

KHALIFA UNIVERSITY  
of Science, Technology, and Research

# STUDENT HANDBOOK 2011-2012



**The Student Handbook provides information for students enrolling for the Academic Year 2011-2012.**

The Student Handbook is your book. It contains information that, as a student of Khalifa University of Science, Technology and Research, you will find important in taking your place in our University Community. It has been designed to inform you of your rights and your responsibilities as a student. Please take time to read this handbook and familiarize yourself with its contents. Understanding the rights, responsibilities, procedures and policies of the University, which are contained in this handbook, is your first obligation as a student of Khalifa University

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**Welcome to Khalifa University** of Science, Technology and Research, for what promises to be one of the most important and fulfilling experiences in your life. In tomorrow's world, high quality technical training 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, 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 second 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

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	WEEK
SEPTEMBER	04 Returning Faculty Report	5	06	07 Orientation / Registration	08 Orientation / Registration	09	10	
	11 1st Day of Classes	12	13	14	15 End Add and Drop Period	16	17	1
	18	19	20	21	22 "I" Makeup - Spring 2011	23	24	2
	25	26	27	28	29	30	01	3
OCTOBER	02	03	04	05	06	07	08	4
	09	10	11	12	13	14	15	5
	16	17	18	19	20	21	22	6
	23	24	25	26	27	28	29	7
NOVEMBER	30 Midterm Exams	31 Midterm Exams	01 Midterm Exams	02 Midterm Exams	03 Midterm Exams	4	5	8
	06 Eid Al Adha	07 Eid Al Adha	08 Eid Al Adha	09 Classes Resume	10	11	12	
	13	14	15	16	17	18	19	9
	20	21	22	23	24	25	26	10
	27	28	29	30 National Day Celebration	01 Last Day to Drop	02	03	11
DECEMBER	04	05	06	07	08	09	10	12
	11	12	13	14	15	16	17	13
	18 Winter Break	19 Winter Break	20 Winter Break	21 Winter Break	22 Winter Break	23	24	
	25 Winter Break	26 Winter Break	27 Winter Break	28 Winter Break	29 Winter Break	30	31	
JANUARY	01 New Year	02 Classes Resume	03	04	05	06	07	14
	08	09	10	11	12	13	14	15
	15	16 Last Day of Classes	17 Study Day	18 Final Exams Begin	19	20	21	16
	22	23	24	25	26	27	28	
	29 Grades Due	30 Mid-Year Break	31 Mid-Year Break	01 Mid-Year Break	02 Mid-Year Break	03	04	
FEBRUARY	05 Mid-Year Break	06 Mid-Year Break	07 Mid-Year Break	08 Mid-Year Break	09 Registration	10	11	
	12 1st Day of Classes	13	14	15	16 End Add and Drop Period	17	18	1
	19	20	21	22	23 "I" Makeup - Spring 2011	24	25	2
	26	27	28	29	01	02	03	3
MARCH	04	05	06	07	08	09	10	4
	11	12	13	14	15	16	17	5
	18	19	20	21	22	23	24	6
	25 Spring Break	26 Spring Break	27 Spring Break	28 Spring Break	29 Spring Break	30	31	
APRIL	01 Classes Resume	02	03	04	05	06	07	7
	08	09	10	11	12	13	14	8
	15 Midterm Exams	16 Midterm Exams	17 Midterm Exams	18 Midterm Exams	19 Midterm Exams	20	21	9
	22	23	24	25	26	27	28	10
MAY	29	30	01	02	03	04	05	11
	06	07	08	09	10	11	12	12
	13	14	15	16	17	18	19	13
	20	21	22	23	24	25	26	14
	27	28	29	30	31	01	02	15
JUNE	03	04 Last Day of Classes	05 Study Day	06 Final Exams Begin	07	08	09	16
	10	11	12	13	14	15	16	
	17 Grades Due	18 Summer Break	19 Summer Break	20 Summer Break	21 Summer Break	22	23	
	24 1st Day of Classes	25	26 End Add/ Drop Period	27	28	29	30	1
JULY	01	02	03	04	05	06	07	2
	08	09	10	11	12	13	14	3
	15	16	17	18	19 Last Day to Drop w/W	20	21	4
	22	23	24	25	26	27	28	5
AUGUST	29	30	31	01	02 Last Day of Classes	03	04	6
	05 Final Exams	06	07	08	09 Grades Due	10	11	

# KHALIFA UNIVERSITY Academic Calendar 2011- 2012





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THE UNIVERSITY

## HISTORY OF KHALIFA UNIVERSITY

Khalifa University of Science, Technology and Research was inaugurated on 13 February 2007 by the President of the UAE: His Highness Sheikh 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.

## INSTITUTIONAL VISION & MISSION STATEMENT

### University Vision :

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

### 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 endeavours 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.

## 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.

## 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.

## 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 Communication Engineering
- Bachelor of Science in Computer Engineering
- Bachelor of Science in Electronic Engineering
- Bachelor of Science in Industrial and Systems Engineering\*
- Bachelor of Science in Mechanical Engineering\*
- Bachelor of Science in Software Engineering\*
- Bachelor of Science in Biomedical Engineering\*\*
- Bachelor of Science in Civil Infrastructure and Environmental Engineering\*\*

\* Offered only at the Abu Dhabi Campus.

\*\* Pending accreditation by the Ministry of Higher Education



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## STUDENT RESPONSIBILITIES

## ADMISSION TO THE UNIVERSITY

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. Students seeking Admissions 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. (see section 3.3 on Recognized Secondary School Certificates)

### 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 (effective June 2010):
  - A TOEFL minimum score of 79 on the Internet Based Test (IBT).
  - An IELTS minimum score of 6.0 (out of 9).
- Pass a placement test in Mathematics (Algebra and pre-Calculus)
- Pass a placement test in Computer Technology.
- Pass a personal interview conducted in English.

### Conditional Admission

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. Conditionally admitted students participate in the University's 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 for full admission 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 credits).

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

## GENERAL RESPONSIBILITIES

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.
2. Every student is responsible for maintaining communication with the University and keeping on file with the Office of Admission and Registration, 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.

## ACADEMIC ADVISING

### Academic Advising Guiding Principles

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

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

## 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.

- Students should consult with their academic advisor on a regular basis. Students should confirm with the advisor that their academic preparation is appropriate to the courses they plan to undertake. Transfer students should make sure that they know which credits will be transferable and plan accordingly. Students should seek help in planning course work to meet academic and career goals.
- Students should be certain they understand the requirements of their intended major as well as the options it will provide for future

studies and employment.

- 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.
- 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.
- 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 of major might affect their graduation plans.
- 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.

## 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 proscribed plan of study. Minor changes may be approved by the program chair. Major changes require approval of the program chair and college curriculum committee.

## STUDENT UNDERTAKING

At the beginning of their studies, students enrolling at KUSTAR 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, KUSTAR will provide a full compliment of educational support services and will assist every graduate find employment.

## 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:

### Fees

- The annual fees for Academic Session 2011-2012 are AED 100,000 per year (or AED 50,000 per full semester).
- Additional fees may be charged for non-academic costs such as accommodation, meals, transportation, lap top computer repairs, etc.

### Scholarships

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

- Non-national students who do not maintain a cumulative grade point average of 3.0 (B average) in a semester will be charged 20% of the fees for the following semester (AED 10,000 for Academic Year 2011-2012).

### Incentives

UAE National students who maintain a satisfactory grade point average each semester will be awarded a monthly incentive. For Academic year 2011-2012, 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

## STUDENT I. D.

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

## USE OF EMAIL AS OFFICIAL COMMUNICATION

KUSTAR 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.

## 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 composite score of 6.0 on the IELTS examination and demonstrate sufficient progress in mathematics, physics and computing.

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.

## 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.

### 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.

## 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: <http://elearn.kustar.ac.ae> 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.

## 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.



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WELL-BEING  
OF FEMALE  
STUDENTS

## SAFETY AND SECURITY

The female administrative team of the Office of Student Affairs 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.

A special orientation program for female students is held at the beginning of each semester to highlight key areas of concern. Details, in both Arabic and English, are circulated to guardians.

Public areas are open, well lit and manned by reception staff 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 is permitted to leave campus.

The Office of Student Affairs employs a qualified female student counselor to confidentially discuss issues and advise women on any personal, emotional, or academic problems

## 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 Affairs Office.

## 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.

## 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.



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ACADEMIC  
SUPPORT

## LIBRARIES

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

### Integrated library system (ILS)

Virtua is the current system for finding books and checking them out. The catalog lists library material for both campuses. It can be accessed through the library website at [www.kustar.ac.ae/library](http://www.kustar.ac.ae/library).

Users can search by title, author, subject or keyword. Search results show at which campus the items are located, and provide the call number, indicating the location of the book on the library shelves. The catalog also indicates item status, whether available or on loan. Material may be requested from each campus by placing a request at the Circulation Desk.

A new library system called Millennium will be implemented during the 2011-2012 academic year. Users will be able to review their own records (to see what items are checked out and their due dates), renew items, request items, and recall items checked out to other borrowers.

### Library holdings

The combined resources of the two libraries include

Books (print material)	14,000 items
Journals (current in print)	96 titles
Journal back volumes	1502
Multimedia	600

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

### Online or e-resources

Online resources are accessed via the library website at [www.kustar.ac.ae/library](http://www.kustar.ac.ae/library) using the e-Resources link. E-resources are accessible on-campus. Off-campus access will become available during 2011-2012. Current online holdings include

- Academic Search Complete for journals in all subjects
- ACM Digital Library for computer articles
- American Physical Society (APS) journals for physics
- Computer and Applied Sciences Complete for technical articles
- 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

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

### Circulation policies

All members of the University community are eligible to borrow materials from the two libraries, according to the following table.

- All loaned materials are subject to recall by the libraries before the due date if required urgently for teaching purposes.
- The borrowed material can be renewed provided that another user does not require it.

### Reference service and instruction

Librarians help students find and use library and online resources.

New students are introduced to the library during orientation. As a part of the English Language program, 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 levels students will learn to do research within their discipline.

### Document delivery

Copies of journal articles and conference papers not available in the libraries can be obtained from the British Library or other sources for teaching staff and postgraduate students.

### Photocopying, printing, and scanning services

The libraries provide self-service facilities to staff and students free of charge.

### 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.

## COMPUTING SUPPORT

Khalifa University computing services provide the basic network and server infrastructure for all IT services. The service provides internet access, E-mail service, Student Information Systems, Central file storage, and printing services for academic, support staff and students. IT also maintains and supports the ELearning Portal, Student Information System, Finance and Human Resources systems.

Computing services maintain the library software database and search facilities, and the PCs used to access the library catalogue.

Centralised printing facilities are provided for the staff, and all student laboratories are also equipped with printers.

### Computing and Internet Facilities at Khalifa University - Abu Dhabi Campus

All class rooms and laboratories at the Abu Dhabi Campus are wired for Gigabit Ethernet. The entire Campus has wireless coverage.

Classrooms and Laboratories are equipped with PCs for teachers, Projectors and SmartBoards.

The Abu Dhabi Campus also has three lecture halls that can accommodate over 100 students. These are equipped with Projectors and theatre quality audio systems.

### PC Laboratories

The Abu Dhabi Campus currently has 4 general purpose PC Labs with a capacity of 30 students in each. These are installed with standard office applications as well as tools for programming, simulation and design.

### Specialized Laboratories

In addition to the general purpose computing laboratories, two labs are dedicated for the teaching of English Language. These Labs are equipped with special interactive software that augments conventional methods of language learning. There is also a lab for Engineering Design.

### Computing and Internet Facilities at Khalifa University - Sharjah Campus

All class rooms and laboratories at the Sharjah Campus are wired for Gigabit Ethernet. The entire Campus has wireless coverage.

Classrooms and Laboratories are equipped with Projectors and PCs for teachers.

### PC Laboratories

The University provides 3 general purpose PC Labs and 2 SUN Workstation Labs for the students during their study programs. These labs are installed with standard office applications, programing and simulation tools.

### Specialized Laboratories

In addition to the general purpose computing laboratories, there are specialized labs that include computer software and hardware and other specialized equipment. These labs consist of the English Language lab, Communication labs, Digital Electronics Labs, Digital Forensics lab and Network and Mobility Security Research lab.

Communication laboratories consist of Digital Communication lab, and Communication Theory lab. Digital electronics labs include DSP lab and Microprocessor lab.

The digital forensic teaching laboratory is a dedicated laboratory for the delivery of teaching and laboratory sessions on digital forensics. This covers the areas of static, live and mobile digital forensics.

The Network and Mobility Security Research Laboratory: This laboratory has been equipped 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.

### UNIX Laboratories

There are 2 Unix laboratories at Khalifa University. These are equipped with SUN Sparc (Ultra 10 and Sun Blade1500) Workstations. Each of

these laboratories house 12 Workstations and has printing facilities. A SUN Enterprise Server 250 is the Server for the Unix laboratories. Apart from training on UNIX and C/C++ Programming, a variety of classes on networking, sockets programming, graphics, database etc. are conducted in these laboratories. These laboratories are also extensively used for student projects.

### 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.

### IT Helpdesk Support

A web-based helpdesk – <http://intranet.kustar.ac.ae/helpdesk> – may be used for reporting IT related issues and problems. After accessing the helpdesk web page, submit your problem using the Create a Service Request link. Users can also check the status of their request at this website. In an emergency, users can call Ext. 8051 at the Abu Dhabi campus or the following extensions at the Sharjah campus: Ext. 8864

### Acceptable Usage of University Computing Resources

KUSTAR 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.

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

The following guidelines apply to all KUSTAR staff, students and other users of the KUSTAR

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 KUSTAR computer systems to gain unauthorized access or perform activities, which may be harmful to any other computer systems (KUSTAR-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 KUSTAR 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 KUSTAR personnel may have access to data and software stored on KUSTAR Computing Facilities while performing routine functions or resolving system problems. Users should further recognize that as specified in the relevant administrative policies at KUSTAR, authorized University personnel have the obligation to take reasonable and appropriate steps to insure the integrity of KUSTAR Computing Facilities and to ensure that this Protocol is observed.

## Moodle

Moodle is an open source course management system that allows instructors to create a dedicated website for their classes. A course website may contain the course syllabus, lecture notes, supplemental study materials and readings, exercises and homework, email postings, student grades, etc. Instructors who have created a course website will explain how students should use it to support their class work. Each student will have his or her own unique log-in and password. Each student is responsible for knowing and understanding how the Moodle course website will be used for each class. The Moodle home page is at: <http://elearn.kustar.ac.ae>

## ACADEMIC ADVISING

Academic advising is integral to effective learning and academic progress throughout the student's undergraduate program. Khalifa University is composed of colleges and departments that serve as "academic and administrative homes" for each student. The student is assigned to one of the colleges based on his/her intended major/program. A full-time faculty member from the assigned college acts as the academic advisor and works with the student from the beginning of his/her academic career. Students who have not declared an academic major will be assigned an advisor.

Academic advisors provide information about selecting courses and areas of specialization, and understanding 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 to meet their goals for the future.

In order to register each semester, students are required to meet with their faculty academic advisor to discuss their academic progress and course selection, and obtain the faculty advisor's signature on their registration form. This process ensures that the student is on course to meeting the graduation requirements of a particular degree program.

## CREDITS, GRADES AND ACADEMIC STANDING

### 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.)

Depending on a student's program of study, each degree offered by the University requires the completion of 130 to 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.

Under exceptional circumstances the Dean of the college may allow a student's credit load to drop below 12 credits. The payment of incentives or scholarships will be suspended for the remainder of any semester during which a student is approved to drop below 12 credits

### Student Classification

Undergraduate students admitted to a bachelor's degree program are classified on the basis of earned credits:

Earned Credit Hours	Classification
0 – 29	Freshman
30 –59	Sophomore
60 – 89	Junior
90 or more	Senior

### 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.

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Letter Grade	Grade Point	Description
A+	4.00	Exceptional
A	4.00	Excellent
A-	3.70	Very Good
B+	3.30	
B	3.00	Good
B-	2.70	
C+	2.30	Satisfactory
C	2.00	
C-	1.70	Less Than Satisfactory
D+	1.30	Poor
D	1.00	
D-	0.70	
F	0.00	Fail
WF	0.00	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

## 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 point
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
<b>Semester Total</b>	<b>17</b>			<b>60</b>
$SGPA = 60 \div 17 = 3.53$				
SPRING SEMESTER				
Course	Credit Hours	Grade	Grade Value	Quality point
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
<b>Semester Total</b>	<b>16</b>			<b>58</b>
$SGPA = 58 \div 16 = 3.63$				
<b>Cumulative Total</b>	<b>33</b>			<b>118</b>
$CGPA = 118 \div 33 = 3.58$				

### **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.



# 6

**STUDENT  
SERVICES**

## OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs and Services is dedicated to providing quality services and support for students on and off campus. The Office advocates students' needs, facilitates student involvement, and encourages students to accept responsibilities of membership in a campus community. Operating within the framework of total student development, the Office is committed to promoting a caring, cooperative campus environment that values diversity and reflects an appreciation of the dignity of all people.

## STUDENT LIFE

Students at Khalifa University are encouraged to participate in extracurricular activities. The mission of Student Life is to plan, in a student-centered manner, athletic, cultural and social activities enabling students to develop personal talents and interests. In addition, Khalifa University has many on-campus services tailored to the needs of its students. The aim is to promote a campus climate that enhances the educational, physical, social and emotional well-being of students, and creates a collaborative, caring, and participative work environment.

## STUDENT HOUSING

At Khalifa University-Sharjah Campus purpose-built student housing is located on campus making it convenient for resident students to reach the academic buildings as well as other services and recreational facilities. The University residence halls offer an environment in which students from different parts of the country have the chance to meet and learn from one another.

Off-campus leased student housing is available to male and female students enrolled at the Abu Dhabi Campus, who live outside reasonable commuting distance to the campus. Priority is given to UAE nationals. Non-national students may be accommodated on a space available basis for a reasonable fee. Transportation is provided to and from the campus each day.

Housing policies and regulations are provided to all students residing in university provided accommodation. These policies include proce-

dures for disciplinary actions that may be taken against students who violate housing rules. Depending on the type of infraction, such disciplinary actions may include financial restitution, eviction from housing and dismissal from Khalifa University.

## DINING SERVICES

### Sharjah Campus

The University has a variety of catering facilities. The campus restaurant provides a whole range of foods and drinks, from sandwiches to hot meals and sweets. The Campus Cafeteria provides lighter meals and a wider choice of refreshments. Residents of the student hostel take their meals in the restaurant.

### Abu Dhabi Campus

An on-campus cafeteria offers hot and cold meals during the day. A coffee lounge, providing light meals and beverages, is also available.

## CAREER AND COUNSELING SERVICES

### Counseling 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:

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

fessors or anyone else without the permission of the student, or unless the student poses harm to themselves or others.

### Career Services

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

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; exploring personal values and interests. We also offer students and alumni career counseling and assistance with:

- Resume and cover letter development
- Career fairs
- Preparing for internship and employment

### Seminars & Workshops

Each year the University organizes a series of seminars and workshops for final year students, which includes activities such as CV writing, Job Seeking Skills, Interview Skills, and Strategies for Success. Guest Speakers from UAE industry and former graduates are invited to speak on job opportunities for graduates.

### Industrial Visits

A number of industrial visits to leading organizations are organized for students throughout the academic program. The trips facilitate students to think of their career path and give prospective employers an opportunity to meet the University's future graduates.

### Career Fairs

Career Fairs are organized each academic year. The main goal of these events 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, part-time, internship, or cooperative positions.

### Library Resources

The library has a designated notice board for career opportunities selected from local newspapers and professional bodies. It has also started building a selection of relevant career development books for students.

### Student Internships

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 placement is to assist in the student's development and reinforcement of academic studies within the working world. These internships may be either domestic or international.

### University Research Conferences

Representatives from industry and potential employers are invited to attend University Research Conferences. During the Conferences, potential employers are given the opportunity to give presentations about job opportunities within their organizations. Career exhibitions are frequently part of such activities.

### 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.

## 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.

## HEALTH SERVICES

The University has a Health Center providing primary medical services and emergency care. The center 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 Health Clinic 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 are 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.

## 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.

## 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.

## PRAYER ROOMS

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

## STUDENT LOUNGES

Separate lounge areas are provided for male and female students.

## STUDENT ACTIVITIES

### Khalifa University Students Council (KUSC)

Each campus selects a KUSTAR Student Council (KUSTAR-SC), which is an organization established to ensure student representation on campus. The KUSTAR-SC charter is drafted by students and approved by the University administrative. KUSTAR-SC 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 cen-

tral role in the extracurricular 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.

## 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. The Office of Student Affairs 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.

## 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:

1. 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.
2. Any publication must adhere to the United Arab Emirates publication laws.
3. Any publication must comply with the copyright laws of the United Arab Emirates.
4. All articles within a publication represent their author's point of view and responsibility.
5. The Vice President, Student Services and the editor of the student publication must approve all articles in the publication.
6. 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.

7. Content shall not be directed toward inciting disobedience or defiance of United Arab Emirates laws or the promotion of civil disorder.
8. Statements shall not be profane, indecent, or contrary to the custom of the United Arab Emirates.
9. 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.

## Student Competitions

Khalifa University students are encouraged to participate in a wide range of Student Competitions throughout their academic life. 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.

## Sport Facilities

A variety of sport facilities are available at the Sharjah campus including: a gymnasium, playing fields and courts, and a swimming pool.

## 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



# 7

## 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:

## RIGHTS AND FREEDOMS

1. Every student enjoys within the University all rights and freedoms recognized by the Laws of the United Arab Emirates.
2. 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.
  - a. A distinction, exclusion, or preference based on relevant academic or physical aptitudes required and made in good faith is considered to be non-discriminatory.
3. 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.
4. 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.
5. 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.
6. The University has an obligation to maintain safe and suitable conditions of learning and study.
7. The University has an obligation to ensure that adequate measures are taken to protect the security of students on University property.

## 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.

## 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.

## 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.

## 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.

## 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, the faculty and fellow students 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.

## STUDENT GRIEVANCE PROCEDURE

### 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.

### 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.

### 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.



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STUDENT  
REGULATIONS

## 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 whilst 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 per-

sonal 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.

### 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.

### 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 instruc-

tors 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 KUSTAR Manager, which could result in dismissal from KUSTAR.

## ATTENDANCE RULES AND REGULATIONS

### 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 Affairs 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 appropriate Program Manager or Program Chair.
- 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 Campus Manager, 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 adjust-

ing their class schedules (drop/add period). For example:

Class meeting time per week.	Maximum Absences Allowed
16 times per week	45
3 times per week	8
2 times per week	6
1 time per week	3

### Policy on Acceptable Excuses

- All absences, whether with or without an excuse, are calculated as part of the total absence allowance of 20%.
- 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 .
- Students who fail to attend classes due to other serious issues should notify the Registrar's Office as soon as possible.
- It is the responsibility of students to provide documentation to support their reason for absence.
- Excuses for appointments related to an ongoing 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.
- 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.

## EXAMINATIONS- RULES AND PROCEDURES

### Examination Regulations

- 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 Proctor (Invigilator).
- The following items may be taken into an examination if not specifically excluded from use:
  - Pencils (+ Sharpeners)
  - Pens
  - Drawing instruments
  - Ruler
  - Basic Scientific Calculators – provided they are:
    - Silent in operation.
    - Battery or solar powered.
    - Deleted of all programs, if programmable. This will be verified by removal of batteries or resetting in presence of the Proctor.
    - Once an examination has started no candidate may borrow any item from another candidate under any circumstances.
    - Students must ensure that they are able to deal with any eventuality in respect of writing and drawing implementations.

Students should use blue or black pens for answering questions. Pencils can only be used in drawing graphs.

Mathematical formulae may be provided for use if required.

Correction fluid/pen may not be used in an examination. Where a candidate wishes to make a change or deletion, it must be done by crossing out the incorrect or wrong work.

No written, typed or printed notes, aide memoir or books, etc. other than those which are provided by the Proctor and specified in "open book" examinations, may be taken into the examination room by candidates. Revision notes, etc., must not be taken into the examination room by candi-

dates. They must be left outside.

No communication or data storage device may be taken into an exam room such as mobile phone, i-Pod, nano i-Pod, etc.

- No student may enter, or attempt to enter, an examination room on the day of an examination without the permission of a Proctor.
- Students will be expected to be seated 5 minutes before the scheduled start.
- The doors to an examination room will be closed when the exam starts. Any students arriving late will be required to wait outside until ten minutes past the commencement time. They will then be allowed into the room. Any student arriving after this time will not normally be allowed to sit 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. This rule applies to both mid-semester and final exams.
- No student may leave the examination room until at least 30 minutes after the start.
- No student may leave the examination room during the last 10 minutes of the examination period. During this period, candidates must remain seated until all papers have been given to the Proctor.
- 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.
- During any examination, the only questions the Proctors will answer are ones concerning possible errors or omissions in the text or diagrams in the examination papers. Students may ask for a dictionary if they are uncertain about the meaning of the text. It is up to the individual student to decide how to interpret and answer the examination questions.
- All answers and rough work must be done on the paper provided by the Proctor and all paper provided must be returned to the

Proctor before leaving the room.

- All question papers must be handed to the Proctor before leaving the room.
- An Arabic/English dictionary will be available in each examination room. Electronic dictionaries are not allowed.
- Communication and electronic devices of any type except basic calculators are not permitted in the examination rooms. Students who fail to observe this regulation will be immediately expelled from the room.
- Students found cheating, assisting other students, or using methods deemed unfair during the Examination, will have their paper cancelled and a severe disciplinary action will be taken that may lead to suspension/dismissal from KUSTAR as decided by the KUSTAR Management after investigation of the incident.

### Absence From Examinations

- If a student misses a mid-semester examination(s) with a valid excuse (validated by the Office of Admissions and Registration), 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 3 days of the missed exam.
- If a student misses a final examination(s) with a valid excuse (validated by the Office of Admissions and Registration), s/he will be required to sit for a make-up examination administered at a time and place set by the Registrar's Office.

## 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.



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## STUDENT DISCIPLINARY POLICIES AND PROCEDURES

### 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.

Plagiarism is the act of stealing the ideas and/or the expression of another person and representing them as your own. Plagiarism is a form of cheating and no student shall, with intent to deceive, represent the work of another person as his or her own in any academic writing, essay, thesis, research report, project or assignment submitted in a course or program of study or represent as his or her own an entire essay or work of another.

A student commits plagiarism if he submits work that is not truly the product of his own mind and skills.

### Forms of Plagiarism

- i. A word-by-word copying of someone else's work, in whole or in part, without acknowledgment, whether that work be an internet page, a magazine article, a portion of a book, a newspaper piece, another student's paper, or any other composition not your own. Any such use of another's work must be acknowledged by:
  - Enclosing all such copied portions in quotation marks.
  - Referring to the original source, either in the body of your paper or in a note. (As a general rule, one should make very little use of quoted matter in papers, project reports and assignments)
- ii. An unacknowledged paraphrasing of the structure and language of another person's work. Changing a few words of another's composition, omitting a few sentences, or changing their order does not constitute original composition and therefore can be given no credit. If such borrowing or paraphrasing is ever necessary, the source must be indicated by appropriate notes.
- iii. Writing a paper based solely on the ideas of another person. Even though the language is not the same, if the thinking is clearly not your own, then you have committed plagiarism. If, for example, in writing a paper a student reproduces the structure and progression of ideas in an essay one has read,

or a speech one has heard, the student in this case is not engaging his own mind and experiences enough to claim credit for writing his own composition.

**In summary, plagiarism includes, but is not limited to:**

- **Using published work without referencing (the most common)**
- **Copying coursework.**
- **Collaborating with any other person when the work is supposed to be individual.**
- **Talking another person's computer file/program.**
- **Submitting another person's work as one's own.**
- **The use of unacknowledged material published on the web.**
- **Purchase of model assignments from whatever source.**
- **Copying another student's results.**

### Identification and Analysis of Plagiarism

It is university policy that all electronically-submitted coursework produced by students be 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 (presently "Turnitin") and makes available to all teaching staff relevant access to the software. It is mandatory that all teaching staff use such software for all electronically-submitted student assignments, final project report, laboratory reports etc.

Plagiarism is deemed to have occurred if the Turnitin plagiarism score is equal to or greater than 15%, after all individual instances of Turnitin scores of 2% or less are discounted. The only academic staff member who may submit a coursework item to Turnitin for a particular course is the assigned instructor for that course.

All coursework items that achieve a Turnitin plagiarism score equal or greater than 15% (after all individual instances of Turnitin scores of 2% or less are discounted) will be awarded zero marks, subject to the following rider:

For senior students only, where a piece of coursework or the final project report attains a Turnitin plagiarism score between 15% and 17% (after all individual instances of Turnitin scores of 2% or less are discounted) the Turnitin report must be reviewed by the relevant professor/lecturer and the Dean as to the final Turnitin score that will be recorded.

### OTHER FORMS OF ACADEMIC DISHONESTY

- a. 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. Candidates found cheating, assisting other students, or using methods deemed unfair during an examination, will have their paper cancelled. After an investigation of the cheating incident, a severe disciplinary action may be imposed including suspension or dismissal from the University. (*Refer to Examination Regulations*)
- b. Dry-Labbing  
Lab work and projects shall only utilize actual results obtained. Manufacturing data to conform to expected outcomes constitutes academic dishonesty.
- c. Fabrication of Data/Use of Agents  
Work submitted for assessment must be produced by the individual student. The engagement of another person to complete an assessment or examination in place of another student, whether for payment or otherwise, constitutes academic dishonesty.
- d. Recycling  
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.

## PENALTIES FOR ACADEMIC DISHONESTY

Plagiarism or any type of academic dishonesty is a serious offense for which disciplinary penalties can be imposed. University disciplinary procedures are divided into five sections:

- Action taken by a faculty member.
- Action taken by the Chair / Head of Department (if applicable).
- Action taken by the Dean.
- Action taken by an Ad-hoc Discipline Committee.
- Action taken by the Provost or Campus Manager.

### Action To Be Taken by a Faculty Member

When a faculty member suspects a student of committing academic dishonesty, the instructor should discuss the matter with the student. The faculty member may impose one or more of the following actions:

- Counsel the student and dismiss the case if the infringement is very minor or unproved.
- Require the student to resubmit the work for assessment.
- Require the student to undertake another form of assessment in lieu of the assignment in question.
- Issue a zero mark for any submitted work that includes substantial provable plagiarism or any other type of academic misconduct.
- Refer the matter to the Chair / Head of Department (if applicable) or the Dean, who will decide whether further actions should be taken against the student. Such referrals are made for repeat offences, an egregious single infringement or cases which require further investigation.

### Action Taken by the Chair / Head of the Department

Should the matter be referred to the Chair of the Department, the Chair, in consultation with the

instructor, may decide on one of the following actions:

- Reduce the grade or issue a failing grade on the submitted work that involves plagiarism or academic misconduct, and a written warning to the student with a copy to the student's file.
- Refer the matter to the Dean if the violation is egregious or the student has had a previous warning.

### Action Taken by the Dean

If the matter is referred to the Dean, the Dean may decide on one of the following actions:

- Confirm any of the sanctions previously imposed by the instructor or Head of Department.
- If the case is sufficiently serious, the Dean may form an ad-hoc Discipline Committee to hear the matter. In such hearings, the student will be asked to explain his actions. The Discipline Committee will consist of the Dean, the Chair / Head of Department and one other senior faculty member with no prior involvement in the case.

### Action to Be Taken by an Ad-hoc Discipline Committee

On the basis of the information presented, the Discipline Committee shall determine if the student was culpable and may make one of the following recommendations:

- The student should fail only the course in which the academic misconduct has occurred.
- If a student commits plagiarism or is guilty of academic misconduct in two or more courses in a semester, he/she may be suspended from the university for the semester in which the academic misconduct has occurred or for the following semester if the academic misconduct occurred toward the end of a semester. The student will have to repeat the semester in this case.
- If a student is suspended from the University twice due to plagiarism or academic misconduct, the student may be permanently dismissed from the University.

### Action To Be Taken by the KUSTAR Manager

Any decision taken by the Dean and, if appropriate, by the Discipline Committee must be communicated to the university Provost or Campus Manager for review and approval. Approved decisions are communicated to the student in writing. The penalties to be imposed and reasons for the penalties must be clearly stated to the student.

## PROCEDURES FOR RESOLVING ACADEMIC OFFENCES

When someone is accused of an academic offense, a set of procedures are in place to resolve the issue. The following section describes these procedures. The procedures may appear to be complex but they are intended to safeguard the rights of students. Overall you will:

- Have the opportunity to state your case in the manner and with the assistance you may require;
- To be heard by people that are impartial; and
- To receive a fair judgment.

### Plagiarism

1. Coursework items that achieve a Turnitin plagiarism score equal to or greater than 15% (after all individual instances of Turnitin scores of 2% or less are discounted) will be awarded zero marks.
2. The relevant faculty member should report all instances of plagiarism to the relevant Chair of the Department, with a copy to the Dean for inclusion in the student's file.
3. A student has the right to appeal through the University's student appeal procedures against the awarding of zero marks for coursework items designated as having been plagiarized.
4. If the student has previously committed plagiarism (and, accordingly, has been awarded zero marks) or some other form of academic dishonesty, the case must be referred to the Dean.

5. The Dean will constitute and chair a Discipline Committee for each case referred. This committee should be comprised of a senior staff member who is independent of the student and the case. Normally the committee will include the relevant Chair of the Department.
6. The Discipline Committee will meet with the student and the faculty member who has detected the second case of plagiarism. The student will have the right to be accompanied at all times by his/her supervisor or a nominated faculty member.
7. The Discipline Committee may impose a penalty, as it deems appropriate, based on the student's case history. This may include, but is not limited to, the following:
  - i. Failing the student in the relevant course;
  - ii. Failing the student in all courses for the semester during which the academic misconduct has occurred.
  - iii. Suspending the student from the University for a specified period;
  - iv. Dismissing the student from the University.
8. The Chairman of the Discipline Committee shall prepare a report outlining the academic offence, any penalties to be imposed and the reasons for the penalties. This report should be submitted to the Campus Manager for approval. A copy is also included in the student's file.
9. Subject to the approval by the Campus Manager, the student must be notified in writing by the Director of the penalties to be imposed and reasons for same.
10. The student will have the right to appeal against any penalty imposed under this section through the University's student appeals procedure.

## Academic Offences Other Than Plagiarism

1. A faculty member who suspects that an academic offence (other than plagiarism) has been committed should report the incident to the Preparatory Program Director (in the case of a Preparatory student) or to the Dean.
2. The faculty member shall review any evidence and, if necessary, interview the student. If after this review, the faculty member believes that an offence has occurred, and where the student admits guilt, and it is a first offence, the faculty member may impose one of the following actions:
  - Counsel the student and issue him/her with a formal written warning, if the offence is minor;
  - Require the student to resubmit the work or to undertake another form of assessment in lieu of the work in question, with a capped pass mark;
  - Give a mark of zero for the work.
  - Refer the matter to the Preparatory Director or to the Dean, if the offence is serious.
3. The faculty member should write a brief report about the offence committed and, if applicable, the penalty imposed. This report should be submitted, through the relevant Chair / Head of the Department, to the Preparatory Director or the Dean for inclusion in the student's file.
4. If the student does not admit guilt, or if there has been a previous offence (whatever the penalty) the case must be referred to the Dean.
5. The Dean shall convene and chair a Discipline Committee for each case referred. This committee should be comprised of a senior staff member who is independent of the student and the case. Normally the committee will include the relevant Chair / Head of the Department or the Preparatory Program Director.
6. The Discipline Committee will meet with the student and the faculty member who made the allegation (acting as prosecutor). The student will have the right to be accompanied at all times by his/her supervisor or a nominated faculty member.
7. The Discipline Committee may take one of the following actions:
8. Dismiss the case, if there is no case to answer
9. Impose a penalty, as it sees fit, but based on "case history". This may include, but is not limited to, the following:
  - Counselling the student and issuing a formal written warning;
  - 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 mark;
  - Giving a mark of zero for the work;
  - Failing the student in the relevant course;
  - Failing the student in all courses for the semester during which the academic misconduct has occurred.
  - Suspending the student from the College for a specified period;
  - Dismissing the student from the College.
10. The Chairman of the Discipline Committee writes a report about the academic offence, any penalties to be imposed and the reasons for the penalties. This report should be submitted, through the Director, to the University Manager for approval. A copy is also included in the student's file.
11. Subject to the approval by the University Manager, the student must then be notified in writing by the Director. The penalties to be imposed and reasons for the penalties must be clearly stated to the student
12. The student will have the right to appeal against a penalty through the University's student appeal procedures.

### Student Appeal

A student has the right to appeal an academic decision when a penalty is imposed. The student may discuss the problem informally with the member of the academic staff involved in order to resolve the issue. If this informal approach does not resolve the problem, the student can submit a formal appeal in writing to his/her Chair / Head of Department or the Dean. The student should ensure that his appeal documentation contains all relevant factual information that the

Chair / Head of the Department or Dean should consider.

### Readmission From Suspension

A student who was suspended for a certain period from Khalifa University because of conduct violations or academic dishonesty may be readmitted to the university after completion of the suspension period, but only after signing an undertaking in the presence of his guardian that he/she will not repeat the cause of suspension again. Recurring incidents from the same student will be communicated to the campus Management and could result in dismissal from the University.

## NON-ACADEMIC OFFENSES

### NON-ACADEMIC STUDENT REGULATIONS

#### 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 offences. 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.

## 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 whilst 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 pos-

sible, 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.

### 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 pic-

tures 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 extra-curricular 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.

### EXAMPLES OF MISCONDUCT

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

#### 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.

### 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.

### 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.

### 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.

### 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.

## 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.

## 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.

## 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.

## 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.

## 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.

## 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.

## 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 initiated 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.

## Smoking

No student shall violate the University's Smoking policy.

## 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.

## 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.

## 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.

## 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.

## 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.

## 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.

## NON-ACADEMIC OFFENSES PROCEDURES

Student charges, include charges against student organizations, are made from various entities of the campus and sent to the office if 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.

### 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.

### 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.

### 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.

### 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.

### 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.

## 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.

## 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 or-

ganization 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.

## DEFINITIONS AND ADMINISTRATION OF PENALTIES

### 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.

### 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.

### 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.

### 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.

### 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.

### 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.

### 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.

### 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.



# 10

IMPORTANT  
TELEPHONE  
NUMBERS



## ABU DHABI CAMPUS

### EXTENSION

Campus	(02) 4018000 8004
President Office	8013
Provost's Office	8534
Dean's Office	8075
Associate Dean's Office	8115
Student Affairs' Office	8115
Registrar's Office	8103 / 8136 / 8502
Administration Office	8028
IT Support	8059
Library	8132
Health Office	8014
Fire	997
Ambulance	998
Police	999

## SHARJAH CAMPUS

### EXTENSION

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

[www.kustar.ac.ae](http://www.kustar.ac.ae)

