time faculty member from the assigned college/department/program acts as the academic advisor and works with the student from the beginning of his/her academic career.

Academic advisors provide information about selecting courses and areas of specialization, and are knowledgeable about regulations and requirements. They also provide resources, guidance, and support to enable students to explore, define, and realize their aspirations throughout their academic careers. Well-advised students acquire the knowledge needed to create and fulfill educational plans, and meet their goals for the future in a timely manner.

Both students and advisors have advising responsibilities. Advising is guided by the following principles:

1. Effective academic advising can play an integral role in student development.
2. Mutual respect and shared responsibility should govern the personal interactions between advisors and students.
3. Students and advisors must prepare for, actively participate in, and take appropriate action following advising sessions.
4. Advising information provided to students must be accurate, accessible, and timely.
5. Academic advising should encourage students to explore many possibilities and broaden their educational experience.
6. Academic advising should encourage a positive attitude toward lifelong learning.
7. Academic advising should use all available resources and means to provide advising tailored to the individual needs of students.
8. Academic advisors should keep records of the advising sessions held with a student.

4.4 Graduating in Expected Time

Khalifa University has a strong commitment to ensuring that students graduate with a degree in the expected time. Students are encouraged to follow these guidelines to earn their degrees in the minimum time required.

1. Consulting an advisor should be the first priority. Students should confirm with the advisor that their academic preparation is appropriate for the courses they plan to undertake. Students should seek help in planning course work to meet academic and career goals.
2. Students should be certain they understand the requirements of their intended major/program as well as the options it will provide for future studies and employment.
3. Students should be aware of the number of credits the degree program requires, and should make sure they fulfill one quarter of these each year. Credits may be taken in the fall, spring, and summer, but the annual total should equal at least 25 percent of the total credits needed. In addition, students should recognize that a degree requiring more than 120 credits will be difficult to complete in four years without undertaking substantial course-loads and/or summer sessions.
4. Students should make sure that the courses they select will count toward the fulfillment of the University general education, major, and degree requirements. They should limit elective credits to the number the program allows.
5. When students consider changing their major, or do not get admitted to the major program of their choice, they should consult an advisor, explore options, and find out how a change or major might affect their graduation plans.
6. Students should make the most of course schedules. They should plan to take required courses as soon as possible (as not all courses are offered every semester) and be flexible about course times. If a required course is not available, advisors can help determine an alternative.

4.5 Plan of Study

The plan of study for a major or minor outlines the approved courses, internships, projects, and academic requirements that must be completed to be eligible to graduate. Plans of study change over time and the student will be required to complete the requirement of the approved plan of study at the time of admission to the academic major program or minor.

Students may petition the program chair for approval of changes to the prescribed plan of study. Minor changes may be approved by the program chair. Major changes require approval of the program chair and college curriculum committee.

4.6 Student Undertaking

At the beginning of their studies, students enrolling at Khalifa University will be asked to sign a student undertaking. Students agree to complete their studies and to continue for a master's degree if qualified. For its part, Khalifa University will provide a full complement of educational support services and will assist every graduate find employment.

4.7 Financial Matters-Fees, Scholarships, Incentives

Khalifa University reserves the right to change any fee, scholarship or incentive program at any time. Details of current student fees, scholarships, and incentives at Khalifa University of Science, Technology and Research are outlined below:

4.7.1 Fees

- The tuition fee for academic year 2013-2014 is AED 3,333 per credit.
- Additional fees may be charged for non-academic costs such as accommodation, meals, transportation, laptop computer repairs, etc.

4.7.2 Scholarships - UAE Nationals and Continuing Non-Nationals Admitted Prior to Fall 2012

Full scholarships covering all direct academic costs (tuition, books, lab equipment and supplies, etc.) are awarded to all currently enrolled UAE national and continuing non-national students. To retain their full scholarship, continuing non-national students admitted prior to Fall 2012, must maintain a cumulative 3.0 grade point average per semester.

- Continuing Non-national students who do not maintain a cumulative grade point average of 3.0 (B average) in any semester will be charged 20% of the fees for the following semester.

4.7.3 Scholarships for Non-Nationals

Highly qualified non-UAE nationals admitted in Fall 2012 or thereafter will be offered full university scholarships. These scholarships are renewable for as long as the recipient maintains a minimum 3.0 cumulative grade point average each semester. If a recipient's grade point average falls below 3.0, the student's scholarship will be reduced as follows:

- 2.99 - 2.50 The scholarship will be reduced to 60% of the tuition fee per semester until the student's grade point average increases to 3.0, then the full scholarship will be restored.
- 2.49 - 1.00 The scholarship will be reduced to 20% of the tuition fee per semester until the student's grade point average increases to either 2.5 or 3.0, with the corresponding increase in the value of the scholarship.

Additional qualified non-UAE nationals may be considered for a partial scholarship equal to 50% of the tuition fee. These partial scholarships are renewable for as long as the recipient maintains a minimum 3.0 cumulative grade point average each semester. If a recipient's grade point average falls below 3.0, the student's scholarship will be reduced as follows:

- 2.99 - 2.50 The scholarship will be reduced to 30% of the tuition fee per semester until the student's grade point average increases to 3.0 and the 50% scholarship is restored.
- 2.49 - 1.00 The scholarship is suspended and the student must pay the full tuition fee per semester until the student's grade point average increases to either 2.5 or 3.0 with the corresponding increase in the value of the scholarship

4.7.4 Incentives

UAE National students who maintain a satisfactory grade point average each semester will be awarded a monthly incentive. For Academic year 2013-2014, the incentive scale is as follows:

Nationals with cumulative GPA of 3.8 or above	AED 8,000/month
Nationals with cumulative GPA of 3.2-3.79	AED 6,000/month
Nationals with cumulative GPA of 2.6-3.19	AED 4,000/month
Nationals with cumulative GPA of 2.0-2.59	AED 2,000/month
Nationals with cumulative GPA of <2.0	No Payment

4.8 Student ID card

Every student is issued an I.D. card which they should keep with them at all times. Only those with an I.D. card are allowed on campus. The I.D. card may also be used for access to classes, examinations, and other official events and activities. The I.D. card is the property of the University and must be surrendered to campus authorities when requested.

4.9 Use of Email as Official Communication

Khalifa University has adopted email as the primary means for sending official communications to students. Academic advisors, faculty, and campus administrative offices use email to convey important information and time-sensitive notices. All enrolled students are provided a University email address and a laptop computer. Students are responsible for checking their email on a daily basis. Failure to check email, errors in forwarding University email to another address, and returned email due to mailbox full or user unknown will not excuse a student from missing announcements or deadlines.

4.10 Preparatory Program Students

As English is the medium of instruction in all Khalifa University degree programs, students must: have a working knowledge of academic and scientific English; be able to use mathematics to solve abstract problems and describe observable phenomena; and possess necessary computing skills for the study of professional engineering. Students who lack these skills but show promise of success in Khalifa's professional engineering degree programs may be conditionally admitted to the Preparatory Program.

The Preparatory Program consists of a full-time program of intensive study in English, mathematics, physics, computer technology, and necessary study skills. Based on the results of placement testing, students are enrolled in coursework appropriate to the level of their academic achievement. Students are regularly assessed to determine if they meet program requirements for continued study in the Preparatory Program or for full admission to the degree program.

Based on an assessment of a student's overall achievement in the Preparatory Program, a student with required English proficiency may be allowed to take appropriate degree courses to a limit of 15 credits.

To be fully admitted to the degree program, a Preparatory student must achieve a minimum overall band score of 6.0 on the IELTS examination and achieve a passing grade in all preparatory coursework.

Students in the Preparatory Program participate as regular members of the University Community and are expected to comply with all the rules, regulations, and procedures contained in this Handbook and university policy manuals.

4.11 Health and Safety

The University conducts periodic health and safety briefings which are mandatory for students. Students are responsible for understanding the materials and instructions presented at these briefings and for acting in accordance with them.

4.11.1 Safety Procedures for Lab and Workshop Facilities

In an engineering university, students are expected to manipulate instruments, equipment and materials that are potentially hazardous. Students are required to attend safety orientations and read safety manuals associated with all lab and workshop activities. Students will not be allowed to participate in lab or workshop activities unless they have demonstrated a clear understanding of the safety procedures involved.

Students may not work alone in a lab or workshop in case of an accident or medical emergency. Inattention or disruptive behavior will not be tolerated in any lab or workshop activity. Repeated cases will be referred for disciplinary action.

Equipment, tools and materials must be handled in a manner that is safe for the student as well as for other students and the instructor.

4.12 Active Learning

All University students must be prepared to invest significant time and energy in their studies. Typically, for every hour spent in class a student should be studying two hours outside of class.

- Students should be seated, focused and prepared to start lectures and labs at the beginning of each class session. Students should have pens, textbooks, paper, rulers, calculators, lecture notes, etc., as appropriate for each course.
- Students should have read and attempted to solve problems or reviewed class material from the previous class session.
- Students must be prepared to take notes in class and to ask questions if they don't understand the material that is being presented.
- Every faculty member has office hours that are reserved for student consultation and meetings. These hours are posted on the faculty member's office door. Students should make a regular habit of speaking with their instructors about the course and course requirements.
- Many faculty have created a website for their courses. At the discretion of each instructor, a course website may contain supplemental study materials, course exercises, email posts, student grade feedback and other important information. Instructors will explain how the course website will be used in their classes and students are expected to log in on a regular basis.

4.13 Course Feedback

Students play an important part in the learning process by providing the University with feedback on the courses they complete. Students are required to participate in course feedback activities at the end of each semester. The information provided by students helps the University to improve the quality of its instruction.



5

WELL-BEING OF FEMALE STUDENTS



5.1 Safety and Security

The female administrative team from Student Services is responsible for the special care and needs of female students on campus. This team is responsible for providing women on campus with specific information and services to ensure a healthy, safe, and secure environment.

Public areas are open, well lit and staffed by receptionists and uniformed security personnel. Although movement about the campus is free, female students are encouraged not to linger in public areas. Female students may request a personal safety escort from and to any campus location should they be on campus after dusk.

Off - campus activities are sometimes required as part of a student's academic program. Should a field trip or other activity be necessary, the guardian will be notified and written permission received before a female student will be permitted to leave campus.

The Student Services employs a qualified female student counselor to confidentially discuss issues and advise to women on personal, emotional, or academic problems.

5.2 Conduct Toward Women

Students, irrespective of religion or nationality should behave and dress in a modest manner. Harassment or intimidation of female students will not be tolerated and students should report immediately any such cases to the Student Services.

5.3 Privacy and Public Areas

Female students are expected to be treated with respect and consideration. They have the right to pursue their studies and extracurricular activities without unwarranted intrusion. Certain areas and rooms on campus are designated for women only. Unauthorized persons are not permitted in these areas. Some other common facilities are open to female students at allocated times. Separate prayer rooms and wudhu facilities are provided for males and females.

5.4 Problem Based Learning and Group Work

Many University courses use problem-based learning, which requires small group study and problem solving. In these exercises, no female student shall be required to participate in a mixed group comprised of males and females. Female students can exercise their own judgment as to whether or not to participate in such mixed groupings.



6

ACADEMIC SUPPORT



6.1 Libraries

The two libraries in Abu Dhabi and Sharjah are located in the academic buildings and are easily accessible to the University community. The libraries offer print books, online books and journals, and research help.

Library facilities:

- Book stacks
- Periodical reading area
- Reference collection
- Textbooks on reserve
- Group study tables and individual study carrels
- Group study rooms with table, PC, and white board (Abu Dhabi campus only)
- Multi-purpose photocopier/printer/scanners
- Computer workstations
- Wireless internet

6.1.2 Library holdings

The Library Catalog at www.kustar.ac.ae/library lists library material for both campuses . The combined resources of the two libraries include:

Books (print material)	18,682 items
Books (online)	123,301 titles
Journals (current in print)	25 titles
Journals (online)	13,227 titles
Journal print archive	2,010 volumes
Multimedia	600 items

Library books are arranged and organized on the shelves according to the Library of Congress (LC) Classification System. Current periodicals are displayed alphabetically by title.

6.1.3 Online or e-resources

Online resources are accessed via the library website at www.kustar.ac.ae/library using the e-Resources link. E-resources are accessible on-campus. Access from off-campus requires an email name (before the @sign) and password. Current online holdings include:

- AAAS Science journals
- Academic Search Complete for journals in all subject areas
- Access Engineering e-books
- Access Science encyclopedia
- ACM Digital Library for computer articles
- AIAA Journals for aeronautics and astronautics
- American Physical Society (APS) journals for physics
- ANS Nuclear Science and Engineering
- APS journals for physics

- ASCE journals for civil and environmental engineering
- ASME journals for mechanical engineering
- Computer and Applied Sciences Complete for technical articles
- Elsevier journals for science, engineering, business and social science
- Greenfile for environment concerns
- IEEEExplore for electrical and computer journals and papers
- INSPEC: a database for electrical, physics and computer science
- PubMed for medical literature
- Safari e-books for information technology and business
- Springer ebooks
- Web of Knowledge index to journals in sciences, social sciences and humanities

The University contracts with providers to make these resources available. The contracts for these resources prohibit systematic printing or downloading of content. Access may be discontinued if the terms of the contracts are violated.

6.1.4 Circulation policies

All members of the University community are eligible to borrow materials from the two libraries.

- Undergraduate loans are two weeks for circulating material.
- Senior and post-graduate loans are a semester for circulating material.
- All loaned materials are subject to recall by the libraries before the due date if required urgently for teaching purposes or requested by another user.
- Borrowed material can be renewed provided that another user does not require it.
- Further details are available at: <http://www.kustar.ac.ae/academics/library/aboutus/default.aspx>.

6.1.5 Reference service and instruction

Librarians help students find and use library and online resources.

New students are introduced to the library during orientation. As part of the English Language program, Preparatory and Year 1 students are trained on information literacy standards such as

- Using library resources via a web-enhanced learning environment.
- Using the Internet for effective research of information.
- Making proper evaluation of information.
- Giving proper acknowledgement of information sources.

Upper level students learn to do research within their discipline.

6.1.6 Document delivery

Copies of journal articles and conference papers not available in the libraries can be obtained for teaching staff and postgraduate students from the British Library or other document delivery services. Requests should be emailed to libse@kustar.ac.ae

6.1.7 Photocopying, printing, and scanning services

The libraries provide self-service facilities to staff and students using a passcard.

6.1.8 Code of Conduct for Library Users

1. All users have a right to use the libraries without undue distraction or disturbance.
2. Students shall act in a manner that does not interfere with the comfort or convenience of other users.
3. University identification (ID) cards must be shown for book check-out and other services.
4. Smoking is not permitted in the libraries.
5. No food or drink is allowed in the libraries. Capped water bottles are permitted.
6. Mobile phones should be kept on silent and used outside the library.
7. Talking is not permitted in reading areas. Quiet conversation is allowed for the purpose of seeking assistance in the use of the catalogs or the collection.
8. Group study rooms are available for discussion (Abu Dhabi).
9. Seats, computers, and group study rooms may not be reserved.
10. The library staff may gather unattended books and articles. Articles left at closing time will be cleared away and sent to the Student Services lost property section.
11. Users are responsible for library materials borrowed in their name until the items are returned to the library and checked in. Users will be charged the replacement cost of any item that is not returned, and may be charged for repair or replacement of damaged or lost materials. Fines may be imposed for overdue items.
12. No student shall
 - a. remove material from the libraries without proper authorization
 - b. deface or destroy library material
 - c. purposely misplace material or in any other way deprive others of the opportunity for access
 - d. behave in a way that interferes with the proper function and use of the library.
13. Users should comply with reasonable requests from library staff in enforcing this Code of Conduct.

6.2 Computing Support

The Information Technology Department provides faculty, staff and students of Khalifa University with reliable and up to date Information Technology resources. Apart from providing basic network and infrastructure for all IT services, it provides resources for Academic and Administrative Information Systems, telecommunication services and Video Conferencing Systems.

An integrated solution covering Student Information, Human Resources and Finance Systems is implemented and maintained by the IT Department. A Web based E-Learning Solution has been implemented to facilitate delivery of course materials, assignments, collaboration and evaluation of course work. The Library Management System is also maintained by the Department. Access to online databases and document repositories are enabled through a Proxy Server.

Business Intelligence and Reporting Tools and associated Data Warehouse has been implemented recently to monitor and enhance institutional effectiveness. An enterprise Content Management System along with Enterprise Work Flow has also being implemented to capture all information electronically, automate processes and to enable quick access to information. The university portal solution has been implemented for information sharing. A pair of classrooms have been set up with state of the art technology to provide both campuses with the ability to host remote lecture sessions.

Print Management Solutions were recently implemented. This ensures that all printing is accounted for and wastage minimized.

Network Admission Control is currently being implemented. A Desktop virtualization project is also currently being piloted.

Both the campuses are connected to the ANKABUT network which provides high speed inter-campus connectivity and connectivity to Internet2. All NRENs around the world and all universities connected to these are accessible via ANKABUT network.

6.2.1 Computing and Internet Facilities at Khalifa University – Abu Dhabi Campus

The Abu Dhabi Campus is wired for Gigabit Ethernet. The entire campus has wireless coverage. Centralized printing facilities are provided for the staff, and all student laboratories are equipped with printers.

The Campus has 5 rooms equipped with Video Conferencing equipment.

Classrooms and Laboratories are equipped with PCs for teachers, Projectors and Interactive Whiteboards. The Abu Dhabi Campus also has six lecture halls that can accommodate over 100 students. These are equipped with Large Screen Projectors and theatre quality audio systems.

Computing services maintain Khalifa University library software database and search facilities, and the workstations in the library. The campus has both general purpose PC Laboratories as well as specialized Laboratories for Engineering Design and for the teaching of English Language.

The Cyber Operations Center of Excellence is equipped with a state of the art Forensics Laboratory which is a dedicated to the delivery of teaching and laboratory sessions on digital forensics. This covers the areas of static, live and mobile digital forensics.

The networking laboratory has a mix of Macintosh and Windows machines.

The Abu Dhabi Campus has a High Performance Computing Cluster with 25 Nodes. This is being used for research activities.

6.2.2 Computing and Internet Facilities at Khalifa University - Sharjah Campus

The Sharjah Campus is wired for Gigabit Ethernet. The entire campus has wireless coverage. Centralized printing facilities are provided for the staff, and all student laboratories are equipped with printers.

Classrooms and Laboratories are equipped with PCs and Projectors.

The Campus has 3 rooms equipped with Video Conferencing Equipment.

The campus has both general purpose PC Laboratories as well as specialized Laboratories for Computing, Digital Electronics & Communication, Multimedia and for the teaching of English Language. The Campus has one Unix Lab with SUN equipment and a Linux Lab for programming and network related courseware.

The Network and Mobility Security Research Laboratory has been designed for research into network security and mobile security. There are equipped with workstations together with a range of network switches, firewalls and intruder detection systems that can be configured to allow for a range of security research experiments to be undertaken. This laboratory is intended for the use of postgraduate students and faculty members.

6.2.3 Student Laptop Computers

All enrolled Khalifa University students are issued a laptop computer for use in completing university coursework. These computers, which are the property of the University, are pre-loaded with all necessary software. Costs associated with loss, breakage, or repairs that exceed normal wear and tear, may be charged to the student. When a student graduates or leaves the University this laptop computer must be returned in good working condition.

6.2.4 IT Helpdesk Support

A web-based helpdesk has been implemented for reporting IT related issues and problems. This can be accessed at <http://ithelpdesk.kustar.ac.ae:8080/>. In an emergency, users can call Ext. 8051 at the Abu Dhabi campus or the following extensions at the Sharjah campus: Ext. 8863, 8864 or 8844

6.2.5 Acceptable Usage of University Computing Resources

KU Computing Facilities are intended to support the academic mission and the administrative functions of the University. The use of these resources is governed by guidelines for acceptable usage. These guidelines complement and supplement rather than replace other policies concerning appropriate conduct of staff and students.

KU Computing Facilities include any computer, computer-based network, computer peripheral, operating system, software or any combination thereof, owned by KU or under the custody or control of the University.

The following guidelines apply to all KU staff, students and other users of the KU Computer Facilities.

1. You are held responsible for all activities in which your account is involved.
2. You should not under any circumstances give out your password to someone else no matter how well you know them. This includes your relatives and friends, and University faculty and staff. The Computer Staff do not need your password and will NEVER ask for it. If you are asked for your password by anyone saying that they work here, DO NOT give it to them. Notify one of the Staff as soon as possible.
3. DO NOT use an account which has not been assigned to you.
4. DO NOT use or try to use KU computer systems to gain unauthorized access or perform activities, which may be harmful to any other computer systems (KU-owned or otherwise). This includes but is not limited to:
 - Decrypting, cracking, recording, and/or guessing passwords.
 - Exploiting or probing for possible security holes; network scanning.
 - Circumventing or breaking any security, accounting, and/or quota mechanisms which may be in place.
 - Propagating viruses and worms.
 - Unauthorized access to or removal of files from Common Area on Servers.
 - Disrupting service, or engaging in any activities which might interfere with the use of computing resources (Printers, Scanners etc.) by other users.
 - Storing, copying, or distributing illegal copies of copyrighted software and/or data.
 - Persistently sending messages without good reason causing any threat, harassment, annoyance, inconvenience or needless anxiety to any person whomsoever. (SPAM)

- Gaining or attempting to gain access to any computer systems connected to Internet or to any private information or resources without the written approval of the owners or holders of the rights to such systems, information or resources. (HACKING)
 - Any other criminal or unlawful purpose such as vice, gambling or obscenity or for carrying out any activity which is contrary to the social, cultural, political, economical or religious values of the UAE, or any purpose which is contrary to or conflicting with such regulatory rules or policies as are issued by the local ISP (E-Company) from time to time.
5. DO NOT use University computer systems for commercial use or personal material gain.
 6. The University uses Licensed Software. Most software installed on the university computer systems is under educational license sold to the University at significantly reduced prices. The license, which accompanies these purchases usually, forbids using the software or hardware for non-educational or commercial purposes.
 7. Be considerate in your use of shared resources, including but not limited to disk space, network bandwidth, printer paper, and/or computer terminals. If you are unsure if your actions may cause harm to other users, please contact the KU IT Support Staff who will guide you. Above all, do no harm.

Users have a right to privacy. The level of privacy does not however, exceed that of reasonable expectations. System failures or design faults may compromise this privacy and users should recognize that authorized KU personnel may have access to data and software stored on KU Computing Facilities while performing routine functions or resolving system problems. Users should further recognize that as specified in the relevant administrative policies at KU, authorized University personnel have the obligation to take reasonable and appropriate steps to insure the integrity of KU Computing Facilities and to ensure that this Protocol is observed.

6.3 Credits, Grades, Academic Standing

6.3.1 Credit System

The unit of measurement of academic work at Khalifa University is the credit hour. One credit ordinarily represents one lecture hour per week for one semester. A sequence of three laboratory hours per week or two hours of problem solving sessions per week are considered the equivalent of one credit hour. (Credit hours are also referred to as credits or semester credit hours.)

Each degree offered by the University requires the completion of 140 credits.

All Khalifa students must be enrolled full-time, which requires registration in a minimum of 12 credits each semester. However, in order to finish their degree within a four-year time frame students should plan to register for 15-18 credits each semester.

6.3.2 Student Classification

Undergraduate students admitted to a bachelor's degree program are classified on the basis of earned credits: 0-29 Freshman; 30-59 Sophomore; 60-89 Junior; 90 or more, Senior.

6.3.3 Grading System

The grading system of Khalifa University is based on letter grades that are assigned according to the grading scheme adopted by the instructor in charge of a particular course. In order to assess the student's academic standing, each letter grade is assigned a grade point on a four-point scale as set out below.

Grade Letter	Grade Point	Description
A+	4	Exceptional
A	4	Excellent
A-	3.7	Very Good
B+	3.3	
B	3	Good
B-	2.7	
C+	2.3	Satisfactory
C	2	
C-	1.7	Less Than Satisfactory
D+	1.3	Poor
D	1	
D-	0.7	
F	0	Fail
WF	0	Withdrawal Fail

Other letter grades are used at Khalifa University but do not have corresponding grade points, and hence not used in the calculation of the grade point average:

Letter Grade	Description
W	Withdrawn (Between 2nd and 10th Week of Classes)
WP	Withdraw Passing (after the 10th week of classes through the last day of classes)
P	Pass (in a Pass/Fail Course) performance of D- or better
U	Fail (in a Pass/Fail Course)
I	Incomplete
IP	In Progress
AUD	Audit
EX	Exempt; no credit
TR	Transfer; credit counted
N	No Grade Submitted

6.3.4 Grade Point Average

The grade point average (GPA) is the cumulative numerical average which measures student academic achievement at the University. It is reflective of the credit hours the student has attempted and the grades that the student has earned. Therefore, the GPA is calculated by multiplying the grade value of the letter grade by the number of credit hours of the course. The result is the quality points that the student has achieved in the particular course. The sum of the quality points of the courses taken is divided by the total credit hours completed to obtain the GPA. Grades without a corresponding grade value (W, WP, P, U, I, IP, AUD, EX, TR and N) are not included in the computation of the cumulative grade point average. A student transcript will have a semester GPA (SemGPA) and a cumulative GPA (CumGPA). The former only reflects the student's performance in a particular semester, while the later reflects performance in all the attempted degree credits since the student's first enrollment at the University. A sample of GPA calculations is shown below.

Sample GPA Calculation				
Fall Semester				
Course	Credit Hours	Grade	Grade Value	Quality Points
ENGL 101	3	B	3.00	9.0
MATH 105	3	A	4.00	12.0
PHYS 101	4	B	3.00	12.0
CMPE 111	3	A	4.00	12.0
ENGR 110	1	B	3.00	3.0
ARBH 101	3	A	4.00	12.0
Semester Total	17			60
SemGPA = 60 ÷ 17 = 3.53				
Spring Semester				
ENGL 102	3	B	3.00	9.0
MATH 106	3	B	3.00	9.0
PHYS 102	4	A	4.00	16.0
CMPE 201	3	A	4.00	12.0
ARBH 102	3	A	4.00	12.0
Semester Total	16			58
SemGPA = 58 ÷ 16 = 3.63				
Cumulative Total	33			118
CumGPA = 118 ÷ 33 = 3.58				

At the end of each semester, a student's grade point average in that term is used for a variety of purposes including: determining academic actions (probation, dismissal, etc.), assessment of tuition charges for non-national students, and calculation of monthly incentive payments. Students who repeat courses in accordance with the policy on the "Repetition of Courses " may replace a lower grade with a higher grade for a repeated course. As a result, a student's grade point average in prior terms may be adjusted. Retroactively adjusted grade point averages have no effect on prior academic actions, tuition assessments or incentive payments.

6.3.5 Academic Probation and Dismissal

Academic Probation

Fully admitted degree students are placed on probation if their cumulative GPA (CGPA) falls below 2.00. This is noted on the student's academic record and grade report. While on probation, a student may not take any course on a Pass/Fail basis. Probation ends at the close of a regular semester if a student has attained a CGPA of (2.0) or above. Unless otherwise approved by the Dean, a full-time student on probation is only allowed to register for a maximum of 13 credit hours per semester.

Conditionally admitted students, who are enrolled in the Preparatory Program, are not subject to academic probation. Conditionally admitted students must successfully complete the Preparatory Program or their conditional admission will be rescinded and they will be separated from the University.

Academic Dismissal

An undergraduate student who fails to remove his/her probation status by the end of the second regular semester on probation is academically dismissed from the University.

A student in jeopardy of dismissal should make an appointment with their academic advisor and the Dean of the appropriate College at the earliest opportunity.



7

STUDENT SERVICES



7.1 Counseling and Career Services

The Counseling office will provide individual and group counseling intervention to assist students with personal and social concerns which impact negatively on their academic achievements and success. Counseling Services will:

- Provide a safe environment where students can receive the appropriate intervention to cope with challenges that impact aspects of their lives (personal, financial, health).
- Provide personality assessment to students.
- Help students develop personal skills.

All students are encouraged to make use of the Counseling Services.

NOTE: Any information shared within the counseling meeting will be held strictly confidential and will not be shared with administrators, professors or anyone else without the permission of the student, or unless the student poses harm to themselves or others.

7.1.1 Career Services

Career Services engage students in educationally purposeful experiences resulting in successful student learning and development, academic success and degree completion. The aim is to help students identify academic majors, develop career plans and goals, and build relationships with employers to become employment ready.

We offer the University Success Program which addresses the following topics: developing effective student habits, discovering how you learn, understanding the importance of managing time, and exploring personal values and interests. In addition career fairs and an internship preparation program are offered on both campuses.

7.1.2 Seminars & Workshops

We also organize a series of seminars and workshops for final year students, which includes activities such as: resume writing, job finding skills and interviewing skills.

Former graduates and personnel from industry are also invited to speak on job opportunities for graduates.

7.1.3 Industrial Visits

Students are encouraged to make industrial visits to leading organizations throughout the academic year. These trips are usually the student's first opportunity to see how theory is applied and give prospective employers an opportunity to meet the University's future graduates.

7.1.4 Career Fairs

Career Fairs are organized each academic year. The main goal of this event is to create mutual links among Khalifa University graduating students (both undergraduate and graduate) and leading organizations from government, industry and high-tech sectors who are seeking highly qualified students to fill full-time positions.

7.1.5 Student Internships

The internship is considered highly desirable and is a built-in component of the University's academic programs. Every undergraduate student is required to have an internship experience. The aim of the internship is to assist in the student's development and reinforcement of their academic studies within the working world. These internships may be either national or international.

7.1.6 Peer Tutoring

The peer tutor program seeks to offer academic support as requested by students in all degree disciplines and course levels. Tutoring is provided on a one-to-one basis, however tutoring for small groups can also be arranged.

Peer tutoring is viewed as a means to supplement classroom instruction, foster independent learning, build self-esteem and assist students in improving their academic skills. The program will continue to evolve to provide quality tutoring for the student body of Khalifa University.

7.1.7 Academic Success Program (asp)

The aims of the Academic Success Program are to help students learn necessary skills and develop the positive attitude needed to achieve success in their university education. At the end of this program, students who attend regularly and willingly invest their time and effort should experience greater success in their university courses. Career and Counseling Services will continue to support and enhance student learning experiences through career guidance, support, mentoring and other positive interventions. These activities are designed to promote self-knowledge and increase a student's motivation for academic success.

7.2 Health Services

The Khalifa University employs a nurse to provide medical services and emergency care. The nurse also gives advice of healthy life style and other related health issues

Students are required to complete a Medical Record Form giving details of medical history and specific instructions for emergency situations. Students should inform the nurse of any medical ailments or ongoing treatment. A female nurse is on full time duty to care for female students who require emergency treatment while on campus. Minor ailments will be treated at the clinic in private treatment rooms. A female nurse will be in attendance should a doctor be required. In cases of accident or emergency, a nurse and qualified doctor is on call to attend to the patient. Except in life threatening situations, the patient will not be moved until an authorized person arrives and assesses the injury. Guardians will be notified as quickly as possible and instructions on the student's Medical Record Form adhered to where possible.

In addition to general medical assistance the clinic offers a well-women service that provides advice and a range of programs designed to educate and increase awareness on a spectrum of women's health issues.

7.3 Emergency Services

Emergency services are provided by the campus Security Department, which operates twenty-four hours daily. These services can be requested by calling or contacting the Security Department. Emergency phones are located throughout campus for your safety and convenience. Please refer to the University's Emergency Plan for additional information.

7.4 Immigration Assistance

Non-UAE students enrolled at Khalifa University should have their own visas. Students who are in danger of interrupting their studies due to visa problems should make their situation known to the Registrar's Office. In some cases, the University may be able to provide assistance.

7.5 Prayer Rooms

Khalifa University provides purpose built rooms for prayers. This includes separate areas for 'Wudhu', washing and cleaning for both men and women.

7.6 Student Lounges

Separate lounge areas are provided for male and female students.

7.7 Student Activities

7.7.1 Khalifa University Students Council (KUSC)

Each campus selects a KU Student Council (KUSC), which is an organization established to ensure student representation on campus. The KUSC charter is drafted by students and approved by the University administrative. KUSC is an elected body that articulates student views and interests in the University. The council is a vehicle for ensuring that students can contribute to, and have a voice in, formulating University priorities and policies. It also provides a structure for greater student involvement on campus. The council plays a central role in the co-curricular life of the University. It acts as the central headquarters for the Student Activities Office, as well as for offices of the various clubs and association on campus.

7.7.2 Clubs & Associations

Student-sponsored clubs are an integral part of the university learning process. The academic experience is enriched by participation in activities that allow students to pursue their personal interests outside the classroom. Student Services acts as the central support for the clubs and associations on campus. Its role includes supervising and providing assistance with program planning and implementation. The clubs and associations at Khalifa University span a wide range of interests, including sports, literature, science & technology, recreation, culture, and social issues. These clubs and associations offer students opportunities for leadership development and for involvement in University life.

7.7.3 Student Publications

Guidelines for student-printed materials are provided so that students, in preparing material for distribution and publication, may plan the contents of those materials to be consistent with the basic aims and endeavors of the University. Students or student organizations preparing newspapers, magazines, or newsletters for public distribution ("Publication") should be aware of and must conform to the following guidelines, which also apply to all statements, pictures, and illustrations in such material:

- a. It is the responsibility of the Vice President, Student Services to appoint a faculty or staff member to be the editor of any student publications.
- b. Any publication must adhere to the United Arab Emirates publication laws.
- c. Any publication must comply with the copyright laws of the United Arab Emirates.
- d. All articles within a publication represent their author's point of view and responsibility.
- e. The Vice President, Student Services and the editor of the student publication must approve all articles in the publication.

- f. Content shall not maliciously attack any individual nor attempt to incite defiance of or disobedience to any University policy or regulation. Attention may be called to proper procedures established by the University (or the absence thereof) for suggesting policy changes.
- g. Content shall not be directed toward inciting disobedience or defiance of United Arab Emirates laws or the promotion of civil disorder.
- h. Statements shall not be profane, indecent, or contrary to the custom of the United Arab Emirates.
- i. The intellectual and/or aesthetic content of University student publications shall be consistent with the standards that one would expect in a serious intellectual or academic environment.

7.7.4 Student Competitions

Khalifa University students are encouraged to participate in a wide range of Student Competitions throughout their academic career. The competitions are part of our efforts to bridge the gap between academic education and professional life by focusing on the practical aspects and issues relevant to the future of a professional engineering student. This in turn qualifies the graduate with the right competencies to successfully enter the job market.

7.7.5 Sport Facilities

A variety of sport facilities are available at the Sharjah campus including: a gymnasium, playing fields and courts, and a swimming pool. Sports facilities for the Abu Dhabi campus are leased and may vary from year to year.

7.7.6 Alumni Services and Alumni Association

The Alumni Association supports Khalifa University mission to be recognized as a prominent university by building a positive image, promoting university and alumni accomplishments, providing a network for alumni interaction, and developing an economic and social benefits for graduates. The Alumni Association provides graduates with opportunities for continued affiliation with the university community. As members of the Alumni Association, former students of Khalifa University are offered a variety of benefits including library privileges at the campus, professional development programs, access to athletic and cultural events on campus and more. The most important benefits, however, are the opportunities to network with fellow alumni and maintain ties with university.

Career services are available to alumni to explore further educational study such as masters or PhD programs and offer guidance through workshops and individual career counseling to assist with job search techniques, resume development, cover letter writing and interview preparation



8

STUDENT RIGHTS



The University is a community. A community has many different groups and individuals. The community which enhances understanding and appreciation of others is rich in diversity. As a student you have rights which assist you in taking your place as a member of the community. These are as follows:

8.1 Rights and Freedoms

- a. Every student enjoys within the University all rights and freedoms recognized by the Laws of the United Arab Emirates.
- b. Every student has a right to equal treatment by the University. A student has a right to be free from discrimination based on race, color, origin, religion, sex, or personal handicap.
- c. A distinction, exclusion, or preference based on relevant academic or physical aptitudes required and made in good faith is considered to be non-discriminatory.
- d. Every student has a right to the safeguard of his or her dignity. This right includes protection by the University against vindictive conduct displayed by a representative of the University acting in an official capacity.
- e. Every student has a right to be free from reprisal or threat of reprisal made by a person in a position to offer or deny to the student an academic advantage or opportunity relating to the status of a student.
- f. The University has an obligation to ensure that administrative decisions are made, or actions taken, with fair regard for the known and legitimate interests of students.
- g. The University has an obligation to maintain safe and suitable conditions of learning and study.
- h. The University has an obligation to ensure that adequate measures are taken to protect the security of students on University property.

8.2 Academic Rights

University life is about learning, growing, and discovering. This section describes your academic rights. These rights include:

1. Your instructor's obligations to you to inform you as to what you will learn and how you will be assessed on your accomplishments.
2. The right to a fair and impartial assessment of your performance as a student.
3. The obligation of the University to uphold and preserve its students' rights to exercise principles of academic freedom. This obligation reflects the University's mission, which is dedicated to the advancement of learning through teaching and research and to the discovery and application of knowledge. The principles of academic freedom protect the freedom of inquiry and research and freedom of expression and publication within the bounds of professional, ethical, cultural, contractual and legal behavior. In order to preserve the rights and freedoms of its students, the University has a formal process for adjudication of academic related student grievances.
4. The right of every student to a quality education.
5. Provision by the University of sufficient course information to permit students to make informed course selections.
6. Availability in each course of a course outline including (but not limited to):
 - a. A description of the topics to be considered in the course;
 - b. Objectives and outcomes; and
 - c. A list of all required readings and other materials, a description of the means of evaluation to be used in the course, the instructor's office hours, and locations for office appointments.

7. Fair and reasonable evaluation of a student's performance in a course, with evaluation measure reflecting the content of the course. The method of evaluation shall be made known to the student as soon as practicable.
8. Subject to reasonable administrative arrangements, and provided the request is made by a student within a reasonable time after the notification of a grade:
 - a. The right to consult any written submission for which he or she has received a grade and a right to discuss this submission with the examiner.
 - b. The right to impartial and competent review of any grade.
9. Provision by the University of information and transparent delivery mechanisms for students in need of financial aid.

8.3 Procedural Rights

If there are difficulties in exercising your rights, or if you violate the rights of others, the University has procedures to assist you. This section describes your procedural rights in such cases. In general, you have the right to:

1. All information that will assist you to provide a full and competent presentation of your view and explanations; and
2. A fair and complete decision by impartial persons.
3. A full and fair hearing by an impartial tribunal for the determination of a student's rights (which may decide to sit in closed session where University regulations so provide).
4. The right to present a full and complete defense, when charged with a potential disciplinary offense. In particular, but without restricting the generality of the foregoing, this right includes:
 - a. Prompt notification of the substance of the charge;
 - b. The right to present and examine witnesses, and to cross-examine witnesses who testify against the accused;
 - c. The right to be accompanied by an advisor at any hearing on the merits of a charge;
 - d. Presumed innocence of a disciplinary offense unless he or she is found guilty on the basis of clear, convincing and reliable evidence laid against him or her;
5. No retroactive changes to University regulations to the detriment of any student.

8.4 Student Responsibilities

An educated person realizes that rights are not to be taken for granted. Rights require responsibility. The University policy on student responsibilities to the University, includes:

1. Every student is responsible for the proper completion of his/her academic program. This includes knowledge of the university catalogs, maintaining the grades required, and meeting all other degree requirements.
2. Every student is responsible for maintaining communication with the University and keeping on file with the Offices of Admission and Student Services his/her current address, home address, telephone number and e-mail address.
3. Every student is expected to participate in campus and community life in a manner that will reflect credit upon the student and the University.
4. Every student has the responsibility to pay any relevant fees of the University when due.

8.5 Student Grievance Procedure

8.5.1 Grievance Procedures

A student has the right to present a compelling problem or seek clarification of any University matter. When the issue is academic in nature, a student should follow the following procedures.

General Academic Matters – Classroom Instruction:

- A student should first inform the appropriate lecturer verbally or with a written note as necessary.
- If the problem is not resolved, the student may speak with his academic advisor unless the advisor is a party to the matter.
- If the problem persists and there is no resolution the student may inform the Dean of his college or the Dean's representative.

8.5.2 Appeals Concerning Final Courses Grades

A student has the right to appeal a course grade. The student should discuss the matter with the concerned instructor first, and if he is not satisfied with the outcome he should complete a Grade Appeal Form and submit it the Registrar's Office within two weeks after student grades are released.

The appeal form will be sent to the instructor for review and recommendation. The Dean of the student's college or the Dean's authorized representative will review the instructor's recommendation and issue a final decision. The Dean may review the various gradable elements of the course in making his determination.

8.5.3 General Academic Grievances

A student who feels that a University decision concerning any aspect of his academic program, award of his degree or any other academic matter, has not considered all relevant facts may appeal such decision in accord with the following procedures.

- The student should first discuss the matter with his academic advisor. If the issue cannot be resolved by the advisor, the advisor should forward the student's grievance to the Chair of the Department or to the Dean, as appropriate. This should also be done if the academic advisor feels that the student's complaint can only be addressed at a higher level. If the academic advisor believes the student has no grounds for making such a complaint, he should inform the student of the reasons.
- If the complaint involves the academic advisor, the student shall grieve directly to the Chair of the Department or to the Dean as appropriate. In those cases where the Chair of the Department can resolve the complaint to the satisfaction of the student the matter need not be taken higher in the management structure.
- If the academic advisor and/or Chair of the Department feel that the matter is sufficiently serious and that the student's case is strong, a detailed report with recommendations should be forwarded to the Dean. When warranted by the circumstances of the case, the Dean will review the case and make a suitable recommendation.

8.6 Access to Personal Information

The University respects your right to privacy of personal information. This implies that

1. Information disclosed by you and for you is considered to be personal; and
2. This information will not be disclosed to third parties without your consent.

A permanent record for each student enrolled in the University is maintained by the Office of the Registrar. The written consent of the student is officially required to disclose his/her academic record. Exceptions are made for parents, sponsors, and authorized Khalifa University officials and in compliance with a judicial order.

8.6 Implementation

The University shall ensure that students are aware of their rights and responsibilities, as well as applicable University policies and procedures. The University's obligation under this section is fulfilled when the University makes copies of the Student Handbook available to every student upon being admitted to and entering the University.



9

STUDENT REGULATIONS



9.1 General Conduct

Khalifa University is a co-educational and multi-cultural university. Every student must respect the norms of UAE society and behave in a way that does not offend cultural sensitivities. The following directives are meant to facilitate study, ensure smooth running of the University and reflect the best image of the University. All students are expected to observe the following common sense rules of general conduct.

- Abide by all the rules and regulations issued by the University administration.
- Be punctual in attending lectures, labs, workshops and events.
- Always observe decency in conduct and behavior, wherever you are. A student should not act, utter a word, show any sign or gesture or use body language that may cause embarrassment to the other sex.
- Observe strict silence while in the classroom area.
- Take care of all the apparatus, equipment, computer, books and other materials/ facilities that have been provided for your use.
- It is strictly forbidden to use any University computer for games. Any students found playing computer games of any kind or using any software not provided by KUSTAR shall be subject to disciplinary action.
- Smoking is prohibited in all areas.
- Do not take newspaper, magazines or books other than those required for study purposes into the lecture rooms and laboratories.
- Keep your University clean and tidy.
- All students are requested to park their cars in the University parking area and not in the surrounding neighborhood. No student is allowed to use the parking area which is designated for faculty and staff.
- Always keep your ID card with you and present it on demand at the main gate during entry/exit.
- Food is served in the Dining facilities only. Food can be consumed in kitchens or in other designated Campus areas with permission.
- Each student is fully responsible for his personal property. The University shall bear no responsibility for any lost or missing items.
- If you hear the Fire Alarm, leave the University premises as quickly as you can. If possible, shut the door behind you
- No pamphlets, leaflets or posters shall be used, displayed or circulated in the University premises. Only approved announcements may be posted on University notice boards.
- In case of sickness the University should be informed. Upon return to campus, a signed and stamped sick report duly should be delivered to the Registrar's Office.
- If a student observes any violation of University rules, the student should notify KUSTAR Management immediately.

9.1.1 Dress Code

The UAE national dress is regarded as the KUSTAR uniform. However, wearing shirts, trousers, and skirts is allowed for expatriate students provided these are within acceptable general taste.

The following points must be observed regarding student dress at KUSTAR:

- National students should adhere to the national dress.
- Female students are not allowed to wear short skirts.
- Female students are not allowed to wear veil on campus.
- No offensive wording, drawings, or pictures are allowed on the clothing.
- Muslim rules of modesty should be honored.

9.1.2 Classroom Behavior

It is recognized that the educational process can be hampered by students misbehaving in the classroom. This can take a variety of forms including rowdiness, lack of respect towards the instructors, asking questions in a disruptive way, outright rudeness and bad manners.

No lecturer is required to accept misbehavior by any individual or group of students. All instructors will adopt the following strategy for handling class discipline from the first day of lessons and guidelines explained to students at the start of the academic year:

- a. Instructors will give an initial warning the first time that they face the slightest sign of unacceptable behavior.
- b. Instructors will request the student or group of students to leave the class immediately if the incident occurs again.
- c. Instructors will request the student(s) to report to the Dean directly after the lecture.
- d. Instructors will record all disciplinary incidents and report them immediately to the Chair of the Department and/or the Dean as appropriate .

Recurring incidents by the same student will be reported to the appropriate University administrator, which could result in dismissal from KUSTAR.

9.2 Attendance Rules and Regulations

9.2.1 Class/Course Attendance/Absenteeism

The University's attendance policy is strictly observed. Any student who is absent from 20% or more of class sessions in any course or lab, may be deemed to have failed the course and will be denied entrance to the final examination.

The following procedure will be implemented in relation to students' absenteeism:

- i. Students should attend all scheduled classes, and laboratories.
- ii. No absences are excused. Therefore missing classes for any reason will count as an absence from class.
- iii. A student arriving 5 minutes after the scheduled start will be marked absent for the whole session.
- iv. A student who is absent 5% of the total scheduled classes (Lecture or Lab) in a given course will be given a written warning by the Registrar's Office and the student guardian will be informed. The student is required to meet with the Student Affairs Office.
- v. A student who is absent for 10% of the total scheduled classes in a given course will be given a second written warning by the Registrar's Office and the student guardian will be notified. The student is required to meet with Student Counseling Office.

- vi. A student whose absence reaches 15% will be given a third and final written warning by the Registrar's Office and the student guardian will be informed. The student is required to meet with the associate Dean.
- vii. If a student misses 20% of the scheduled sessions in a course for any reason, the Registrar's Office will initiate withdrawal of the student from the course. If approved by the Dean's office, the withdrawal is implemented. A grade of "W" will be entered on the student's record if the withdrawal is initiated before the end of the tenth week of class (deadline to withdraw with a W). If the withdrawal is initiated after the tenth week of classes, a grade of "WF" will be entered on the student's record and will be calculated in the GPA.
- viii. If a student has exceeded the maximum number of allowed absences before the last day to drop (end of the 10th week of classes), the student can drop the course him/herself to avoid a grade of "WF".
- ix. A student will be dismissed from the University if he or she is absent for 15 successive days without a valid reason. (example: unexpected medical emergency)
- x. Instructors are to keep attendance records and to draw students' attention to attendance requirements noted in the course syllabus.
- xi. Signing the class roll for a student who is not present will be considered a case of academic dishonesty and will be referred to the Campus Manager.
- xii. The 80% rule is applied based on the number of class meetings and not the number of credit hours for a course. Although the maximum number of absences allowed are based on a 15 week instructional calendar, attendance is not recorded during the first week of classes, as students may be adjusting their class schedules (drop/add period). For example:

Class Meeting time per week	Maximum Absence Allowance
16 times per week	45
3 times per week	8
2 times per week	6
1 time per week	3

9.2.2 Policy on Acceptable Excuses

- i. All absences, whether with or without an excuse, are calculated as part of the total absence allowance of 20%.
- ii. Students who exceed the allowed 20% absences and fail to attend classes due to an illness that requires an extended period of absence / recuperation, or an ongoing medical condition, should notify the Registrar's Office and provide a fully certified medical report or verifiable documentation within 2 working days after exceeding the 20% threshold
- iii. Students who fail to attend classes due to other serious issues should notify the Registrar's Office as soon as possible.
- iv. It is the responsibility of students to provide documentation to support their reason for absence.
- v. Excuses for appointments related to an on-going condition will only cover the time required to attend the appointment. Classes outside this time will not be excused i.e. the student should attend as many classes as possible on the day of the appointment.
- vi. Submitted documentation will be reviewed by Management and a decision will be made at the end of Teaching Week 15 as to whether a student may sit the Final Examination in any module that has exceeded the 20% threshold.

9.3 Examinations - Rules and Procedures

9.3.1 Examination Regulations

- 1) Students must ensure that they know the location and time of all examinations. A student may not enter an examination room without permission from the proctors (invigilators).
- 2) Students are required to carry their student I.D. card for every exam. It is the duty of the proctors to check students IDs.
- 3) The following items may be taken into an examination if not specifically excluded from use:
 - Pencils (and sharpeners)
 - Pens
 - Drawing instruments
 - Ruler
 - Basic Scientific (non-programmable) Calculators
- 4) Students are required to bring their own writing materials and items. The Office of the Registrar will not be in a position to supply writing materials.
- 5) Once an examination has started, no student may borrow any item from another student under any circumstances.
- 6) No student is permitted to bring a cell phone, smart phone, or any electronic gadgets/ devices inside the examination/class room. Student who fail to observe this rule will be expelled from the exam room and disciplinary action will be initiated.
- 7) Student should use blue or black pens for answering questions. Pencil can only be used in drawing graphs.
- 8) Mathematical formulae may be provided for use if required.
- 9) Correction fluid/pen should not be used in an examination answer booklet.
- 10) No additional materials are allowed unless specified on the instructions (cover page) of the examination paper.
- 11) Students are expected to be seated 5 minutes before the scheduled start.
- 12) The doors of the examination room will be closed when the exam starts. Any students arriving late will be required to wait outside until TEN (10) minutes past the commencement time. They will not normally be allowed to take the exam. In exceptional circumstances, a student may be admitted within the first 30 minutes if evidence of an unavoidable and unforeseeable delay is accepted by the Examination Officer or Office of the Registrar. This rule applies to final exams only.
- 13) Students are not allowed to leave the exam room during the first 30 minutes and the last 10 minutes of the exam duration.
- 14) At the end of the exam, students must remain seated until all exams and answer booklets have been handed back to the Proctor. The Senior Proctor verifies that the number of exams and answer booklets collected is the same as the class size. Once this process is complete, the students may leave the exam room in a quiet and orderly manner.
- 15) Course instructors are requested to be available on campus during the duration of their respective exams for possible clarifications.
- 16) No questions are allowed except for possible errors/omission and/or typos on the exam paper. Students may ask for a dictionary if they are uncertain about the meaning of the text.

- 17) Once an examination has started, the Senior Proctor will inform the students that no candidate may speak to another candidate under any circumstances. Failure to observe this regulation will result in the candidate's paper being declared void. If a candidate needs attention from the Proctor, this must be requested by raising an arm to attract the Proctor's attention. Students must not shout or speak loudly to attract the Proctor's attention.
- 18) All answers and rough work must be done on the paper provided by the Proctor.
- 19) All exam papers, answer booklets, and rough sheets must be handed to Proctor before leaving the exam room.
- 20) Students suspected of cheating or involvement in any form of academic dishonesty during the examination will have their papers confiscated, be immediately expelled from the exam room, and face disciplinary action. All incidents will be reported by the senior proctor to the Office of the Registrar for prompt investigation.
- 21) Bathroom breaks are generally NOT allowed when the exam is in progress.

9.3.2 Absence From Examinations

- If a student misses an examination with a valid excuse (validated by the Registrar's Office), his/her final exam grades will be used to replace the missing grades. In case s/he misses the exam without excuse, s/he will be given zero for that particular exam. Excuses should be submitted to the registrar office within 72 hours of the missed exam.
- If a student misses a final examination(s) with a valid excuse (validated by the Registrar's Office), s/he will be required to sit for a make-up examination administered at a time and place set by the Registrar's Office.

9.4 Conflict of Interest in Academic Supervision and Grading

- When a student and a faculty member, an instructor, or laboratory assistant have a close personal relationship such that there is or may be perceived to be a conflict of interest or possible favoritism, then the staff member shall decline or terminate any supervisory or evaluative role with respect to that student. When necessary, appropriate alternative arrangements will be made for the supervision and evaluation of the student's work.
- For the purposes of this part, a close personal relationship shall include: spouses, parent, child, siblings and/or any close consensual relationship.
- Alternative arrangements for supervision and evaluation shall be made in confidence and shall not prejudice the status of the student, staff member or assistant.
- Nothing in this part shall be construed as condoning consensual relationships between academic staff or teaching assistants and students.



10

STUDENT DISCIPLINARY POLICIES AND PROCEDURES



10.1 Academic Offenses

Student Academic Integrity Code

If no one ever did anything wrong or got into difficulties, this section would not be needed. However, errors and poor judgment sometimes occur and when this happens students need to know what to expect, the procedures, and the possible consequences. These offences are classified into two main types: academic and non-academic.

The academic community, like all communities, functions best when all of its members treat one another with honesty, fairness, respect, and trust. Khalifa University holds all members of its community to high standards of scholarship and integrity. The University promotes the requirement of personal responsibility and integrity and prohibits all forms of academic dishonesty. The purpose of education is to improve the student's ability to think logically, analytically and creatively, and to express himself/herself in a socially appropriate and constructive manner.

The integrity of University academic life and the degrees that the University confers are dependent upon the honesty and soundness of the teacher-student learning relationship and, as well, that of the evaluation process. Conduct by any member of the University community that adversely affects this relationship or this process must, therefore, be considered a serious offense.

Academic dishonesty in any form undermines the very foundations of higher education and will not be tolerated by the university. The most common form of academic dishonesty is plagiarism. Other forms of academic dishonesty are described in the sections below.

10.2 Plagiarism

Plagiarism is the act of stealing the ideas and/or the expression of another person and representing them as one's own. It is a form of cheating and a kind of academic misconduct that should result in some form of academic penalty. It is important that one understands what it consists of, so that a he/she does not jeopardize his/her career. In particular, a student has come to the University to learn, and this means acquiring ideas and exchanging opinions with others. But no idea is ever genuinely learned by copying it down from someone else's work. A person commits plagiarism if he/she submits work that is not truly the product of his or her own mind and skills.

10.3 Identification and Analysis of Plagiarism

It is University policy that electronically-submitted coursework produced by students be regularly submitted to suitable plagiarism-detection software for the identification and analysis of possible plagiarism. The University holds a site license for reputable plagiarism detection software and makes available to all teaching staff relevant access to the software. It is mandatory that all teaching staff use such software for all major student assignments and final project reports.

Plagiarism is deemed to have occurred if the plagiarism score is equal to or greater than 15%, after all individual instances of scores of 2% or less are discounted.

All coursework items that achieve a plagiarism score equal to or greater than 15% (after all individual instances of scores of 2% or less are discounted) will be awarded zero grades. However, where a major piece of work (for example, senior project report) attains a plagiarism score between 15% and 17% (after all individual instances of scores of 2% or less are discounted), the work must be reviewed by the relevant instructor and a decision made jointly by the relevant instructor and the Department/Program Chair as to the final score that will be recorded.

The only faculty member who may submit a coursework item for a particular course to a plagiarism-detection software program is the assigned instructor for that course. No other academic course member should submit any coursework item that relates to another faculty member's assigned course.

10.4 Other Forms of Academic Dishonesty

10.4.1 Cheating

Cheating is defined as using or attempting to use in any academic exercise, materials, information, study aids, or electronic data that the student knows or should know is unauthorized.

10.4.2 Collusion

Collusion includes cooperation of student(s) with faculty or staff personnel in securing confidential information/material (tests, examinations, etc.); bribery by student(s) to change examination grades and/or grade point average(s); cooperative efforts by student(s) and student assistant(s) to gain access to examinations or answers to examinations for distribution; seeking, obtaining, possessing, or giving to another person an examination or portions of an examination (not yet given), without permission of the instructor.

10.4.3 Fabrication of Results

This means the invention of results that have not been achieved by any scientific processes, either through logical argument or empirical investigation.

10.4.4 Falsification of Results

This means the alteration, modification, or misrepresentation of results (including selective inclusion or exclusion of results).

10.4.5 Recycling

Recycling is the submission of one's previous work to count as new work. For example, submission of a student's work that has previously counted in another unit of study is not allowed, unless explicitly authorized by the faculty members of both study units. In such case, students must reference their previous work.

10.4.6 Sabotage

Destruction of or deliberate inhibition of progress of another person's work is considered academically dishonest. This includes the destruction or hiding of shared resources such as library materials and computer software and hardware to tampering with another person's laboratory experiments.

10.5 Penalties for Academic Dishonesty

10.5.1 Investigation and Penalties by the Instructor

1. When an instructor suspects that a student has violated the University's Academic Integrity Code, he or she shall collect whatever evidence may be available and relevant and shall immediately address the matter with the student via an interview. During the interview, the instructor has the right to ask the student to provide additional evidence (such as sources used) to establish the facts of the case.

2. If, after the interview, the instructor believes that the charges are unfounded or the evidence is not sound, he/she shall dismiss the case.
3. If, however, at the conclusion of the interview, the instructor discovers that the student did act in violation of the Academic Integrity Code, the instructor shall consult with the relevant Department/Program Chair and the Dean / Vice Provost for Graduate Studies and Research (for graduate students) to determine whether the student has had a previous offense.
4. In the event the student has had a previous offense, the instructor shall forward the case directly through the relevant Department/Program Chair to the Dean / Vice Provost for Graduate Studies and Research (for graduate students). The instructor shall accompany the case with a brief report detailing the offense committed and the interview with the student.
5. If the case represents a student's first offense and the student admits guilt during the interview, the instructor may take one of the following actions:
 - a. Counsel the student and issue him/her a formal written warning;
 - b. Require the student to resubmit the work or undertake another form of assessment in lieu of the work in question, with a capped pass grade;
 - c. Give a grade of zero for the work (in cases involving plagiarism, the issuance of a grade of zero is normally mandatory as detailed in the Identification and Analysis of Plagiarism Guidelines section of this Volume);
 - d. Refer the case immediately through the relevant Department/Program Chair to the Dean / Vice Provost for Graduate Studies and Research (for graduate students), if the offense is serious and warrants a greater sanction.

The instructor shall then write a brief report detailing the offense committed, the interview with the student, and the penalty imposed. This report shall be provided to the student within five (5) business days of the interview and submitted, through the relevant Department/Program Chair, to the Dean / Vice Provost for Graduate Studies and Research (for graduate students) for inclusion in the student's file.

6. If the student wants to initiate an appeal, then he/she must submit a written request through the relevant Department/Program Chair, to the Dean / Vice Provost for Graduate Studies and Research (for graduate students) within five (5) business days of receiving the notification of the instructor's sanction.

10.5.2 Investigation and Penalties by the Hearing Committee

1. The offence is referred to a Hearing Committee in the following cases:
 - a. If the case represents a student's first offense and the student either did not admit guilt or wishes to appeal the sanction imposed by the instructor;
 - b. If the case represents a student's first offense and the student admitted guilt but the instructor decided that the offence is serious and warrants a greater sanction than the list of penalties that he/she has the authority to impose;
 - c. If the student has had a previous offence.
2. The Hearing Committee is an ad-hoc University committee appointed by the Provost (or designee) and is comprised of senior faculty and staff members who are independent of the student and the case. The Provost (or designee) shall designate a Chair for the hearing.
3. The committee shall meet as directed by the chair to review all statements and supporting materials and to determine whether an act of academic dishonesty occurred. The committee may also request additional information and/or interview individuals who may have information relevant to the incident, including the instructor(s) who made the referral and the student involved.

4. The hearing should be conducted in such a manner as to do substantial justice and not be restricted unduly by rules of procedure. The focus of inquiry shall be the validity or invalidity of the accusations against those accused of violating the Academic Integrity Code.
5. The meeting shall be private, in order to protect the confidentiality of the proceeding.
6. The accused student may challenge any member of the committee on grounds of prejudice. The committee shall deliberate in private and determine, by majority vote (excluding the member being challenged), whether the member should be replaced by an alternate committee member who will be designated by the Chair.
7. The student shall have the right to be assisted by an adviser of the student's choice, who must be a full-time staff member or a full-time faculty member. Attorneys are not permitted to attend the hearing. The adviser, upon request of the student may:
 - a. Advise the student in the preparation of the student's case;
 - b. Accompany the student to the hearing;
 - c. Assist the student in questioning witnesses.
 - d. Advise the student in the preparation of an appeal;
8. At the onset of the hearing, the Chair confirms that the referred student(s) understands his/her rights.
9. If the student fails, without reasonable excuse, to attend the hearing, the committee may proceed with the hearing in the student's absence or, at the Chair's discretion, postpone the start of the hearing.
10. The Instructor shall, at the outset of the hearing, and in the presence of the student, apprise the committee of the facts and allegations of the case and the names of the witnesses who are to be presented to establish said factors and allegations. The student may make a summary statement in response.
11. All witnesses shall be heard by the committee in the presence of the student. The student and the student's advisor may put questions to the witnesses, and shall have access to any documents considered by the committee as evidence in the case.
12. The student shall be afforded an opportunity to speak on his/her own behalf and to present witnesses. Should the student decide to speak, he/she will be subject to questions from the committee. The committee may consult legal assessors for advice regarding any evidentiary or procedural issue that arises during the hearing.
13. Following the hearing, the Committee will make a determination based on the facts/circumstances of the case. Depending upon the Committee's findings, it may take one of the following actions:
 - a. Dismiss the case; or
 - b. Impose a penalty based on "case history" and clear, convincing, and reliable evidence in support of the charge. This may include, but is not limited to, the following:
 - i. Counseling the student and issuing him/her a formal written warning;
 - ii. Requiring the student to resubmit the work or to undertake another form of assessment in lieu of the work in question, with a capped pass grade;
 - iii. Giving a grade of zero for the work (in cases involving plagiarism, the issuance of a grade of zero is normally mandatory as detailed in the Identification and Analysis of Plagiarism Guidelines section of this Volume);
 - iv. Failing the student in the relevant course;
 - v. Failing the student in all courses for the semester during which the academic misconduct has occurred;

- vi. Suspending the student from the University for a given period of time. Suspension shall entail the withdrawal of such University privileges as are specified by the party or the hearing body imposing the suspension. If no particular privileges are specified, suspension shall entail the withdrawal of all University privileges, including the right to enter and be upon University property, in which case the student, during suspension, may only come upon University property for a specified purpose, previously authorized in writing by the Chair of the Committee that imposed the disciplinary action. Violation of the terms of the suspension shall result in the case being referred by the University Registrar to the Provost for further action if required.
 - vii. Dismissing the student from the University. Dismissal from the University for academic misconduct reasons entails the termination of all the student's rights and privileges as a student at the University. No application for re-admission by a dismissed student will be entertained by the University for a minimum of two years from the dismissal. Dismissal will be recorded on the academic transcript of the student.
 - viii. Expelling the student from the University. Expulsion from the University entails the termination of all the student's rights and privileges as a student at the University. The University will not entertain any application from an expelled student for re-admission. Expulsion will be recorded on the academic transcript of the student
14. In cases of penalties resulting in immediate suspension or expulsion, the student shall physically leave University-owned or controlled property within twenty-four (24) hours after being informed of the sanction by the committee. The student may return to University-owned or controlled property during the terms of the suspension, dismissal or expulsion for the express purpose of attending the appeal hearing (if applicable) or for completing total separation requirements. Suspended students shall also be permitted to take examination(s) or submit paper(s) during the suspension, but the University may make special arrangements as to time and place for the completion of such work.
 15. The chair of the committee will notify the student of the committee's decision in writing within five (5) business days. The student will also be informed in writing of the right to file a final written appeal to the Provost within five (5) business days of receipt of the Committee decision. The Committee shall write a brief report detailing the case and its decision. A copy of the report shall be submitted to the Dean / Vice Provost for Graduate Studies and Research (for graduate students) for inclusion in the student's file.
 16. In the absence of an appeal, the decision of the committee shall be implemented immediately. In the event of an appeal, implementation of the committee decision will be suspended until a decision on the appeal is rendered by the Provost. The Provost's decision is final.
 17. An annual report of the disciplinary activities and actions shall be prepared by the University Registrar and presented to the Provost and the President annually. However, in any description, no mention shall be made of the names of the parties or of any information which might lead to their identification.

10.6 Non-Academic Offenses

Definition and Types

Non-academic offenses are related to behavior. Theft, damage, and disruption to the life of the University are examples of non-academic offenses. This section describes the major types of non-academic offenses. The important points to remember are:

1. The University is a community of educated people who have values.
2. University properties and resources are meant for all to enjoy.

Generally nonacademic, behavioral allegations will be referred to the Office of Student Services. Academic related misconduct and discipline is addressed and adjudicated in accordance with the Academic Integrity Code Policy as set forth in Volume V of the Policy Manual. In cases when students' misconduct is inextricably mixed with academic issues, the process outlined in the University's Non-Academic Student Regulations and Conduct Review will be followed. This does not preclude academic sanctions separate from this process.

10.7 Expected Conduct

10.7.1 General Conduct

The following directives are meant to facilitate study, ensure the smooth running of the University, and at the same time, reflect the best image of the University. Students are, therefore, requested to be cooperative by observing them:

1. Please abide by all the rules and regulations issued by University administration.
2. Be punctual in attending lectures, workshops and other scheduled events.
3. Adhere to the appearance appropriate to University students: give special attention to your clothing and cleanliness.
4. Always observe decency in conduct and behavior, wherever you are.
5. Observe strict silence while in the classroom area.
6. Take care of all the apparatus, equipment, books and other materials/facilities that have been provided for your use.
7. It is strictly forbidden to use the University computers for games. Any students found playing computer games of any kind or using any software not provided by the University shall be subject to disciplinary action.
8. Strictly refrain from smoking in all areas.
9. Do not take newspapers, magazines, or books other than those required for study purposes into the lecture rooms and laboratories.
10. Always ensure that you keep your University clean and tidy.
11. All students are requested to park their cars in designated parking areas.
12. Always keep your ID Card with you and present it on demand at the main gates during entry/exit.
13. Food is served in designated dining areas on the University campuses. No food item shall be taken into other rooms on University campuses.
14. It should be clearly understood that each student is fully responsible for his personal property, and that the administration shall bear no responsibility for any lost or missing items.
15. If you hear the Fire Alarm, leave the University premises as quickly as you can. If possible, shut the door behind you.
16. No pamphlets, leaflets or posters shall be used, displayed or circulated in the University premises.
17. In case of sickness:
 - a. The University should be informed.
 - b. A sick report duly signed and stamped should be obtained and delivered to administration.
18. Ensure that your clothes do not conflict with public morals.

19. Use the tableware and utensils with care in the dining hall.
20. Observe orderliness when taking meals in the hall.
21. Food, tableware and utensils shall by no means be taken outside the dining hall. If any violation of University rules is noticed, students should notify University Management immediately.

10.7.2 Co-Education Conduct

Khalifa University is a co-educational and multi-cultural University. It is required that every student respects the norms of UAE society and he/she should not behave in a way that may offend cultural sensitivities.

The students must accordingly adhere to the following set of rules:

1. Dress Code: The UAE national dress is regarded as the University uniform. However, wearing shirts, trousers, and skirts is allowed for expatriate students provided that it is within acceptable general taste. Special protective clothing for laboratories shall be worn as necessary.
2. The following points must be observed regarding student dress at the University:
 - a. National students must adhere to the national dress;
 - b. Female students are not allowed to wear short skirts;
 - c. Female students are not allowed to wear veils on campus;
 - d. No offensive wording, drawings, or pictures are allowed on the clothing;
 - e. Muslim rules of modesty should be honored.
3. Students, irrespective of religion or nationality should behave and dress in a modest manner. Harassment or intimidation of female students will not be tolerated and students should report immediately any such cases to the Student Services Office.
4. As a condition of their enrollment, female students are forbidden to veil once they enter the campus.
5. Female students are expected to be treated with respect and consideration. They have the right to pursue their studies and extracurricular activities without unwarranted intrusion. Certain areas and rooms on campus are designated for women only. Unauthorized persons are not permitted in these areas. Some other common facilities are open to female students at allocated times. Separate prayer rooms and wudhu facilities are provided for males and females.
6. Many University courses use problem-based learning, which requires small group study and problem solving. In these exercises, no student shall be required to participate in a mixed group comprised of males and females. Students can exercise their own judgment as to whether or not to participate in such mixed groupings.
7. UAE society rules of modesty must be observed inside and outside of classes.

10.7.3 EXAMPLES OF MISCONDUCT

The following constitutes specific examples of conduct deemed injurious to the peaceful functioning of University life:

10.7.3.1 Class and Laboratory Discipline

It is recognized that the educational process can be hampered by students misbehaving in the classroom. This can take a variety of forms including rowdiness, lack of respect towards the instructor, asking questions in a disruptive way, outright rudeness, and bad manners.

No instructor is required to accept misbehavior by individual or group of students. All instructors will adopt the following strategy for handling class discipline from the first day of lecturing:

1. Discipline guidelines will be explained to the students in the first lecture of the semester.
2. Instructors will give an initial warning the first time that they face the slightest sign of unacceptable behavior.
3. Instructors will request the student or group of students to leave the class immediately if the incident occurs again.
4. Instructors will request the student to report to the Student Affairs' Office directly after the lecture.
5. Instructors will record all discipline incidents and report them immediately to the Student Affairs' Office.
6. Recurring incidents from the same student will be notified to the Student Affairs' Office, which could result in suspension from the University.

10.7.3.2 Alcohol and Illegal Drugs

No student shall possess, consume or be under the influence of alcohol or illegal drugs while on University property or at University-sanctioned events.

10.7.3.3 Disruption

No student shall, by action, threat, or otherwise, knowingly obstruct University activities. University activities include but are not limited to, teaching, research, studying, administration, or public service. Disruptions, which occur during the teaching of a course or the conducting of research activities, may be treated as an academic offense (see Volume V).

Specific violations of this standard include, but are not limited to:

1. Interfering with the freedom of movement of another person;
2. Invading the privacy of another person;
3. Interfering with the right of another to enter, use, leave, or enjoy any University building, facility, property, service, resource, or activity;
4. Interfering with a faculty member or University staff member in the performance of their duty;
5. Trespassing or the unauthorized entering or accessing of any University building, facility, property, service, resource, or activity;
6. Climbing or scaling the exterior of any University building;
7. Instigating or otherwise encouraging others to engage in a fight, riot or other disruption;
8. Making, exhibiting, or producing any inappropriate, loud, or disruptive noise or behavior;
9. Engaging in unauthorized solicitation on University property in violation of the University's Solicitation Policy;
10. Abusive or obscene language or gestures toward any University faculty or staff member acting in performance of their duties.

10.7.3.4 Failure to Comply

It is a violation to ignore, disobey, disregard, or otherwise comply with the reasonable directive of a University staff or faculty member (i.e., failing to following laboratory instructions, failing to participate in fire drills, etc), including any sanction imposed by the University upon a group or individual.

10.7.4.5 False Information

No student shall knowingly defraud or abuse the trust of any University office, facility, or service, including knowingly making false oral or written statements to any University official or disciplinary committee. Specific violations of this standard include, but are not limited to:

1. Making a false or misleading oral or written statement to any University official or faculty member when the student knew or should have known the statement was false;
2. Making a false or misleading oral or written statement that misrepresents the character, qualifications, or reputation of another;
3. Falsely reporting the presence of an explosive or incendiary device, or fire or other safety hazard;
4. Falsely accusing another member of the University community with an offense or knowingly misrepresent material facts for the purpose of damaging the reputation of a member of the community;
5. Possess any form of false identification.

10.7.4.6 Guests

Students are responsible for the behavior of their guests and must ensure that guests comply with University policies and regulations. Please refer to the University's Visitors Policy for additional information.

10.7.4.7 Improper Off-Campus Conduct

Violations of UAE law are considered non-academic offenses. A student who has pleaded guilty to or otherwise accepted responsibility for a violation should be aware that the University might also sanction the student.

10.7.4.8 Misuse of Library or Computer Resources

1. No student shall knowingly remove books or other library material from the University library without proper authorization, mutilate or deface library books or materials, purposely misplace them or in any other way, purposely deprive other members of the University of the opportunity to have access to library resources, knowingly behave in a way that interferes with the proper function and use of the library, or otherwise violate the Library User Behavior policy.
2. No student shall knowingly use any University computer without proper authorization or knowingly misuse passwords, codewords or similar means of access to computers, or knowingly use the facilities in a manner which would interfere with the access or integrity of the accounts of other users. A student so accused may not claim that communications made through a University computer system are confidential, so long as the communications in question were obtained only by authorized University employees acting upon reasonable grounds to protect the integrity of the system. This clause shall be interpreted to be additional to the Appropriate Use of IT Facilities policies and other IT regulations introduced to safeguard the integrity of Khalifa University computer and networking facilities.

10.7.4.9 Misuse of University Property, Supplies, or Documents

No student shall forge or, without authority, knowingly alter, use, receive, or possess University property, supplies, or documents. University supplies and documents include, but are not limited to, equipment, keys, records, and files. Specific violations of this standard include, but are not limited to:

1. Forgery, reproduction, alteration, destruction, defacing, counterfeiting, or misuse of University documents, records, identification cards, or papers;
2. Destroying, damaging, misusing, or defacing any University building, facility, or property, or any private property on-campus or being used for a University-sponsored event;
3. Destroying, damaging, misusing, reproducing, or defacing any laboratory equipment, athletic equipment, or any material issued or owned by the University;
4. Impairing or otherwise hindering another's use of a University material, service, or property;
5. Littering on or in any University property, facility, or building;
6. Using the University name, logo, seal or trademarks without appropriate authority.

10.7.4.10 Physical Abuse, Harassment, and Dangerous Activity

No student shall, on property owned or occupied by the University, or in any University context:

1. Assault another person (including sexual assault), threaten any other person with bodily harm or damage to such person's property or knowingly, or otherwise cause any other person to fear bodily harm or fear damage to his or her property; or
2. Knowingly create a condition that unnecessarily endangers or threatens the health, safety, or well-being of other persons or threatens the damage or destruction of property.

10.7.4.11 Possession of Stolen Property

No student, knowing the property to have been stolen, shall possess University property or possess on University premises any property stolen from any other member of the University community.

10.7.4.12 Postings

Students are not allowed to post notices of any kind without the prior approval of the appropriate site supervisor (or a designee). The notice needs to be initialed by the approving site supervisor and include the duration of posting period (usually for 1-2 weeks). Notices are to be placed on approved bulletin boards or other authorized areas only. Unauthorized or inappropriately placed materials will be subject to removal. All notices must be consistent with the mission of the University and not violate current University policy or UAE law.

10.7.4.13 Smoking

No student shall violate the University's Smoking policy.

10.7.4.14 Threat, Damage, and Destruction of Property

1. No student shall knowingly take, destroy, or otherwise damage University property, nor shall any student knowingly take, destroy or otherwise damage any property not his or her own on University property.

2. No student, in any manner whatsoever, shall knowingly deface the inside or outside of any building of the University, nor deface statues, walls, or similar property belonging to the University.

10.7.4.15 Unauthorized Entry and/or Presence

No student shall, contrary to express instructions or with intent to damage, destroy or steal University property or without just cause knowingly enter or remain in any University building, facility, room, or office. Facilities include but are not limited to the following: parking lots, athletic fields, and campus areas.

10.7.4.16 Unauthorized Use of University Facilities, Equipment, or Services

No student shall knowingly use any University facility, equipment, or service contrary to express instruction or without just cause.

10.7.4.17 Vehicle and Parking Regulation Violations

No student shall violate the University's Motor Vehicle policies and procedures, including but not limited to reckless driving or misuse of University-provided parking permits or parking in unauthorized spaces.

10.7.4.18 Weapons, Dangerous Instruments, and/or Devices on Campus

No student shall possess, use, store, or threaten to use a weapon, explosive, or any other lethal material as defined by the University's Weapons Policy on University property or at University-sanctioned activities. In addition, no flammable materials and fireworks are prohibited.

10.7.4.19 Violation of University Policy

Students must adhere to and not violate any written University policies, procedures, or regulations contained in any official publication or administrative announcement of the University.

10.8 Non-Academic Offenses Procedures Penalties

Student charges, include charges against student organizations, are made from various entities of the campus and sent to the office of student services. The charge shall be made in writing within a reasonable timeframe after the alleged incident (or after the latest alleged incident in cases of harassment or where there is a succession of documented incidents). Disciplinary action may be pursued after considering the amount of time that has passed since the alleged incident and whether there is enough information available to substantiate the reported behavior.

The following information should be included in the written report:

1. Identification of the student(s) or organization;
2. A statement of facts and allegations, including the names of witnesses;
3. Where applicable, a statement of the repair bill or estimate.

Prior to investigation and resolution, interim restrictions may be placed on a student or organization to protect the health and safety of the University community. These restrictions may include removal of privileges, removal from or relocation within the residential community, suspension of activity, or suspension from the University.

An interim suspension from the University may be imposed by the Vice President, Student Services (or designee) and shall become effective immediately without prior notice whenever there is evidence that the continued presence of the student poses a substantial and immediate threat to him/herself, to others, or to the University community. No student shall be barred from taking any examination(s) or submitting paper(s) due to an interim suspension, but the University may make special arrangements as to time and place for the completion of such work.

10.8.1 Investigation

The Student Services Officer (or designee) will investigate all complaints and reports and determine if disciplinary charges will be initiated and, if so, identify the appropriate review venue. The Student Services Officer's investigation may include interviews, a review of related documents, and requests for written statements from any person involved in the alleged incident. Students and organizations are encouraged to participate in the investigation.

Following the investigation, the Student Services Officer (or designee) may drop the case for insufficient information or refer it for further review. In order for a case to be referred for further review, there must be sufficient information to believe that a policy violation may have occurred and that the alleged student or organization may be responsible.

10.8.2 Informal Resolution

If the Student Services Officer (or designee) determines that there is sufficient information to believe that a policy violation may have occurred and that the alleged student or organization may be responsible, the Student Services Office will invite the accused student or organization to participate in a meeting with a representative of the Student Services Office to discuss the allegation and determine whether an informal resolution can be reached.

An informal resolution occurs when a student or organization accepts responsibility for the alleged violation(s) and an appropriate penalty is determined. Once an informal resolution is reached, the decision is final and will be revisited only where new information becomes available that tends to demonstrate that a substantial error has occurred. In such a case, the accused student or the complainant may submit a written petition for reconsideration of the case to the Student Services Officer. The decision of the Student Services Officer on reconsideration is final.

If an informal resolution cannot be reached, then the case will be assigned for formal resolution.

10.8.3 Formal Resolution

Cases that cannot be resolved informally will be forwarded to the Hearing Committee. Moreover, a student or organization that accepts responsibility for an alleged violation of University policy during the informal resolution step, but is unable to agree on a proposed sanction has the right to request a hearing before the Hearing Committee.

Notice: If a case is referred for formal resolution, the student or organization will be notified in writing of the incident in question and the policy violation(s) under consideration. The notice (typically sent via email) will be delivered sufficiently in advance of the hearing to afford a reasonable opportunity to prepare a presentation. The notice will specify the policy or regulation that the student or organization is alleged to have violated, state the time, date, and place of the occurrence, and include the possible penalty that will be enforced if the student or organization is determined to have violated the policy or regulation. In addition, prior to and during the hearing, the student or organization shall be afforded reasonable access to review the "Case File". The Case File includes documents pertaining to the matter. The personal notes of faculty and staff members and privileged information of other students are not included in the Case File, and thus are not accessible.

10.8.4 Hearing Committee

A committee hearing is a formal hearing before an ad hoc University Hearing Committee, which is charged with determining whether a student or organization's actions constitute a violation of University policy and, if so, an appropriate response.

The Hearing Committee is appointed by the Vice President, Student Services (or his or her designee) and is comprised of senior staff members who are independent of the student and the case. The Vice President, Student Services shall designate a Chair for the hearing.

10.8.5 Hearing Committee Procedures

If the case is referred to the Hearing Committee, the following procedures will be observed:

The hearing should be conducted in such a manner as to do substantial justice and not be restricted unduly by rules of procedure. The focus of inquiry shall be the validity or invalidity of the accusations against those accused of violating non-academic University policy.

1. The meeting shall be private, in order to protect the confidentiality of the proceeding.
2. The accused student or student organization may challenge any member of the committee on grounds of prejudice. The committee shall deliberate in private and determine, by majority vote (excluding the member being challenged), whether the member should be replaced by an alternate committee member who will be designated by the Chair.
3. The student or organization shall have the right to be assisted by an adviser of the student or organization's choice, who must be a full-time staff member, full-time faculty member, or student of the University. Attorneys are not permitted to attend the hearing. The adviser, upon request of the student or organization may:
 - a. Advise the student in the preparation of the student or organization's presentation;
 - b. Accompany the student or organization's representative to the hearing;
 - c. Advise the student or organization in the preparation of an appeal;
 - d. The adviser shall not assume responsibility for conducting the presentation of the accused student or organization, except that the adviser may assist in questioning all witnesses.
4. At the onset of the hearing, the Chair confirms that the referred student(s) understands the his/her rights.
5. If the student or organization representative fails, without reasonable excuse, to attend the hearing, the committee may proceed with the hearing in the student's absence or, at the Chair's discretion, postpone the start of the hearing.
6. The Student Services Officer shall, at the outset of the hearing, and in the presence of the student or organization representative, apprise the committee of the facts and allegations of the case and the names of the witnesses who are to be presented to establish said factors and allegations. The student or organization's representative may make a summary statement in response.
7. All witnesses shall be heard by the committee in the presence of the student or organization's representative. The student and the student's advisor may put questions to the witnesses, and shall have access to any documents considered by the committee as evidence in the case.
8. The student or organization's representative shall be afforded an opportunity to speak on his/her/its own behalf and to present witnesses. Should the student or organization's representative decide to speak, he/she will be subject to questions

from the committee. The committee may consult legal assessors for advice regarding any evidentiary or procedural issue that arises during the hearing.

9. No charge shall be found to be substantiated unless there is clear, convincing, and reliable evidence in support of the charge established in the hearing.
10. Where the charge is found to be substantiated by clear and convincing evidence, the committee, by majority vote shall, set forth an appropriate penalty (see Subsection 6.6.3 for a listing of possible penalties). Actions taken shall be included in the student's disciplinary record maintained by the University Registrar.
11. In cases of penalties resulting in immediate suspension or expulsion, the student shall physically leave University-owned or controlled property within twenty-four (24) hours after being informed of the sanction by the committee. The student may return to University-owned or controlled property during the terms of the suspension, dismissal or expulsion for the express purpose of attending the appeal hearing (if applicable) or for completing total separation requirements. Suspended students shall also be permitted to take examination(s) or submit paper(s) during the suspension, but the University may make special arrangements as to time and place for the completion of such work.

10.8.6 Appeals

The procedures for judging student offenses are intended to be fair and complete. Due to the thoroughness of this process, appeals should be rare. This section describes the procedures for appeal. The main points are:

1. Note of appeals must be submitted within 14 days of notification of judgments;
2. Justification is required;
3. The conditions for appeals are stringent;
4. Appeals are heard at the highest levels of the University;
5. Judgments are final.

10.8.7 Procedure

A student or student organization has the right to appeal a decision if one of the following conditions can be demonstrated:

1. New evidence has been discovered which was not available to the party at the time of the original committee hearing; or
2. A breach of natural justice has occurred; or
3. Disciplinary procedures have been violated.

Appeals are reviewed by the Vice President, Student Services. Letters of appeal addressed to the Vice President, Student Services must be received within 14 days of notification of the hearing committee's judgment.

If the appeal does not adequately meet the appeal criteria above or is not filed on time, the Vice President, Student Services will deny the appeal and provide the student or student organization with written notification, including a reinstatement of the penalty imposed and information regarding the student or student organization's status.

If the appeal does meet the criteria above and is timely filed, the Vice President, Student Services will do one of the following:

1. Sustain the decision and deny the appeal;
2. Remand the case back to the hearing committee for further consideration on new evidence not available to the committee at the time of its action, in which case the parties shall have a minimum of 14 days to prepare;

3. Reverse or amend the finding or disciplinary sanction;
4. Exonerate the student or student organization from the charge and overturn the disciplinary decision and penalty.

The student or student organization will be notified in writing of the decision.

Please note that if the appeal is granted, the penalty imposed shall be sustained and carried out while the appeal is pending.

10.8.8 DEFINITIONS AND ADMINISTRATION OF PENALTIES

10.8.8.1 Fines, Restitution, Security

Unless otherwise provided by a party or hearing body adjudicating the case, the payment of fines, making of restitution, and the posting of security shall be made to the University in cash, money order, or by certified check. Khalifa University payments should be produced to the University Registrar within 21 days of the adjudication, imposing the sanction or the exhaustion of all rights of appeal within the University.

Failure by the student concerned to produce to the University Registrar receipt for payment of a fine, the making of restitution, or the posting of security within the period stated or any extension of time granted by the Vice President, Student Services, shall result in an automatic suspension until such receipt is produced.

If a student remains suspended for a period exceeding two weeks for failure to pay a fine, make restitution, or post security, the case shall be referred by the University Registrar to the Vice President, Student Services for further action, which may include continuation of the suspension or the imposition of additional penalties.

Security once posted shall remain posted until wholly forfeited, the end of the academic year, or until completion of studies by the student at the University.

10.8.8.2 Conduct Probation

When a student on conduct probation is alleged to have committed a further offense, the case shall be referred immediately to the University Registrar. If the new alleged offense is unrelated to the original offense, no mention of the fact that the student is on conduct probation shall be made to the Hearing Committee until adjudication of the case. If it is found that a further offense occurred, the Hearing Committee shall be informed of the conduct probation at the stage of deciding the penalty and shall weigh the import accordingly in choosing the penalty. Conduct probation may also include the imposition of any condition, or conditions, reasonably related to the offence, or offenses found to have been committed.

10.8.8.3 Suspension

Suspension shall entail the withdrawal of such University privileges as are specified by the party or the hearing body imposing the suspension. If no particular privileges are specified, suspension shall entail the withdrawal of all University privileges, including the right to enter and be upon University property, in which case the student, during suspension, may only come upon University property for a specified purpose, previously authorized in writing by the Chair of the Committee that imposed the disciplinary action. Violation of the terms of the suspension shall result in the case being referred by the University Registrar to the Vice President, Student Services for further action if required.

10.8.8.4 Exclusion from a Residence

Exclusion from a residence shall entail the withdrawal of such privileges in the residences as are specified by the party or hearing body imposing the exclusion. If no particular privileges are specified, an exclusion from a residence of which the student is a member

shall entail the immediate removal of all effects of the student concerned from the residence and his exclusion from all parts of the residence, in which case the student, during such term of such exclusion order, may only enter the residence for a specific purpose previously authorized in writing by the Vice President, Student Services.

10.8.8.5 Dismissal

Dismissal from the University for disciplinary reasons entails the termination of all the student's rights and privileges as a student at the University. No application for re-admission by a dismissed student will be entertained by the University for a minimum of two years from the dismissal. Dismissal will be recorded on the academic transcript of the student.

10.8.8.6 Expulsion

Expulsion from the University entails the termination of all the student's rights and privileges as a student at the University. The University will not entertain any application from an expelled student for re-admission. Expulsion will be recorded on the academic transcript of the student.

10.8.8.7 Remission, Mitigation, and Expunging of Records

The President may, when he considers it appropriate, remit or mitigate any penalty or condition imposed under these regulations or direct the expunging of the disciplinary record of the student maintained by the University Registrar. Debts and Monies Paid to the University

Dismissal or expulsion from the University shall not relieve the student from the payment of any debts due to the University. Except where the Hearing Committee directs otherwise, the student shall not be entitled to the return of fees or other monies paid to the University.

10.8.8.8 Disciplinary Records and Confidentiality

The University Registrar, in accordance with the University's discipline policies and procedures, will maintain student disciplinary records and inform the appropriate authorities of all penalties imposed so that they may be enforced.

Student disciplinary records shall be kept in the strictest confidence and shall only be communicated to the student concerned and to other persons having legitimate interest or a duty to take communication of them.

Nothing contained herein shall be interpreted as preventing the University from responding to a court order requiring the disclosure of information or statements obtained in the course of an interview or hearing conducted under these regulations.

An annual report of the disciplinary activities and actions shall be prepared by the University Registrar and presented to the Vice President, Student Services and the President annually. However, in any description, no mention shall be made of the names of the parties or of any information which might lead to their identification.

IMPORTANT TELEPHONE NUMBERS

Abu Dhabi Campus

Campus	(02) 4018000
Provost's Office	8013
Dean's Office	8534
Associate Dean's Office	8075
Student Affairs' Office	8115
Registrar's Office	8103 / 8136 / 8502
Administration Office	8028
IT Support	8059
Library	8059
Health Office	8014
Fire	997
Ambulance	998
Police	999

Sharjah Campus

Campus	(06) 5611333
Director's Office	8856
Admission Office	8871
Student Affairs Office	8847
University Registrar	8872 / 8851
University Hostel	8882
Sports Complex	8878
University Cafeteria	8870
IT Support	8864
Library	8861
Fire Brigade	997
Emergency/Ambulance	999

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